



Regular Meeting Agenda

June 15, 2021

Placentia City Council

Placentia City Council Acting as Successor Agency to the
Placentia Redevelopment Agency
Placentia Industrial Commercial Development Authority
Placentia Public Financing Authority

SPECIAL PROCEDURES NOTICE DURING COVID-19 EMERGENCY

On March 4, 2020, Governor Newsom proclaimed a State of Emergency as a result of the threat of the COVID-19 virus.

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Americans with Disabilities Act Accommodation

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Until further notice the City will implement the guidelines of the California Department of Public Health regarding social distancing.

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Placentia Industrial Commercial Development Authority
Placentia Public Financing Authority

Mayor Craig S. Green
District 2

Mayor Pro Tem Chad P. Wanke
District 4

Rhonda Shader
Councilmember
District 1

Ward L. Smith
Councilmember
District 5

Jeremy B. Yamaguchi
Councilmember
District 3

Robert S. McKinnell
City Clerk

Kevin A. Larson
City Treasurer

Damien R. Arrula
City Administrator

Christian L. Bettenhausen
City Attorney

City of Placentia
401 E. Chapman Avenue
Placentia, CA 92870

Phone: (714) 993-8117
Fax: (714) 961-0283
Email:
administration@placentia.org
Website: www.placentia.org

Mission Statement

The City Council is committed to keeping Placentia a pleasant place by providing a safe family atmosphere, superior public services and policies that promote the highest standards of community life.

Vision Statement

The City of Placentia will maintain an open, honest, responsive, and innovative government that delivers quality services in a fair and equitable manner while optimizing available resources.

Copies of all agenda materials are available for public review in the Office of the City Clerk, online at www.placentia.org, and at the Placentia Library Reference Desk. Persons who have questions concerning any agenda item may call the City Clerk's Office, (714) 993-8231, to make inquiry concerning the nature of the item described on the agenda.

Procedures for Addressing the Council/Board Members

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "**Oral Communications**" portion of the agenda should fill out a "**Speaker Request Form**" and give it to the City Clerk BEFORE that portion of the agenda is called. Testimony for Public Hearings will only be taken at the time of the hearing. Any person who wishes to speak on a Public Hearing item should fill out a "**Speaker Request Form**" and give it to the City Clerk BEFORE the item is called.

The Council and Board members encourage 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 an entire group. To encourage all views, the Council and Board discourage clapping, booing or shouts of approval or disagreement from the audience.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL AND BOARD MEMBERS ARE IN SESSION.

Special Accommodations

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(28 CFR 35.102.35.104 ADA Title II)

In compliance with California Government Code § 54957.5, any writings or documents provided to a majority of the City Council regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the City Clerk's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

Study Sessions are open to the public and held in the City Council Chambers or City Hall Community Room. Executive Sessions are held in the Council Caucus Room. While the public may be in attendance during oral announcements preceding Executive Sessions, Executive Sessions are not open to the public.

**PLACENTIA CITY COUNCIL
PLACENTIA CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
PLACENTIA REDEVELOPMENT AGENCY
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY
PLACENTIA PUBLIC FINANCING AUTHORITY
REGULAR MEETING AGENDA - CLOSED SESSION
June 15, 2021
5:00 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER:

ROLL CALL: Councilmember/Board Member Shader
Councilmember/Board Member Smith
Councilmember/Board Member Yamaguchi
Mayor Pro Tem/Board Vice Chair Wanke
Mayor/Board Chair Green

ORAL COMMUNICATIONS: (PLEASE SEE PAGE ONE FOR SPECIAL INSTRUCTIONS ON SUBMITTING PUBLIC COMMENT DURING THE COVID-19 PANDEMIC)

At this time, the public may address the City Council and Boards of Directors concerning any items on the Closed Session Agenda only. There is a five (5) minute time limit for each individual addressing the City Council and Boards of Directors.

The City Council and Boards of Directors will recess to the City Council Caucus Room for the purpose of conducting their Closed Session proceedings.

1. Pursuant to Government Code Section 54956.9 (d)(2):
CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
Significant Exposure to Litigation: (2 Cases)

2. Pursuant to Government Code Section 54956.8
CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Property: State of California Right-of-Way Located at the Intersection of State Route 57 and Crowther Avenue
Agency Negotiator: Damien R. Arrula, City Administrator
Luis Estevez, Deputy City Administrator
Negotiating Parties: Roberta Hettick, Deputy Director, Caltrans District 12
Under Negotiations: Price and Terms of Payment

3. Pursuant to Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATOR
Agency Designated Representatives: Damien R. Arrula, City Administrator
Rosanna Ramirez, Deputy City Administrator
Employee Organizations: Placentia Police Management Association (PPMA)
Placentia Firefighters Association (PFA)
Placentia City Employees Association (PCEA)

RECESS: The City Council and Boards of Directors will recess to their 7:00 p.m. Regular Meeting.

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PLACENTIA REDEVELOPMENT AGENCY
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY
PLACENTIA PUBLIC FINANCING AUTHORITY
REGULAR MEETING AGENDA
June 15, 2021
7:00 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER:

ROLL CALL: Councilmember/Board Member Shader
Councilmember/Board Member Smith
Councilmember/Board Member Yamaguchi
Mayor Pro Tem/Board Vice Chair Wanke
Mayor/Board Chair Green

INVOCATION: Fernando Villicana

PLEDGE OF ALLEGIANCE:

PRESENTATION: None

CLOSED SESSION REPORT:

CITY ADMINISTRATOR REPORT:

ORAL COMMUNICATIONS: (PLEASE SEE PAGE ONE FOR SPECIAL INSTRUCTIONS ON SUBMITTING PUBLIC COMMENT DURING THE COVID-19 PANDEMIC)

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CITY COUNCIL/BOARD MEMBER COMMENTS:

1. CONSENT CALENDAR (Items 1.a. through 1.p):

All items on the Consent Calendar are considered routine and are enacted by one motion approving the recommended action listed on the Agenda. Any Member of the City Council and Boards of Directors or City Administrator may request an item be removed from the Consent Calendar for discussion. All items removed shall be considered immediately following action on the remaining items.

1.a. **Consideration to Waive Reading in Full of all Ordinances and Resolutions**

Fiscal Impact: None

Recommended Action: Approve

1.b. **Minutes**

City Council/Successor/ICDA/PPFA Regular Meeting: June 1, and Special Meeting: June 2, 2021

Recommended Action: Approve

- 1.g. **Measure M Eligibility Application Package for Fiscal Year 2021-22**
Fiscal Impact: Revenue: \$807,045 In Estimated Measure M Funds (180000-4092)
Recommended Action: It is recommended that the City Council:
- 1) Authorize Staff to submit the 7-year CIP project list utilizing Measure M funding; and
 - 2) Approve Resolution No. R-2021-38, a Resolution of the City Council of the City of Placentia, California, concerning the status and update of the Circulation Element and Mitigation Fee Program for the Measure M (M2) Program; and
 - 3) Authorize Staff to submit the Measure M Eligibility application package to OCTA to ensure continued eligibility for Measure M funding and receipt of Local Fair Share M2 funds.
- 1.h. **Resolution Adopting Fiscal Year 2021-22 Project List for Compliance with SB 1, the Road Repair and Accountability Act of 2017**
Fiscal Impact: There is no direct fiscal impact associated with the recommended actions.
Recommended Action: It is recommended that the City Council:
- 1) Approve Resolution No. R-2021-39, a Resolution of the City Council of the City of Placentia, California, adopting the List of Projects for Fiscal Year 2021-22 funded by SB 1, The Road Repair and Accountability Act 2017; and
 - 2) Direct Staff to submit the project list to the California Transportation Commission.
- 1.i. **Declaration of Surplus Property**
Fiscal Impact: Revenue realized from the sale of surplus property will be deposited into the Equipment Replacement Fund (410000-4750)
Recommended Action: It is recommended that the City Council:
- 1) Declare the six (6) vehicles listed in this report as surplus property; and
 - 2) Authorize the City Administrator or his designee to execute the necessary documents to dispose of these vehicles through a public auction; and
 - 3) Direct Staff to deposit the auction proceeds into the City Equipment Replacement Fund.
- 1.j. **Award of Construction Contract for the Old Placentia City Hall ADA Improvement Project, City Project No. 5101**
Fiscal Impact: Expense: \$180,000 Construction Contract Amount
Budget: \$198,849 Total Project Budget (FY 2020-21 CIP Budget)
\$ 7,049 Measure U Fund (795101-6185)
\$191,800 Housing & Community Develop. Fund (305101-6185)
Recommended Action: It is recommended that the City Council:
- 1) Approve a Public Works Agreement with A2Z Construct, Inc. for the Old Placentia City Hall ADA Improvement Project in the amount of \$180,000; and
 - 2) Authorize the City Administrator to approve contract change orders up to ten percent (10%) of the contract amount, or \$18,000, for a total construction contract not-to-exceed amount of \$198,000; and
 - 3) Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.
- 1.k. **Amendment No. 1 to Compressed Natural Gas Fueling Station Lease Agreement with Trillium USA**
Fiscal Impact: Revenue: \$ 75,000 Annual Base Lease Payment
\$ 14,812 FY 2019-20 Fuel Royalty Payment
Recommended Action: It is recommended that the City Council:
- 1) Approve a one-year term lease extension through June 30, 2022 with Trillium USA to operate the City's CNG fuel station; and
 - 2) Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

1.l. **Grant of Easement to Southern California Edison for SiFi Hut No. 1 at Placentia Sports Complex**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Approve the Grant of Easement to Southern California Edison for electric utility systems; and
- 2) Authorize the City Administrator to execute the Grant of Easement on behalf of the City.

1.m. **Approval of Purchase Order to Southwest Lift & Equipment, Inc. To Rebuild an Existing Vehicle Lift in the City's Fleet Garage and Replacement of Associated Air Compressor**

Fiscal Impact: Expense: \$77,100.07 Total Project Cost
Budgeted: \$51,300.07 FY 2020-21 Capital Improvement Program Budget (795104-6840)
\$25,801.00 FY 2020-21 Operating Budget

Recommended Action: It is recommended that the City Council:

- 1) Authorize the City Administrator to award a Purchase Order to Southwest Lift & Equipment Inc., for a not-to-exceed amount of \$70,090.97; and
- 2) Approve Resolution No. R-2021-40, a Resolution of the City Council of the City of Placentia, California, authorizing a Budget Amendment in Fiscal Year 2020-21 in compliance with City Charter of the City of Placentia Sections 1206 and 1209 pertaining to appropriations for actual expenditures; and
- 3) Authorize the City Administrator to approve any change orders to the purchase order up to 10% of the purchase order amount, or \$7,009.10; and
- 4) Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

1.n. **Amendment No. 1 to Sole Source Professional Services Agreement With Koa Hills Consulting for Consulting Services for the Finance Enterprise System Upgrade**

Fiscal Impact: Expense: \$155,575 Professional Services
Budget: \$ 5,575 2021-22 Operating Budget (102020-6099)
\$150,000 2021-22 CIP Budget (Project No. 796204-6840)

Recommended Action: It is recommended that the City Council:

- 1) Approve Amendment No. 1 to the Professional Services Agreement with Koa Hills Consulting in the amount of \$155,575 for finance enterprise system upgrade consulting services for an additional 18 months; and
- 2) Authorize the City Administrator to approve contract change orders up to ten percent (10%) of the cumulative two-year contract extension, or \$15,557; and
- 3) Authorize the City Administrator to execute the necessary documents, in a form approved by the City Attorney.

1.o. **Award of Contract to Team One Management Inc. For Park Restroom Janitorial Services**

Fiscal Impact: Expense: \$ 71,175 Contract Cost
Budgeted: \$ 72,000 FY 2021-22 Operating Budget (103655-6290)

Recommended Action: It is recommended that the City Council:

- 1) Approve a Maintenance Services Agreement with Team One Management, Inc. for park restroom janitorial services for a cumulative contract not-to-exceed amount of \$213,525.00 for the initial three (3) year contract term, with the option to extend the term for one (1) additional two (2) year term; and
- 2) Authorize the City Administrator to approve contract change orders up to ten percent (10%) of the cumulative contract amount, or \$21,352.50; and
- 3) Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney; and
- 4) Authorize the City Administrator to approve the eligible agreement term extension based upon contractor performance and at the discretion of the City.

1.p. **Contract Extension With the Pun Group, Inc. For Financial Auditing Services for Fiscal Year 2020-2021**

Fiscal Impact: Expense: \$76,535 Fiscal Year 2021-22 (102020-6010)

Recommended Action: It is recommended that the City Council:

- 1) Approve Amendment No. 2 to the Professional Services Agreement with the Pun Group, Inc. for a one-year extension for Fiscal Year 2021-22 in an amount not-to-exceed \$76,535; and
- 2) Authorize the City Administrator to execute all necessary documents, in a form approved by the City Attorney.

2. PUBLIC HEARINGS:

2.a. **City of Placentia Annual Budget, Capital Improvement Program, Position Allocation Plan, and Annual Appropriations Limit, and Placentia Public Financing Authority Annual Budget for Fiscal Year 2021-22**

Fiscal Impact: **General Fund**

Expenditures – Operating: \$ 35,991,300
Expenditures – Debt Service: \$ 5,177,100
Expenditures – Capital: \$ 529,400
Expenditures – Transfers Out: \$ 53,000
Revenue: \$ 36,513,300
Operating Transfers-In: \$ 6,546,100

Special Revenue Funds

Expenditures – Operating: \$ 5,654,900
Expenditures – Debt Service: \$ 278,600
Expenditures – Capital: \$ 7,688,900
Expenditures – Transfers Out: \$ 6,865,000
Revenue: \$ 20,786,800
Operating Transfers-In: \$ 136,100

Debt Service Fund

Expenditures – Debt Service: \$ 409,500
Operating Transfers-In: \$ 409,500

Enterprise Funds

Expenditures – Operating: \$ 5,316,500
Expenditures – Transfers Out: \$ 176,700
Revenue: \$ 5,942,100

Internal Service Funds

Expenditures – Operating: \$ 2,738,300
Operating Transfers-In: \$ 2,738,300

Fiduciary Fund

Expenditures – Debt Service: \$ 3,786,600
Operating Transfers-in: \$ 3,786,600

Recommended Action: It is recommended that the City Council:

- 1) Open the Public Hearing concerning the City of Placentia Budget for Fiscal Year 2021-22 and Capital Improvement Program (CIP) for Fiscal Year 2021-22, consider all public testimony, ask questions of Staff, and close the public hearing; and
- 2) Adopt Resolution No. R-2021-41, a Resolution of the City Council of the City of Placentia, California, taking actions necessary to adopt the Fiscal Year 2021-22 Annual Budget; and taking actions necessary to adopt the Fiscal Year 2021-22 Capital Improvement Program (CIP) Budget with an appropriation of \$8,226,600; and authorizing the Position Allocation Plan and Compensation Plan for Fiscal Year 2021-22; and
- 3) Authorize the City Administrator to release appropriation controls for the General Government Department and Risk Management fund outside of the normal quarterly process, as necessary; and
- 4) Approve the use of the County's population growth and California per capita income growth as determined by the State Department of Finance for the calculation of the Fiscal Year 2021-22 Annual Appropriation Limit; and

- 5) Adopt Resolution R-2021-42, a Resolution of the City Council of the City of Placentia, California, approving and adopting the Annual Appropriations Limit for the Fiscal Year 2021-22 in the amount of \$101,180,364.

Recommended Action: It is recommended that the Placentia Public Financing Authority take the following actions:

- 1) Conduct the Public Hearing concerning the Placentia Public Financing Authority Budget for Fiscal Year 2021-22; and
- 2) Adopt Resolution No. PPFA-2021-02, a Resolution of the Placentia Public Financing Authority (PPFA) Board of Directors of the City of Placentia, California, taking actions necessary to adopt the PPFA's Fiscal Year 2021-22 Annual Budget.

- 2.b. **Public Hearing on Amendment to the City's Urban Forest Protection Ordinance**
Fiscal Impact: There is no direct fiscal impact associated with the Staff recommendations.
Recommended Action: It is recommended that the City Council:
 - 1) Open the Public Hearing concerning Ordinance No. O-2021-06; and
 - 2) Receive the Staff Report, consider all public testimony, and ask any questions of Staff; and
 - 3) Close the Public Hearing; and
 - 4) Waive full reading, by title only, and introduce for first reading, Ordinance No. O-2021-06, an Ordinance of the City Council of the City of Placentia, California, amending Chapter 14.12 of the Placentia Municipal Code entitled "Urban Forestry Management and Protection Ordinance" to add provisions pertaining to contractors performing tree maintenance services in the City.

3. REGULAR AGENDA:

- 3.a. **Consideration of Resolution Expressing Support for the Placentia Library District To Continue Under the Current Leadership Structure and Operation Model**
Fiscal Impact: None
Recommended Action: It is recommended that the City Council:
 - 1) Review the Staff presentation; and
 - 2) Determine whether or not to approve the proposed Resolution; and
 - 3) If approved, adopt proposed Resolution No. R-2021-43, a Resolution of the City Council of the City of Placentia, California, expressing support for the Placentia Library District to continue under the current leadership structure and operation model.

CITY COUNCIL/BOARD MEMBERS REQUESTS:

Council/Board Members may make requests or ask questions of Staff. If a Council/Board Member would like to have formal action taken on a requested matter, it will be placed on a future Council or Board Agenda.

ADJOURNMENT:

The City Council/Successor Agency/ICDA/PPFA Board of Directors will adjourn to a regular City Council meeting on Tuesday, July 6, 2021 at 5:30 p.m.

TENTATIVE AGENDA FORECAST

The Tentative Agenda Forecast is subject to change up until the posting of the Agenda for the Council Meeting listed below:

- Second Reading of the Tree Protection Ordinance Amendment
- Kraemer Memorial Park Fountain, Plaza, and ADA Improvement Project
- Agreements for On-Call Plan Check Services
- Amendment with KOA for FY 2021-22 Asphalt Rehabilitation Project
- Cooperative Agreement for Tustin/Rose Traffic Signal Synchronization Project
- Agreement for Environmental and Prelim Engineering Atwood Multi-Purpose Trail
- Agreement for Crowther Avenue Resurfacing Project
- FY 2021-22 Solid Waste Collection Rate Adjustment
- Proposed Sewer Rate Adjustment
- Community Center/Senior Center Study Session
- Annexation Study Session
- ARPA Funds Study Session
- Development Impact Fees Study Session
- RV Parking Study Session

CERTIFICATION OF POSTING

I, Karen O'Leary, Deputy City Clerk of the City of Placentia and Assistant Secretary of the Industrial Commercial Development Authority, the Successor Agency, and the Placentia Public Financing Authority hereby certify that the Agenda for the June 15, 2021 meetings of the City Council, Successor Agency, Industrial Commercial Development Authority, and the Placentia Public Financing Authority was posted on June 10, 2021.

Karen O'Leary
Deputy City Clerk

DRAFT

**PLACENTIA CITY COUNCIL
PLACENTIA CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
PLACENTIA REDEVELOPMENT AGENCY
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY
PLACENTIA PUBLIC FINANCING AUTHORITY
REGULAR MEETING MINUTES
June 1, 2021
5:00 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

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CALL TO ORDER: Mayor Green called the meeting to order at 5:01 p.m.

ROLL CALL:

PRESENT: Councilmember/Board Member Shader, Smith, Green
PRESENT ELECTRONICALLY: Councilmember/Board Member Wanke
ABSENT: Councilmember/Board Member Yamaguchi

ORAL COMMUNICATIONS:

Mayor Green opened Oral Communications for the Closed Session. City Clerk McKinnell stated that no members of the public were present to comment, and the City Clerk's Office had received no public comment for the Closed Session.

The City Council and Boards of Directors recessed to the City Council Caucus Room for the purpose of conducting their Closed Session proceedings on the following:

1. Pursuant to Government Code Section 54956.8
CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Property: 2101 N. Tuffree Blvd., Tuffree Park
Agency Negotiator: Damien R. Arrula, City Administrator
Negotiating Parties: Damien R. Arrula, City Administrator
Under Negotiations: Price and Terms of Payment
2. Pursuant to Government Code Section 54956.9 (d)(2):
CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
Significant exposure to litigation: (2 Cases)
3. Pursuant to Government Code Section 54956.9(d)(1):
CONFERENCE WITH LEGAL COUNSEL – Existing Litigation
Uceda vs. City of Placentia, Case: WCAB No. 17-131388

RECESS: The City Council and Boards of Directors recessed to their 7:00 p.m. Regular Meeting.

CALL TO ORDER: Mayor Green called the meeting to order at 7:02 p.m.

ROLL CALL:

PRESENT: Councilmember/Board Member Shader, Smith, Green
PRESENT ELECTRONICALLY: Councilmember/Board Member Wanke
ABSENT: Councilmember/Board Member Yamaguchi

STAFF PRESENT:

City Attorney/Authority Counsel Christian Bettenhausen; City Administrator Damien Arrula; Deputy City Administrator Rosanna Ramirez; Deputy City Administrator Luis Estevez; Chief of Police Darin Lenyi; Fire Chief J. Pono Van Gieson; Director of Finance Jessica Brown; Director of Community Services Karen Crocker; Director of Development Services Joe Lambert; Assistant to the City Administrator/Economic Development Manager Jeannette Ortega; City Clerk Robert McKinnell; Deputy City Clerk Karen O'Leary

INVOCATION: Fernando Villicana

PLEDGE OF ALLEGIANCE: Mayor Green

City Attorney Bettenhausen clarified for the record that there was one (1) City Council Member participating by teleconference.

PRESENTATIONS:

a. Proclamation of May 2021 as "Military Appreciation Month"

Presenter: Mayor Green

Recipient: Ron Culler, Chairman of Placentia's Veterans Advisory Committee

Mayor Green introduced United States Air Force Veteran and Chairman of Placentia's Veterans Advisory Committee Ron Culler and presented him with the proclamation. Mr. Culler thanked the City on behalf of the Veterans Advisory Committee for the City's support of veterans.

b. Drowning Prevention Presentation

Presenter: Placentia Fire and Life Safety Department Battalion Chief Jon Muir

Mayor Green introduced Placentia Fire and Life Safety Department Battalion Chief Jon Muir, who gave a presentation on drowning prevention which included drowning statistics, drowning risk by age group, child drowning risk factors, pool and spa safety requirements, and best practices. Chief Muir highlighted hometown hero, four-year-old Mason Ochoa, who was credited with saving his two-year-old brother who had fallen into their backyard swimming pool.

CLOSED SESSION REPORT:

City Attorney/Agency Counsel Bettenhausen stated that there was nothing to report from the Closed Session.

CITY ADMINISTRATOR REPORT:

City Administrator Arrula noted there was no City Administrator Report.

ORAL COMMUNICATIONS:

Ron Bartlet, Placentia business owner, expressed concern about the noise impact report presented for Public Hearing Item 2.e. and about what notification will be given to potential residents of the development to avoid noise complaints regarding his business.

Placentia resident Jeff Buchanan expressed support for the Placentia Fire and Life Safety Department, for the leadership of City Administrator Arrula, and for the City Council. He urged the City Council to approve the Amendment to the Urban Forest Protection Ordinance.

Placentia resident, business owner, and community volunteer Rosalina Davis, spoke in support of the continuation of the street closure of Santa Fe Avenue in Old Town Placentia and of the relaxation of the citywide outdoor business and parking regulations.

Michael Beaver, Placentia resident and Commander of American Legion Post 277, thanked the City Administrator and the City Council for allowing businesses to operate outdoors during the pandemic and spoke in support of continuing the relaxation of the outdoor business and parking regulations.

City Clerk McKinnell stated that the City Clerk's Office received three (3) emailed comments from the following: Placentia resident Susan Grange expressing the desire to have no overnight parking in the City's parks, residents Mr. and Mrs. McDaniel seeking safe lighting in the City's parks, and Eric Samson writing in support of continuing outdoor dining and the closure of Santa Fe Avenue in Old Town Placentia.

CITY COUNCIL/BOARD MEMBER COMMENTS:

Councilmember Shader noted her attendance at the First Responders Awards Breakfast hosted by the Placentia Chamber of Commerce and thanked the Fire Department for the drowning prevention presentation. She mentioned her attendance at the City's Water Safety Drive Through Event at the Placentia Civic Center parking lot, at meetings of the Orange County Housing and Community Development Commission and the Orange County Association of Cities Legislative Committee, and at the Valencia High School Memorial Day ceremony. She stated that she partnered with LOT318 for a health fair in Council District 1.

Councilmember Smith announced that the summer Placentia Palm Quarterly would be available to view on the City's website starting Thursday, June 3, 2021, with class registration beginning on Saturday, June 5, 2021, for residents and Monday, June 7, 2021, for non-residents. For more information the public may visit www.placentia.org.

Councilmember Smith noted his attendance at the First Responders Awards Breakfast hosted by the Placentia Chamber of Commerce, at the Valencia High School Memorial Day ceremony, and at the first Mardi Gras-themed Jazz and Art Festival to support Placentia schools' Music and Arts programs. He mentioned that he participated in the LOT318 Health and Wellness Fair on Memorial Day. He recognized the Community Services Department for their assistance with the Jazz and Art Festival and the Health and Wellness Fair. Councilmember Smith stated that he had attended meetings of the League of California Cities and the Orange County Council of Governments (OCCOG)

Mayor Pro Tem Wanke thanked everyone involved in the first Jazz and Art Festival featuring a crawfish boil and live music.

Mayor Green mentioned his attendance on Memorial Day at a wreath laying ceremony at the Veterans Monument in the Civic Center courtyard, at the First Responders Awards Breakfast, and at the Jazz and Art Festival.

Mayor Green invited residents to participate in a free community Drive-Thru Shred Event on Saturday, June 12, 2021, from 8:00 a.m. to 12:00 p.m. at the Placentia Civic Center. Shredding documents can help prevent fraud and identity theft. Placentia residents and businesses were invited to have their documents destroyed on-site for free by Shred-It. A maximum of four (4) banker box-sized containers would be accepted from each household or business location in Placentia. No electronic items, hazardous materials, or business e-waste would be accepted at this event. All participants were asked to stay in their vehicles and have their shred items packaged in bags or boxes in their back seat or trunk. For more information, residents may call the Public Works Department at (714) 993-8148.

1. CONSENT CALENDAR (Items 1.a. through 1.h):

Motion by Smith, seconded by Shader, and carried a (4-0-1, Yamaguchi absent) vote to approve Consent Calendar Items 1.a. through 1.h., as recommended.

1.a. **Consideration to Waive Reading in Full of all Ordinances and Resolutions**

Fiscal Impact: None

Recommended Action: Approve

(Approved 4-0-1, as recommended, Yamaguchi Absent)

1.b. **Minutes**

City Council/Successor/ICDA/PPFA Regular Meeting: May 18, 2021 and Special Meeting: May 25, 2021

Recommended Action: Approve

(Approved 4-0-1, as recommended, Yamaguchi Absent)

1.c. **City Fiscal Year 2020-21 Register for June 1, 2021
Check Register**

Fiscal Impact: \$1,887,467.89

Electronic Disbursement Register

Fiscal Impact: \$ 944,284.87

Recommended Action: It is recommended that the City Council:

1) Receive and file

(Received and filed, as recommended)

1.d. **Second Reading of Ordinance O-2021-04, Approving Development Agreement No. DA 2020-01 and the Related Ground Lease Agreement with USA Properties Fund, Inc., Granting Certain Vested Rights, Leasing Terms and Rates Related to the Property, and Memorializing the Amount of the Development Fees Owed and/or Deferred in Exchange for a Community Benefit to Develop an Approximately 2.13-Gross City-Owned Vacant Property Located at 207 and 209 W. Crowther Avenue**

Fiscal Impact: One Time Revenue: \$2,763,201 Development Impact Fees

Ongoing Lease Revenue: The anticipated revenue associated with the lease agreement is \$4.4 million upon issuance of final certificate of occupancy and following the eighth anniversary of the date of the final certificate of occupancy, and thereafter annually, tenant shall pay the City a base rental in the amount of \$10,000 per year for the 66-year

initial term. The base rental shall increase after each successive 5-year period by an amount proportionate to the percentage increase in the CPI Index for the Los Angeles-Anaheim-Riverside area.

Recommended Action: It is recommended that the City Council:

- 1) Waive full reading, by title only, and adopt Ordinance No. O-2021-04, an Ordinance of the City Council of the City of Placentia, California, approving Development Agreement No. DA 2020-01 and the related Ground Lease Agreement with USA Properties Fund, Inc., granting certain vested rights, leasing terms and rates related to the property, and memorializing the amount of the development fees owed and/or deferred in exchange for a community benefit to develop an approximately 2.13-gross City-owned vacant property located at 207 and 209 W. Crowther Avenue, Placentia, California.

(Approved 4-0-1, as recommended, Yamaguchi Absent)

1.e. **Setting of the Annual Special Tax Rate for Fiscal Year 2021-22 for Community Facilities District No. 2018-01**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution R-2021-31, a Resolution of the City Council of the City of Placentia, California, setting the levy of an annual special tax for Community Facilities District No. 2018-01 (TOD Maintenance Services).

(Approved 4-0-1, as recommended, Yamaguchi Absent)

1.f. **Setting of the Annual Special Tax Rate for Fiscal Year 2021-22 for Community Facilities District No. 2014-01**

Fiscal Impact: Revenue: \$ 40,208 Recouped Through Assessments

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution R-2021-32, a Resolution of the City Council of the City of Placentia, California, setting the levy of an Annual Special Tax for Community Facilities District No. 2014-01 (Public Services); and
- 2) Authorize inclusion of the Annual Special Tax for Community Facilities District No. 2014-01 (Public Services) for Fiscal Year 2021-22 on the Orange County Secured Property Tax Roll.

(Approved 4-0-1, as recommended, Yamaguchi Absent)

1.g. **Public Works Agreement with Playcore Wisconsin Inc. For Playground Renovations at Koch and Goldenrod Parks**

Fiscal Impact:

Expense:	\$244,645.29	Goldenrod Park	(637101-6840)
Expense:	\$291,183.84	Koch Park	(637101-6840)
Budget:	\$600,000.00		(637101-6840)

Recommended Action: It is recommended that the City Council:

- 1) Award a Public Works Agreement to PlayCore Wisconsin Inc., for the Koch Park and Goldenrod Park playground equipment renovation projects in the amount of \$535,829.13; and
- 2) Authorize the City Administrator to approve contract change orders up to 10% of the contract not-to-exceed amount, or \$53,582.91 for unforeseen conditions if necessary, to complete the project; and
- 3) Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

(Approved 4-0-1, as recommended, Yamaguchi Absent)

1.h. **Approval of the 2021 Heritage Festival Event, Parade, and Theme**

Fiscal Impact:

2019 Expense:	\$94,888	Total Event Cost
2019 Staff Cost:	\$33,218	Includes All City Staff
2019 Supplies Cost:	\$61,670	General Fund
2019 Revenue:	\$35,465	
FY 2021-22 Expense:	\$63,200	Materials, Supplies & Services (104078-6xxx)
	\$25,500	Salary and Benefits (104078-5xxx)
FY 2021-22 Revenue:	\$33,000	(104078-4346)

Recommended Action: It is recommended that the City Council:

- 1) Approve the Heritage Committee's recommendation of two (2) tentative plans for the operation and implementation of the 2021 Heritage Festival and Parade, which include the event date, location, and theme; and
- 2) Approve the Heritage Committee's request for the City to fund \$63,200 in materials and supplies costs for the 2021 Heritage Festival in the Fiscal Year 2021-22 budget; and
- 3) Adopt Resolution No. R-2021-33, a Resolution of the City Council of the City of Placentia, California, authorizing the temporary suspension of Regulatory Sections 23.76.050 and 10.28.010 of the Placentia Municipal Code for the operation of the Heritage Festival and Parade on October 9, 2021 at Kraemer Memorial Park, 201 N. Bradford Avenue.

(Approved 4-0-1, as recommended, Yamaguchi Absent)

City Administrator Arrula requested that City Council consider a motion to reorder the agenda to take Item 3.a., Presentation of the Draft Fiscal Year 2021-22 Proposed Operating Budget Including General Fund, Special Revenue, Debt Service, Enterprise, Internal Service, Capital Improvement Program, and Fiduciary Funds Budgets out of order. Motion by Smith, seconded by Shader, and carried a (4-0-1, Yamaguchi absent) voice vote to take Item 3.a. out of order and consider it before the Public Hearings.

Item 3.a. was taken out of order.

3. REGULAR AGENDA:

3.a. Presentation of the Draft Fiscal Year 2021-22 Proposed Operating Budget Including General Fund, Special Revenue, Debt Service, Enterprise, Internal Service, Capital Improvement Program, and Fiduciary Funds Budgets

Fiscal Impact: **General Fund**

Expenditures – Operating:	\$ 35,991,300
Expenditures – Debt Service:	\$ 5,177,100
Expenditures – Capital:	\$ 529,400
Expenditures – Transfers Out:	\$ 53,000
Revenue:	\$ 36,513,300
Operating Transfers-In:	\$ 6,546,100

Special Revenue Funds

Expenditures – Operating:	\$ 5,654,900
Expenditures – Debt Service:	\$ 278,600
Expenditures – Capital:	\$ 7,688,900
Expenditures – Transfers Out:	\$ 6,865,000
Revenue:	\$ 20,786,800
Operating Transfers-In:	\$ 136,100

Debt Service Fund

Expenditures – Debt Service:	\$ 409,500
Operating Transfers-In:	\$ 409,500
Enterprise Funds	
Expenditures – Operating:	\$ 5,316,500
Expenditures – Transfers Out:	\$ 176,700
Revenue:	\$ 5,942,100

Internal Service Funds

Expenditures – Operating:	\$ 2,738,300
Operating Transfers-In:	\$ 2,738,300

Fiduciary Fund

Expenditures – Debt Service	\$ 3,786,600
Operating Transfers-in	\$ 3,786,600

Recommended Action: It is recommended that the City Council:

- 1) Review and discuss the Draft Fiscal Year 2021-22 Proposed Budget; and
- 2) Provide input and direction for final Budget adoption at the City Council Meeting of June 15, 2021.

Recommended Action: It is recommended that the Placentia Public Financing Authority take the following actions:

- 3) Review and discuss the Draft Fiscal Year 2021-22 Proposed Budget; and
- 4) Provide input and direction for final Budget adoption at the City Council Meeting of June 15, 2021.

City Administrator Arrula introduced Director of Finance Brown to give a presentation on the Proposed Citywide Budget for Fiscal Year 2021-22 that included a citywide summary of all funds; the proposed General Fund Budget; revisions and notable changes since the May 18, 2021, Budget Study Session; departmental detail including position changes; debt service; the Capital Improvement Program Budget; interfund transfers; one-time Budget requests; and Staff's recommendations.

City Administrator Arrula interjected, during the discussion of potential ARPA initiatives, that the item titled "Crowther TOD Sewer Project" could be viewed as a General Fund expense and ARPA funds could be drawn down to reimburse the expense.

Director Brown explained that, as the legislation is written, the City has the ability to draw from the funds to cover lost revenue and use it for general services.

City Administrator Arrula noted that the examples given as possible recipients of support for public services were a sample of prospective non-profits that the City has interacted with in the past and are presented for discussion purposes.

Councilmember Shader requested a definition of "Materials, Services, and Supplies" and clarification of the new position, Media Services Specialist. She stated that she is very pleased with the services being provided to the City by OC Animal Care. She requested further information on the new Community Services position, Maintenance Worker. Councilmember Shader asked for clarification on payments to the California Public Employee Retirement System (CalPERS) and for more information on the transfer of the electricity expense associated with City paid streetlights from the Street Lighting District fund to the General Fund. She discussed the necessity for overtime for Public Safety employees. Councilmember Shader stated that she was not in favor of the City meeting health and safety needs which she saw as a County, State, and Federal obligation. She noted the exception in the legislated uses of the ARPA funds and supported a portion of the funds to be designated for the health and mental health of the City's residents. She urged the City Council to consider allocating funds to help businesses in the City that have not recovered from the loss of business during the pandemic and providing food for those residents in need.

Councilmember Smith expressed his appreciation for the clear and detailed presentation of the Proposed Budget.

Following a brief discussion of ARPA funds and Staff recommendations, Councilmember Shader recommended that, in the category of supporting public health, the City could arrange for mobile vaccine units for underserved neighborhoods or populations and offer grant funds for behavioral health providers with which the City currently partners to broaden their reach. She reiterated her desire to channel a portion of the ARPA funds to businesses in Placentia and to provide a one-time allocation to the Whitten Center to supplement the existing food program. She also expressed her support for an investment in broadband infrastructure.

Councilmember Smith discussed childcare needs and his support of allocations to programs for children and youth.

Mayor Green discussed the Staff recommendations for the ARPA funds.

Mayor Pro Tem Wanke expressed his concern regarding using ARPA funds to support social programs which may not continue to be funded and would prefer to support established organizations and programs. He also reiterated his desire to direct business grant funds to businesses which are viable and likely to continue in business.

City Administrator Arrula noted that the City would be receiving approximately \$407,000 in one-time business grant funding.

Mayor Green thanked Director Brown and the Finance Staff for their hard work on the Budget.

City Administrator Arrula confirmed City Council direction had been received and no vote was taken.

2. PUBLIC HEARINGS:

2.a. Continuance of Public Hearing on the Review and Adoption of the Fiscal Year 2021-22 Operating Budget and Adoption of the Capital Improvement Program Budget for the City of Placentia

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Open public hearing concerning review and adoption of the Fiscal Year 2021-22 Operating Budget and the Capital Improvement Program Budget; and
- 2) Consider all public testimony, and
- 3) Continue the public hearing from today to June 15, 2021, at 7:00 p.m. to allow additional time for City Council review and input; and
- 4) Close the Public Hearing.

(Approved 4-0-1, to continue the public hearing to June 15, 2021, at 7:00 p.m., as recommended, Yamaguchi absent)

Mayor Green opened the Public Hearing at 9:05 p.m.

City Clerk McKinnell stated that no members of the public were present to comment, and the City Clerk's Office had received no public comment for Item 2.a.

Mayor Green closed the public hearing at 9:05 p.m.

Motion by Shader, seconded by Smith, and carried a (4-0-1, Yamaguchi absent) vote to continue the public hearing to the Regular Meeting on June 15, 2021, at 7:00 p.m.

2.b. Continuance of Public Hearing on the Amendment to the City's Urban Forest Protection Ordinance

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Open public hearing concerning the Amendment to the City's Urban Forest Protection Ordinance; and
- 2) Consider all public testimony, and
- 3) Continue the public hearing from today to June 15, 2021 at 7:00 p.m. to allow sufficient time for the City Attorney's Office to provide a legal review of the proposed Amendment to the Ordinance; and
- 4) Close the Public Hearing.

(Approved 4-0-1, to continue the public hearing to June 15, 2021, at 7:00 p.m., as recommended, Yamaguchi absent)

Mayor Green opened the Public Hearing at 9:05 p.m.

City Clerk McKinnell stated that the City Clerk's Office had received no communications for Item 2.b.

Mayor Green closed the public hearing at 9:06 p.m.

Motion by Shader, seconded by Smith, and carried a (4-0-1, Yamaguchi absent) vote to continue the public hearing to the Regular Meeting on June 15, 2021, at 7:00 p.m.

2.c. **Public Hearing to Provide for the Annual Levy of Assessment for the City of Placentia Landscape Maintenance District 92-1**

Fiscal Impact: Revenue: \$447,500 Recouped Through Assessments
Expenditures: \$417,300 (LMD 92-1 Fund)

Recommended Action: It is recommended that the City Council:

- 1) Open the Public Hearing concerning the levy and collection of assessments within the Landscape Maintenance District 92-1; and
- 2) Receive the Staff Report, consider all public testimony, ask questions of Staff; and
- 3) Close the Public Hearing; and
- 4) Adopt Resolution No. R-2021-34, a Resolution of the City Council of the City of Placentia, California, approving Engineer's Report, confirming diagram and assessment, and ordering levy of continued assessments for Fiscal Year 2021-22 for Placentia Landscape Maintenance District No. 92-1; and
- 5) Direct Staff to prepare a future Study Session for the City Council and provide recommendations for the Council's consideration to reduce or eliminate the General Fund subsidy to Landscape Maintenance District No. 92-1.

(Approved 4-0-1, to approve Item 2.c., as recommended, Yamaguchi absent)

Mayor Green opened the Public Hearing at 9:06 p.m.

City Administrator Arrula introduced Deputy City Administrator Estevez who gave a presentation on the annual levy of assessment for the City of Placentia Landscape Maintenance District 92-1 (the "District"). The presentation included background on the annual process, an overview of the District, current assessment rates, current condition of District improvements, financing history of the Sports Complex, the current status of the District fund, the District budget, and the future of LMD 92-1.

Councilmember Shader questioned why the City does not show a negative balance in the District fund and show a cumulative total so that the shortfall is transparent to the public. She asked for confirmation that new development would be included in the district and asked whether that would lessen the shortfall.

Mayor Pro Tem Wanke asked if the rate for an undeveloped parcel in the District is the same as a developed parcel.

City Clerk McKinnell confirmed that the City Clerk's Office had received no communications for Item 2.c.

Mayor Green closed the public hearing at 9:20 p.m.

Motion by Shader, seconded by Smith, and carried a (4-0-1, Yamaguchi absent) vote to approve Item 2.c., as recommended.

2.d. **Public Hearing To Provide for the Annual Levy of Assessment for the City of Placentia Street Lighting District 81-1**

Fiscal Impact: Revenue: \$ 135,000 (SLD-81-1 Assessments)
\$ 35,900 (Transfer in From General Fund)
Expenditures: \$ 170,900 (SLD 81-1 Fund)

Recommended Action: It is recommended that the City Council:

- 1) Open the Public Hearing concerning the levy and collection of assessments within the Placentia Street Lighting District 81-1; and
- 2) Receive the Staff Report, consider all public testimony, ask questions of Staff; and
- 3) Close the Public Hearing; and
- 4) Adopt Resolution No. R-2021-35, a Resolution of City Council of the City of Placentia, California, approving Engineer's Report, confirming diagram and assessment, and ordering levy of continued assessments for Fiscal Year 2021-22 for Placentia Street Lighting District No. 81-1.

(Approved 3-1-1, to approve Item 2.d., as recommended, Wanke voted no, Yamaguchi absent)

Mayor Green opened the Public Hearing at 9:20 p.m.

Deputy City Administrator Estevez gave a presentation on the annual levy of assessment for the City of Placentia Street Lighting District 81-1 (the "District") which included background on the annual process, an overview of the District, current assessment rates, history of the District, the status of the District fund, and the District budget.

City Clerk McKinnell confirmed that the City Clerk's Office had received no communications for Item 2.d.

Mayor Green closed the public hearing at 9:24 p.m.

Mayor Pro Tem Wanke stated that he does not like the light-emitting diode (LED) streetlights.

Motion by Shader, seconded by Smith, and carried a (3-1-1, Wanke voted no, Yamaguchi absent) vote to approve Item 2.d., as recommended.

A five (5) minute break was taken at 9:25 p.m. and the meeting resumed at 9:35 p.m.

2.e. **General Plan Amendment (GPA) No. 2021-01 and Zone Change (ZC) No. 2021-01 Affecting Seven (7) Project Areas Generally Described As: 1) 946, 950, 954 & 958 Vista Avenue, 503 W. La Jolla Street, 2) 106 E. Santa Fe Court, 3) 1470 S. Placentia Avenue, 4) 1952 & 1958 E. Veterans Way, 2006 & 2018 E. Lakeview Loop, 601, 613 & 625 S. Lakeview Avenue, 5) 735 W. Orangethorpe Avenue, 6) 132-150 E. Crowther Avenue, and 7) 431, 437, 455, 503 & 513 S. Van Buren Street in the City of Placentia**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Open Public Hearing concerning GPA 2021-01, and ZC 2021-01; and
- 2) Receive the Staff Report, consider all public testimony, ask any questions of Staff; and
- 3) Close the Public Hearing; and
- 4) Adopt Resolution No. R-2021-36, a Resolution of the City Council of the City of Placentia, California, adopting a "finding of consistency" pursuant to Sections 15168 and 15162 of the State CEQA Guidelines and the City of Placentia Environmental Guidelines regarding GPA 2021-01 and ZC 2021-01 and related to Project Area location nos. 1,2,4,5,6,7 described as: Project Area 1) 946, 950, 954 & 958 Vista Avenue, 503 W. La Jolla Street, Project Area 2) 106 E. Santa Fe Court, Project Area 4) 1952 & 1958 E. Veterans Way, 2006 & 2018 E. Lakeview Loop, 601, 613 & 625 S. Lakeview Avenue, Project Area 5) 735 W. Orangethorpe Avenue, Project Area 6) 132-150 E. Crowther Avenue, and Project Area 7) 431, 437, 455, 503 & 513 S. Van Buren Street, and adopting a "Common Sense" Statutory Exemption pursuant to Section 15061(b)(3) of the State CEQA Guidelines and the City of Placentia Environmental Guidelines regarding Project Area location no. 3 described as 3) 1470 S. Placentia Avenue, and approving General Plan Amendment (GPA) 2021-01 affecting project area Nos. 1, 3 and 6; and
- 5) Waive full reading, by title only, and introduce for first reading Ordinance No. O-2021-05, an Ordinance of the City Council of the City of Placentia, California, amending the official Zoning Map of the City of Placentia for Project Areas Nos. 2,3,4,5, and 7 described as: Project Area 2) 106 E. Santa Fe Court, Project Area 3) 1470 S. Placentia Avenue, Project Area 4) 1952 & 1958 E. Veterans Way, 2006 & 2018 E. Lakeview Loop, 601, 613 & 625 S. Lakeview Avenue, Project Area 5) 735 W. Orangethorpe Avenue, and Project Area 7) 431, 437, 455, 503 & 513 S. Van Buren Street.

(Approved 4-0-1, to adopt Resolution R-2021-36, as recommended, Yamaguchi absent)

(Approved 4-0-1, to approve the introduction of Ordinance O-2021-05, as recommended, Yamaguchi absent)

Mayor Green opened the Public Hearing at 9:35 p.m.

City Administrator Arrula introduced Director of Development Services Lambert who gave a presentation on the proposed General Plan Amendment and Zone Change affecting seven (7) project areas. The

presentation included maps and descriptions of the project areas, an environmental analysis, and Staff recommendations.

City Clerk McKinnell stated that no members of the public had indicated a desire to comment, and the City Clerk's Office had received no public comment for Item 2.e.

Placentia resident Jeff Buchanan came to the podium to remind City Council of the comment during Oral Communications from a business owner in one of the project areas under consideration.

A brief discussion followed regarding permitted uses of properties, the City's noise Ordinance and Zoning Code, and advance notice to new residents.

Mayor Green closed the public hearing at 9:48 p.m.

Motion by Shader, seconded by Smith, and carried a (4-0-1, Yamaguchi absent) vote to approve Resolution R-2021-36, as recommended.

Motion by Shader, seconded by Smith, and carried a (4-0-1, Yamaguchi absent) vote to approve the introduction of Ordinance O-2021-05, as recommended.

3. REGULAR AGENDA:

Item 3.a. was taken out of order before the Public Hearings portion of the agenda.

3.b. **Resolution Adopting "Vehicle Miles Traveled" Thresholds of Significance for Purposes of Analyzing Transportation Impacts Under the California Environmental Quality Act and Approving Local Traffic Impact Analysis Guidelines**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Approve Resolution No. R-2021-37 a Resolution of the City Council of the City of Placentia, California, adopting "Vehicle Miles Traveled" (VMT) thresholds of significance for the purpose of analyzing transportation impacts pursuant to the California Environmental Quality Act (CEQA) and approving local Traffic Impact Analysis (TIA) guidelines for the City of Placentia.

(Approved 4-0-1, to approve Item 3.b., as recommended, Yamaguchi absent)

City Administrator Arrula introduced Deputy City Administrator Estevez. Deputy City Administrator Estevez introduced Delia Votsch, Senior Transportation Engineer with Fehr and Peers, who gave a brief presentation which included a California Senate Bill (SB) 743 traffic study guidelines update, the Placentia study with six (6) other Orange County cities, the traffic study procedure, the traffic study methodology and thresholds, other questions, and a conclusion and next steps.

Councilmember Shader questioned if the numbers presented were determined by a County study and if the City must commission a City study to compare results. She asked how the County average was determined.

Motion by Smith, seconded by Shader, and carried a (4-0-1, Yamaguchi absent) vote to approve Resolution R-2021-37, as recommended.

3.c. **Extending Relaxation of Citywide Outdoor Regulations and On-Site Parking Requirements for Restaurants and Other Businesses and Consideration of Extending the Temporary Street Closure on Santa Fe Avenue for Outdoor Dining in Old Town Placentia in Response to COVID-19 and Provide Direction to Staff on Further Extensions, Discontinuance or Efforts To Develop a Permanent Street Closure on Santa Fe**

Fiscal Impact: Nominal expenditures related to Staff review of outdoor business and encroachment permits and working with participating businesses. Unknown revenue

resulting from sales tax from restaurants serving more customers than typical occupancy standards.

Recommended Action: It is recommended that the City Council:

- 1) Review the presentation and provide direction to Staff on the following:
 - a. Whether or not to extend the Temporary Citywide Outdoor Dining Program (both Old Town public and private); and
 - b. Determine whether or not City Council wishes to explore a regulatory framework and options for a permanent or semi-permanent Citywide Outdoor Dining Program; and
 - c. Determine whether or not City Council wishes to explore a regulatory framework and options for the permanent street closure associated with the Old Town Placentia Outdoor Dining program; and
- 2) If approved, direct the City Administrator, acting as the Director of Emergency Services, to extend the Temporary Outdoor Dining Establishment program to assist businesses in the following ways:
 - a. Outdoor Use of Public and Private Property. For the purpose of allowing businesses to request an increase in the allowable public and private space available for business activities and outdoor dining: relax outdoor dining and outdoor business operation regulations, development standards and conditions of approval, and to establish regulations which allow outdoor consumption of alcohol at restaurants where indoor consumption of alcohol was already allowed until December 30, 2021 for Citywide Outdoor Dining Program businesses and June 30, 2022 for the Old Town Dining Program; and
 - b. Waive Fees. Waive the following fees until 11:59 p.m. on June 30, 2022:
 - i. Use of public space for outdoor business operations and outdoor dining; and
 - ii. Applications for a relaxation of outdoor business operations and outdoor dining regulations, including fees related to necessary Planning, Building and Fire permits; and
 - c. Parking. Allow a reduction in mandatory on-site parking on private property for increased outdoor business operations and outdoor dining space with a property owner's permission. In addition, extend the establishment of a 30-minute parking restriction for merchant curbside pick-up on City-owned property; and
 - d. Administration. Allow Staff to process these adjustments administratively. This includes making temporary administrative adjustments (i.e., reduction of enforcement on existing conditions of approval) to previously approved Use Permits and other entitlement mechanisms; and
 - e. Citywide Outdoor Dining. Authorize the City Administrator and/or his designee to execute all necessary documentation in a form approved by the City Attorney to extend the citywide temporary outdoor dining program for the purpose of allowing restaurants to increase allowable public space available to adhere to the State's social distancing requirements in response to COVID-19 until December 30, 2021 and come back with analysis for City Council recommendation within 4-6 months; and
 - f. Old Town Placentia Street Closure. Authorize the City Administrator and/or his designee to execute all necessary documentation in a form approved by the City Attorney to extend the temporary closure of Santa Fe Avenue to facilitate outdoor dining for the purpose of allowing restaurants to increase allowable public space available to adhere to the State's social distancing requirements in response to COVID-19 until June 30, 2022 and come back with analysis for formal City Council recommendation within 9-12 months.

(Approved 3-0-2, to approve Item 3.b., as recommended, Yamaguchi and Wanke absent)

City Administrator Arrula introduced Director of Development Services Lambert who gave a brief presentation on outdoor regulations and the temporary street closure on Santa Fe Avenue which included background, the citywide outdoor business program, current examples of outdoor dining, key policy considerations, outdoor dining in Old Town Placentia, samples of outdoor dining in other cities, the Santa

Fe Avenue closure, long-term planning considerations, additional considerations, and Staff recommendations.

City Administrator Arrula noted that the City Council must consider the policy questions first and, if approved, consider the additional recommendations.

Councilmember Shader mentioned SB 314 which would extend alcohol sales outdoors for restaurants if signed by Governor Newsom. She voiced her support for continuing to allow outdoor business in Placentia and discussed the need for improved signage, traffic flow, and parking if the street closure were continued.

Councilmember Smith noted that he was in favor of the proposed policy changes.

Mayor Pro Tem Wanke left the meeting at approximately 10:10 p.m.

Mayor Green expressed his support of the proposed policy changes.

City Administrator Arrula confirmed that there was City Council consensus to approve the proposed policy changes and called for a motion to approve the administrative items listed under Recommendation 2.

Motion by Shader, seconded by Smith, and carried a (3-0-2, Yamaguchi and Wanke absent) vote to approve Item 3.c., as recommended.

CITY COUNCIL/BOARD MEMBERS REQUESTS:

Mayor Green announced the Mayor Pro Tem Wanke had been appointed as Vice Chair of the Orange County Sanitation District Board of Directors.

Mayor Green requested that the Citizens' Oversight Committee review Policy 460 regarding the distribution of Measure U funds to provide more funds for personnel retention without endangering the growth of the City's reserves.

ADJOURNMENT:

The City Council/Successor Agency/ICDA/PPFA Board of Directors adjourned at 10:26 p.m. to a regular City Council meeting on Tuesday, June 15, 2021 at 5:00 p.m.

ATTEST:

Craig S. Green, Mayor/Agency Chair

Robert S. McKinnell, City Clerk/Agency Secretary

DRAFT

**PLACENTIA CITY COUNCIL
SPECIAL MEETING MINUTES
June 2, 2021
11:30 a.m. – City Council Chambers
401 E. Chapman Avenue
Placentia, CA 92870**

SPECIAL PROCEDURES NOTICE DURING COVID-19 EMERGENCY

On March 4, 2020, Governor Newsom proclaimed a State of Emergency as a result of the threat of the COVID-19 virus.

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which temporarily suspends requirements of the Brown Act allowing City Council Members to hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the City Council.

Given the health risks associated with COVID-19, please be advised that while the City Council Chambers are open to the public, some or all of the Placentia City Council Members may attend this meeting via teleconference. Those locations are not listed on the agenda and are not accessible to the public. Seating in the Council Chambers will be limited and social distancing and masks are mandatory.

How to Observe the Meeting

To maximize public safety while maintaining transparency and public access in addition to being open to the public, all City Council meetings are available to view live on AT&T U-verse (Channel 99), Spectrum (Channel 3), and online at www.placentia.org/pctv.

How to Submit Public Comment

Members of the public may provide public comment in person in a safe and socially distanced manner. Masks are mandatory. Comments may also be sent for City Council consideration by email to the City Clerk at cityclerk@placentia.org. Please limit submitted comments to 200 words or less. Comments received electronically before or during a Council meeting, until the close of the **Oral Communications** portion of the agenda, will be summarized in the public record and a copy given to the City Council Members. If you are unable to provide your comments in writing, please contact the City Clerk's office for assistance at (714) 993-8231.

Americans with Disabilities Act Accommodation

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 cityclerk@placentia.org or by calling (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City Staff to make reasonable arrangements to ensure accessibility while maintaining public safety. (28 CFR 35.102.35.104 ADA Title II)

Until further notice the City will implement the guidelines of the California Department of Public Health regarding social distancing.

The City of Placentia thanks you in advance for taking all precautions to prevent the spread of the COVID-19 virus.

The City will return to normal City Council meeting procedures as soon as the emergency has ended.

CALL TO ORDER: Mayor Green called the meeting to order at 11:33 a.m.

ROLL CALL:

PRESENT: Councilmember Smith, Wanke, Green
PRESENT ELECTRONICALLY: Councilmember Shader, Yamaguchi
ABSENT: None

STAFF PRESENT: City Attorney Christian Bettenhausen; City Administrator Damien Arrula; Deputy City Clerk Karen O'Leary

City Attorney Bettenhausen made a brief statement acknowledging for the record that some Council Members were participating in the meeting by teleconference.

ORAL COMMUNICATIONS:

Deputy City Clerk O'Leary stated that no members of the public were present to comment, and no public comment had been received in advance.

CLOSED SESSION:

The City Council recessed to the City Council Caucus Room for the purpose of conducting their Closed Session proceedings on the following:

CLOSED SESSION:

1. Pursuant to Government Code Section 54956.9 (d)(2):
CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
Significant exposure to litigation: (1 Case)

CLOSED SESSION REPORT:

City Attorney/Agency Counsel Bettenhausen noted that there was one (1) item on the Closed Session agenda which the City Council discussed. He stated that there was nothing to report from the Closed Session.

ADJOURNMENT:

The City Council adjourned at 1:46 p.m. to its Regular Meeting on Tuesday, June 15, 2021, at 5:00 p.m.

Craig S. Green, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

City of Placentia
Check Register
 For 06/15/2021

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
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Grand Total: 334,820.33

Check Totals by ID

AP	334,820.33
EP	0.00
IP	0.00
OP	0.00

Void Total: 0.00
Check Total: 334,820.33

Fund Name	<u>Check Totals by Fund</u>
101-General Fund (0010)	179,261.85
117-Measure U Fund (0079)	525.00
206-Gas Tax Bond Fund (0052)	783.00
208-Sccssr Agency Ret Oblg (0054)	27.25
210-Measure M (0018)	23,826.42
225-Asset Seizure (0021)	4,017.34
227-Explorer Grant NOC (0076)	1.85
242-City Pub Sfty Impct Fee (0067)	46,840.00
260-Street Lighting Distrct (0028)	38,208.75
265-Landscape Maintenance (0029)	5,208.18
275-Sewer Maintenance (0048)	13,692.94
401-City Capital Projects (0033)	8,762.99
501-Refuse Administration (0037)	1,589.83
601-Employee Health & Wlfre (0039)	6,205.58
701-Special Deposits (0044)	5,869.35

Check Total: 334,820.33

Funds will be transferred from the Cash Basis Fund as needed to fund the warrants included on this warrant register

**City of Placentia
Check Register
For 06/09/2021**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0302-2516		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0304-2582		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0309-2681		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	101.75	21-0312-2778		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0313-2796		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	101.75	21-0313-2815		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0315-2827		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0315-2846		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0316-2880		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	101.75	21-0317-2913		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0318-2963		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	101.75	21-0322-3066		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0323-3093		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0323-3098		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0323-3102		00108021	06/04/2021

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For 06/09/2021**

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MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	101.75	21-0325-3164		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0326-3202		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	101.75	21-0329-3255		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	185.00	21-0330-3277		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	MARCH TOWING SERVICES	103047-6181 Towing Services	AP060421	101.75	21-0331-3303		00108021	06/04/2021
MW OH	ANAHEIM FULLERTON V006631	APRIL CSUF PD TOWING SVS	103047-6183 CSUF PD Reimburse Impound Fees	AP060421	185.00	21-0414-3701		00108021	06/04/2021
Check Total:					3,302.25				
MW OH	ANDERSON, CHRIS V002769	LT BARS REIMBURSEMENT	103041-6360 Uniforms	AP060421	30.21	14-59		00108022	06/04/2021
Check Total:					30.21				
MW OH	AT & T V008736	MAY SPORTS COMPLEX INTERNET	296561-6215 Telephone	AP060421	42.80	MAY LMD 21		00108023	06/04/2021
Check Total:					42.80				
MW OH	B & M LAWN & GARDEN V000127	RESCUE SAW REPAIR SVS	103066-6137 Repair Maint/Equipment	AP060421	40.60	503575		00108024	06/04/2021
Check Total:					40.60				
MW OH	BADGE FRAME INC V010144	ARTWORK W/FRAMES FOR PD	213041-6301 Special Department Supplies	AP060421	2,734.80	37188-1		00108025	06/04/2021
MW OH	BADGE FRAME INC V010144	REMEMBRANCE WALL LETTERS	213041-6301 Special Department Supplies	AP060421	672.90	37293-1		00108025	06/04/2021
MW OH	BADGE FRAME INC V010144	E.O.W NAME PLATES	213041-6301 Special Department Supplies	AP060421	96.98	529022		00108025	06/04/2021
MW OH	BADGE FRAME INC	PD ORG CHART NAME PLATES	213041-6301	AP060421	512.66	529045		00108025	06/04/2021

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	V010144		Special Department Supplies						
				Check Total:	4,017.34				
MW OH	BEAR ELECTRICAL V010997	APRIL ROUTINE SIGNAL MAINT	103590-6099 Professional Services	AP060421	2,745.97	12826	P11754	00108026	06/04/2021
MW OH	BEAR ELECTRICAL V010997	APRIL ROUTINE SIGNAL MAINT	103590-6099 / 21010-6099 Professional Services	AP060421	108.00	12826	P11754	00108026	06/04/2021
MW OH	BEAR ELECTRICAL V010997	APRIL ROUTINE SIGNAL MAINT	103590-6099 / 21009-6099 Professional Services	AP060421	219.38	12826	P11754	00108026	06/04/2021
MW OH	BEAR ELECTRICAL V010997	APRIL ROUTINE SIGNAL MAINT	103590-6099 / 21012-6099 Professional Services	AP060421	16.65	12826	P11754	00108026	06/04/2021
MW OH	BEAR ELECTRICAL V010997	APRIL ROUTINE SIGNAL MAINT	103590-6099 / 21011-6099 Professional Services	AP060421	75.00	12826	P11754	00108026	06/04/2021
				Check Total:	3,165.00				
MW OH	BEE MAN, THE V000117	5/13 BEE REMOVAL	103655-6130 Repair & Maint/Facilities	AP060421	180.00	114418		00108027	06/04/2021
				Check Total:	180.00				
MW OH	BIGGS CARDOSA V010461	APRIL ENGINEERING SVS	331801-6185 Construction Services	AP060421	2,337.59	81376	P11852	00108028	06/04/2021
				Check Total:	2,337.59				
MW OH	CALIFORNIA DENTAL V008102	JUNE DENTAL INSURANCE PMT	395000-4720 ISF Dental Ins Reimbursement	AP060421	818.76	060121		00108029	06/04/2021
MW OH	CALIFORNIA DENTAL V008102	JUNE DENTAL INSURANCE PMT	395083-5162 Dental Insurance Premiums	AP060421	122.64	060121		00108029	06/04/2021
				Check Total:	941.40				
MW OH	CALIFORNIA STATE V006510	APRIL CSUF PD IMPOUND FEES	103047-6183 CSUF PD Reimburse Impound Fees	AP060421	422.50	21-116		00108030	06/04/2021
				Check Total:	422.50				
MW OH	CALIFORNIA STATEWIDE V011969	GAS TAX STREET IMPROVE PMT	525525-6030 Trustee Fees	AP060421	783.00	21163		00108031	06/04/2021

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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				Check Total:	783.00				
MW OH	CALMAT CO. V010007	ASPHALT	103652-6301 Special Department Supplies	AP060421	251.28	72944311		00108032	06/04/2021
MW OH	CALMAT CO. V010007	ASPHALT	103652-6301 Special Department Supplies	AP060421	254.55	72951947		00108032	06/04/2021
MW OH	CALMAT CO. V010007	ASPHALT	103652-6301 Special Department Supplies	AP060421	464.31	72951948		00108032	06/04/2021
				Check Total:	970.14				
MW OH	CBE V008124	4/20-5/19 COPIER OVERAGES	109595-6175 Office Equipment Rental	AP060421	85.32	IN2384279		00108033	06/04/2021
				Check Total:	85.32				
MW OH	CHAMPION V009112	DEMO BOND REFUND	0044-2033 Construction & Demo Deposit	AP060421	100.00	30-21-066		00108034	06/04/2021
				Check Total:	100.00				
MW OH	CLEAR CHOICE LIEN SALES V005847	APRIL LIEN SERVICES	103047-6182 Lien Services	AP060421	75.00	124 4/5/21		00108035	06/04/2021
MW OH	CLEAR CHOICE LIEN SALES V005847	APRIL LIEN SERVICES	103047-6182 Lien Services	AP060421	25.00	128 4/8/21		00108035	06/04/2021
MW OH	CLEAR CHOICE LIEN SALES V005847	APRIL LIEN SERVICES	103047-6182 Lien Services	AP060421	50.00	130 4/13/21		00108035	06/04/2021
MW OH	CLEAR CHOICE LIEN SALES V005847	APRIL LIEN SERVICES	103047-6182 Lien Services	AP060421	50.00	141 4/28/21		00108035	06/04/2021
MW OH	CLEAR CHOICE LIEN SALES V005847	APRIL CSUF PD LIEN SVS	103047-6182 Lien Services	AP060421	25.00	141 4/28/21		00108035	06/04/2021
MW OH	CLEAR CHOICE LIEN SALES V005847	APRIL LIEN SERVICES	103047-6182 Lien Services	AP060421	45.00	3804 4/9/21		00108035	06/04/2021
MW OH	CLEAR CHOICE LIEN SALES V005847	APRIL LIEN SERVICES	103047-6182 Lien Services	AP060421	15.00	6317 4/5/21		00108035	06/04/2021
				Check Total:	285.00				

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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	COAST EMS LLC V011441	GLOVES,ORAL AIRWAY KITS	103066-6362 Emergency Medical Supples	AP060421	225.38	9442		00108036	06/04/2021
MW OH	COAST EMS LLC V011441	ORAL AIRWAY KIT	103066-6362 Emergency Medical Supples	AP060421	3.81	9485		00108036	06/04/2021
Check Total:					229.19				
MW OH	COUNTY OF ORANGE V011479	APRIL PLAN CHECK FEES	331801-6185 Construction Services	AP060421	902.10	Z2120497		00108037	06/04/2021
Check Total:					902.10				
MW OH	CPR IT WORKS LLC V011938	PUBLIC ACCESS AED'S	101514-6301 Special Department Supplies	AP060421	6,928.10	795	P12019	00108038	06/04/2021
Check Total:					6,928.10				
MW OH	CSG CONSULTANTS INC V011609	MAR FD PLAN CHECK, INSPECTION	102532-6050 Fire Plan Check Services	AP060421	1,142.50	36020	P11933	00108039	06/04/2021
MW OH	CSG CONSULTANTS INC V011609	FIRE PLAN CHECK & INSPECTION	102532-6050 Fire Plan Check Services	AP060421	3,227.50	36020	P11933	00108039	06/04/2021
MW OH	CSG CONSULTANTS INC V011609	APR FD PLAN CHECK, INSPECTION	102532-6050 Fire Plan Check Services	AP060421	3,450.00	36702	P11933	00108039	06/04/2021
Check Total:					7,820.00				
MW OH	DFS FLOORING INC V000099	MAY CARPET CLEANING SVS	103654-6301 Special Department Supplies	AP060421	709.00	305857-68	P11985	00108040	06/04/2021
Check Total:					709.00				
MW OH	DLW CONSULTING & V011427	MAY DISPATCH BACKGROUND	101512-6099 Professional Services	AP060421	1,800.00	PFLS-2021-04		00108041	06/04/2021
MW OH	DLW CONSULTING & V011427	MAY FD BACKGROUND CHECKS	103066-6290 Dept. Contract Services	AP060421	9,000.00	PFLS-2021-05	P11858	00108041	06/04/2021
Check Total:					10,800.00				
MW OH	EMPIRE TODAY LLC V011974	REPLACE SR CENTER FLOORING	104079-6301 Special Department Supplies	AP060421	588.00	003CAAL740		00108042	06/04/2021
Check Total:					588.00				

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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	ESRI V009390	ESRI SOFTWARE RENEWAL	101523-6136 Software Maintenance	AP060421	7,294.52	94043251	P12032	00108043	06/04/2021
					Check Total:	7,294.52			
MW OH	FACTORY MOTOR PARTS V010842	DIESEL EXHAUST FLUID	103066-6134 Vehicle Repair & Maintenance	AP060421	168.56	12-3951584		00108044	06/04/2021
					Check Total:	168.56			
MW OH	FIDELITY SECURITY LIFE V008132	JUNE VISION INSURANCE PMT	395000-4740 ISF Employee Optical Costs	AP060421	2,488.59	164814851		00108045	06/04/2021
MW OH	FIDELITY SECURITY LIFE V008132	JUNE VISION INSURANCE PMT	395083-5164 Optical Insurance Premiums	AP060421	1,163.88	164814851		00108045	06/04/2021
					Check Total:	3,652.47			
MW OH	FIREFIGHTERS SAFETY V011346	UNIFORM EMBROIDERY SVS	103066-6360 Uniforms	AP060421	18.49	28381	P11829	00108046	06/04/2021
MW OH	FIREFIGHTERS SAFETY V011346	FIREFIGHTER UNIFORMS	103066-6360 Uniforms	AP060421	690.06	28389	P11829	00108046	06/04/2021
MW OH	FIREFIGHTERS SAFETY V011346	FIREFIGHTER UNIFORMS	103066-6360 Uniforms	AP060421	208.39	28431	P11829	00108046	06/04/2021
					Check Total:	916.94			
MW OH	FM THOMAS AIR V010634	QUARTERLY HVAC MAINT	103654-6290 Dept. Contract Services	AP060421	3,336.00	42310	P11774	00108047	06/04/2021
					Check Total:	3,336.00			
MW OH	GOLDEN STATE WATER V000928	APRIL-MAY WATER CHARGES	109595-6335 Water	AP060421	19,410.97	052121		00108048	06/04/2021
MW OH	GOLDEN STATE WATER V000928	APRIL-MAY WATER CHARGES	296561-6335 Water	AP060421	4,905.52	052121		00108048	06/04/2021
					Check Total:	24,316.49			
MW OH	GST V009410	MAY IT SUPPORT SVS	101523-6290 Dept. Contract Services	AP060421	19,500.00	INV63277	P11777	00108049	06/04/2021
					Check Total:	19,500.00			

City of Placentia
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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	HF&H CONSULTANTS LLC V010575	APR SB 1383 CONSULTING SVS	374386-6099 Professional Services	AP060421	1,466.25	9718216	P11907	00108050	06/04/2021
					Check Total:	1,466.25			
MW OH	HOME DEPOT CREDIT V011713	SIMPLE GREEN	103066-6301 Special Department Supplies	AP060421	42.97	8530389		00108051	06/04/2021
					Check Total:	42.97			
MW OH	HOUSTON & HARRIS PCS INC V010110	APRIL SEWER LINE CLEANING	484356-6120 R & M/Sewer & Storm Drain	AP060421	751.75	21-23572	P11772	00108052	06/04/2021
					Check Total:	751.75			
MW OH	INFRASTRUCTURE V011245	MARCH PLAN CHECK SVS	103551-6290 Dept. Contract Services	AP060421	5,850.00	25901	P11981	00108053	06/04/2021
					Check Total:	5,850.00			
MW OH	JMDIAZ INC V011920	APRIL CONSULTANT SVS	103551-6099 Professional Services	AP060421	1,362.12	003 (21-076)	P11993	00108054	06/04/2021
					Check Total:	1,362.12			
MW OH	KOA CORPORATION V006654	JAN ENGINEERING DESIGN SVS	332908-6185 Construction Services	AP060421	1,651.65	JB93058-12	P11872	00108055	06/04/2021
MW OH	KOA CORPORATION V006654	APRIL ENGINEERING DESIGN SVS	332908-6185 Construction Services	AP060421	3,871.65	JB93058-13	P11872	00108055	06/04/2021
MW OH	KOA CORPORATION V006654	APRIL ENGINEERING DESIGN SVS	181101-6185 Construction Services	AP060421	23,826.42	JC3080-6	P11911	00108055	06/04/2021
					Check Total:	29,349.72			
MW OH	KOA HILLS CONSULTING LLC V011519	1-5 CONSULTING SVS	796103-6840 Machinery & Equipment	AP060421	218.75	7669	P11793	00108056	06/04/2021
MW OH	KOA HILLS CONSULTING LLC V011519	17-19 CONSULTING SVS	796103-6840 Machinery & Equipment	AP060421	306.25	8044	P11793	00108056	06/04/2021
					Check Total:	525.00			
MW OH	LIEBERT CASSIDY V000597	APRIL LEGAL SERVICES	101005-6005 Legal Services	AP060421	4,008.00	1519910		00108057	06/04/2021

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MW OH	LIEBERT CASSIDY V000597	APRIL CONSULTING SVS	101512-6001 Management Consulting Services	AP060421	1,748.00	1519911		00108057	06/04/2021
MW OH	LIEBERT CASSIDY V000597	HR TRAINING REG	101512-6250 Staff Training	AP060421	100.00	580-266-1-E113		00108057	06/04/2021
Check Total:					5,856.00				
MW OH	M JACK BROOKS JD V010723	MAY CONSULTING SVS	102020-6099 Professional Services	AP060421	1,156.25	14 PFIN	P11767	00108058	06/04/2021
Check Total:					1,156.25				
MW OH	MARK43 INC V010565	FIRE CAD SYSTEM	676112-6840 Machinery & Equipment	AP060421	37,000.00	INV0434	P12048	00108059	06/04/2021
Check Total:					37,000.00				
MW OH	MARTIN, ARMANDO V011735	APRIL ANIMAL REMOVAL SVS	103045-6280 Animal Control Services	AP060421	600.00	0000892	P11976	00108060	06/04/2021
Check Total:					600.00				
MW OH	MC FADDEN-DALE V000635	SPRAY GUN	103658-6301 Special Department Supplies	AP060421	55.17	446310/5		00108061	06/04/2021
MW OH	MC FADDEN-DALE V000635	FACILITY REPAIR SUPPLIES	103654-6301 Special Department Supplies	AP060421	20.72	446404/5		00108061	06/04/2021
MW OH	MC FADDEN-DALE V000635	BARB SPLICER	103654-6301 Special Department Supplies	AP060421	12.54	447600/5		00108061	06/04/2021
MW OH	MC FADDEN-DALE V000635	SOCKET EXTENDER	103654-6301 Special Department Supplies	AP060421	26.01	447890/5		00108061	06/04/2021
MW OH	MC FADDEN-DALE V000635	LATEX GLOVES	103658-6301 Special Department Supplies	AP060421	62.71	447949/5		00108061	06/04/2021
Check Total:					177.15				
MW OH	MUNICIPAL EMERGENCY V011423	PARTICULATE HOODS	103066-6360 Uniforms	AP060421	1,074.65	IN1565900	P11822	00108062	06/04/2021
MW OH	MUNICIPAL EMERGENCY V011423	TEST MASKS & FITTING SVS	103066-6360 Uniforms	AP060421	915.00	IN1574986	P11822	00108062	06/04/2021

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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				Check Total:	1,989.65				
MW OH	NOBLE E&C INC V011749	FD LOCKER CONSTRUCTION SVS	105105-6185 Construction Services	AP060421	4,220.00	04	P11930	00108063	06/04/2021
MW OH	NOBLE E&C INC V011749	FD LOCKER CONSTRUCTION SVS	675105-6185 Construction Services	AP060421	9,840.00	04	P11930	00108063	06/04/2021
				Check Total:	14,060.00				
MW OH	OFFICE INDUSTRIES V007477	FY 2021/2022 STAMP	102020-6315 Office Supplies	AP060421	65.09	68205		00108064	06/04/2021
MW OH	OFFICE INDUSTRIES V007477	PAPER	109595-6315 Office Supplies	AP060421	197.11	68218		00108064	06/04/2021
				Check Total:	262.20				
MW OH	OH, JAMES V011959	FIRE MARSHAL CERT & BOOKS	103066-6250 Staff Training	AP060421	252.73	050321		00108065	06/04/2021
				Check Total:	252.73				
MW OH	ORANGE COUNTY V000698	3RD QTR FOG/BMP INSPECTIONS	103593-6257 Licenses & Permits	AP060421	81.33	59335		00108066	06/04/2021
				Check Total:	81.33				
MW OH	ORANGE COUNTY V011002	MAY FACILITY CAPACITY FEES	0044-2037 County Sanitation Dist Fee	AP060421	945.00	B211568		00108067	06/04/2021
MW OH	ORANGE COUNTY V011002	MAY FACILITY CAPACITY FEES	100000-4364 Sanitation Collect Fees	AP060421	-47.25	B211568		00108067	06/04/2021
				Check Total:	897.75				
MW OH	PARIKH, NIMESH V011972	OC SANITATION REFUND	0044-2037 County Sanitation Dist Fee	AP060421	4,724.35	B20-2190		00108068	06/04/2021
MW OH	PARIKH, NIMESH V011972	OC SANITATION REFUND	100000-4364 Sanitation Collect Fees	AP060421	248.65	B20-2190		00108068	06/04/2021
				Check Total:	4,973.00				
MW OH	PARS V006999	MARCH PARS ARS FEES	395083-4364 Sanitation Collect Fees	AP060421	821.31	47970		00108069	06/04/2021

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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	PARS V006999	MARCH PARS REP FEES	395083-6025 Third Party Administration	AP060421	400.00	48119		00108069	06/04/2021
					Check Total:	1,221.31			
MW OH	PERIMETER PROTECTION V011153	APR-JUNE PD YARD SECURITY	101523-6999 Other Expenditure	AP060421	1,680.00	FIRE-2Q-2021	P12043	00108070	06/04/2021
MW OH	PERIMETER PROTECTION V011153	APR-JUNE FD SECURITY	101523-6999 Other Expenditure	AP060421	4,300.00	PD-2Q-2021	P12043	00108070	06/04/2021
					Check Total:	5,980.00			
MW OH	POWERSTRIDE BATTERY COBATTERIES V000785		103658-6134 Vehicle Repair & Maintenance	AP060421	104.86	C67743		00108071	06/04/2021
					Check Total:	104.86			
MW OH	PRINCIPAL FINANCIAL V000844	JUNE LIFE INSURANCE PMT	109595-5110 Life Ins Allocation	AP060421	970.04	JUNE 2021		00108072	06/04/2021
MW OH	PRINCIPAL FINANCIAL V000844	JUNE LIFE INSURANCE	395083-5163 Life Insurance Premiums	AP060421	390.40	JUNE 2021		00108072	06/04/2021
					Check Total:	1,360.44			
MW OH	PSYCHOLOGICAL V009259	APRIL PSYCH EVALS	101512-6099 Professional Services	AP060421	2,400.00	525237		00108073	06/04/2021
					Check Total:	2,400.00			
MW OH	RBI TRAFFIC INC V010707	APRIL TRAFFIC PLAN CHECK SVS	103590-6290 Dept. Contract Services	AP060421	3,150.00	2830	P11941	00108074	06/04/2021
MW OH	RBI TRAFFIC INC V010707	APRIL SIFI PLAN CHECK SVS	103590-6290 Dept. Contract Services	AP060421	975.00	2841	P11941	00108074	06/04/2021
					Check Total:	4,125.00			
MW OH	SANTIAGO ROOFING V001614	ROOFING BOND REFUND	0044-2033 Construction & Demo Deposit	AP060421	100.00	30-21-032		00108075	06/04/2021
					Check Total:	100.00			
MW OH	SI MOTORSPORTS INC V011949	FD UTILITY TRUCK REPAIRS	103066-6134 Vehicle Repair & Maintenance	AP060421	240.33	21-002		00108076	06/04/2021

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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				Check Total:	240.33				
MW OH	SO CAL GAS V000909	APRIL-MAY GAS CHARGES	109595-6340 Natural Gas	AP060421	91.25	052721		00108077	06/04/2021
				Check Total:	91.25				
MW OH	SO CAL LAND MAINTENANCE V011102	MAY PARK MAINT SVS	103655-6115 Landscaping	AP060421	22,968.91	9550	P11748	00108078	06/04/2021
				Check Total:	22,968.91				
MW OH	SOUTHERN CALIFORNIA V000910	AUG-APR ELECTRICITY CHARGES	109595-6330 Electricity	AP060421	42.26	033021		00108079	06/04/2021
MW OH	SOUTHERN CALIFORNIA V000910	AUG-APR ELECTRICITY CHARGES	286560-6330 Electricity	AP060421	38,208.75	033021		00108079	06/04/2021
MW OH	SOUTHERN CALIFORNIA V000910	APR-MAY ELECTRICITY CHARGES	296561-6330 Electricity	AP060421	60.91	052621		00108079	06/04/2021
MW OH	SOUTHERN CALIFORNIA V000910	APR-MAY ELECTRICITY CHARGES	109595-6330 / 21009-6330 Electricity	AP060421	31.84	052621		00108079	06/04/2021
MW OH	SOUTHERN CALIFORNIA V000910	APR-MAY ELECTRICITY CHARGES	109595-6330 Electricity	AP060421	19,907.26	052621		00108079	06/04/2021
MW OH	SOUTHERN CALIFORNIA V000910	APR-MAY ELECTRICITY CHARGES	109595-6330 / 21010-6330 Electricity	AP060421	347.79	052621		00108079	06/04/2021
				Check Total:	58,598.81				
MW OH	SPARKLETTS V000967	MAY DISPATCH FILTER SYSTEM	109595-6301 Special Department Supplies	AP060421	53.98	20765979	051521	00108080	06/04/2021
				Check Total:	53.98				
MW OH	TIME WARNER CABLE V004450	APR PD FIBER INTERNET CHARGES	109595-6215 Telephone	AP060421	619.00	0528002041421A		00108081	06/04/2021
MW OH	TIME WARNER CABLE V004450	APR WHITTEN INTERNET SVS	109595-6215 Telephone	AP060421	119.99	0619546041421A		00108081	06/04/2021
MW OH	TIME WARNER CABLE V004450	FEB BACKS BLDG INTERNET	109595-6215 Telephone	AP060421	448.99	0629685021221A		00108081	06/04/2021

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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	TIME WARNER CABLE V004450	MARCH BACKS BLDG INTERNET	109595-6215 Telephone	AP060421	264.98	0629685031221A		00108081	06/04/2021
MW OH	TIME WARNER CABLE V004450	APRIL BACKS BLDG INTERNET	109595-6215 Telephone	AP060421	269.73	0629685041221A		00108081	06/04/2021
Check Total:					1,722.69				
MW OH	TURNOUT MAINTENANCE V011543	FD TURNOUT COAT REPAIRS	103066-6361 Personal Protection Equipment	AP060421	141.38	23880		00108082	06/04/2021
MW OH	TURNOUT MAINTENANCE V011543	TURNOUT NAME PANELS	103066-6361 Personal Protection Equipment	AP060421	77.25	24122		00108082	06/04/2021
Check Total:					218.63				
MW OH	VALVERDE CONSTRUCTION V007502	EMERGENCY SEWER LINE REPAIRS	484356-6120 R & M/Sewer & Storm Drain	AP060421	11,737.50	03	P12045	00108083	06/04/2021
Check Total:					11,737.50				
MW OH	VERIZON WIRELESS V008735	MAY PD WIRELESS DEVICES	109595-6215 Telephone	AP060421	2,792.77	9880209349		00108084	06/04/2021
MW OH	VERIZON WIRELESS V008735	MAY IPAD CHARGES	109595-6215 Telephone	AP060421	913.02	9880209351		00108084	06/04/2021
Check Total:					3,705.79				
MW OH	WELLS FARGO VENOR FIN V010076	JUNE DISPATCH COPIER LEASE	109595-6175 Office Equipment Rental	AP060421	219.89	5015150172		00108085	06/04/2021
Check Total:					219.89				
MW OH	WILCOX SUPPLY INC V011734	FLEET MAINT SUPPLIES	103658-6301 Special Department Supplies	AP060421	49.14	146415-1		00108086	06/04/2021
Check Total:					49.14				
MW OH	YORBA LINDA WATER V001148	APRIL-MAY WATER CHARGES	109595-6335 Water	AP060421	1,722.91	052421		00108087	06/04/2021
Check Total:					1,722.91				
MW OH	YORBA LINDA WATER V006633	MAY SEWER CHARGES	484356-6297 Billing Services	AP060421	1,009.89	346013		00108088	06/04/2021

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Check Register
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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				Check Total:	1,009.89				
MW OH	CALIFORNIA STATE V004813	PE 05/29/21 PD 06/07/21	0010-2196 Garnishments W/H	PY21011	1,469.99	2700/2101011		00108089	06/11/2021
MW OH	CALIFORNIA STATE V004813	PE 05/29/21 PD 06/07/21	0037-2196 Garnishments W/H	PY21011	69.23	2700/2101011		00108089	06/11/2021
MW OH	CALIFORNIA STATE V004813	PE 05/29/21 PD 06/07/21	0029-2196 Garnishments W/H	PY21011	9.23	2700/2101011		00108089	06/11/2021
MW OH	CALIFORNIA STATE V004813	PE 05/29/21 PD 06/07/21	0048-2196 Garnishments W/H	PY21011	46.15	2700/2101011		00108089	06/11/2021
				Check Total:	1,594.60				
MW OH	FRANCHISE TAX BOARD V000404	PE 05/29/21 PD 06/07/21	0010-2196 Garnishments W/H	PY21011	1,224.22	2710/2101011		00108090	06/11/2021
				Check Total:	1,224.22				
MW OH	ORANGE COUNTY V000699	PE 05/29/21 PD 06/07/21	0029-2176 PCEA/OCEA Assoc Dues	PY21011	5.86	2610/2101011		00108091	06/11/2021
MW OH	ORANGE COUNTY V000699	PE 05/29/21 PD 06/07/21	0076-2176 PCEA/OCEA Assoc Dues	PY21011	0.42	2610/2101011		00108091	06/11/2021
MW OH	ORANGE COUNTY V000699	PE 05/29/21 PD 06/07/21	0054-2176 PCEA/OCEA Assoc Dues	PY21011	2.20	2610/2101011		00108091	06/11/2021
MW OH	ORANGE COUNTY V000699	PE 05/29/21 PD 06/07/21	0010-2176 PCEA/OCEA Assoc Dues	PY21011	446.68	2610/2101011		00108091	06/11/2021
MW OH	ORANGE COUNTY V000699	PE 05/29/21 PD 06/07/21	0048-2176 PCEA/OCEA Assoc Dues	PY21011	14.59	2610/2101011		00108091	06/11/2021
MW OH	ORANGE COUNTY V000699	PE 05/29/21 PD 06/07/21	0037-2176 PCEA/OCEA Assoc Dues	PY21011	1.63	2610/2101011		00108091	06/11/2021
				Check Total:	471.38				
MW OH	PCEA C/O NORTH ORANGE V000679	PE 05/29/21 PD 06/07/21	0029-2176 PCEA/OCEA Assoc Dues	PY21011	0.62	2615/2101011		00108092	06/11/2021
MW OH	PCEA C/O NORTH ORANGE V000679	PE 05/29/21 PD 06/07/21	0076-2176	PY21011	0.04	2615/2101011		00108092	06/11/2021

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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V000679		PCEA/OCEA Assoc Dues						
MW OH	PCEA C/O NORTH ORANGE V000679	CE 05/29/21 PD 06/07/21	0054-2176 PCEA/OCEA Assoc Dues	PY21011	0.23	2615/2101011		00108092	06/11/2021
MW OH	PCEA C/O NORTH ORANGE V000679	CE 05/29/21 PD 06/07/21	0048-2176 PCEA/OCEA Assoc Dues	PY21011	1.52	2615/2101011		00108092	06/11/2021
MW OH	PCEA C/O NORTH ORANGE V000679	CE 05/29/21 PD 06/07/21	0010-2176 PCEA/OCEA Assoc Dues	PY21011	46.42	2615/2101011		00108092	06/11/2021
MW OH	PCEA C/O NORTH ORANGE V000679	CE 05/29/21 PD 06/07/21	0037-2176 PCEA/OCEA Assoc Dues	PY21011	0.17	2615/2101011		00108092	06/11/2021
			Check Total:		49.00				
MW OH	VANTAGEPOINT TRANSFER V007191	PE 05/29/21 PD 06/07/21	0029-2170 Deferred Comp Payable - ICMA	PY21011	183.24	2606/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER V007191	PE 05/29/21 PD 06/07/21	0010-2170 Deferred Comp Payable - ICMA	PY21011	1,657.03	2606/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER V007191	PE 05/29/21 PD 06/07/21	0076-2170 Deferred Comp Payable - ICMA	PY21011	1.39	2606/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER V007191	PE 05/29/21 PD 06/07/21	0037-2170 Deferred Comp Payable - ICMA	PY21011	29.54	2606/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER V007191	PE 05/29/21 PD 06/07/21	0054-2170 Deferred Comp Payable - ICMA	PY21011	8.38	2606/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER V007191	PE 05/29/21 PD 06/07/21	0048-2170 Deferred Comp Payable - ICMA	PY21011	115.10	2606/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER V007191	PE 05/29/21 PD 06/07/21	0048-2170 Deferred Comp Payable - ICMA	PY21011	9.65	2608/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER V007191	PE 05/29/21 PD 06/07/21	0054-2170 Deferred Comp Payable - ICMA	PY21011	9.65	2608/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER V007191	PE 05/29/21 PD 06/07/21	0037-2170 Deferred Comp Payable - ICMA	PY21011	13.51	2608/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER V007191	PE 05/29/21 PD 06/07/21	0010-2170 Deferred Comp Payable - ICMA	PY21011	1,161.43	2608/2101011		00108093	06/11/2021

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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	VANTAGEPOINT TRANSFER PE 05/29/21 PD 06/07/21 V007191		0037-2170 Deferred Comp Payable - ICMA	PY21011	9.50	2609/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER PE 05/29/21 PD 06/07/21 V007191		0048-2170 Deferred Comp Payable - ICMA	PY21011	6.79	2609/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER PE 05/29/21 PD 06/07/21 V007191		0054-2170 Deferred Comp Payable - ICMA	PY21011	6.79	2609/2101011		00108093	06/11/2021
MW OH	VANTAGEPOINT TRANSFER PE 05/29/21 PD 06/07/21 V007191		0010-2170 Deferred Comp Payable - ICMA	PY21011	119.41	2609/2101011		00108093	06/11/2021
Check Total:					3,331.41				
Type Total:					334,820.33				
Check Total:					334,820.33				

City of Placentia
Electronic Disbursement Register
For 06/15/2021

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Ref #	Ref Date
Grand Total:					654,536.95				

<u>EDR Totals by ID</u>	
AP	0.00
EP	654,536.95
IP	0.00
OP	0.00

Fund Name	<u>EDR Totals by Fund</u>	Void Total:	0.00
101-General Fund (0010)	191,092.66	EDR Total:	654,536.95
208-Scssr Agncy Ret Oblg (0054)	1,356.77		
225-Asset Seizure (0021)	425.00		
227-Explorer Grant NOC (0076)	122.10		
228-NOC-Public Safety Grant(0061)	1,597.27		
231-Placentia Reg Nav Cent(0078)	3,503.02		
265-Landscape Maintenance (0029)	444.98		
275-Sewer Maintenance (0048)	2,215.91		
280-Misc Grants Fund (0050)	1.28		
501-Refuse Administration (0037)	1,605.57		
601-Employee Health & Wlfre (0039)	202,810.72		
605-Risk Management (0040)	249,266.67		
701-Special Deposits (0044)	95.00		

Electronic Disbursement Sub Totals: 654,536.95

ACH Payroll Direct Deposit for 06/04/2021: 484,799.41

Electronic Disbursement Total: 1,139,336.36

Funds will be transferred from the Cash Basis Fund as needed to fund the warrants included on this warrant register

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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Ref #	Ref Date
EP	CALIFORNIA PUBLIC V006234	JUNE MEDICAL INSURANCE PMT	395000-4715 ISF Health Ins Reimbursement	ACH060321	157,850.86	10000001643438		00014705	06/03/2021
EP	CALIFORNIA PUBLIC V006234	JUNE MEDICAL INSURANCE PMT	395083-5161 Health Insurance Premiums	ACH060321	15,090.80	10000001643438		00014705	06/03/2021
EP	CALIFORNIA PUBLIC V006234	JUNE FIRE MEDICAL INSURANCE	395000-4715 ISF Health Ins Reimbursement	ACH060321	29,869.06	10000001643439		00014705	06/03/2021
Check Total:					202,810.72				
EP	BANK OF AMERICA V008741	COUNCIL SUPPLIES	101001-6245 Meetings & Conferences	ACH052521	247.68	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	COUNCIL SUPPLIES	101001-6245 Meetings & Conferences	ACH052521	124.34	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CREDIT - COUNCIL SUPPLIES	101001-6245 Meetings & Conferences	ACH052521	-15.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	COUNCIL SUPPLIES	101001-6245 Meetings & Conferences	ACH052521	110.28	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	COUNCIL SUPPLIES	101001-6245 Meetings & Conferences	ACH052521	264.45	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PHOTO PRINTING	101001-6301 Special Department Supplies	ACH052521	4.34	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	FLOWERS FOR DISPATCH	101001-6301 Special Department Supplies	ACH052521	98.02	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	UPDATE MAYOR'S PICTURE FRAME	101001-6301 Special Department Supplies	ACH052521	26.94	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BUSINESS MEETING MEALS	101511-6245 Meetings & Conferences	ACH052521	36.41	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BUSINESS MEETING MEALS	101511-6245 Meetings & Conferences	ACH052521	65.30	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	WORKING LUNCH MEAL	101511-6245 Meetings & Conferences	ACH052521	4.59	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	BUSINESS MEETING MEALS	101511-6245	ACH052521	44.58	APRIL 21		00014706	05/25/2021

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Electronic Disbursement Register
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Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Ref #	Ref Date
	V008741		Meetings & Conferences						
EP	BANK OF AMERICA V008741	BUSINESS MEETING MEALS	101511-6245 Meetings & Conferences	ACH052521	54.45	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BUSINESS MEETING MEALS	101511-6245 Meetings & Conferences	ACH052521	63.02	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	OFFICE SUPPLIES	101511-6315 Office Supplies	ACH052521	10.86	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	OFFICE SUPPLIES	101511-6315 Office Supplies	ACH052521	15.21	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	HR, FINANCE SB95 TRAINING REG	101512-6250 Staff Training	ACH052521	300.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	INTERVIEW PANEL SUPPLIES	101512-6301 Special Department Supplies	ACH052521	30.67	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	INTERVIEW PANEL SUPPLIES	101512-6301 Special Department Supplies	ACH052521	50.33	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PLANT	101512-6301 Special Department Supplies	ACH052521	61.98	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CREDIT - PLANT	101512-6301 Special Department Supplies	ACH052521	-61.98	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	FRAUD CHARGE	101512-6301 Special Department Supplies	ACH052521	20.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	FRAUD CHARGE	101512-6301 Special Department Supplies	ACH052521	25.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	OFFICE SUPPLIES	101512-6315 Office Supplies	ACH052521	43.15	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	OFFICE SUPPLIES	101512-6315 Office Supplies	ACH052521	47.84	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	OFFICE SUPPLIES	101512-6315 Office Supplies	ACH052521	39.14	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	OFFICE SUPPLIES	101512-6315	ACH052521	21.72	APRIL 21		00014706	05/25/2021

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	V008741		Office Supplies						
EP	BANK OF AMERICA V008741	DIVIDERS	101513-6315 Office Supplies	ACH052521	22.67	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	EMERGENCY TUBES	101514-6301 Special Department Supplies	ACH052521	1,494.09	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH TRAINING REG	101515-6250 Staff Training	ACH052521	225.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH TRAINING REG	101515-6250 Staff Training	ACH052521	5.96	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CTO TRAINING REG	101515-6250 Staff Training	ACH052521	699.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH SUGGESTION BOX	101515-6301 Special Department Supplies	ACH052521	52.29	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH WEEK SUPPLIES	101515-6301 Special Department Supplies	ACH052521	59.04	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH WEEK SUPPLIES	101515-6301 Special Department Supplies	ACH052521	206.23	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	STORAGE TOTES	101515-6301 Special Department Supplies	ACH052521	26.92	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SPACE HEATERS	101515-6301 Special Department Supplies	ACH052521	93.04	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH WEEK MUGS	101515-6301 Special Department Supplies	ACH052521	491.26	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH MEALS	101515-6301 Special Department Supplies	ACH052521	52.55	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH MEALS	101515-6301 Special Department Supplies	ACH052521	41.23	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH MEALS	101515-6301 Special Department Supplies	ACH052521	48.37	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	DISPATCH MEALS	101515-6301	ACH052521	100.72	APRIL 21		00014706	05/25/2021

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	V008741		Special Department Supplies						
EP	BANK OF AMERICA V008741	DISPATCH MEALS	101515-6301 Special Department Supplies	ACH052521	64.51	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH MEALS	101515-6301 Special Department Supplies	ACH052521	55.27	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH MEALS	101515-6301 Special Department Supplies	ACH052521	45.87	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH MEALS	101515-6301 Special Department Supplies	ACH052521	38.54	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH MEALS	101515-6301 Special Department Supplies	ACH052521	55.27	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH MEALS	101515-6301 Special Department Supplies	ACH052521	45.01	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH WEEK SUPPLIES	101515-6301 Special Department Supplies	ACH052521	35.99	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DISPATCH MEALS	101515-6301 Special Department Supplies	ACH052521	9.99	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	UNIFORM ALTERATIONS	101515-6360 Uniforms	ACH052521	25.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	APRIL CONFERENCE CALL LINE	101523-6136 Software Maintenance	ACH052521	239.92	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	LANDSWEEPER SOFTWARE	101523-6136 Software Maintenance	ACH052521	495.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	IPHONE CASE	101523-6301 Special Department Supplies	ACH052521	25.86	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ETHERNET CABLE	101523-6301 Special Department Supplies	ACH052521	161.98	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	MODULAR PLUGS	101523-6301 Special Department Supplies	ACH052521	16.30	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	USB CABLE	101523-6301	ACH052521	8.69	APRIL 21		00014706	05/25/2021

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	V008741		Special Department Supplies						
EP	BANK OF AMERICA V008741	SPEAKERS	101523-6301 Special Department Supplies	ACH052521	107.66	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	IPAD CASE W/KEYPAD	101523-6301 Special Department Supplies	ACH052521	108.73	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	LASER JET PRINTER	101523-6840 Machinery & Equipment	ACH052521	489.36	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CELL PHONE FOR DISPATCH	101523-6840 Machinery & Equipment	ACH052521	176.38	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CELL PHONE FOR DISPATCH	101523-6840 Machinery & Equipment	ACH052521	176.38	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CELL PHONE FOR DISPATCH	101523-6840 Machinery & Equipment	ACH052521	176.38	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BEREAVEMENT FLOWERS	101523-6999 Other Expenditure	ACH052521	292.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	APRIL FASTRAK FEES	102020-5199 Other Employee Benefits	ACH052521	325.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	APRIL FINANCE ZOOM SVS	102020-6245 Meetings & Conferences	ACH052521	15.51	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	APA MEMBERSHIP - LAMBERT	102531-6255 Dues & Memberships	ACH052521	25.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	AOA MEMBERSHIP - LAMBERT	102531-6255 Dues & Memberships	ACH052521	570.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CEQA BOOKS	102532-6320 Books & Periodicals	ACH052521	94.59	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	INTERVIEW PANEL MEALS	103040-6245 Meetings & Conferences	ACH052521	102.05	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PD PROMOTIONS MTG MEALS	103040-6245 Meetings & Conferences	ACH052521	58.83	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	PD TRAINING MTG MEALS	103040-6245	ACH052521	42.08	APRIL 21		00014706	05/25/2021

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	V008741		Meetings & Conferences						
EP	BANK OF AMERICA V008741	PURSUIT REVIEW MTG MEALS	103040-6245 Meetings & Conferences	ACH052521	20.79	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SHIPPING CHARGES	103040-6325 Postage	ACH052521	10.62	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PEPPER SPRAY FOR CHIEF	103040-6325 Postage	ACH052521	34.46	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PD MED KITS SUPPLIES	103041-6301 Special Department Supplies	ACH052521	483.13	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PD MED KITS SUPPLIES	103041-6301 Special Department Supplies	ACH052521	89.40	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PINNING CEREMONY SUPPLIES	103041-6301 Special Department Supplies	ACH052521	24.80	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PD MED KIT BAGS	103041-6301 Special Department Supplies	ACH052521	179.30	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	COLORING BOOKS	103041-6301 Special Department Supplies	ACH052521	429.59	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	4/27-5/26 MCV DIRECT TV SVS	103041-6301 Special Department Supplies	ACH052521	88.99	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	NEW OFFICER KEYS	103041-6360 Uniforms	ACH052521	103.71	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BODY WORN MED KITS	103041-6360 Uniforms	ACH052521	979.90	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARREST HOBBLES	103041-6360 Uniforms	ACH052521	295.52	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DUTY BELT - VALDEZ	103041-6360 Uniforms	ACH052521	72.18	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	APRIL PD MAPPING SVS	103042-6290 Dept. Contract Services	ACH052521	15.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	BODY WORN CAMERA CLIPS	103042-6301	ACH052521	102.11	APRIL 21		00014706	05/25/2021

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	V008741		Special Department Supplies						
EP	BANK OF AMERICA V008741	USB DRIVES	103042-6301 Special Department Supplies	ACH052521	332.90	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	STEEL TARGET FOR SWAT	103043-6162 Range Training	ACH052521	339.97	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	RANGE FIRST AID KIT	103043-6162 Range Training	ACH052521	418.24	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	FIRST AID PATCH	103043-6162 Range Training	ACH052521	11.83	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	REPLENISH PD GLOVES	103043-6301 / 50500-6301 Special Department Supplies	ACH052521	1,179.09	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	REPLENISH SYRINGE TUBES	103043-6301 Special Department Supplies	ACH052521	216.58	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	RECORDS KIOSK IPAD	103043-6301 Special Department Supplies	ACH052521	361.79	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PD TRAINING REG - MILLSAP	103047-6250 Staff Training	ACH052521	275.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SHIPPING SUPPLIES	103065-6315 Office Supplies	ACH052521	28.75	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	OFFICE SUPPLIES	103065-6315 Office Supplies	ACH052521	31.65	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	FD TRAINING BOOKS	103066-6250 Staff Training	ACH052521	125.19	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CREDIT - FD TRAINING BOOKS	103066-6250 Staff Training	ACH052521	-125.19	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	WHITEBOARDS	103066-6301 Special Department Supplies	ACH052521	467.61	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	LG TV & STAND FOR FIRE	103066-6301 Special Department Supplies	ACH052521	523.18	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	CREDIT - WHITEBOARDS	103066-6301	ACH052521	-467.61	APRIL 21		00014706	05/25/2021

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	V008741		Special Department Supplies						
EP	BANK OF AMERICA V008741	FD CALL LOG LEDGER BOOKS	103066-6301 Special Department Supplies	ACH052521	120.84	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	FD TURNOUTS - CASTRO	103066-6361 Personal Protection Equipment	ACH052521	54.38	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	COMMUNITY GIVEAWAYS	103066-6401 Community Programs	ACH052521	39.13	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	COMMUNITY GIVEAWAYS	103066-6401 Community Programs	ACH052521	306.40	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	STORAGE CONTAINERS	103066-6401 Community Programs	ACH052521	31.24	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GIFTCARDS SPARK OF LOVE FUNDED	103066-6999 Other Expenditure	ACH052521	2,750.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	TRANSPORTATION WEBINAR	103550-6245 Meetings & Conferences	ACH052521	25.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PAINT	103550-6301 Special Department Supplies	ACH052521	44.85	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PAINT	103550-6301 Special Department Supplies	ACH052521	17.30	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CREDIT - PAINT	103550-6301 Special Department Supplies	ACH052521	-18.74	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	STREET REPAIR SUPPLIES	103652-6301 Special Department Supplies	ACH052521	76.73	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	FACILITY REPAIR SUPPLIES	103654-6130 Repair & Maint/Facilities	ACH052521	69.10	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PAINT	103654-6130 Repair & Maint/Facilities	ACH052521	224.16	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	TOILET SEAT, SUPPLIES	103654-6130 Repair & Maint/Facilities	ACH052521	62.44	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	METAL CUTTING BLADE	103654-6130	ACH052521	26.37	APRIL 21		00014706	05/25/2021

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	V008741		Repair & Maint/Facilities						
EP	BANK OF AMERICA V008741	PLEXIGLASS	103654-6130 Repair & Maint/Facilities	ACH052521	429.31	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PAINTING SUPPLIES	103654-6130 Repair & Maint/Facilities	ACH052521	82.90	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GARAGE BAY DOOR PARTS	103654-6130 Repair & Maint/Facilities	ACH052521	50.29	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PAINTING SUPPLIES	103654-6130 Repair & Maint/Facilities	ACH052521	46.17	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PAINT & SUPPLIES	103654-6130 Repair & Maint/Facilities	ACH052521	182.68	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PAINT	103654-6130 Repair & Maint/Facilities	ACH052521	398.21	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PLEXIGLASS	103654-6130 Repair & Maint/Facilities	ACH052521	232.96	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	FACILITY REPAIR SUPPLIES	103654-6130 Repair & Maint/Facilities	ACH052521	41.15	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	JANITORIAL SUPPLIES	103654-6301 Special Department Supplies	ACH052521	21.45	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GARAGE DOOR OPENERS	103654-6301 Special Department Supplies	ACH052521	48.83	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	IRON VENT GRILLS	103654-6301 Special Department Supplies	ACH052521	850.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	JANITORIAL SUPPLIES	103654-6301 Special Department Supplies	ACH052521	48.42	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	WINDOW FOR WHITTEN	103654-6301 Special Department Supplies	ACH052521	60.62	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SHOWER TEMPERATURE KIT	103654-6301 Special Department Supplies	ACH052521	7.96	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	FACILITY REPAIR SUPPLIES	103654-6301	ACH052521	60.99	APRIL 21		00014706	05/25/2021

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	V008741		Special Department Supplies						
EP	BANK OF AMERICA V008741	FLUSH SENSOR BATTERY	103654-6301 Special Department Supplies	ACH052521	15.03	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CREDIT - AIR VENT REGISTER	103654-6301 Special Department Supplies	ACH052521	-199.45	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	AIR VENT REGISTER	103654-6301 Special Department Supplies	ACH052521	213.42	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	AIR VENT REGISTERS	103654-6301 Special Department Supplies	ACH052521	203.65	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DUST BAG, HVAC REDUCER	103654-6301 Special Department Supplies	ACH052521	65.03	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CEILING TILES, WASHERS	103654-6301 Special Department Supplies	ACH052521	58.86	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SEAT COVER DISPENSER	103654-6301 Special Department Supplies	ACH052521	53.88	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	REPLACEMENT LIGHTS, SWITCH	103654-6301 Special Department Supplies	ACH052521	145.84	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CREDIT - REPLACEMENT LIGHTS	103654-6301 Special Department Supplies	ACH052521	-100.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	LIGHT LENSES	103654-6301 Special Department Supplies	ACH052521	78.01	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	TOOLS	103654-6350 Small Tools/Equipment	ACH052521	288.77	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY SUPPLIES	103655-6301 Special Department Supplies	ACH052521	28.24	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CARD STOCK	103655-6301 Special Department Supplies	ACH052521	10.76	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PAPER TOWEL DISPENSER	103655-6301 Special Department Supplies	ACH052521	141.38	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	LOVE PLACENTIA STAFF MEALS	103655-6301	ACH052521	179.32	APRIL 21		00014706	05/25/2021

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	V008741		Special Department Supplies						
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	103655-6301 Special Department Supplies	ACH052521	30.41	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PW TRUCK CARGO BAR	103658-6134 Vehicle Repair & Maintenance	ACH052521	23.74	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	FLEET MAINT SUPPLIES	103658-6134 Vehicle Repair & Maintenance	ACH052521	212.12	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BLDG TECH CERT RENEWAL	0044-2049 Health & Safety Collection	ACH052521	95.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	UPDATE FLEET CODE SOFTWARE	103658-6301 Special Department Supplies	ACH052521	359.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BOXWOOD PLANTERS - NAV CTR	784070-6899 Other Capital Outlay	ACH052521	2,771.35	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GASOLINE FOR UNIT 71	103658-6345 Gasoline & Diesel Fuel	ACH052521	32.10	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GASOLINE FOR UNIT 71	103658-6345 Gasoline & Diesel Fuel	ACH052521	50.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GASOLINE FOR UNIT 71	103658-6345 Gasoline & Diesel Fuel	ACH052521	84.74	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GASOLINE FOR UNIT 71	103658-6345 Gasoline & Diesel Fuel	ACH052521	43.48	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GASOLINE FOR UNIT 71	103658-6345 Gasoline & Diesel Fuel	ACH052521	70.66	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GASOLINE FOR MOTOR 701	103658-6345 Gasoline & Diesel Fuel	ACH052521	18.47	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GASOLINE FOR MOTORS 700, 702	103658-6345 Gasoline & Diesel Fuel	ACH052521	40.12	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	GASOLINE FOR UNIT 71	103658-6345 Gasoline & Diesel Fuel	ACH052521	80.60	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	GASOLINE FOR UNIT 71	103658-6345	ACH052521	63.42	APRIL 21		00014706	05/25/2021

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	V008741		Gasoline & Diesel Fuel						
EP	BANK OF AMERICA V008741	TOOLS FOR FLEET	103658-6345 Gasoline & Diesel Fuel	ACH052521	863.22	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	APRIL REC SCHEDULING SVS	104070-6099 Professional Services	ACH052521	96.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	APRIL SPOTIFY SERVICES	104071-6299 Other Purchased Services	ACH052521	14.99	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CONFERENCE ROOM SIGN	104071-6301 Special Department Supplies	ACH052521	28.21	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	54.25	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	78.24	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	14.97	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	23.82	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CREDIT - DOOR SIGN	104071-6301 Special Department Supplies	ACH052521	-21.70	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	10.76	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PADLOCKS	104071-6301 Special Department Supplies	ACH052521	271.53	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CONFERENCE DOOR SIGN	104071-6301 Special Department Supplies	ACH052521	41.05	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT GIVEAWAYS	104071-6301 Special Department Supplies	ACH052521	83.95	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PARK INITIATIVE MTG MEALS	104071-6301 Special Department Supplies	ACH052521	63.02	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	BUNNY SUIT DRY CLEANING	104071-6301	ACH052521	44.06	APRIL 21		00014706	05/25/2021

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	V008741		Special Department Supplies						
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	122.91	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	AQUATICS SUPPLIES	104071-6301 Special Department Supplies	ACH052521	100.02	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CLEANING SUPPLIES	104071-6301 Special Department Supplies	ACH052521	16.05	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	66.59	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	21.51	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	23.65	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	19.37	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	20.07	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	MISC SUPPLIES	104071-6301 Special Department Supplies	ACH052521	154.06	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	HAND SANITIZERS - AQUATICS	104071-6301 / 50500-6301 Special Department Supplies	ACH052521	119.58	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	HAND SANITIZER DISPENSERS	104071-6301 / 50500-6301 Special Department Supplies	ACH052521	413.22	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	TEEN CENTER SUPPLIES	104071-6301 Special Department Supplies	ACH052521	67.88	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BATTERIES	104071-6301 Special Department Supplies	ACH052521	22.15	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	OFFICE SUPPLIES	104071-6301 Special Department Supplies	ACH052521	94.55	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	FANNY PACKS - AQUATICS	104071-6301	ACH052521	260.68	APRIL 21		00014706	05/25/2021

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	V008741		Special Department Supplies						
EP	BANK OF AMERICA V008741	HAND SANITIZER	104071-6301 / 50500-6301 Special Department Supplies	ACH052521	43.37	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BEVERAGE CONTAINER	104071-6301 Special Department Supplies	ACH052521	39.85	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	40.81	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT COOKIES	104071-6301 Special Department Supplies	ACH052521	164.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	2.14	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARBOR DAY EVENT SUPPLIES	104071-6301 Special Department Supplies	ACH052521	23.29	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	P.A.R.K.S ACTIVITY PACKS	104071-6301 / 50500-6301 Special Department Supplies	ACH052521	84.30	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	AQUATIC STAFF FANNY PACKS	104071-6360 Uniforms	ACH052521	257.40	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CPR BARRIER AQUATIC MASKS	104071-6360 Uniforms	ACH052521	477.87	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	OFFICE SUPPLIES	104072-6301 Special Department Supplies	ACH052521	11.01	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BEREAVEMENT FLOWERS	104079-6301 Special Department Supplies	ACH052521	92.38	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SR CENTER SUPPLIES	104079-6301 Special Department Supplies	ACH052521	58.70	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SR CENTER BINGO PRIZES	104079-6301 Special Department Supplies	ACH052521	148.78	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SR CENTER SUPPLIES	104079-6301 Special Department Supplies	ACH052521	260.90	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	SR CENTER MEALS	104079-6301	ACH052521	150.00	APRIL 21		00014706	05/25/2021

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	V008741		Special Department Supplies						
EP	BANK OF AMERICA V008741	SR CENTER SUPPLIES	104079-6301 Special Department Supplies	ACH052521	163.11	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SR CTR FURNITURE DEPOSIT	104079-6301 Special Department Supplies	ACH052521	200.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	LOVE PLACENTIA SUPPLIES	104079-6301 Special Department Supplies	ACH052521	89.68	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CEILING FAN	104079-6301 Special Department Supplies	ACH052521	184.84	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SNACK PROGRAM ITEMS	109595-6301 Special Department Supplies	ACH052521	754.28	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	DS STAFF SWAG AWARD PRIZE	109595-6301 Special Department Supplies	ACH052521	12.85	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SPORTS DAY SUPPLIES	109595-6301 Special Department Supplies	ACH052521	7.61	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	MEETING SUPPLIES	109595-6301 Special Department Supplies	ACH052521	23.49	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SPORTS DAY SUPPLIES	109595-6301 Special Department Supplies	ACH052521	24.98	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SPORTS DAY SUPPLIES	109595-6301 Special Department Supplies	ACH052521	10.72	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	SPORTS DAY SUPPLIES	109595-6301 Special Department Supplies	ACH052521	22.58	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	LUNCH MEETING MEALS	109595-6301 Special Department Supplies	ACH052521	85.37	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	LUNCH MEETING MEALS	109595-6301 Special Department Supplies	ACH052521	74.76	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PW BUDGET MTG MEALS	109595-6301 Special Department Supplies	ACH052521	85.49	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	DEPT HEAD MTG SUPPLIES	109595-6301	ACH052521	23.49	APRIL 21		00014706	05/25/2021

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	V008741		Special Department Supplies						
EP	BANK OF AMERICA V008741	BROWN BAG HIGH FIVE AWARDS	109595-6301 Special Department Supplies	ACH052521	75.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	BROWN BAG MTG MEALS	109595-6301 Special Department Supplies	ACH052521	487.75	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	MEETING SUPPLIES	109595-6301 Special Department Supplies	ACH052521	21.74	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	MEETING SUPPLIES	109595-6301 Special Department Supplies	ACH052521	87.58	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	LUNCH MEETING MEALS	109595-6301 Special Department Supplies	ACH052521	29.98	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	LUNCH MEETING MEALS	109595-6301 Special Department Supplies	ACH052521	33.01	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	CREDIT - FRAUD	109595-6301 Special Department Supplies	ACH052521	-129.41	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	UMBRELLAS FOR DOWNTOWN	109595-6999 Other Expenditure	ACH052521	1,491.84	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	JACKETS & VESTS	109595-6999 Other Expenditure	ACH052521	1,682.38	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PD TRAINING REG - KENNICUTT	213041-6250 Staff Training	ACH052521	425.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ERGONOMIC CHAIRS	404580-6301 Special Department Supplies	ACH052521	343.66	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PD TRAINING REG - DREW	613041-6250 Staff Training	ACH052521	260.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	PD TRAINING REG - MCKENZIE	613041-6250 Staff Training	ACH052521	190.00	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA V008741	ARTIFICIAL TURF - NAV CTR	784070-6899 Other Capital Outlay	ACH052521	489.32	APRIL 21		00014706	05/25/2021
EP	BANK OF AMERICA	ARTIFICIAL TURF - NAV CTR	784070-6899	ACH052521	193.93	APRIL 21		00014706	05/25/2021

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	V008741		Other Capital Outlay						
EP	BANK OF AMERICA V008741	SAND BAGS,SUPPLIES - NAV CTR	784070-6899 Other Capital Outlay	ACH052521	48.42	APRIL 21		00014706	05/25/2021
				Check Total:	40,169.32				
EP	ICMA RETIREMENT TRUST V000496	PE 05/29/21 PD 06/07/21	0029-2170 Deferred Comp Payable - ICMA	PY21011	45.04	2995/2101011		00014707	06/11/2021
EP	ICMA RETIREMENT TRUST V000496	PE 05/29/21 PD 06/07/21	0037-2170 Deferred Comp Payable - ICMA	PY21011	165.17	2995/2101011		00014707	06/11/2021
EP	ICMA RETIREMENT TRUST V000496	PE 05/29/21 PD 06/07/21	0010-2170 Deferred Comp Payable - ICMA	PY21011	22,677.09	2995/2101011		00014707	06/11/2021
EP	ICMA RETIREMENT TRUST V000496	PE 05/29/21 PD 06/07/21	0048-2170 Deferred Comp Payable - ICMA	PY21011	344.67	2995/2101011		00014707	06/11/2021
EP	ICMA RETIREMENT TRUST V000496	PE 05/29/21 PD 06/07/21	0076-2170 Deferred Comp Payable - ICMA	PY21011	6.37	2995/2101011		00014707	06/11/2021
EP	ICMA RETIREMENT TRUST V000496	PE 05/29/21 PD 06/07/21	0054-2170 Deferred Comp Payable - ICMA	PY21011	162.35	2995/2101011		00014707	06/11/2021
EP	ICMA RETIREMENT TRUST V000496	PE 05/29/21 PD 06/07/21	0061-2170 Deferred Comp Payable - ICMA	PY21011	521.98	2995/2101011		00014707	06/11/2021
				Check Total:	23,922.67				
EP	PLACENTIA FIREFIGHTERS V011878	P/E 5/29 PD 6/4	0010-2178 Placentia Police Assoc Dues	PY21011	665.00	PR2101011		00014708	06/11/2021
				Check Total:	665.00				
EP	PLACENTIA POLICE V000839	PE 05/29/21 PD 06/07/21	0010-2180 Police Mgmt Assn Dues	PY21011	804.14	2625/2101011		00014709	06/11/2021
				Check Total:	804.14				
EP	PLACENTIA POLICE V003519	PE 05/29/21 PD 06/07/21	0010-2178 Placentia Police Assoc Dues	PY21011	2,550.03	2620/2101011		00014710	06/11/2021
EP	PLACENTIA POLICE V003519	PE 05/29/21 PD 06/07/21	0061-2178 Placentia Police Assoc Dues	PY21011	81.17	2620/2101011		00014710	06/11/2021

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EP	PLACENTIA POLICE V003519	PE 05/29/21 PD 06/07/21	0076-2178 Placentia Police Assoc Dues	PY21011	5.99	2620/2101011		00014710	06/11/2021
Check Total:					2,637.19				
EP	ADMINSURE V011303	MAY WORKERS COMP ADMIN SVS	404580-5165 Workers' Compensation Claims	ACH060921	248,923.01	MAY 21		00014711	06/09/2021
Check Total:					248,923.01				
EP	AMERICAN FIDELITY V010011	FSA P/E 5/29 PD 6/4	0010-2188 Health Care SSA	ACH060921	691.53	6003595		00014712	06/09/2021
EP	AMERICAN FIDELITY V010011	FSA P/E 5/29 PD 6/4	0054-2188 Health Care SSA	ACH060921	5.96	6003595		00014712	06/09/2021
EP	AMERICAN FIDELITY V010011	FSA P/E 5/29 PD 6/4	0010-2190 Dependent Care SSA	ACH060921	416.66	6003595		00014712	06/09/2021
EP	AMERICAN FIDELITY V010011	FSA P/E 5/29 PD 6/4	0037-2188 Health Care SSA	ACH060921	9.31	6003595		00014712	06/09/2021
EP	AMERICAN FIDELITY V010011	FSA P/E 5/29 PD 6/4	0048-2188 Health Care SSA	ACH060921	16.92	6003595		00014712	06/09/2021
Check Total:					1,140.38				
EP	EMPLOYMENT V010052	STATE TAX P/E 5/29 PD 6/4	0010-2135 Calif Income Tax W/H	ACH060921	28,667.39	PR2101011		00014713	06/09/2021
EP	EMPLOYMENT V010052	STATE TAX P/E 5/29 PD 6/4	0029-2135 Calif Income Tax W/H	ACH060921	69.19	PR2101011		00014713	06/09/2021
EP	EMPLOYMENT V010052	STATE TAX P/E 5/29 PD 6/4	0061-2135 Calif Income Tax W/H	ACH060921	109.16	PR2101011		00014713	06/09/2021
EP	EMPLOYMENT V010052	STATE TAX P/E 5/29 PD 6/4	0037-2135 Calif Income Tax W/H	ACH060921	267.51	PR2101011		00014713	06/09/2021
EP	EMPLOYMENT V010052	STATE TAX P/E 5/29 PD 6/4	0054-2135 Calif Income Tax W/H	ACH060921	237.00	PR2101011		00014713	06/09/2021
EP	EMPLOYMENT V010052	STATE TAX P/E 5/29 PD 6/4	0048-2135 Calif Income Tax W/H	ACH060921	354.20	PR2101011		00014713	06/09/2021
EP	EMPLOYMENT	STATE TAX P/E 5/29 PD 6/4	0050-2135	ACH060921	0.21	PR2101011		00014713	06/09/2021

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	V010052		Calif Income Tax W/H						
EP	EMPLOYMENT V010052	STATE TAX P/E 5/29 PD 6/4	0076-2135 Calif Income Tax W/H	ACH060921	24.08	PR2101011		00014713	06/09/2021
EP	EMPLOYMENT V010052	STATE TAX PTO BUYBACK	0037-2135 Calif Income Tax W/H	ACH060921	84.49	PR2101811		00014713	06/09/2021
EP	EMPLOYMENT V010052	STATE TAX PTO BUYBACK	0048-2135 Calif Income Tax W/H	ACH060921	60.35	PR2101811		00014713	06/09/2021
EP	EMPLOYMENT V010052	STATE TAX PTO BUYBACK	0010-2135 Calif Income Tax W/H	ACH060921	1,001.81	PR2101811		00014713	06/09/2021
EP	EMPLOYMENT V010052	STATE TAX PTO BUYBACK	0054-2135 Calif Income Tax W/H	ACH060921	60.35	PR2101811		00014713	06/09/2021
				Check Total:	30,935.74				
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0010-2110 Federal Income Tax W/H	ACH060921	75,153.55	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0076-2120 Employer Medicare Payable	ACH060921	8.39	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0010-2120 Employer Medicare Payable	ACH060921	9,673.15	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0010-2125 Employee Social Sec W/H	ACH060921	69.58	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0010-2130 Employer Soc Sec Payable	ACH060921	69.58	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0029-2110 Federal Income Tax W/H	ACH060921	248.05	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0029-2115 Employee Medicare W/H	ACH060921	41.35	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0029-2120 Employer Medicare Payable	ACH060921	41.35	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0037-2110 Federal Income Tax W/H	ACH060921	656.08	PR2101011		00014714	06/09/2021

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For 06/09/2021

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Ref #	Ref Date
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0010-2115 Employee Medicare W/H	ACH060921	9,673.15	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0037-2115 Employee Medicare W/H	ACH060921	80.54	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0076-2115 Employee Medicare W/H	ACH060921	8.39	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0037-2120 Employer Medicare Payable	ACH060921	80.54	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0048-2110 Federal Income Tax W/H	ACH060921	984.10	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0048-2115 Employee Medicare W/H	ACH060921	134.29	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0048-2120 Employer Medicare Payable	ACH060921	134.29	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0050-2110 Federal Income Tax W/H	ACH060921	0.83	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0050-2115 Employee Medicare W/H	ACH060921	0.12	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0050-2120 Employer Medicare Payable	ACH060921	0.12	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0054-2110 Federal Income Tax W/H	ACH060921	574.68	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0054-2115 Employee Medicare W/H	ACH060921	64.67	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0054-2120 Employer Medicare Payable	ACH060921	64.67	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0061-2110 Federal Income Tax W/H	ACH060921	280.72	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0061-2115 Employee Medicare W/H	ACH060921	77.12	PR2101011		00014714	06/09/2021

City of Placentia
Electronic Disbursement Register
For 06/09/2021

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Ref #	Ref Date
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0061-2120 Employer Medicare Payable	ACH060921	77.12	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS P/E 5/29 PD 6/4	0076-2110 Federal Income Tax W/H	ACH060921	68.88	PR2101011		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0010-2115 Employee Medicare W/H	ACH060921	161.42	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0054-2110 Federal Income Tax W/H	ACH060921	167.65	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0048-2110 Federal Income Tax W/H	ACH060921	167.65	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0054-2115 Employee Medicare W/H	ACH060921	9.72	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0037-2110 Federal Income Tax W/H	ACH060921	234.71	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0054-2120 Employer Medicare Payable	ACH060921	9.72	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0048-2115 Employee Medicare W/H	ACH060921	9.72	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0010-2110 Federal Income Tax W/H	ACH060921	2,782.99	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0048-2120 Employer Medicare Payable	ACH060921	9.72	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0037-2115 Employee Medicare W/H	ACH060921	13.61	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0010-2120 Employer Medicare Payable	ACH060921	161.42	PR2101811		00014714	06/09/2021
EP	INTERNAL REVENUE V010054	FED/MED/SS PTO BUYBACK	0037-2120 Employer Medicare Payable	ACH060921	13.61	PR2101811		00014714	06/09/2021
Check Total:					102,007.25				
EP	WASHINGTON STATE	P/E 5/29 PD 6/4	0010-2196	ACH060921	521.53	PR2101011		00014715	06/09/2021

City of Placentia
Electronic Disbursement Register
For 06/09/2021

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Ref #	Ref Date
	V011597		Garnishments W/H						
				Check Total:	521.53				
				Type Total:	654,536.95				
				Check Total:	654,536.95				



Placentia City Council

AGENDA REPORT

SECOND READING AND ADOPTION

TO: CITY COUNCIL
VIA: CITY ADMINISTRATOR
FROM: DIRECTOR OF DEVELOPMENT
DATE: JUNE 1, 2021

Ord No. O-2021-05 Date 06-15-2021 Item No. 1.d.
First reading approved on June 1, 2021 Item 2.e.
(Date)
Reviewed and Approved:
SERVICES
Department Head [Signature]
Deputy City Clerk [Signature]

SUBJECT: GENERAL PLAN AMENDMENT (GPA) NO. 2021-01 AND ZONE CHANGE (ZC) NO. 2021-01 AFFECTING SEVEN (7) PROJECT AREAS GENERALLY DESCRIBED AS: 1) 946, 950, 954 & 958 VISTA AVENUE, 503 W. LA JOLLA STREET, 2) 106 E. SANTA FE COURT, 3) 1470 S. PLACENTIA AVENUE, 4) 1952 & 1958 E. VETERANS WAY, 2006 & 2018 E. LAKEVIEW LOOP, 601, 613 & 625 S. LAKEVIEW AVENUE, 5) 735 W. ORANGETHORPE AVENUE, 6) 132-150 E. CROWTHER AVENUE, AND 7) 431, 437, 455, 503 & 513 S. VAN BUREN STREET IN THE CITY OF PLACENTIA

FISCAL
IMPACT: NONE

SUMMARY:

At the regular Planning Commission meeting of April 13, 2021, the Planning Commission voted 6-0-1-0 (Commissioner Lee absent) to adopt Resolution No. PC-2021-08 recommending City Council approval of General Plan Amendment (GPA) 2021-01 and Zone Change (ZC) 2021-01 to City Council. The applications for a GPA and a ZC are affecting seven (7) project areas generally described as: 1) 946, 950, 954 & 958 Vista Avenue, 503 W. La Jolla Street, 2) 106 E. Santa Fe Court, 3) 1470 S. Placentia Avenue, 4) 1952 & 1958 E. Veterans Way, 2006 & 2018 E. Lakeview Loop, 601, 613 & 625 S. Lakeview Avenue, 5) 735 W. Orangethorpe Avenue, 6) 132-150 E. Crowther Avenue, and 7) 431, 437, 455, 503 & 513 S. Van Buren Street.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Open Public Hearing concerning GPA 2021-01, and ZC 2021-01; and
2. Receive the Staff Report, consider all public testimony, ask any questions of Staff; and
3. Close the Public Hearing; and

1. d.
June 15, 2021

2. e.
June 1, 2021

4. Adopt Resolution No. R-2021-XX, a Resolution of the City Council of the City of Placentia, California, adopting a “finding of consistency” pursuant to Sections 15168 and 15162 of the State CEQA Guidelines and the City of Placentia Environmental Guidelines regarding GPA 2021-01 and ZC 2011-01 and related to Project Area location nos. 1,2,4,5,6,7 described as: Project Area 1) 946, 950, 954 & 958 Vista Avenue, 503 W. La Jolla Street, Project Area 2) 106 E. Santa Fe Court, Project Area 4) 1952 & 1958 E. Veterans Way, 2006 & 2018 E. Lakeview Loop, 601, 613 & 625 S. Lakeview Avenue, Project Area 5) 735 W. Orangethorpe Avenue, Project Area 6) 132-150 E. Crowther Avenue, and Project Area 7) 431, 437, 455, 503 & 513 S. Van Buren Street, and adopting a “Common Sense” Statutory Exemption pursuant to Section 15061(b)(3) of the State CEQA Guidelines and the City of Placentia Environmental Guidelines regarding Project Area location no. 3 described as 3) 1470 S. Placentia Avenue, and approving General Plan Amendment (GPA) 2021-01 affecting project area Nos. 1, 3 and 6; and
5. Waive full reading, by title only, and introduce for first reading Ordinance No. O-2021-05, an Ordinance of the City Council of the City of Placentia, California, amending the official Zoning Map of the City of Placentia for Project Areas Nos. 2,3,4,5, and 7 described as: Project Area 2) 106 E. Santa Fe Court, Project Area 3) 1470 S. Placentia Avenue, Project Area 4) 1952 & 1958 E. Veterans Way, 2006 & 2018 E. Lakeview Loop, 601, 613 & 625 S. Lakeview Avenue, Project Area 5) 735 W. Orangethorpe Avenue, and Project Area 7) 431, 437, 455, 503 & 513 S. Van Buren Street.

BACKGROUND:

On October 1, 2019, the City Council adopted General Plan Amendment No. GPA 2018-02, comprehensively updating the General Plan, including adoption of a new Land Use Element with changes to Land Use designations affecting numerous properties citywide. This comprehensive General Plan Update was reviewed and recommended for approval by the Planning Commission prior to City Council adoption. That GPA included several Land Use designation changes citywide. At this time, Staff has compiled a list of properties that require a Zone Change (ZC) to bring the Zoning Map into conformance with the 2019 General Plan Update Land Use Map. There are also properties that require a ZC and/or GPA citywide, making the Zoning and Land Use designation consistent with the vision, goals and policies of the 2019 General Plan.

REQUEST:

The City proposes a GPA to change the existing Land Use designation of project areas 1,3, and 6 in order to “clean-up” inconsistencies found on the General Plan Land Use map that were not captured or mistakenly mislabeled during the 2019 General Plan Update. The City also proposes a ZC to change the zoning district of project areas 2,3,4,5, and 7 in order to make the zoning designation of the project areas consistent with the 2019 General Plan Land Use designation. See the following table for all properties affected:

Project Area	Address	APN	Change Proposed
1	946 Vista Avenue	344-144-02	General Plan Amendment
1	950 Vista Avenue	344-144-03	General Plan Amendment
1	954 Vista Avenue	344-144-04	General Plan Amendment
1	958 Vista Avenue	344-144-05	General Plan Amendment
1	503 W. La Jolla Street	344-144-06	General Plan Amendment
2	106 E. Santa Fe Court	339-061-46, 339-061-47, 339-061-48, 339-061-49, 339-061-50, 339-061-51	Zone Change
3	1470 S. Placentia Avenue	344-037-01	General Plan Amendment and Zone Change
4	1952 E. Veterans Way	346-331-07	Zone Change
4	1958 E. Veterans Way	346-331-06	Zone Change
4	2006 E. Lakeview Loop	346-331-05	Zone Change
4	2018 E. Lakeview Loop	346-331-04	Zone Change
4	601 S. Lakeview Avenue	346-331-02	Zone Change
4	613 S. Lakeview Avenue	346-331-01	Zone Change
4	625 S. Lakeview Avenue	346-331-11	Zone Change
4	No Address	346-331-03	Zone Change
5	735 W. Orangethorpe Avenue	339-112-17	Zone Change
6	132-150 E. Crowther Avenue	339-091-29	General Plan Amendment
7	431 S. Van Buren Street	346-164-20	Zone Change
7	437 S. Van Buren Street	346-164-21	Zone Change
7	455 S. Van Buren Street	346-164-22	Zone Change
7	503 S. Van Buren Street	346-164-23	Zone Change
7	513 S. Van Buren Street	346-164-24	Zone Change
7	No Address	346-162-02	Zone Change
7	No Address	346-162-01	Zone Change

PROJECT DESCRIPTIONS

Project Area 1 includes a General Plan Land Use designation change from Specific Plan (SP) to Medium Density Residential (MDR) to fix an error made during the General Plan Update and to keep the properties consistent with the current R-2 zoning designation.

Project Area 2 includes a Zone Change from Santa Fe-Commercial (SF-C) to R-3. After the General Plan Update was adopted in 2019, the SF-C land use and zoning designations were effectively eliminated and the subject property was designated High Density Residential (HDR) by the General Plan land use map as the property is improved with multiple-family residential development. R-3 Zoning is consistent with the HDR Land Use designation of the General Plan.

Project Area 3 currently has no designated zone or Land Use designation, and the proposed Zone is Manufacturing (M) and the proposed Land Use designation is Industrial. This is a City-owned parcel that was road right-of-way at one time, but as an actual parcel must carry a zoning and Land Use designation. The parcel is not expected to be developed at this time, and there is no "project" associated with this parcel at this time.

Project Area 4 includes a Zone Change from Commercial Manufacturing (C-M) to High Density Multiple-Family (R-3) residential to become consistent with the current High Density Residential (HDR) Land Use designation. The two (2) parcels that contain Veteran's Village were re-zoned and re-designated when that development was entitled, and this action will create a cohesive residentially zoned neighborhood surrounding Veran's Village, consistent with the existing Land Use designation of HDR.

Project Area 5 includes a Zone Change from Manufacturing (M) to Specific Plan 5 (SP-5). This parcel currently has a General Plan Land Use designation of Specific Plan, but the zoning of the parcel is inconsistent with the other parcels in the Specific Plan, which are all zoned SP-5. This action will result in a Specific Plan zoning designation that is consistent with the General Plan Land Use designation.

Project Area 6 includes a General Plan Land Use designation change from Industrial to TOD. This parcel was included in the entitlement approvals and land use and Zoning designations were changed to TOD in 2017, but the parcel was incorrectly designated with an Industrial Land Use designation during the General Plan Update in 2019 in error. This action will correct the error.

Project Area 7 includes a Zone Change from Manufacturing – Combined Oil Overlay M(O) to High-Density Multiple Family (R-3) to become consistent with the current High Density Residential (HDR) General Plan Land Use designation.

GENERAL PLAN LAND USE MAP AMENDMENT

In accordance with Government Code Section 65350, a city may amend their respective General Plans from time to time. Such amendments should be done pursuant to Government Code Section 65860 when making a zoning designation of property(ies) consistent with the General Plan. Project area 1 includes a General Plan Land Use designation change from Specific Plan (SP) to Medium Density Residential (MDR) to fix an error made during the General Plan Update and to remain consistent with the current R-2 zoning to correct a previous error. Project area 3 currently has no Land Use designation, and the proposed Land Use designation is Industrial. Project area 6 includes a General Plan Land Use designation change from Industrial to TOD. This parcel was included in the entitlement approvals and land use and Zoning designations were changed to TOD in 2017, but the parcel was incorrectly designated as Industrial during the General Plan Update in 2019. As mandated, the Planning Commission made a recommendation by Resolution regarding the proposed amendment of the General Plan. The recommendation for approval was made by an affirmative vote of not less than a majority of the total membership of the commission (6-0). The Planning Commission forwarded their recommendation of approval to the City Council for final action.

ZONE CHANGE

Per Government Code Section 65860, a city is required to bring its zoning ordinance and zoning map into consistency with its General Plan. Project area 2 includes a Zone Change from Santa Fe-Commercial (SF-C) to High Density Multiple-Family (R-3) Residential. After the General Plan Update was adopted in 2019, the SF-C land use and zoning designations were effectively eliminated and the subject property was designated High Density Residential (HDR) by the General Plan land use map. Project area 3 currently has no designated zone. The proposed Zone is Manufacturing (M) consistent with the proposed Land Use designation. Project area 4 includes a Zone Change from Commercial Manufacturing (C-M) to High Density Multiple-Family (R-3) Residential to become consistent with the current High Density Residential (HDR) Land Use designation. Project area 5 includes a Zone Change from Manufacturing (M) to Specific Plan 5 (SP-5). This parcel currently has a General Plan Land Use designation of Specific Plan, but the zoning of the parcel is inconsistent with the others in the Specific Plan, which are zoned SP-5. Project area 7 includes a Zone Change from Manufacturing – Combined Oil Overlay M(O) to High-Density Multiple-Family (R-3) Residential to become consistent with the current High Density Residential (HDR) General Plan Land Use designation.

Applicable Code Section – Placentia Municipal Code

The zoning designation of project areas 2,3,4,5,7 are proposed to change, in accordance with PMC Section 23.96.010. Pursuant to PMC Section 23.96.030(a), a ZC shall require Planning Commission review at a noticed public hearing, with the duty to review and solicit a recommendation for final action on the proposed ZC to the City Council. The Planning Commission forwarded their recommendation of approval to the City Council for final action.

CEQA:

Regarding Project Area Location Nos. 1, 2, 4, 5, 6, 7 identified above, in accordance with the California Environmental Quality Act (CEQA) and State and local Environmental Guidelines, Staff recommends that the City of Placentia Planning Commission, and ultimately City Council, consider the adoption of a “finding of consistency” pursuant to Sections 15168 and 15162 of the State CEQA Guidelines in that the proposed project is designed to bring the referenced parcels in the City into conformity with the City’s 2019 General Plan Update. Upon City Council adoption of a finding of consistency, a Notice of Determination will be filed. The proposed rezoning and General Plan corrections related to the project will not alter or authorize any change in the existing land uses. It will only update the zoning classifications and land uses to conform with the current, adopted General Plan. The current Land Use designations were established when the 2019 General Plan Update was approved by the City Council on October 1, 2019. Just prior to approving the General Plan Update, the City Council also certified the General Plan Update Environmental Impact Report (EIR, SCH #2018101031). A copy of this document is available at the City of Placentia, City Hall, 401 E. Chapman Avenue in Placentia upon request.

Regarding Project Area Location No. 3 identified above, in accordance with the California Environmental Quality Act (CEQA) and State and local Environmental Guidelines, Staff recommends that the City of Placentia Planning Commission, and ultimately City Council,

consider the adoption of a "Common Sense" Statutory Exemption. Staff recommends that the proposed project is exempt from CEQA pursuant to the "Common Sense" exemption under Section 15061 (b) (3) of the State CEQA Guidelines, which states: "A project is exempt from CEQA if: the activity is covered by the Common Sense exemption that CEQA applies only to projects which have the potential for causing significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." Staff finds and recommends that this circumstance applies to the establishment of a General Plan Land Use designation and Zoning classification for the parcel described as Project Location No. 3, in that the approval of these actions will not result in any changes in the existing physical environment. Upon City Council adoption of a finding of a Common Sense exemption, a Notice of Exemption will be filed.

Planning Commission

On April 13, 2021, the City of Placentia Planning Commission held a noticed public hearing to review and solicit a recommendation to the City Council to approve GPA 2021-01, and ZC 2021-01. Residents, affected property owners, and general public were given an opportunity to solicit comments prior to and during the meeting. City Staff received no correspondence in support of nor in opposition to the request prior to Planning Commission agenda packet publication. The Planning Commission voted to recommend approval (6-0-1-0) of both GPA 2021-01 and ZC 2021-01 to the City Council.

PUBLIC NOTIFICATION

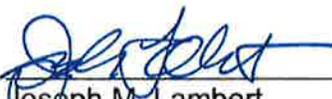
Legal notice was published in the Placentia News Times on May 20, 2021. Notices were sent to property owners of record within a 300-foot radius of the subject property, posted at the Civic Center, and was posted on the City website on May 20, 2021. As of May 26, 2021, Staff has received no letters in support of nor in opposition to the proposed requests.

Prepared by:



Arlen Beck
Assistant Planner

Reviewed and approved:



Joseph M. Lambert
Director of Development Services

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Resolution No. R-2021-36 Relating to GPA 2021-01
 - Exhibit A: Project Area 1 (946, 950, 954, 958 Vista Ave. and 503 W. La Jolla St.)
 - Exhibit B: Project Area 3 (1470 S. Placentia Ave.)
 - Exhibit C: Project Area 6 (132-150 E. Crowther Ave.)
2. Ordinance No. O-2021-05 Relating to ZC No. 2021-01
 - Exhibit A: Project Area 2 (106 E. Santa Fe Ct.)
 - Exhibit B: Project Area 3 (1470 S. Placentia Avenue)
 - Exhibit C: Project Area 4 (1952, 1958 E. Veterans Way, 2006,2018 E. Lakeview Loop, 601, 613, 625 S. Lakeview Avenue)
 - Exhibit D: Project Area 5 (735 W. Orangethorpe Ave.)
 - Exhibit E: Project Area 7 (431, 437, 455, 503, 513 S. Van Buren St.)
3. CEQA Documentation for Project Areas 1,2,4,5,6,7
4. CEQA Documentation for Project Area 3

ORDINANCE NO. O-2021-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF PLACENTIA FOR PROJECT AREAS NOS. 2,3,4,5, AND 7 DESCRIBED AS: PROJECT AREA 2) 106 E. SANTA FE COURT, PROJECT AREA 3) 1470 S. PLACENTIA AVENUE, PROJECT AREA 4) 1952 & 1958 E. VETERANS WAY, 2006 & 2018 E. LAKEVIEW LOOP, 601, 613 & 625 S. LAKEVIEW AVENUE, PROJECT AREA 5) 735 W. ORANGETHORPE AVENUE, AND PROJECT AREA 7) 431, 437, 455, 503 & 513 S. VAN BUREN STREET

City Attorney's Summary

This Ordinance would result in an amendment to the official Zoning Map of the City of Placentia for Project Area Nos. 2,3,4,5, and 7 described as: Project Area 2) 106 E. Santa Fe Court, Project Area 3) 1470 S. Placentia Avenue, Project Area 4) 1952 & 1958 E. Veterans Way, 2006 & 2018 E. Lakeview Loop, 601, 613 & 625 S. Lakeview Avenue, Project Area 5) 735 W. Orangethorpe Avenue, and Project Area 7) 431, 437, 455, 503 & 513 S. Van Buren Street.

WHEREAS, the City of Placentia wishes to amend the Official Zoning Map of the City of Placentia, for Project Area Nos. 2,3,4,5, and 7 described as: Project Area 2) 106 E. Santa Fe Court, Project Area 3) 1470 S. Placentia Avenue, Project Area 4) 1952 & 1958 E. Veterans Way, 2006 & 2018 E. Lakeview Loop, 601, 613 & 625 S. Lakeview Avenue, Project Area 5) 735 W. Orangethorpe Avenue, and Project Area 7) 431, 437, 455, 503 & 513 S. Van Buren Street, known as Case No. Zone Change (ZC) 2021-01; and

WHEREAS, on June 1, 2021, the City Council of the City of Placentia conducted, and concluded a duly public hearing, as required by law, to review and take action on Zone Change (ZC) No. 2021-01; and

WHEREAS, the City of Placentia provided notice of the City Council's public hearing in accordance with California Government Code Section 65090 and the City of Placentia Municipal Code Section 23.96.030; and

WHEREAS, on June 1, 2021, the City Council of the City of Placentia held a duly noticed public hearing at which time it considered all evidence presented, whether written or oral; and

WHEREAS, all other prerequisites to the adoption of this Ordinance have occurred.

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

SECTION 1. In all respects as set forth in the Recitals of this Ordinance.

SECTION 2. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one (1) or more subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective, provided the basic purposes of this Ordinance and the benefits to the City and the public are not substantially impaired.

SECTION 3. CEQA. The City Council certifies that the City has complied with all requirements of the California Environmental Quality Act and the City of Placentia Environmental Guidelines as codified in Title 14 of the California Code of Regulations (“CCR”) Section 15000 et. seq., Public Resources Code Section 21000 et. seq. and the City of Placentia Environmental Guidelines, and the City Council finds as follows: Regarding ZC 2021-01 as it relates to Project Area Location Nos. 2, 4, 5, 7 generally described as Project Area 2) 106 E. Santa Fe Court, Project Area 4) 1952 & 1958 E. Veterans Way, 2006 & 2018 E. Lakeview Loop, 601, 613 & 625 S. Lakeview Avenue, Project Area 5) 735 W. Orangethorpe Avenue, and Project Area 7) 431, 437, 455, 503 & 513 S. Van Buren Street, in accordance with the California Environmental Quality Act (CEQA) and State and local Environmental Guidelines, the City of Placentia City Council adopted a “finding of consistency” by adopting Resolution No. R-2021-36 related to this project (ZC 2021-01) pursuant to Sections 15168 and 15162 of the State CEQA Guidelines in that the proposed project is designed to bring the referenced parcels in the City into conformity with the City’s 2019 General Plan Update and related, previously adopted, Environmental Impact Report. In October 2019, the City Council certified the General Plan Update Environmental Impact Report (EIR, SCH #2018101031). The proposed rezoning corrections related to the project will not alter or authorize any change in the existing land uses, it will only update the zoning classifications to conform with the current, adopted General Plan. The current land use designations were established when the 2019 General Plan Update was approved by the City Council on October 1, 2019. Just prior to approving the General Plan Update, the City Council also certified the General Plan Update Environmental Impact Report (EIR, SCH #2018101031).

Regarding ZC 2021-01 as it relates to Project Area 3) described as: 1470 S. Placentia Avenue, in accordance with the California Environmental Quality Act (CEQA) and State and local Environmental Guidelines, the City of Placentia City Council adopted a “Common Sense” Statutory Exemption by adopting Resolution No. R-2021-36 related

to this project (ZC 2021-01). The proposed project is exempt from CEQA pursuant to the “Common Sense” exemption under Section 15061 (b) (3) of the State CEQA Guidelines, which states: “A project is exempt from CEQA if: the activity is covered by the Common Sense exemption that CEQA applies only to projects which have the potential for causing significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” Staff finds and recommends that this circumstance applies to the establishment of a Zoning classification for the parcel described as Project Area No. 3), in that the approval of this action will not result in any changes in the existing physical environment. Upon City Council adoption of a finding of a Common Sense exemption, a Notice of Exemption will be filed.

SECTION 4. The City Council hereby approves Zone Change (ZC) 2021-01 and adopts amendments to the City of Placentia Official Zoning Map to change the existing Zoning designation(s) of the following project areas as follows:

- a. Approve an amendment to the City of Placentia Official Zoning Map to change the existing Zoning designation of Project Area Project Area 2) described as: 106 E. Santa Fe Court, from Santa Fe-Commercial (SF-C) to Santa Fe-Commercial (SF-C) to R-3 as set forth in Exhibit “A”.
- b. Approve an amendment to the City of Placentia Official Zoning Map to change the existing Zoning designation of Project Area 3) described as: 1470 S. Placentia Avenue, from undesignated to Manufacturing (M) as set forth in Exhibit “B”.
- c. Approve an amendment to the City of Placentia Official Zoning Map to change the existing Zoning designation of Project Area 4) described as: 1952 & 1958 E. Veterans Way, 2006 & 2018 E. Lakeview Loop, 601, 613 & 625 S. Lakeview Avenue, from Commercial Manufacturing (C-M) to High Density Multiple-Family (R-3) Residential as set forth in Exhibit “C”.
- d. Approve an amendment to the City of Placentia Official Zoning Map to change the existing Zoning designation of Project Area 5) described as: 735 W. Orangethorpe Avenue, from Manufacturing (M) to Specific Plan 5 (SP-5) as set forth in Exhibit “D”.
- e. Approve an amendment to the City of Placentia Official Zoning Map to change the existing Zoning designation of Project Area 7) described as: 431, 437, 455, 503 & 513 S. Van Buren Street, from Manufacturing – Combined Oil Overlay M(O) to High-Density Multiple-Family (R-3) Residential as set forth in Exhibit “E”.

SECTION 5. The City Council finds, in accordance with the requirements of Chapter 23.96 (“Amendments”) of the Placentia Municipal Code, that the proposed amendment to the municipal code will not be detrimental to the health, safety or general

ATTEST:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney

ATTACHMENTS:

Exhibit A: Project Area 2 (106 E. Santa Fe Ct.)

Exhibit B: Project Area 3 (1470 S. Placentia Avenue)

Exhibit C: Project Area 4 (1952, 1958 E. Veterans Way, 2006,2018 E. Lakeview Loop, 601, 613, 625 S. Lakeview Avenue)

Exhibit D: Project Area 5 (735 W. Orangethorpe Ave.)

Exhibit E: Project Area 7 (431, 437, 455, 503, 513 S. Van Buren St.)

Exhibit A:
Project Area 2 (106 E. Santa Fe Ct.)

Exhibit A: Project Area 2 (106 E. Santa Fe Court)

APNs: 339-061-46, 47, 48, 49, 50, 51



Exhibit B:
Project Area 3 (1470 S. Placentia Avenue)

Exhibit B: Project Area 3 (1470 S. Placentia Avenue)

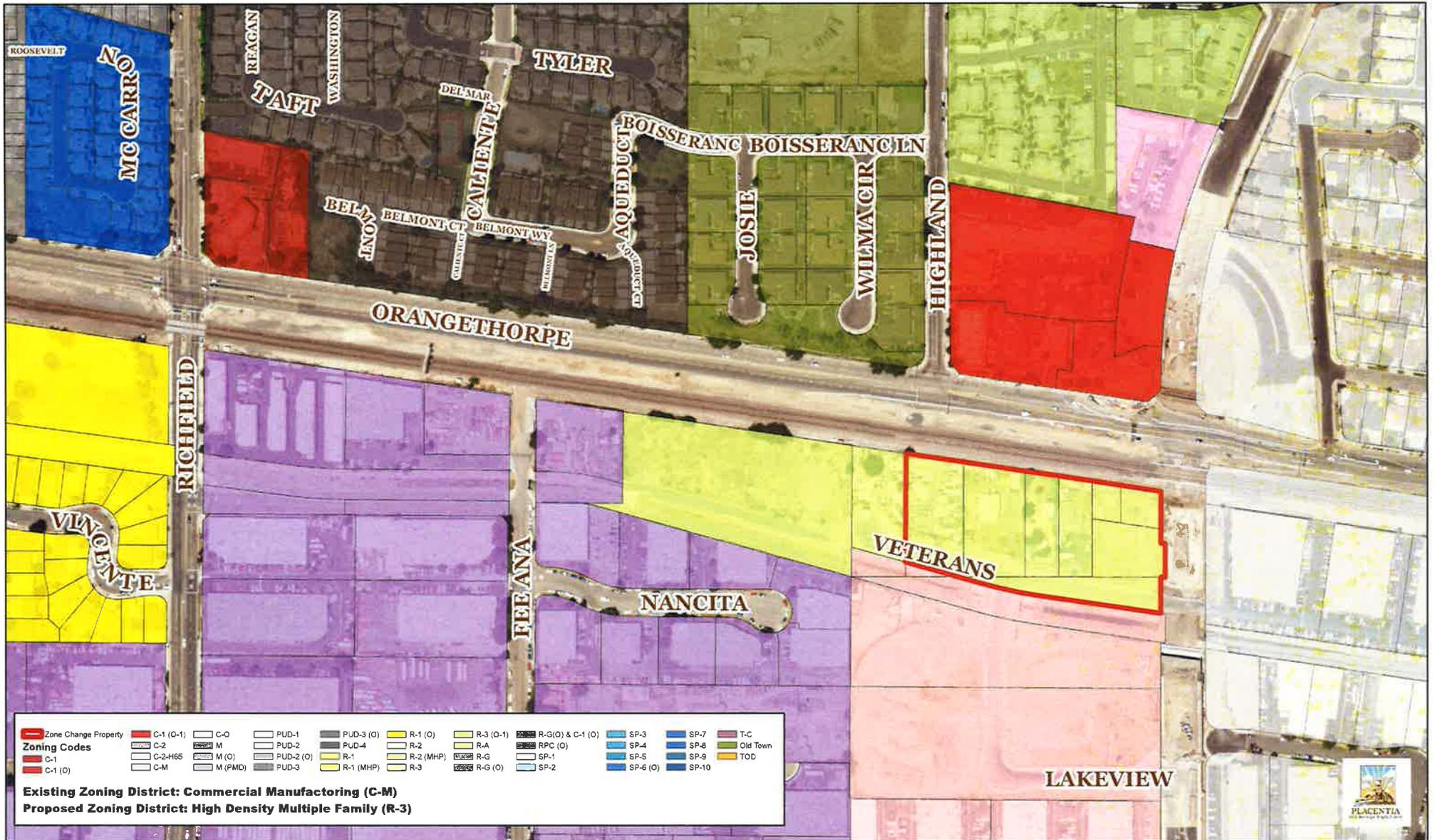
APN: 344-037-01



Exhibit C:
**Project Area 4 (1952, 1958 E. Veterans Way, 2006,2018 E. Lakeview Loop, 601,
613, 625 S. Lakeview Avenue)**

Exhibit C: Project Area 4 (1952, 1958 E. Veterans Way, 2006, 2018 E. Lakeview Loop, 301, 613, 625 S. Lakeview Avenue)

APNs: 346-331-01, 02, 03, 04, 05, 06, 07, 11



**Exhibit D:
Project Area 5 (735 W. Orangethorpe Ave.)**

Exhibit D: Project Area 5 (735 W. Orangethorpe Avenue)

APN: 339-112-17

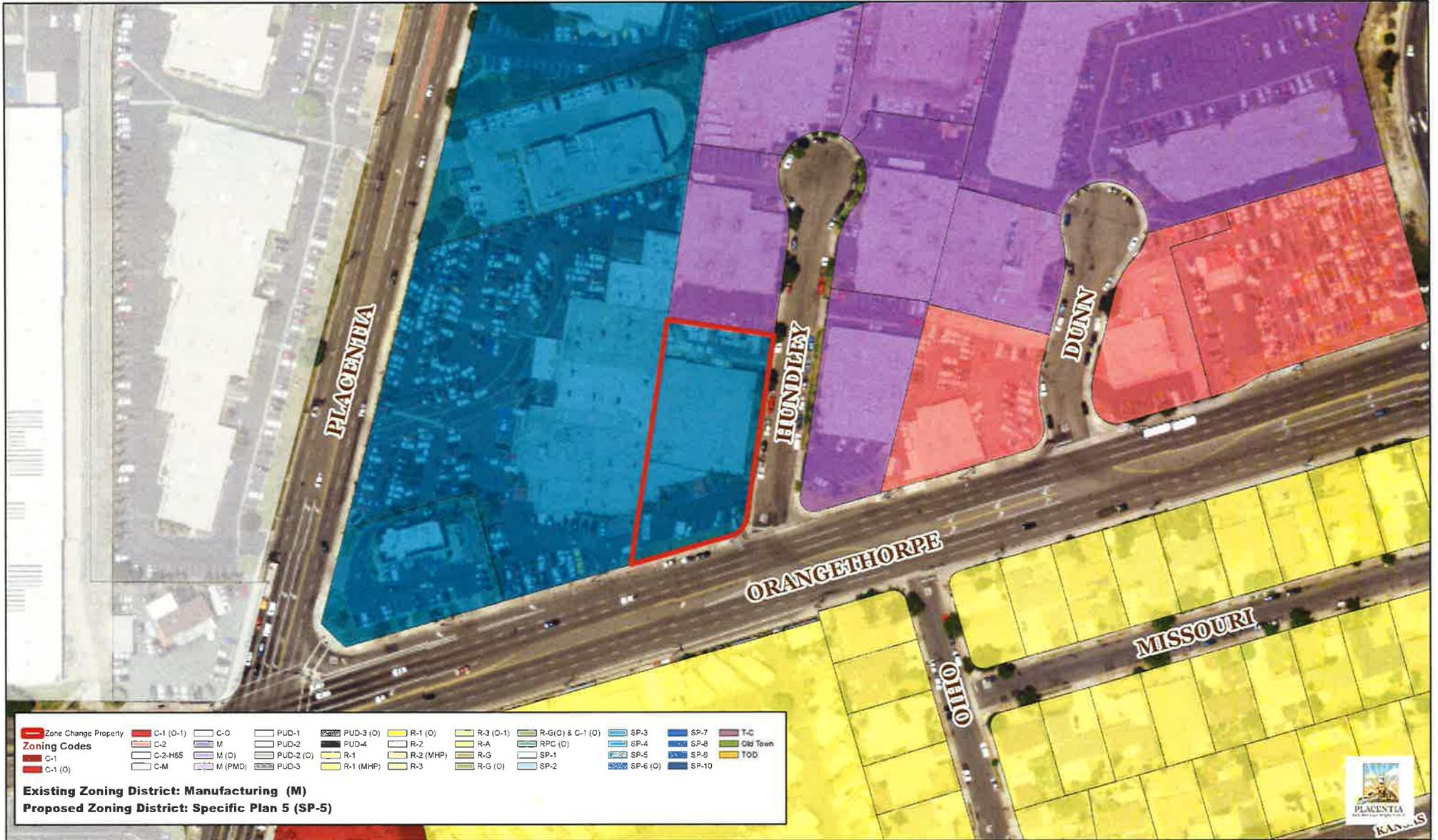
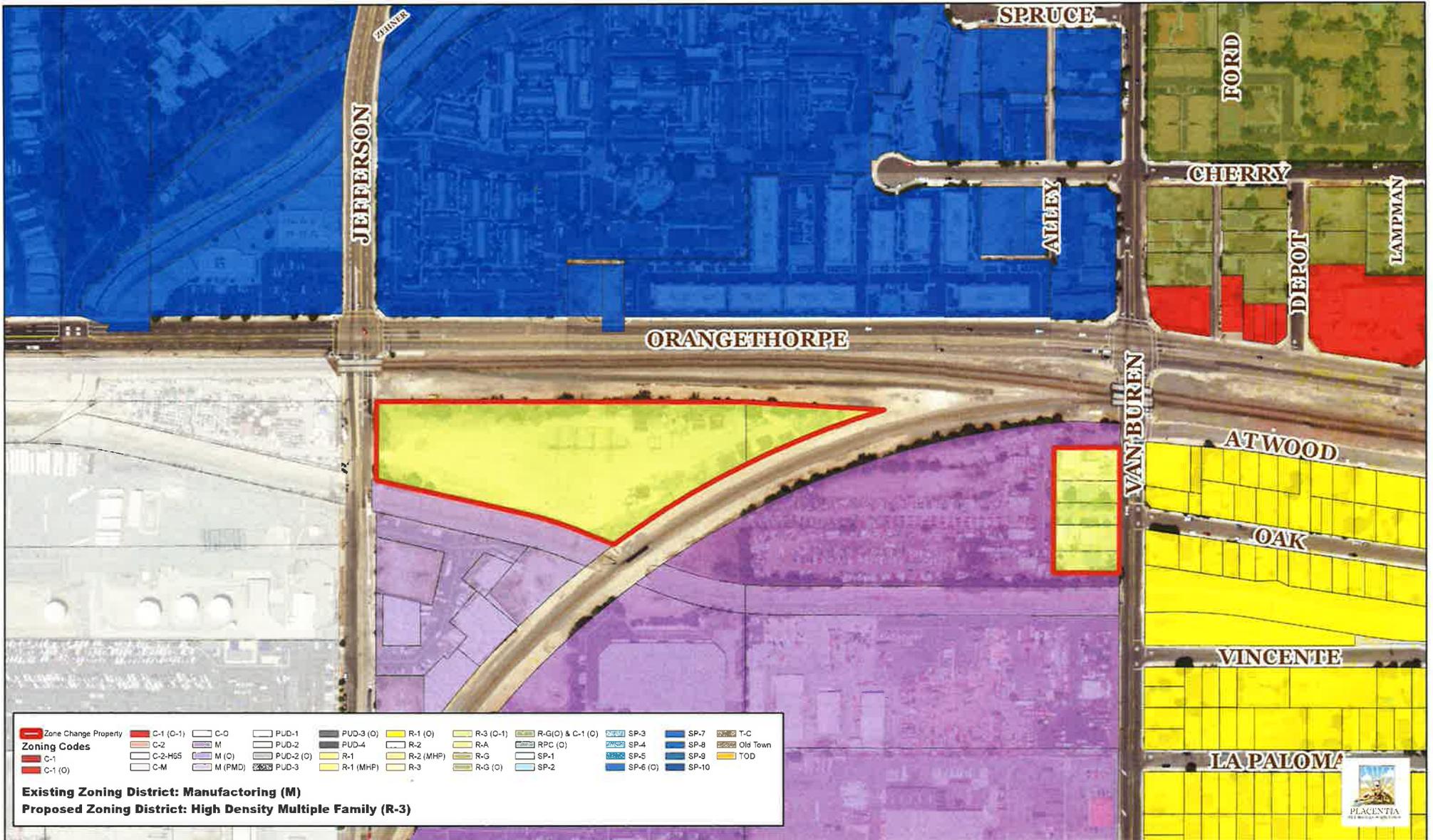


Exhibit E:
Project Area 7 (431, 437, 455, 503, 513 S. Van Buren St.)

Exhibit E: Project Area 7 (431, 437, 455, 503, 513 S. Van Buren Street)

APNs: 346-162-01, 02, 20, 21, 22, 23, 24





Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES & INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **AMENDMENT NO. 3 TO MAINTENANCE SERVICES AGREEMENT WITH WEST COAST ARBORISTS INC. FOR TREE TRIMMING SERVICES**

FISCAL

IMPACT: EXPENSE: \$401,830 TWO-YEAR CUMULATIVE CONTRACT COST
BUDGETED: \$271,000 FISCAL YEAR 2021-22 OPERATING BUDGET

	\$130,000 (103655-6116)
	\$141,000 (173555-6116)
\$200,930	ESTIMATED FISCAL YEAR 2021-22 OPERATING BUDGET

SUMMARY:

In June 2018, the City Council awarded a Maintenance Services Agreement to West Coast Arborists, Inc. ("WCA") to provide citywide tree trimming services. The current Agreement is set to expire on June 30, 2021, and it includes a two-year term extension available at the discretion of the City. Recently, City Staff solicited new competitive bids for these services in order to restructure the contract work scope and payment provisions of this service contract. However, the City negotiated favorable rates and work scope with WCA in exchange for exercising the available contract term extension as an alternative. Staff is presenting this proposed amendment for City Council consideration to extend this maintenance service contract for an additional two-year term and to increase the contract not-to-exceed amount by \$401,830 (\$200,915 per year) for the additional cumulative two-year contract term. The proposed contract costs for tree maintenance services with WCA are included in the proposed Fiscal Year ("FY") 2021-22 Operating Budget.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Reject all the bids received for Tree Trimming Services and authorize the return of the bid bonds; and
2. Approve Amendment No. 3 to the Maintenance Services Agreement with West Coast Arborists, Inc., for tree maintenance services in an amount not-to-exceed \$200,915 per year, or \$401,830 for the remainder of the two-year contract term extension; and

1. e.
June 15, 2021

3. Authorize the City Administrator to approve agreement amendments to approve contract change orders up to 10% of the cumulative two-year contract amount, or \$40,183; and
4. Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

DISCUSSION:

On June 19, 2018, the City Council approved a Maintenance Services Agreement with WCA for tree trimming services in the amount of \$525,000 over an initial three-year term, with the option to extend the agreement for one (1) additional two-year term based upon contractor performance and at the discretion of the City. As part of this approval, the City Administrator was also authorized to approve contract change orders up to ten percent (10%) of the cumulative amount. In March 2020, the City executed Amendment No. 1 under the City Administrator’s approval authority, which amended the cumulative contract amount by \$14,900 from a cumulative contract amount of \$525,000 to \$539,900 or 2.83% of the cumulative agreement amount. During the term of the agreement, the City incurred additional expenditures with WCA for the City’s median renovation projects, emergency trimming services, and extraordinary tree trimming requests from residents. In September 2020, Amendment No. 2 to the agreement was executed under the City Administrator’s approval authority, which increased the cumulative contract amount by \$37,600 from a cumulative contract amount of \$539,900 to \$577,500 to conclude the third year of the three-year agreement. Amendment No. 2 allowed the City to have sufficient contractual spending cap authority for additional extraordinary expenditures incurred throughout FY 2020-21 including completion of the fourth year of the City’s grid tree pruning cycle and additional expenses related to emergency response and new tree plantings. The initial three-year contract term is set to expire on June 30, 2021.

The City currently maintains its urban forest on a four (4) year pruning schedule with WCA as shown in the attached map (Attachment 1). WCA recently completed Year Four (4) of the four-year cycle and the City is set to restart the pruning cycle with Zone 1 in Fiscal Year 2021 –2022. Currently, the City maintains an inventory of approximately 7,121 trees, which are included in the four-year tree trimming cycle. Additionally, the scope of work included in this agreement includes services for tree and stump removals, palm tree skinning, tree planting, and wall vine trimming.

In order to restructure the payment provisions of the City’s existing agreement and maintain greater budgetary control over the cost of these services and contract work scope, the City solicited competitive bids for these services. On April 8, 2021, the City received four bids as noted in the table below:

Contractor	Bid Amount
Mariposa	\$255,285
WCA	\$263,830
Great Scott	\$282,610
UPS	\$285,450

Subsequent to the bid review process, WCA contacted the City and offered to reduce the unit bid pricing as outlined in the newly restructured contract pay application in exchange for exercising the available two-year contract term extension. In addition, WCA is also offering to provide the annual wall vine trimming work at a lower rate than what the City is paying its current contractor for the same work. The revised bid submitted by WCA totals \$200,915, which is more than \$63,000 less than its original bid amount and \$55,000 less than the low bid received from Mariposa. In addition, WCA has agreed to only utilize woodchipper machines equipped with presence sensing safety devices if chipping wood within Placentia City Limits. WCA has previously provided the City with quality workmanship and they have been very responsive to the City's needs. In addition, they have met Staff's expectations in the delivery of these services. Accordingly, Staff recommends exercising the available contract term extension based upon the favorable unit pricing offered by WCA and presents this proposed amendment for City Council consideration to extend the agreement for an additional two-year term, and to increase the contract not-to-exceed amount by \$401,830 (\$200,915 per year) for the additional cumulative two-year contract term.

FISCAL IMPACT:

The recommended actions will approve Amendment No. 3 to the Maintenance Services Agreement with WCA increasing the contract amount by \$200,915 per year, for a cumulative not-to-exceed contract amount of \$401,830 for the remainder of the two-year term extension. A total of \$271,000 in General Fund and Gas Tax Funds have been allocated in the FY 2021-22 Operating Budget for these services. As such, sufficient funds exist for the recommended actions.

Prepared by:



Joel Cardenas
Public Works Superintendent

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Jessica Brown
Director of Finance

Reviewed and approved:



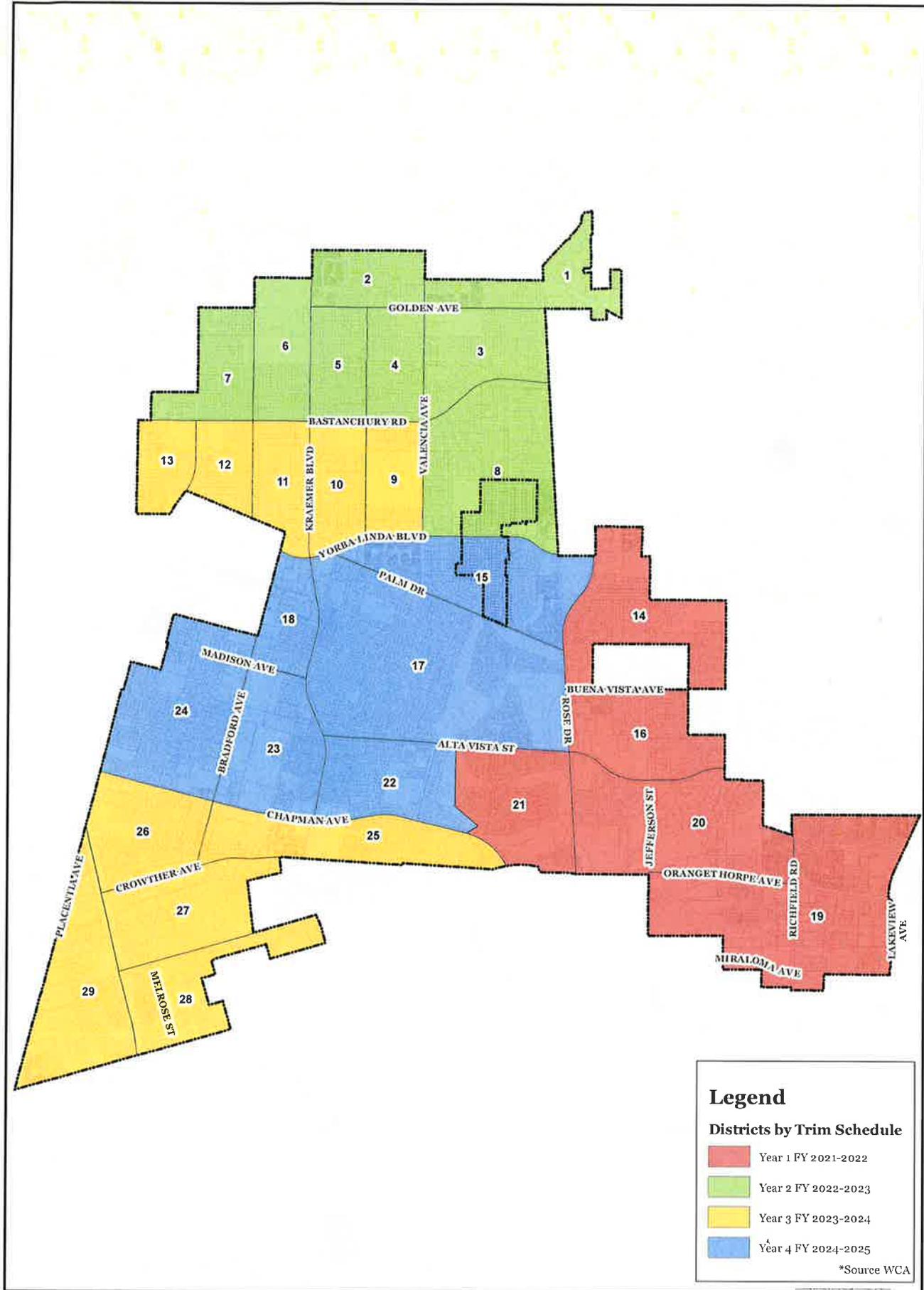
Damien R. Arrula
City Administrator

Attachments:

1. Placentia Four (4) Year Tree Trimming Cycle
2. Amendment No. 3 – West Coast Arborists, Inc.



Placentia Tree Trimming Cycle



**AMENDMENT NO. 3 TO
MAINTENANCE SERVICES AGREEMENT
PROVISION OF TREE TRIMMING SERVICES SERVICES WITH
WEST COAST ARBORISTS INC.**

This Amendment No. 3 (“Amendment”) to the Maintenance Services Agreement is made and entered into and effective the 15th day of June, 2021, by and between the CITY OF PLACENTIA, a Charter City and Municipal Corporation, (“CITY”) and West Coast Arborists, Inc, a California corporation (hereinafter “CONTRACTOR”). CITY and CONTRACTOR are sometimes hereinafter individually referred to as “Party” and or collectively referred to as the “Parties.”

A. Recitals.

(i). CITY and CONTRACTOR entered into a Maintenance Services Agreement (“Agreement”) effective July 1,2018 through which CONTRACTOR has been providing maintenance services as more fully explained in the Scope of Services attached to the Agreement as Exhibit “A.”

(ii). The Agreement has been revised two times previously, the most recent revision being Amendment No. 2, which became effective September 1, 2020.

(iii). The Parties now seek to amend the Agreement to extend the term of the agreement and increase the cumulative contract not to exceed amount under the revised Fee Schedule and Scope of Work attached hereto as Exhibit A.

(iv). All legal prerequisites to the making of this Amendment have occurred.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

B. Amendments to Agreement.

1. Section 4, Paragraph 1 of the Agreement is hereby amended to read as follows:

4.1 Term. This Agreement shall commence on the Effective Date and continue for a period of 24 months, ending on June 30th, 2023, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

2. Section 2, Paragraph 1 of the Agreement is hereby amended to read as follows:

2.1. Compensation. Consultant shall be paid in accordance with the revised fee schedule and Scope of Work set forth in Exhibit "A". Consultant's cumulative compensation shall not exceed Nine Hundred Seventy Nine Thousand Three Hundred and Thirty-Three Dollars (\$979,330.00)

2. Except as specifically modified herein, all of the terms, conditions and provisions of

the Agreement shall remain in full force and effect.

3. The Agreement, all amendments together with this Amendment No. 3 and all Exhibits attached thereto, constitutes the entire Agreement between the Parties and supersedes all prior negotiations, arrangements, representations, and understandings, if any, made by or between the Parties with respect to the subject matter hereof. No amendment or other modification of the Agreement, as modified by this Amendment No. 3 shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

4. Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Amendment No. 3 and that such execution is binding upon the entity for which he or she is executing this document.

IN WITNESS WHEREOF, the Parties have caused Amendment No. 3 to the Consulting Services Agreement are to be executed as of the day and year first above written.

CONSULTANT

CITY OF PLACENTIA

By: _____
Patrick Mahoney, President

By: _____
Damien R. Arrula, City Administrator

ATTEST:

By: _____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

By: _____
Christian L. Bettenhausen, City Attorney

EXHIBIT A

ANNUAL TREE MAINTENANCE COST SCHEDULE & SCOPE OF WORK

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASURE	EST. QTY.	UNIT PRICE	ITEM COST
1.	Grid prune residential parkway and park trees, all sizes	EA	1,500	\$59.00	\$88,500
2.	Grid prune arterial roadway trees, all sizes	EA	275	\$90.00	\$90.00
3.	Annual palm tree trimming, all sizes, all locations	EA	845	\$37.00	\$31,265.00
4.	Tree and stump removal: 1" – 12" trunk	EA	5	\$228.00	\$1,140.00
5.	Tree and stump removal: 13" – 25" trunk	EA	5	\$722.00	\$3,610.00
6.	Tree and stump removal: 26" – 36" trunk	EA	5	\$1,178.00	\$5,890.00
7.	Tree and stump removal: 37" – 48" trunk	EA	5	\$1,596.00	\$7,980.00
8.	Tree and stump removal: 49" + trunk	EA	5	\$1,596.00	\$7,980.00
9.	Annual Ivy Vine block wall trimming	LF	20,000	\$1.35	\$27,000.00
10.	Palm Tree Skinning	LF	100	\$13.00	\$1,300.00
11.	Tree planting – 24" box tree	EA	5	\$300.00	\$1,500.00
Grand Total Bid Amount:					\$200,915.00

Labor Rates

Description	Normal Business Rate	Emergency After-Hours Rate
Supervisor	\$90.00	\$120.00
Foreman	\$90.00	\$120.00
Laborer	\$90.00	\$120.00

GENERAL PROVISIONS AND CONTRACT SCOPE OF WORK

- a) Work will ordinarily be performed between the hours of 8:00 AM and 5:00 PM, Monday through Friday. During emergencies, work may be required at other than normal hours. The Contractor must receive the approval of the Director of Public Works or his/her authorized representative prior to commencing work during hours outside those stated above.
- b) Contractor shall maintain an adequate crew of experienced employees to perform the services required.
- c) Contractor will be required to supply a list of equipment owned and available for work.
- d) Contractor will be required to supply a list of references for similar work performed.
- e) Contractor will be required to supply list of sub-contractors if applicable.
- f) Contractor may be required to supply additional experience references if requested by City.
- g) Contractor shall provide City with required proof of liability insurance, workman's compensation insurance, vehicle insurance, and City business license as noted in the contract.
- h) Contractor shall be responsible for Contractor's compliance in all respects with the prevailing wage rates to all the laborers involved, pursuant to the Instructions to Bidders.
- i) Hourly rates and unit prices quoted shall include all safety equipment required. **Traffic control will be required on arterial streets and shall be included in the unit bid pricing provided by the contractor.**
- j) Hourly rates charged for emergency work and extraordinary work/repairs shall be for actual time spent on the job site. Travel time to the job site will not be paid. No additional truck or equipment charges shall be allowed. Costs for all equipment and vehicles used for this contract shall be incorporated into the bid pricing provided in the bid schedule. All extraordinary work and emergency repair work shall be paid at the specified hourly rates included in the bid schedule. Payment for materials and supplies used for extraordinary work or repairs shall be based on the contractor's cost for said materials and supplies with a maximum 15% contractor markup. All invoices for extraordinary and repair work shall include back up documents/invoices of contractor-supplied materials used on extraordinary and repair work.
- k) At any time prior to Proposal date, Contractor may inspect City property for further information, if desired. City representatives will be available if desired to answer questions.
- l) Contractor shall protect any and all private property adjacent to work areas. Any damage to private property resulting directly or indirectly from Contractor's actions shall be the responsibility of the Contractor.
- m) All employees of Contractor shall wear a uniform or shirt that clearly identifies the

Contractor's company and contractor's vehicles will be clearly marked identifying the Contractor's company and licensing.

n) All employees of Contractor shall wear safety vests whenever working in City streets, or within 10 feet of City streets.

o) Contractor must be able to provide a list of employee's names, dates worked, and hours worked on each date if requested by the City.

PERSONNEL

The contractor shall use and furnish all labor necessary for the satisfactory performance for the work set forth in this contract.

(a) Contractor's Laborers

The Contractor agrees to require his/her laborers to present a neat appearance at all times while engaged in the performance of their duties and maintain good bearing and deportment toward the public. Should for any reason an employee be unsatisfactory in the opinion of the Public Works Director or authorized representative, the Contractor, when notified in writing, shall cause that employee to be removed from the job and replaced by a satisfactory laborer.

(b) Laborer Attire

The Contractor shall require each of his/her employees to adhere to basic standards of working attire. These are to include uniforms, with the Contractor's company name or insignia clearly visible, proper shoes and other gear required by State Safety Regulations, and proper wearing of clothing, which includes that shirts shall be worn at all times, buttoned and tucked in.

(c) Typical Tasks

Contractor shall supply laborers with the skills to perform various semi-skilled duties in connection with tree maintenance services.

(d) Licenses

Laborers and/or supervisory staff will be required to possess a valid and current California Driver License.

EQUIPMENT

The contractor shall use and furnish all equipment necessary for the satisfactory performance of the work set forth in this contract.

(a) Vehicles

Contractor shall display the name of their firm on any/all vehicles used or otherwise by the Contractor's employees. The firm name shall be in letters large enough to be easily legible from a distance of fifty (50) feet during the course of their work.

(b) Maintenance

All equipment used by the Contractor shall be kept in a neat and clean appearance and maintained in top mechanical condition. All equipment shall be properly adjusted, from an operational safety standpoint.

(c) Storage of Equipment

The Contractor is required to supply storage for equipment that is used in the City. Equipment shall not be stored in the public right of way or on any other City property without written authorization from the Public Works Director or authorized representative.

MATERIALS

The Contractor is required to supply storage for materials that are used in the City. Material shall not be stored in the public right of way or any other City property without written authorization from the Public Works Director or authorized representative.

SUPERVISION

The Contractor shall provide such adequate supervision as to furnish ongoing supervision of workmanship and adherence to schedules by the laborers performing the work under contract. The field supervisor or their representative shall check with the Public Works Superintendent or an authorized representative weekly as to (1) schedule of work; (2) complaints, and (3) adequacy of performance. The Contractor shall submit such reports as the City may require ensuring compliance with scheduled work. The Contractor's field supervisor shall be onsite while work is in progress.

TELEPHONE, ELECTRONIC MAIL, AND EMERGENCY SERVICE CONTACT INFORMATION

The Contractor shall provide the City at all times throughout the duration of this contract emergency telephone numbers of at least two (2) qualified persons who can be called for emergency conditions at any time that Contractor's representatives are not immediately available at the job site. An alternate emergency number shall be provided in case no answer is received at the first number. The emergency number shall be used to contact the representative of the Contractor who can take the necessary action required to alleviate an emergency condition which threatens to cause damage to any City property.

In addition, the Contractor shall employ person(s) to answer telephone and e-mail complaints, requests for service, etc. (an answering service will not be considered sufficient for this purpose) during normal City working hours. Normal City working hours is 6:00 A.M. to 6:00 P.M., Monday

through Thursday.

Contractor is required to provide the City with a 24-hour emergency number for contact outside normal working hours. The response to an emergency call-out by the Contractor shall not be more than one (1) hour and shall be considered part of the normal contract except when delayed by problems caused by vehicle accidents or Acts of God.

SCOPE OF WORK

The work shall include furnishing all labor and equipment necessary to fully comply with the scope of work contained herein. Payment for tree services will be controlled by the unit bid prices provided by the contractor and actual quantities completed. Extraordinary work shall be compensated on the hourly rates provided, which include all equipment costs. No additional compensation will be allowed.

SCHEDULING OF WORK

The City of Placentia maintains a 4-year grid pruning cycle with an average of 1,800 trees pruned per cycle. The City's grid pruning map is attached for reference. All residential parkway trees, arterial roadway and median trees and park trees co-located in the same grid are pruned together in each cycle. Pruning of arterial roadway trees will be limited between the hours of 9 a.m. and 3:30 p.m.

The City maintains approximately 20,000 linear feet of Ivy Vines growing on existing arterial roadway neighborhood perimeter block walls as noted in the attached locations. All wall vines must be trimmed on an annual basis between June 1st and September 30th.

Trees

1. Trees shall be pruned according to current ANSI-A300 pruning standards.
2. Trees shall be pruned on a grid schedule as required to remove broken or diseased branches, to allow for public use access, maintenance access, and for safety. Each tree shall receive a full arboriculture prune. It shall be the Contractor's prime responsibility to conduct a pruning program which will ultimately develop natural tree scaffolding, strength, and appearance consistent with the intended use. Before any work commences, the Contractor will prune one typical tree of each different species scheduled for pruning as an example. Any necessary corrections to the example, as determined by the Public Works Superintendent or Designee, shall be made prior to proceeding with production work. All major pruning operations shall be scheduled and approved by the Public Works Superintendent before work begins.
3. All trees which are located within a public landscape maintenance area such as medians, parkways and parks shall be included on a scheduled four-year pruning cycle.
4. Existing tree stakes, ties, and guys shall be checked and corrected as needed by the tree maintenance contractor. Ties will be adjusted to prevent girdling. Unneeded stakes, ties, and guys

of trees planted after one year, shall be gradually loosened and ultimately removed. Broken stakes shall be replaced as required.

5. Topping, tip pruning, or pollarding trees will not be allowed. Pruning shall be done by those experienced and skilled in pruning techniques (i.e., under the continual supervision of a certified arborist). All cuts shall be done using proper arboricultural and horticultural practices. Dressing wounds will not be allowed.

6. Trees shall be pruned along sidewalks to allow a nine (9) foot minimum clearance for pedestrians. To accommodate vehicular and equestrian traffic, clearance along curbs and trails shall be a minimum of fourteen (14) feet.

7. Contractor shall perform minor tree surgery as required.

8. Ailing or stunted trees which fail to meet expected growth expectations shall be brought to the attention of the Public Works Superintendent.

9. Under no circumstances will stripping of lower branches (raising up) of young trees be permitted. If there are doubts or questions, contact the Public Works Superintendent. Tree suckers shall be removed as needed.

10. Lower branches can be removed only after tree is able to stand erect without staking or other support.

11. A log of tree removal and replacement will be kept by the Contractor stating where and when the trees were removed and replanted, who from the City authorized the removal, species, site, and approximate location.

12. Any individual dead limb or branch, detached or not, is a safety hazard and will be removed as needed by the tree maintenance contractor.

13. Any plants broken, damaged, and/or uprooted as a direct result of storm damage, wind damage, accident or vandalism, shall be trimmed, replanted or replaced, and debris removed within twenty-four (24) hours of notification. City authorization, by the Public Works Superintendent, shall occur if plant replacement is required by the tree maintenance contractor. Any debris blocking roadways or parking areas shall be removed within one (2) hours of notification to Contractor. The contractor shall contact the Public Works Superintendent to confirm the damage, prepare a material request and estimate of plant material replacement based on contract unit bid prices. After receiving authorization, the contractor will submit an invoice with the monthly statement for additional labor and applicable materials based on the contract unit bid prices. The City will use the quoted extra labor charges, submitted with the proposal, for reimbursement.

14. The Tree Services Contractor will replace and be held liable for any damages done to trees or landscaping due to poor management procedures of services rendered (i.e., improper staking, damage done by not removing tie wires, improper pruning, etc.).

15. If, in the opinion of the Public Works Superintendent, a newly planted tree dies as a direct result of neglect, inadequate care, or inadequate maintenance, the replacement item and required labor shall be provided by the contractor at no cost to the City. This includes material newly planted and material which has been planted. Replacement must be of comparable size and species and acceptable.

16. All trees shall be trimmed to prevent encroachment onto private property.

17. Safety

a. All structural weakness such as split crotch or limbs, diseased or decayed limbs, or severe damage shall be reported to the Public Works Superintendent.

b. Special emphasis shall be placed upon public safety during pruning operations, particularly when adjacent to roadways and walkways.

c. If wood chipping tree/brush debris from City trees or wall vines is conducted within the City limits the contractor shall be required to utilize a tree and brush chipper equipped with a presence sensing system designed, constructed, and arranged to create a sensing field or area that would interrupt power to the infeed rollers and stop motion before injuring the operator.

18. All trimmings and debris shall be cleaned up, removed, and disposed of off-site at the end of each day's work. Contractor shall clean all tire marks from hardscape, i.e., sidewalks, parking lots, curbs, gutters, etc., BEFORE final payment is received. Clean up work shall consist of restoring site to original condition after work has been performed.

19. Tree Removals: All trees which are downed or dead by either natural or unnatural causes shall be removed and disposed of off-site. Stumps shall be ground to twelve inches below grade. The hole shall be filled with soil and compacted. Stump removal shall be included in the tree removal UNIT PRICE. Stumps shall be removed within 24-hours of the tree's removal. Payment for tree removals will not occur until all related stumps have been removed.

20. Care During Tree Pruning Operations: Surrounding plant material (turf, ground cover, shrubs, and vines) shall be protected during tree maintenance operations. The Contractor shall be responsible for all damage caused by poor procedures. The City will require full and complete repair of the damaged areas and plants.

21. Contractor shall notify the Public Works Superintendent immediately if any damage to City property occurs. Examples: broken irrigation heads, valves or piping, damaged drinking fountains, play equipment, non-target trees, turf and shrubbery, and any and all other city property damaged during the course of performing work for the City. All repairs must be completed within 5 days of the occurrence. Replacement of damaged landscaping or property will be replaced in-kind and the site restored to its original condition.

22. Contractor will be required to provide traffic control for all tree trimming activities to occur on arterial roadways. Payment for traffic control shall be included in the various unit bid

items.

23. Contractor will be required to respond to tree-related emergencies within 2-hours of notification from the City.

24. Performance deductions of \$450 per instance for failure to comply with the standards and specifications contained herein shall apply.

Traffic Control

The contractor shall maintain a safe environment for the public while performing all work. Appropriate State/City traffic control standards and/or policies shall be adhered to for all work, in all instances. Personnel, vehicles, equipment, etc. shall be properly outfitted/equipped for the work being performed. Any restrictions, due to the work to be done, that cause travel ways to be less than State/City minimum requirement, shall have appropriate traffic control (in accordance with State specifications, policies, and procedures installed prior to the beginning of work and remaining until all work is complete. All traffic control shall, at a minimum, adhere to requirements of the Work Area Traffic Control Handbook (WATCH Manual). Payment for traffic control shall be included in the various unit bid items in the bid schedule.

NPDES Regulations

The Contractor shall comply with all City regulations regarding NPDES (National Pollution Discharge Elimination System) Requirements and the City's Best Management Practices. Contractor shall not discharge anything to the storm drain. Contractor will contain any materials that may potentially reach a City storm drain. Contractor shall implement the attached Best Management Practices (BMP's) provided by the City. Contractor will conduct annual training regarding stormwater regulations and the appropriate BMP's for all employees working at City facilities Contractor shall provide to the City annually, by July 1, with certification of the required training on stormwater regulations and the BMP's, and acknowledgement of adherence to these standards while performing work at the City.

Protection of Existing Utilities

The Contractor must take all due precautionary measures to protect all of the existing utilities. When necessary, the Contractor shall have all utilities located by contacting the responsible agency at least 48 hours prior to commencing any work. The Contractor's attention is directed to the one-call utility notification service provided by Underground Service Alert (USA). USA member utilities will provide the Contractor with the locations of their substructures when given at least 48 hour notice. Such requests should be requested through USA (1-800-422-4133).

Extra Work

1. Extra work will not be performed without prior approval by the Public Works Director or authorized representative unless a condition exists wherein it appears there is danger of injury to persons or damage to property.

2. Extra work may be required by the Public Works Director or authorized representative as a result of acts of God, vandalism, theft, civil disturbances, accidents, or improvements.

3. Payment for extra work will be based on a time and materials basis utilizing the hourly rates provided in the contractor's bid schedule; plus wholesale cost of materials, plus a 10% markup. Equipment costs are inclusive of the hourly rates provided. Extra services other than those listed shall be negotiated on a time and material basis with a "not to exceed" amount.

Protection of Private Property

The Contractor must remain within the maintenance areas to the best of his ability. The Contractor must protect all existing private property.

Protection of Maintenance Areas

Contractor shall protect property and facilities adjacent to the maintenance areas and all property and facilities within the maintenance areas. After completion of project, the maintenance area shall be clean and in a presentable condition. All public or privately owned improvements and facilities shall be restored to their original condition and location. In the event improvements of the facilities are damaged, they shall be replaced with new materials equal or better to the original. Contractor shall repair such damage at their expense.

Nothing herein shall be construed to entitle the Contractor to the exclusive use of any public street; way or parking area during performance of the contract work, and Contractor shall conduct his/her operations so as not to interfere with the authorized work of utility companies or other agencies in such streets, ways or parking areas.

Withholding of Payment

If, in the event that inadequacies/deficiencies are determined by the Public Works Director or authorized representative, the Contractor will have 24 hours from the time such items have been determined to be corrected as necessary. If Contractor fails to correct within 24 hours, Contractor shall be fined the amount previously determined at the time of the initial inspection. Deductions from the monthly payment due, for work not performed, will be based upon the bid worksheets, which are to be submitted at the time of bid.

Meetings

Contractors shall provide the Public Works Director or authorized representative with a contact person(s) and a phone number to reach the contract representative at all times, 24 hours per day.

Contractor shall appoint and identify to Public Works Director or authorized representative a "site supervisor." This site supervisor shall meet with staff one (1) time per week at a time and place agreed upon by both parties for as long as the contract is in effect to discuss any problems/concerns which may arise and any goals for the day/week.

Payment for Services

The rate of compensation paid under this contract shall be based on the attached unit pricing which is inclusive of all labor, material, and equipment costs. Payment for separate crew or equipment rental rates will not be allowed. Contractor shall invoice the City based on the unit pricing provided and actual quantities completed. There will be no minimum or maximum quantities required when scheduling any aspect of this work.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Where Required By Written Contract	Where Required By Written Contract
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Where Required By Written Contract	Where Required By Written Contract
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are

required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

POLICY NUMBER: 1000198198201

COMMERCIAL AUTO
CA 20 48 10 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "Insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: West Coast Arborists, Inc.

Endorsement Effective Date: 07/01/2020

SCHEDULE

Name Of Person(s) Or Organization(s):

Where required by written contract

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph A.1. of Section II – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph D.2. of Section I – Covered Autos Coverages of the Auto Dealers Coverage Form.



Starr Indemnity & Liability Company

Dallas, TX 1-866-519-2522

Primary and Non-Contributory Condition

Policy Number: 1000100141201
Named Insured: West Coast Arborists, Inc.

Effective Date: July 1, 2020 at 12:01 A.M.

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

A. SECTION IV – CONDITIONS, condition 4. Other Insurance is amended as follows:

1. The following is added to paragraph 4.a. of the **Other Insurance** condition:

This insurance is primary insurance as respects our coverage to the additional insured, where the written contract or written agreement requires that this insurance be primary and non-contributory. In that event, we will not seek contribution from any other insurance policy available to the additional insured on which the additional insured is a Named Insured.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

Signed for STARR INDEMNITY & LIABILITY COMPANY


Steve Blakey, President


Nehemiah E. Ginsburg, General Counsel

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2.0% of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

Job Description

Any person or organization to whom you become obligated to waive your rights of recovery against, under any contract or agreement you enter into prior to the occurrence of loss.

Where required by contract

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 07/01/2020

Policy No.: 100 0004228

Endorsement No.:

Insured: West Coast Arborists, Inc.

Premium:

Insurance Company: Starr Specialty & Liability Company

Countersigned by :



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

The City of Placentia, its elected and appointed boards, officers officials, agents, employees and volunteers
Attn: City Administrator
401 E Chapman
Placentia, CA 92870

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**DESIGNATED INSURED FOR
COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: West Coast Arborists, Inc.

Endorsement Effective Date: 07/01/2020

SCHEDULE

Name Of Person(s) Or Organization(s):

The City of Placentia, its elected and appointed boards, officers, officials, agents, employees and volunteers.
Attn: City Administrator, 401 E Chapman, Placentia, CA 92870

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph A.1. of Section II – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph D.2. of Section I – Covered Autos Coverages of the Auto Dealers Coverage Form.



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES AND INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH KOA CORPORATION FOR CITYWIDE TRAFFIC SAFETY IMPROVEMENT PROJECT, CITY PROJECT NO. 2908**

FISCAL

IMPACT: There is no direct fiscal impact associated with the recommended actions.

SUMMARY:

On December 20, 2018, the California Department of Transportation (Caltrans) approved the City's grant application to the Highway Safety Improvement Program (HSIP) for Cycle 9 funding in the amount of \$1,284,000. This grant provides funding for traffic safety improvements at five (5) major intersections throughout the City. Subsequent to receiving the grant funds, on July 23, 2019, the City Council awarded a Professional Services Agreement ("PSA") to KOA Corporation ("KOA") for engineering design services in support of the HSIP Cycle 9 Project. The PSA with KOA includes a two-year contract term with the contract amount of \$132,445. As part of that meeting, the City Council also administratively approved a contract change order up to 10% (ten percent) of the contract not-to-exceed amount.

Over the past two (2) years, KOA has supported the City with traffic engineering design, construction plans, technical specifications, and an engineer's estimate (PS&E) for the HSIP Cycle 9 Project. In addition, KOA has coordinated with Caltrans to obtain approval of the City's design package and authorization to solicit bids for construction. The construction bid package was published on May 27, 2021 and competitive construction bids are due on June 24, 2021. Part of KOA's work scope entails providing construction support services; however, the initial contract term is set to expire on July 23, 2021. Accordingly, Staff is presenting this proposed amendment for City Council consideration to extend the term of the agreement for one (1) additional year to allow KOA to provide needed construction support services through the completion of the construction phase. No other terms of the agreement are changed nor is the rate of compensation paid under the original agreement.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. f.
June 15, 2021

1. Approve Amendment No. 1 to the Professional Services Agreement with KOA Corporation to extend the term of the agreement for one (1) additional year; and
2. Authorize the City Administrator to execute the necessary documents, in a form approved by the City Attorney.

DISCUSSION:

On December 20, 2018, Caltrans approved the City's grant application to the Federal HSIP for Cycle 9 funding in the amount of \$1,284,000. This grant provides funding for traffic safety improvements at the following five intersections:

1. Bastanchury Road/Valencia Avenue
2. Yorba Linda Boulevard/Kraemer Boulevard
3. Yorba Linda Boulevard/Palm Drive
4. Kraemer Boulevard/Madison Avenue
5. Chapman Avenue/Bradford Avenue

The planned traffic safety improvements include signal hardware updates and the addition of protected left-turn signals, light-emitting diode (LED) lighting improvements, larger and more visible signal lenses, and other physical improvements to the roadway. On July 23, 2019, the City Council awarded a PSA to KOA Corporation to provide the engineering design services for the planned improvements along with bid documents and technical specifications for the HSIP Cycle 9 Project. As part of that meeting, the City Council also administratively approved contract change order up to 10% of the contract not-to-exceed amount or \$13,244.

As part of the PSA for the HSIP Cycle 9 Project, KOA has provided the City with traffic engineering design, construction plans, technical specifications, and an engineer's estimate (PS&E) for the HSIP Cycle 9 project. KOA completed the design package in fall 2020 and assisted the City in successfully obtaining approval from the Federal Highway Administration (FHWA) on May 17, 2021, which authorized the City to proceed with the project construction. The City advertised the construction bid package on May 27, 2021 with bids due on June 24, 2021. Construction work will mostly likely begin in the early fall as much of the new equipment the contractor will need to procure and install are long lead items. KOA's work scope includes on-call construction support, review of shop drawings and change orders, and minor design changes during construction. The initial contract with KOA is set to expire on July 23, 2021. To continue their on-call support during the construction period, Staff recommends extending the term of the agreement for one (1) additional one-year term. No other changes to the agreement are proposed nor is the rate of compensation paid under the existing terms of the agreement.

FISCAL IMPACT:

There is no direct fiscal impact associated with extending the term of the existing agreement one (1) additional year. No other changes to the agreement are proposed nor will the rate of compensation or cost of these services change as part of Amendment No. 1.

Prepared by:



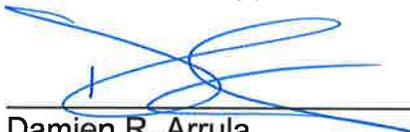
Kyra Tao
Transportation Manager

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Amendment No. 1 to Professional Services Agreement with KOA Corporation
2. KOA Corporation – HSIP Cycle 9 Agreement (Executed)

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT
PROVISION OF TRAFFIC ENGINEERING DESIGN SERVICES WITH
KOA CORPORATION INC**

This Amendment No. 1 (“Amendment”) to Professional Services Agreement is made and entered into effective the 15TH day of June, 2021, by and between the CITY OF PLACENTIA, a Charter City and Municipal Corporation (“CITY”), and KOA Corporation Inc, a California corporation (hereinafter “CONSULTANT”). CITY and CONSULTANT are sometimes hereinafter individually referred to as “Party” and or collectively referred to as the “Parties.”

A. Recitals.

(i). CITY and CONSULTANT entered into a Professional Services Agreement (“Agreement”) effective July 23rd 2019 through which CONSULTANT has been providing professional services as more fully explained in the Scope of Services attached to the Agreement as Exhibit “A.”

(ii). The Parties now seek to amend the Agreement to extend the term of the agreement

(iii). All legal prerequisites to the making of this Amendment have occurred.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

B. Amendment to Agreement.

1. Section 4, Paragraph 1 of the Agreement is hereby amended to read as follows:

This Agreement shall commence on the Effective Date and continue for a period of 36 months ending on July 23, 2022, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

2. Except as specifically modified herein, all of the terms, conditions and provisions of the Agreement shall remain in full force and effect.

3. The Agreement, all amendments together with this Amendment No. 1 and all Exhibits attached thereto, constitutes the entire Agreement between the Parties and supersedes all prior negotiations, arrangements, representations, and understandings, if any, made by or between the Parties with respect to the subject matter hereof. No amendment or other modification of the Agreement, as modified by this Amendment No. 1 shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

4. Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Amendment No. 1 and that such execution is binding upon the entity for which he or she is executing this document.

IN WITNESS WHEREOF, the Parties have caused Amendment No. 1 to the Professional Services Agreement are to be executed as of the day and year first above written.

CONSULTANT

CITY OF PLACENTIA

By: _____
Chuck Stephan, Vice President

By: _____
Damien R. Arrula, City Administrator

ATTEST:

By: _____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

By: _____
Christian L. Bettenhausen, City Attorney

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you agree in a written contract to include as an additional insured on this Coverage Part for "bodily injury" or "property damage" included in the "products-completed operations hazard", provided that such contract was signed and executed by you before, and is in effect when, the bodily injury or property damage occurs.

Location And Description Of Completed Operations

Any project to which an applicable contract described in the Name of Additional Insured Person(s) or Organization(s) section of this Schedule applies.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the

location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Names of Additional Insured Person(s) or Organization(s):

Any person or organization that you agree in a written contract, on this Coverage Part, provided that such written contract was signed and executed by you before, and is in effect when the "bodily injury" or "property damage" occurs or the "personal injury" or "advertising injury" offense is committed.

Location of Covered Operations:

Any project to which an applicable written contract with the described in the Name of Additional Insured Person(s) or Organization(s) section of this Schedule applies.

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring, or "personal injury" or "advertising injury" arising out of an offense committed, after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

COMMERCIAL GENERAL LIABILITY

c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

d. Primary And Non-Contributory Insurance If Required By Written Contract

If you specifically agree in a written contract or agreement that the insurance afforded to an insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such insured which covers such insured as a named insured, and we will not share with that other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal and advertising injury" for which coverage is sought is caused by an offense that is committed;

subsequent to the signing of that contract or agreement by you.

5. Premium Audit

- a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.
- b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Insured.
- c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

6. Representations

By accepting this policy, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this policy in reliance upon your representations.

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

7. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom claim is made or "suit" is brought.

8. Transfer Of Rights Of Recovery Against Others To Us

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

9. When We Do Not Renew

If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

SECTION V – DEFINITIONS

- 1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition:
 - a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and
 - b. Regarding websites, only that part of a website that is about your goods, products or services for the purposes of attracting customers or supporters is considered an advertisement.

occupational therapist or occupational therapy assistant, physical therapist or speech-language pathologist; or

- (b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

3. The following replaces the last sentence of Paragraph 5. of **SECTION III – LIMITS OF INSURANCE**:

For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".

4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

Sale Of Pharmaceuticals

"Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of the insured.

5. The following is added to the **DEFINITIONS** Section:

"Incidental medical services" means:

- a. Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
- b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.

6. The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis,

that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II – Who Is An Insured.

K. MEDICAL PAYMENTS – INCREASED LIMIT

The following replaces Paragraph 7. of **SECTION III – LIMITS OF INSURANCE**:

7. Subject to Paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:

- a. \$10,000; or
- b. The amount shown in the Declarations of this Coverage Part for Medical Expense Limit.

L. AMENDMENT OF EXCESS INSURANCE CONDITION – PROFESSIONAL LIABILITY

The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis, that is Professional Liability or similar coverage, to the extent the loss is not subject to the professional services exclusion of Coverage A or Coverage B.

M. BLANKET WAIVER OF SUBROGATION – WHEN REQUIRED BY WRITTEN CONTRACT OR AGREEMENT

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

If the insured has agreed in a written contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- a. "Bodily injury" or "property damage" that occurs; or
- b. "Personal and advertising injury" caused by an offense that is committed;

subsequent to the signing of that contract or agreement.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

SCHEDULE

Name Of Person(s) Or Organization(s):

ANY PERSON OR ORGANIZATION THAT
YOU ARE REQUIRED TO INCLUDE AS
ADDITIONAL INSURED ON THE COVERAGE
FORM IN A WRITTEN CONTRACT OR
AGREEMENT THAT IS SIGNED AND
EXECUTED BY YOU BEFORE THE BODILY
INJURY OR PROPERTY DAMAGE
OCCURS AND THAT IS IN EFFECT
DURING THE POLICY PERIOD.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Cov-

ered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

- 1. The following is added to Paragraph A.1.c., Who Is An Insured, of SECTION II – COVERED AUTOS LIABILITY COVERAGE:**

This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

- 2. The following is added to Paragraph B.5., Other Insurance of SECTION IV – BUSINESS AUTO CONDITIONS:**

Regardless of the provisions of paragraph a. and paragraph d. of this part **5. Other Insurance**, this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is the first named insured when the written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

The following replaces Paragraph **A.5., Transfer of Rights Of Recovery Against Others To Us**, of the **CONDITIONS** Section:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent

required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

ENDORSEMENT WC 99 03 76 (A) - 001

POLICY NUMBER: UB-2L459350

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS
ENDORSEMENT – CALIFORNIA
(BLANKET WAIVER)**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

The additional premium for this endorsement shall be 2.00 % of the California workers' compensation premium.

Schedule

Person or Organization

Job Description

ANY PERSON OR ORGANIZATION FOR WHICH THE INSURED HAS AGREED BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO FURNISH THIS WAIVER.

ALL LOCATIONS

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Insured

Policy No.

Endorsement No. Premium

Insurance Company

Countersigned by _____



**ARCHITECTS AND ENGINEERS PROFESSIONAL LIABILITY,
ARCHITECTS, ENGINEERS AND CONTRACTORS POLLUTION LIABILITY,
TECHNOLOGY BASED SERVICES, AND
COMPUTER NETWORK SECURITY**

DECLARATIONS

PRODUCER: RT Specialty Insurance Services, LLC

POLICY NUMBER: MKLV7PL0004694

RENEWAL OF: MKLV7PL0004134

THIS IS A CLAIMS-MADE LIABILITY INSURANCE POLICY. PLEASE READ IT CAREFULLY.

ITEM 1. NAMED INSURED AND MAILING ADDRESS:

Ninyo & Moore Geotechnical & Environmental Sciences Consultants
5710 Ruffin Road
San Diego CA 92123

ITEM 2. POLICY PERIOD: From: May 1, 2021 To: October 3, 2022

12:01 A.M. Standard Time at your mailing address

ITEM 3. LIMITS OF LIABILITY:

A. \$ 5,000,000 Each Claim - includes **Claims Expenses**

B. \$ 5,000,000 Aggregate for the **Policy Period** - includes **Claims Expenses**

ITEM 4. DEDUCTIBLE: \$ 150,000 each "Claim"

ITEM 6. RETROACTIVE DATE: 09/02/1986

Policy No: MKLV7PL0004694

Date: May 1, 2021

**ARCHITECTS AND ENGINEERS PROFESSIONAL LIABILITY,
ARCHITECTS, ENGINEERS AND CONTRACTORS POLLUTION LIABILITY,
TECHNOLOGY BASED SERVICES, AND
COMPUTER NETWORK SECURITY
DECLARATIONS (Cont'd.)**

ITEM 7. OPTIONAL EXTENSION PERIOD:

- A. for 125% of the last ANNUAL PREMIUM for a 12 calendar-month extension period; or
- B. for 175% of the last ANNUAL PREMIUM for a 24 calendar-month extension period; or
- C. for 225% of the last ANNUAL PREMIUM for a 36 calendar-month extension period

ITEM 8 NOTICES:

- A. Notice of Claim or Potential Claim:
Claims Manager
Evanston Insurance Company
P.O. Box 2009
Glen Allen, VA 23058
Fax: 1-855-662-7535
Email: newclaims@markelcorp.com

- B. All other Notices
Underwriting Department
Evanston Insurance Company
1185 Avenue of the Americas
New York, NY 10036
Fax: 1-212-898-6601

ITEM 9. ENDORSEMENTS ATTACHED TO THE POLICY AT INCEPTION:

See attached Schedule A - Schedule of Forms (AM0005)

This policy is made and accepted subject to the above statements together with the provisions, stipulations and agreements in the form(s) and endorsement(s) made a part of this policy.

**CITY OF PLACENTIA
PROFESSIONAL SERVICES AGREEMENT
WITH
KOA CORPORATION**

THIS AGREEMENT is made and entered into this 23 day of July, 2019 ("Effective Date"), by and between the CITY OF PLACENTIA, a municipal corporation ("City"), and KOA Corporation, a California Corporation ("Consultant").

WITNESSETH:

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide accessibility design services, as more fully described herein; and

B. WHEREAS, Consultant represents that it is "design professional" as that term is defined by California Civil Code Section 2782.8 and has that degree of specialized expertise contemplated within California Government Code Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated, including credentials as a Certified Access Specialist under Subchapter 2.5 of Title 21 of the California Code of Regulations; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, among other reasons, the City is hiring Consultant to perform accessibility design services at a number of sites within the City to comply with all applicable accessibility requirements. Accordingly, Consultant desires to perform these services and to bear all risk the City may bear resulting from accessibility designs that are not compliant;

E. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the Consultant's Proposal ("Proposal"), attached hereto as Exhibit "A" and incorporated herein by this reference, including but not limited to, preparing all design documents free from defects.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices, and with credentials as a Certified Access Specialist under Subchapter 2.5 of Title 21 of the California Code of Regulations. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any

changes in any laws that may affect Consultant's performance of this Agreement. Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. Officers and employees shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section. Consultant also warrants that it has ownership of all intellectual property being provided under this Agreement.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Administrator or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, a notice setting forth provisions of this non-discrimination clause.

Consultant shall, in all solicitations and advertisements for employees placed by, or on behalf of Consultant shall state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, marital status, national origin, or mental or physical disability. Consultant shall cause the paragraphs contained in this Section to be inserted in all subcontracts for any work covered by the Agreement, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into

agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense. All insurance requirements contained in this Agreement are independently applicable to any and all subcontractors that Consultant may engage during the term of this Agreement.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "A". Consultant's total compensation shall not exceed One Hundred Thirty Two Thousand and Four Hundred Forty Five Dollars (\$132,445.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal or which is inconsistent with or in violation of the provisions of this Agreement unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the hereinabove described "SCOPE OF SERVICES", an additional fee based upon the Consultant's standard hourly rates shall be paid to the Consultant for such additional services.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the Effective Date.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit "A".

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of the Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and the Consultant. The Consultant shall present documentation satisfactory to the City to substantiate any request for a time extension.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of 24 months, ending on July 23, 2021, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least fifteen (15) days prior written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

The City shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement, immediately upon service of written notice of termination on the Consultant, if the latter should:

- a. Be adjudged a bankrupt;
- b. Become insolvent or have a receiver of its assets or property appointed because of insolvency;
- c. Make a general assignment for the benefit of creditors;
- d. Default in the performance of any obligation or payment of any

indebtedness under this Agreement;

- e. Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or
- f. Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination within thirty-five (35) days after service of the notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant. City shall not be liable for any claim of lost profits.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Broad-form commercial general liability, in a form at least as broad as ISO form #CG 00 01 04 13, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit. If Consultant maintains higher limits than the specified minimum limits, City requires and shall be entitled to coverage for the high limits maintained by the Consultant.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, each incident for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California

and Employers Liability Insurance with a minimum limit of \$1,000,000 per accident for any employee or employees of Consultant. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers for losses arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

Before execution of this Agreement by the City, the Consultant shall file with the Public Works Director/City Engineer the following signed certification:

I am aware of, and will comply with, Section 3700 of the Labor Code, requiring every employer to be insured against liability of Workers' Compensation or to undertake self-insurance before commencing any of the work.

The Consultant shall also comply with Section 3800 of the Labor Code by securing, paying for and maintaining in full force and effect for the duration of this Agreement, complete Workers' Compensation Insurance, and shall furnish a Certificate of Insurance to the Public Works Director/City Engineer before execution of this Agreement by the City. The City, its officers and employees shall not be responsible for any claims in law or equity occasioned by failure of the consultant to comply with this section.

- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

Neither the CITY nor any of its elected or appointed officials, officers, agents, employees, or volunteers makes any representation that the types of insurance and the limits specified to be carried by Consultant under this Agreement are adequate to protect Consultant. If Consultant believes that any such insurance coverage is insufficient, Consultant shall provide, at its own expense, such additional insurance as Consultant deems adequate.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions as worded below:

- (a) Additional insureds: "The City of Placentia and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or

borrowed by the Consultant."

- (b) Notice: "Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance. Should Consultant fail to immediately procure other insurance, as specified, to substitute for any canceled policy, the City may procure such insurance at Consultant's sole cost and expense."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Placentia, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Placentia shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Placentia, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance and endorsements shall be attached hereto as Exhibit "B" and incorporated herein by this reference.

5.5. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Administrator or his or her designee shall be the

representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement. It shall be the Consultant's responsibility to assure that the Project Manager is kept informed of the progress of the performance of the services and the Consultant shall refer any decision, which must be made by City, to the Project Manager. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Project Manager.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement and who shall not be changed by Consultant without the express written approval by the City. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or if mailed, shall be addressed as set forth below and placed in a sealed envelope, postage prepaid, and deposited in the United States Postal Service. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 72 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

KOA Corporation
2141 W. Orangewood Ave.
Orange, CA 92868

Tel: 714-573-0317
Fax: N/A
Attn: Stephen Bise, PE

IF TO CITY:

City of Placentia
401 E. Chapman
Placentia, CA 92870

Tel: 714-993-8132
Fax: 714-961-0283
Attn: Masoud Sepahi, PE

6.5. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in

Orange County, California. Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant brought against the City, its elected and appointed officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the negligence, recklessness, or willful misconduct of the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant

shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, preliminary notes, working documents, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City, but shall be made available to the City within ten (10) days of request or within ten (10) days of termination. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, preliminary notes and working documents, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City. Consultant or Consultant's agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code

Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.15. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect. Furthermore, Consultant will comply with the following:

- (a) Unauthorized Aliens. Consultant hereby represents and warrants that it will comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, *et seq.*, as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of any work and/or services under this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Consultant hereby agrees to reimburse City for any and all liabilities, actions, suits, claims, demands, losses, costs, judgments, arbitration awards, settlements, damages, demands, orders, or penalties which arise out of or are related to such employment, together with any and all costs, including attorneys' fees, incurred by City.
- (b) E-Verify. If Consultant is not already enrolled in the U.S. Department of Homeland Security's E-Verify program, Consultant shall enroll in the E-Verify program within fifteen (15) days of the effective date of this Agreement to verify the employment authorization of employees assigned to perform work hereunder. Consultant shall verify employment authorization within three (3) days of hiring a new employee to perform work under this Agreement. Information pertaining to the E-Verify program can be found at <http://www.uscis.gov>, or access the registration page at <https://e-verify.uscis.gov/enroll>. Consultant shall certify its registration with E-Verify and provide City its registration number within sixteen days of the effective date of this Agreement. Failure to provide certification will result in withholding payment until full compliance is demonstrated.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, the conflict shall be resolved by giving precedence in the following

order, if applicable: This Agreement, the City's Request for Proposals, the Consultant's Proposal.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.24. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF PLACENTIA,
A municipal corporation



City Administrator

Date: 08/01/19

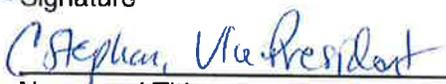
ATTEST:


City Clerk and ex-officio Clerk
of the City of Placentia

CONSULTANT

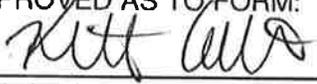

Signature

Date: 7/9/2019



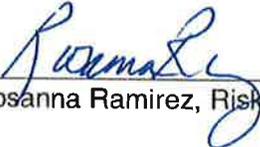
Name and Title
95-4515908

Social Security or Taxpayer ID Number

APPROVED AS TO FORM:


Christian L. Bettenhausen, City Attorney

Date: 8/1/19

APPROVED AS TO INSURANCE:


Rosanna Ramirez, Risk Management

Date: 8-12-19

APPROVED AS TO CONTENT:


Masoud Sepahi, PE, City Engineer

Date: 7/22/19

DEPARTMENTAL APPROVAL


Luis Estevez, Director of Public works

Date: 7/23/19

EXHIBIT A
CONSULTANT'S PROPOSAL AND SCOPE OF WORK



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TASK 1: PROJECT MANAGEMENT, MEETINGS, AND TASK EFFORT WORKSHEET Meetings

The KOA team will attend the following meetings:

- **Kick-off Meeting (1)**
Mr. Bise will conduct a project kick-off meeting. We will invite the City's project manager, our subconsultants, and all other stakeholders identified by the City's project manager. At the kick-off meeting, we will identify design alternatives to be considered, significant milestones in the project schedule, and deliverables.
- **Design Coordination Meetings (4)**
After each milestone submittal, we will meet with the City's project manager and each of our subconsultants, as long as they have an active design task in progress. We will also meet with City staff to coordinate other various design items that come up during the preliminary and final engineering stages.
- **Community Outreach & City Council (0)**
The RFP indicates a public outreach meeting and City Council presentation may be required if the project goes beyond negative declaration. Based on experience with very similar projects, we do not anticipate this will be the case. Therefore, we assume there will be no community outreach and/or City Council presentations for this project.

Mr. Bise will provide thorough meeting minutes to the project team within two days following each meeting. The team will have a chance to comment, edit, or add items to the minutes prior to final delivery.

Schedule

A preliminary schedule is included in this proposal for consideration. Upon receipt of a Notice-to-Proceed from the City, KOA will prepare an updated detailed design schedule that will be used by the consultant team. This schedule will be presented to the City's project manager for comment and will be updated on an as-needed basis throughout the design process. Our focus is to deliver the project to the City on-time. It will be in our best interest to maintain momentum on this project and to make high-quality submittals to the City in a timely manner.

Communication

Mr. Bise will work closely with the City, design staff,

and subconsultants to uphold the project schedule and budget. He will conduct weekly internal project meetings and maintain open lines of communication with all involved to move the project along. We strongly believe in proactive critical thinking and communication to minimize project delays. To avoid any unwanted surprises, KOA will be completely transparent and proactive in dealing with any issues so the City can make knowledgeable decisions on alternative designs. Mr. Bise will serve as the point of contact and liaison between the City's project manager and applicable utility companies and government agencies.

Quality Control

A key factor to project success is accountability. Mr. Bise will be accountable to the City to deliver on what is outlined in this proposal. We fully understand this principle and will utilize our internal quality assurance and quality control (QA/QC) procedures to support our efforts throughout the life of each task order. Our QA/QC involves having plans go through a minimum of two stages of internal review before allowing plans to be submitted to an agency for plan review and approval. The first stage of internal review involves a peer review by an experienced design engineer. The second stage of internal review involves another round of reviews by one or more senior-level registered engineers, each individually with more than 15 years of engineering experience. Each reviewer confirms that plans reflect the appropriate improvement scope and conform to the approving agency's design standards and plan format. The reviewers verify that all plan check comments are properly addressed on any plan revisions we prepare. Prior to completion of the 90% PS&E, we will perform a constructability review, which entails going to the project site with the plans and having a detailed walk-through of anticipated construction activities. The goal of this exercise is to view the project from the contractor's perspective and to identify potential construction change orders. We will then make necessary adjustments to the plans to limit any issues during construction.

For design plans, we utilize Bluebeam Revu Software for all QA/QC activities. This software allows for paperless review, simultaneous commenting, cloud-based record keeping, and clean responses to comments. We have found this tool to be very helpful and to streamline review, response, and submittals.

This QA/QC approach has led to a high level of quality in our engineering plans. We believe our firm has



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established a strong reputation with a number of agencies for producing high-quality work products. Mr. Bise will take the lead, to ensure KOA's QA/QC process is followed and the City receives high-quality submittals.

Task 1 Deliverables

- Schedule, updated at request of City PM
- Agenda & minutes for each meeting

TASK 2: PRELIMINARY ENGINEERING

Records Research

KOA will work with the City to obtain record drawings and documents relevant to the project location. Record drawings and documents can include, but are not limited to, existing improvement plans, topographic maps, assessor maps, centerline ties, corner records, as-built plans, utility plans, traffic counts, previous traffic studies, etc. We will send our requests for record drawings and documents through the City's project manager.

Survey Engineering

Coast Surveying, Inc. (Coast) will perform a topographic survey at the intersection of **Yorba Linda Boulevard & Palm Drive**. A digital terrain model (DTM) will be created using AutoCAD Civil 3D, which will provide the design team with an overall mapping product containing sufficient detail to design the proposed improvements.

Coast will provide detailed right-of-way information based on the available right-of-way maps, assessors parcels maps, easement information, and legal documentation within the project limits. KOA will take the provided right-of-way information and develop a digital file using AutoCAD containing center lines, right-of-way, property lines, assessor parcel numbers, owners, and easements within the project limits. The file will be referenced into all relevant construction documents and clearly labeled to identify proposed work that encroaches into private property. Based on our understanding of the project, we do not anticipate any right-of-way acquisition to be necessary.

Site Evaluation

Upon receipt of any available records from the City, we will visit the project site to verify and document the existing conditions. We will investigate and verify the existing roadway geometry, traffic signal equipment, conduits, wiring, interconnect cables, pull boxes,

intelligent transportation system (ITS) equipment, utility manholes/valves, power poles, cabinets, fire hydrants, etc. KOA will send a team of experienced and knowledgeable engineers to the project site to fully evaluate existing conditions, identify design constraints, identify the proposed improvements and evaluate the constructability of the proposed improvements.

A second site walk will be performed with City staff to identify project opportunities, constraints, and challenges. We will encourage a collaborative dialog, identify the project "must haves", and brainstorm solutions on how to achieve the City's vision. If required, we will invite Caltrans staff and prepare necessary exhibits specified under Chapter 7, Field Review, of the Caltrans Local Assistance Program Manual.

When the plans are 90% complete, KOA will invite the City staff to attend a constructability review field meeting. The field meetings will be to evaluate the proposed design against the existing conditions. The team will walk the project site and discuss concerns related to operation, construction, and maintenance of the proposed design.

Base Plan Preparation

Utilizing available information, gathered materials, survey, and field investigation data, KOA will prepare a base plan for each project intersection. The base plan is the backbone to accurately design proposed improvements. At this stage of the process, a thorough QA/QC review is performed on the base plan to ensure accuracy prior to design. The base plan will include centerline, right-of-way, relevant existing street improvements, utilities, landscape, and existing traffic controls.

Alternative Assessment

The preliminary/conceptual phase of a project can be the most critical. During this phase, the project team and stakeholders have the opportunity to make recommendations, give feedback, ask the "big picture" questions, and refine design features beyond the initial vision. KOA will prepare up to two (2) alternatives per intersection, if applicable. The proposed improvements will be overlaid on an aerial image to illustrate the general location and affect to local/existing property/ infrastructure. Each alternative will be vetted by our engineering staff to ensure a high-quality design and presentation of proposed improvements. We will provide preliminary cost estimates with each alternative.



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We understand the project HSIP grant has identified specific improvements at each intersection; therefore, the purpose of the exercise is to verify the feasibility of the proposed improvements and determine if there are any subsequent and/or supplemental improvements that can be included within the scope and budget of the grant.

Task 2 Deliverables

- Topographic survey
- Caltrans LAPM Exhibit 7-B & 7-G; Field Review Form, if needed
- Base plans
- Alternative exhibits and cost estimates

TASK 3: UTILITY COORDINATION

KOA will request a list of contacts from the City for utility companies with facilities in the project limits. KOA will request utility maps from the utility companies and will compile any/all underground and above-ground utilities in a separate digital file. This file will be referenced in all relevant design plans and clearly labeled to identify utility type, size, owner, etc. This will allow us to identify any potential impacts and modify the design as necessary.

We will send a notification to all utility companies within the project limits at the 60%, and 100% design stages for review to determine any possible conflict with proposed improvements. KOA will work closely with the utility companies and municipalities to resolve any conflict prior to the final design. A comprehensive log will be preserved throughout the project and provided to the City upon request.

KOA will coordinate separately with Southern California Edison (SCE) for new and/or modified service points of connection (POC) and design requirements if needed.

Task 3 Deliverables

- Utility response matrix (upon City request)

TASK 4: ENVIRONMENTAL CLEARANCE

Environmental

Environmental clearance is a key task that defines the full scope for the project, assesses proposed improvements and their ecological effects on the surrounding community, and contributes to the preparation of the subsequent design and construction phases. To provide

a strong basis in the preparation of all environmental documentation required for environmental clearance of the project, the environmental phase will begin with data collection of all available project information. To this end, the project team will provide a detailed list of items required from the City for the completion of environmental documentation. Based on the project team's experience, the required data largely includes awarded grant application work products, such as project information, scope, location, and proposed maps. Other information not typically required for grant applications but required by Caltrans, such as flood maps, cross-sections, and miscellaneous content, as well as those items available online, such as the Federal Transportation Improvement Program (FTIP) sheet, will be researched, prepared, and collected by the project team. This information will be used to develop the preliminary environmental study/screening (PES). The PES is the initial screening document used by Caltrans to assess the project's impact on the surrounding local and regional environment.

Having completed several PES documents under the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA) for similar Congestion Mitigation Air Quality (CMAQ) and Active Transportation Program (ATP) funded projects, the project team will complete the PES and all associated exhibits, including scheduling a site visit with the project team to examine and develop an accurate assessment of the area. The site visit will be documented in the Field Review Form and Roadway Data Sheets, as required in the environmental submittal to Caltrans.

The culmination of this work will assist in the determination of the potential for project impact. Under the three NEPA Classes of Action under which a federal-aid project may be processed, it is anticipated that a Categorical Exclusion determination will suffice to meet this requirement; however, the project team will reassess this initial assessment upon 60% completion of the design plans and aforementioned documents. In tandem with the NEPA Categorical Exclusion, CEQA mandates that a Categorical Exemption be prepared and filed with the state. The project team will prepare and submit both documents to comply with CEQA and NEPA requirements.

It is understood any supplemental environmental exhibits, forms, studies, reports, and/or maps may be requested by Caltrans for submittal. Based on the project scope identified in the RFP, it is assumed that technical



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studies will not be required, therefore it is not included as part of this proposal.

Right-of-Way Certification

Once the environmental package is approved, KOA will prepare and submit the Right-of-Way Certification Form (Exhibit 13-A) to Caltrans for review and approval. This form identifies ownership of right-of-way and any potential impacts, accusations, and easements due to the proposed improvements. We believe no right-of-way will be impacted as part of this project; therefore, this submittal should be approved fairly quickly. Typically, the Right-of-Way Certification is not submitted to Caltrans until the design is at 100%; however, based on the scope of improvements, we should be able to submit earlier, with concurrence from the City.

Task 4 Deliverables

- Caltrans environmental clearance and right-of-way certification

TASK 5: CONTRACT BID DOCUMENTS (PS&E)

Based on our understanding of the RFP and the improvements, below is a list of anticipated plans.

- Title
- General notes
- Street improvement
- Traffic signal
- Signing and striping
- Traffic control

Below is a detailed description of our approach to completing certain aspects of the construction documents.

Street Improvements

Street improvement plans are anticipated at the intersection of **Yorba Linda Boulevard & Palm Drive**. All other minor civil improvement (i.e., curb ramps, median cut-backs, misc. concrete work, etc.) will be included on the traffic signal or striping plans.

After the stakeholders have approved the proposed concept, we will develop improvement plans and details to encompass all aspects of the design. Our focus will be to provide multi-modal connectivity, maintain positive drainage, conform to the latest ADA requirements, enhance aesthetics and functionality, and address any

subsequent improvements needed due to new grades and/or complex existing conditions.

The KOA team will utilize the AutoCAD Civil 3D software and apply its dynamic capabilities to eliminate annotation errors during plan production. We will use Civil 3D to create an existing roadway surface based on survey data and to design a proposed surface to simulate the intended design. A proposed profile will be generated based on the proposed surface and displayed on the plans for vertical control during construction. We will provide the City with cross-sections at critical geometric points to illustrate the design intent and limits of construction. The improvement plans will be 1"=20' scale and will contain the necessary vertical profile, horizontal control, construction notes, and applicable details.

Traffic Signal

Traffic signal modification plans are anticipated at the following five (5) intersections within the limits of the project:

- Bastanchury Road & Valencia Avenue
- Yorba Linda Boulevard & Kraemer Boulevard
- Yorba Linda Boulevard & Palm Drive
- Kraemer Boulevard & Madison Avenue
- Chapman Avenue & Bradford Avenue

KOA has extensive experience in traffic signal design. We will utilize that knowledge to identify potential conflicts before the project goes into construction. For example, proposed signal poles will be strategically placed in the optimum location for driver/pedestrian visibility and will adhere to ADA guidelines.

KOA will provide a detailed traffic signal modification plan within the PS&E package for each location. The plans will clearly identify all existing, proposed, and removed traffic signal equipment to correspond with the overall design intent. The traffic signal modification plans will be 1"=20' scale unless directed otherwise.

Signing & Striping

Signing and striping plans are anticipated at **Yorba Linda Boulevard & Palm Drive**. All other minor signing and striping (i.e., high-visibility crosswalks, intersection signing, etc.) will be included on the traffic signal plans for the respective intersection.

We will utilize the California Highway Design Manual (HDM), California Manual for Uniform Traffic Control



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Devices (CA MUTCD), and local standards to provide an acceptable alignment for ingress and egress multi-modal transportation throughout the project. The signing and striping plans will be 1"=40' scale unless directed otherwise.

Traffic Control

KOA will prepare traffic control plans in accordance with the latest version of the CA MUTCD for the civil improvements at **Yorba Linda Boulevard & Palm Drive**. All other traffic control will be per the WATCH manual and identified in the project specifications. The plans will include a logical phasing of construction based on the duration of methodology of construction. The plans will show all existing pavement delineation, markings, construction area signing, barricades, cones, flashing arrow boards, and other construction traffic control devices to safely route traffic around the construction zone. The traffic control plans will be 1"=40' scale unless directed otherwise.

Cost Estimate and Specifications

KOA will provide the City with a probable cost of construction concurrent with each submittal (60%, 90%, & 100% PS&E). The cost will be itemized and will display the anticipated bid items, quantity of material, and unit cost for each item. The prices will reflect 2018/2019 construction costs unless directed otherwise.

The City will provide KOA with sample specifications. KOA will compile and assemble special provisions in the format of the City's standards. We understand the special provisions will serve as a supplement to the Standard Specifications for Public Works Construction (SSPWC) and Caltrans Standard Specifications, latest edition.

Task 5 Deliverables

- 60%, 90%, & 100% PS&E submittals in both paper and electronic format
- Repose to comments matrix

TASK 6: CALTRANS FUNDING ASSISTANCE Request for Authorization to Proceed with Construction (E76)

Lastly, we will prepare and submit the Request for Authorization to Proceed with Construction (E76; Exhibit 3-D & 3-E). This document summarizes the previous findings and funding allocations based on the original

grant application. This process will also support required supplemental language in the specification. Upon securing the E-76, we will coordinate with the City for processing of the Program Supplement Agreement.

Final Submittal/Closure & Auditors

Federal requirements designate that agencies receiving federal funds maintain records of all paperwork, including but not limited to all approved E76s, signed master and supplemental agreements, invoice submittals, progress reports, receipts, amendments, exhibits, transmittals, and all relevant documents pertaining to the funded project. Ensuring compliance with these requirements is crucial for the timely reimbursement of funds, including final submittal and auditing purposes. To this end, KOA shall be responsible for maintaining all paperwork in both electronic and hard copy format.

Based on our experience, it is imperative that all paperwork be organized in large binders by phase, tabbed/filed by date, and most importantly, arranged in a manner consistent with Caltrans' administrative organizational procedures ensuring ease of access and rapid response to Caltrans, state, and federal agency inquiries. The project team will provide QA/QC by diligently reviewing and documenting each item in a records management log. The records management log will indicate the date, document, originator, and modifier for any changes made to the binder throughout the project. This system will ensure precise depictions of the project from start to finish. It will allow for an accurate and complete paper trail to be established. Moreover, the system will allow the maintenance of all data and information, which will inform the final submittal, closeout, and audit.

Upon final closeout of the project, KOA will submit a copy of all files and binders to the City's Department of Transportation. KOA will be responsible for remaining in contact with the project for a minimum of five (5) years after final closure is submitted. The minimum five-year time limit involves the possible review with either federal or state auditors. KOA will be responsible for meeting with state or federal auditors, including the provision of documentation and answering of questions with respect to the project's federal process and invoicing. KOA will keep all original documents for a minimum of five (5) years.

Additional services can be provided at the City's request to ensure compliance with Caltrans LAMP during the



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construction phase of the project (i.e., award submittal, reimbursement submittals, and final project closeout). At this time, we assume this will be performed internally within the City.

Task 6 Deliverables

- Caltrans Request for Authorization to Proceed with Construction (E76)
 - All LAPM documentation in organized binders

TASK 7: BIDDING ASSISTANCE & CONSTRUCTION SUPPORT

Following submittal of the final plans, specifications, and estimate, KOA will provide on-call services to the City as may be requested for:

- Attendance at pre-bid meeting
- Responding to bidders' questions
- Preparing addenda as necessary
- Attendance at pre-construction meeting
- Attendance at in-progress construction meetings
- Field visits during construction

- Review of shop drawings, submittals, and change orders
- Response to requests for information (RFI)
- Minor design changes during construction
- Preparing as-built drawings

Mr. Bise, the project team, and key subconsultants will be available throughout the project's construction. We are very familiar with contractors' methodology. We are confident that our construction documents and construction support will limit potential change orders. We understand the importance of prompt response to submittals and RFIs, to prevent delays during construction.

Task 7 Deliverables

- Response to request for Information (RFIs) from contractor
- Submittal/shop drawing review
- Modification or revisions that are related to the project's original scope and character
- Contractor change orders if necessary
- As-built drawings

SECTION 5 | CAPABILITIES OF FIRM/TEAM DBE REQUIREMENTS

CAPABILITIES OF FIRM

The proposed key staff (including subconsultants) have the individual and collective knowledge and experience to efficiently provide the required services for this project. Our proposed team members have a strong history of working with each other on similar and related types of projects. We have past relationships with all of our proposed subconsultants, on multiple projects. If deemed necessary for completing the contracted work, we can incorporate support staff from any of our offices to supplement the team, without extra cost to the City.

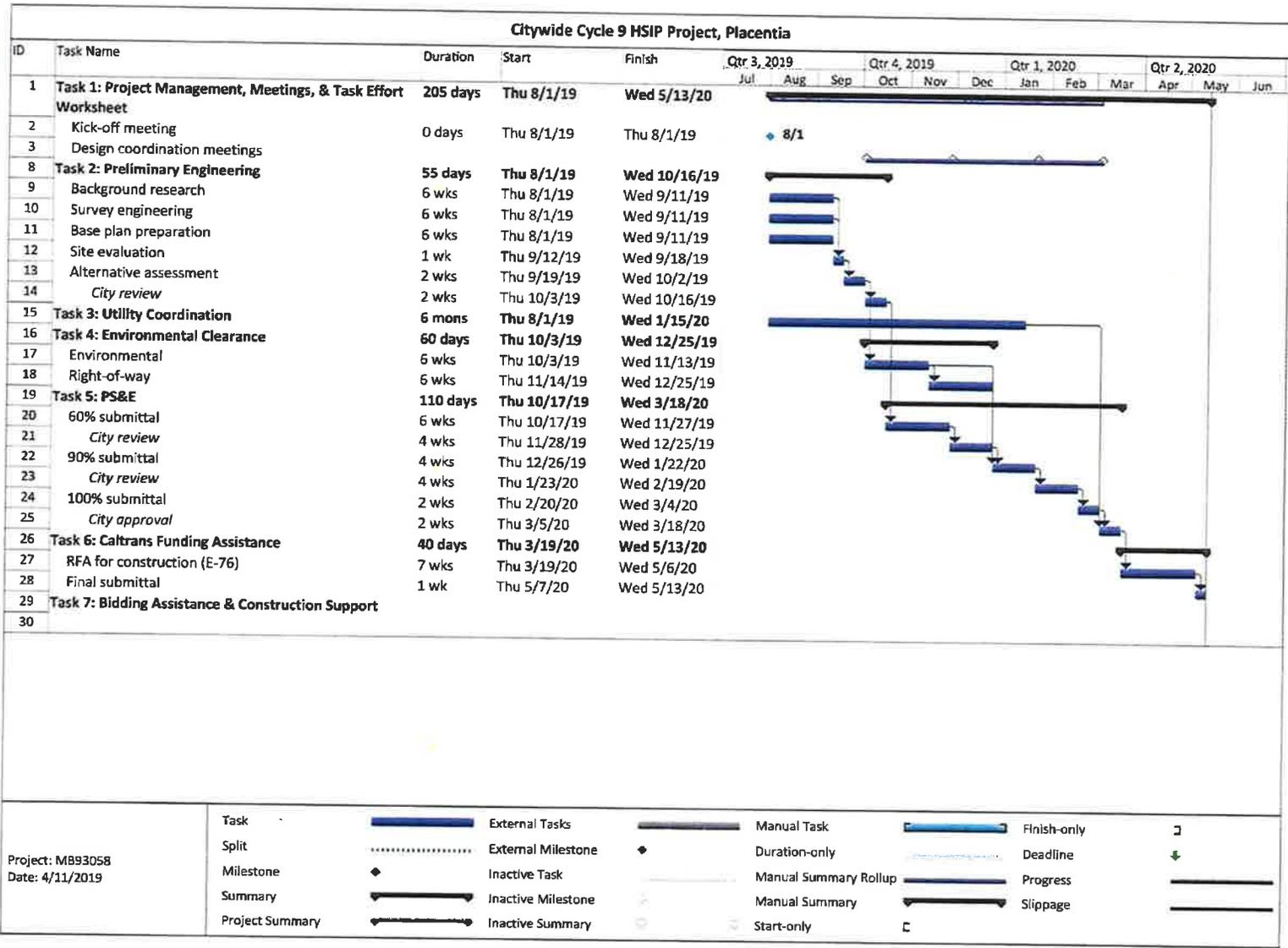
TEAM DBE REQUIREMENTS

KOA is enlisting the services of two disadvantaged business enterprises (DBEs) which are registered with the State of California. These firms are Coast Surveying, Inc. (Coast) and Avant-Garde, Inc. (AGI). It is our expectation that both firms will exceed the minimum 10% DBE requirement. Since the DBE forms are not part of the page count, they are attached at the end of this proposal document.

SECTION 6 | EXCEPTIONS

KOA takes no exceptions to the requirements of the RFP or the sample contract.

SECTION 7 | SCHEDULE



PROFESSIONAL ENGINEERING SERVICES FOR CITYWIDE CYCLE 9 HIGHWAY SAFETY IMPROVEMENT PROGRAM
 PROJECT UNIQUE PROJECT I.D. H9-12-010
 CITY OF PLACENTIA

Fee Proposal:
Citywide Cycle 9 HSIP Project, Placentia, CA

Dated 4-11-2019

	KOA						Sub-consultants		TEAM TOTAL
	Principal/ QA/QC Manager	Project Manager/ Sr. Engineer	Sr. Associate Engineer	Associate Engineer	Other Direct Costs	KOA	Coast (DBE) Survey	AGI (DBE) Funding	
	Hourly Rates (Fully Burdened):	\$236	\$168	\$118	\$102	NTE	NTE	NTE	
BASE DESIGN SERVICES									
Task 1: Project management, meetings, and task effort worksheet									
Kick-off meeting (1)		4	4		\$10	\$1,154			\$1,154
Design coordination meetings (4)		8	8		\$30	\$2,317			\$2,317
Update schedule		4				\$672			\$672
General administration	1	12				\$2,251			\$2,251
Task 1: Subtotal	1	28	12		\$40	\$6,393			\$6,393
Task 2: Preliminary Engineering									
Records research			4	8		\$1,291			\$1,291
Survey engineering		1	4			\$640	\$3,479		\$4,119
Site evaluation		8	24	24	\$20	\$6,651			\$6,651
Base plan preparation	2	16	24	40		\$10,083			\$10,083
Alternative assessment & cost estimate	2	16	24	24		\$8,446			\$8,446
Task 2: Subtotal	4	41	80	96	\$20	\$27,111	\$3,479		\$30,590
Task 3: Utility Coordination									
Utility coordination & notification		2	2	12		\$1,799			\$1,799
Task 3: Subtotal		2	2	12		\$1,799			\$1,799
Task 4: Environmental Clearance									
PES		1	4			\$640		\$4,000	\$4,640
Right-of-way certification		1	4			\$640		\$3,011	\$3,651
Task 4: Subtotal		2	8			\$1,280		\$7,011	\$8,291
Task 5: Contract Bld Documents (PS&E)									
60% Design									
Title sheet (1)		1	2	4		\$813			\$813
General notes (1)		1	2	4		\$813			\$813
Street improvement (1)	1	4	32	24		\$7,140			\$7,140
Traffic signal (5)	5	24	40	80		\$18,115			\$18,115
Signing & striping (1)	1	4	8	16		\$3,489			\$3,489
Traffic control (2)	1	4	12	24		\$4,779			\$4,779
Plan production, submittal, & field walk		4	4	8	\$100	\$2,062			\$2,062
Cost estimate	1	1	4			\$876			\$876
90% PS&E	2	24	40	80	\$100	\$17,507			\$17,507
100% PS&E (Bld Set)	1	12	24	40	\$100	\$9,275			\$9,275
Task 5: Subtotal	12	79	168	280	\$300	\$64,869			\$64,869
Task 6: Caltrans Funding Assistance									
RFA for Construction (E-76)		1	4			\$640		\$4,100	\$4,740
Final submittal		1	4			\$640		\$3,500	\$4,140
Task 6: Subtotal		2	8			\$1,280		\$7,600	\$8,880
Task 7: Bidding Assistance & Construction Support									
Meetings (up to 4)		4	8	4	\$30	\$2,055			\$2,055
Field visits (up to 4)		4	8	4	\$30	\$2,055			\$2,055
Response to RFIs		2	8	4		\$1,689			\$1,689
Submittal review		1	8	4		\$1,521			\$1,521
Minor plan revisions		4	8	8		\$2,434			\$2,434
As-builts		1	4	12		\$1,868			\$1,868
Task 7: Subtotal		16	44	36	\$60	\$11,623			\$11,623
TOTAL BASE DESIGN SERVICES	17	170	322	424	\$420	\$114,355	\$3,479	\$14,611	\$132,445
Work %	2%	18%	35%	45%		86%	3%	11%	

NOTE:

1. Fee is negotiable prior to execution of service agreement
2. DBE Participation = 12.93%

EXHIBIT B
CERTIFICATES OF INSURANCE AND ENDORSEMENTS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/5/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dealey, Renton & Associates P. O. Box 12675 Oakland, CA 94604-2675 License #0020739		CONTACT NAME: PHONE (A/C, No, Ext): 510-465-3090 E-MAIL: Certificates@Dealeyrenton.com ADDRESS: Certificates@Dealeyrenton.com FAX (A/C, No): 510-452-2193	
INSURED KOACORPOR KOA Corporation 1100 Corporate Center Drive #201 Monterey Park, CA 91754 (323) 260-4703		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Property Casualty Co of Ameri INSURER B: XL Specialty Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25674 37885	

COVERAGES **CERTIFICATE NUMBER: 1848416322** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	Y	6808H966428 ✓	3/13/2019	3/13/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BA2A439568 ✓	3/13/2019	3/13/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUP6464Y033	3/13/2019	3/13/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB2L459350 ✓	9/19/2018	9/19/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability Claims Made Pollution Liability Included			DPR9938453	3/13/2019	3/13/2020	\$2,000,000 \$2,000,000 per Claim Annual Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
AM Best's Rating on all policies above: A/XII or greater. Umbrella Liability policy is a follow-form to underlying General Liability/Auto Liability/Employers Liability.
RE: KOA # JB93058, Placentia Citywide Cycle 9 Highway Safety Improvement Program --
The City of Placentia and its elected and appointed boards, officers, officials, agents, employees, and volunteers are named as additional insured as respects general & auto liability for claims arising from the operations of the named insured as required per written contract or agreement. Primary and non-contributory wording and waivers of subrogation apply per policy endorsement forms attached.

CERTIFICATE HOLDER City of Placentia 401 E Chapman Ave Placentia CA 92870	CANCELLATION 30 Day Notice of Cancellation SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Stephanie J. ...</i>
---	---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Names of Additional Insured Person(s) or Organization(s):

Any person or organization that you agree in a written contract, on this Coverage Part, provided that such written contract was signed and executed by you before, and is in effect when the "bodily injury" or "property damage" occurs or the "personal injury" or "advertising injury" offense is committed.

Location of Covered Operations:

Any project to which an applicable written contract with the described in the Name of Additional Insured Person(s) or Organization(s) section of this Schedule applies.

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring, or "personal injury" or "advertising injury" arising out of an offense committed, after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you agree in a written contract to include as an additional insured on this Coverage Part for "bodily injury" or "property damage" included in the "products-completed operations hazard", provided that such contract was signed and executed by you before, and is in effect when, the bodily injury or property damage occurs.

Location And Description Of Completed Operations

Any project to which an applicable contract described in the Name of Additional Insured Person(s) or Organization(s) section of this Schedule applies.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the

location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**OTHER INSURANCE – ADDITIONAL INSUREDS –
PRIMARY AND NON-CONTRIBUTORY WITH RESPECT TO
CERTAIN OTHER INSURANCE**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

The following is added to Paragraph 4. a., **Primary Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

However, if you specifically agree in a written contract or agreement that the insurance afforded to an additional insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with that other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought is caused by an "occurrence" that takes place; and
- (2) The "personal injury" or "advertising injury" for which coverage is sought arises out of an offense that is committed;

subsequent to the signing and execution of that contract or agreement by you.

POLICY NUMBER: 6808H966428

COMMERCIAL GENERAL LIABILITY
ISSUED DATE: 6/5/2019

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person or organization that you agree in a written contract

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV-COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or

damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazards." This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

1. The following is added to Paragraph A.1.c., **Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

2. The following is added to Paragraph B.5., **Other Insurance** of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Regardless of the provisions of paragraph a. and paragraph d. of this part 5. **Other Insurance**, this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is the first named insured when the written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

The following replaces Paragraph **A.5., Transfer of Rights Of Recovery Against Others To Us**, of the **CONDITIONS** Section:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent

required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

ENDORSEMENT WC 99 03 76(00) — 001

POLICY NUMBER: UB2L459350

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS
ENDORSEMENT CALIFORNIA
(BLANKET WAIVER)**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 3.00 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

Job Description

**ALL PERSONS OR ORGANIZATIONS
THAT REQUIRES YOU TO OBTAIN
EXECUTED THE CONTRACT BEFORE**

**THAT ARE PARTIE TO A CONTRACT
THIS AGREEMENT, PROVIDED YOU
THE LOSS.**

DATE OF ISSUE: 6/5/2019

ST ASSIGN: CA

017106

ATTACHMENT 2

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: KOA Corporation

Endorsement Effective Date: 3/13/2019

SCHEDULE

Name Of Person(s) Or Organization(s): RE: KOA # JB93058, Placentia Citywide Cycle 9 Highway Safety Improvement Program
ORGANIZATIONS CONT: All Parties as Required per Written

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph A.1. of Section II – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph D.2. of Section I – Covered Autos Coverages of the Auto Dealers Coverage Form.



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES AND INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **MEASURE M ELIGIBILITY APPLICATION PACKAGE FOR FISCAL YEAR 2021-22**

FISCAL
IMPACT: REVENUE: \$807,045 IN ESTIMATED MEASURE M FUNDS (180000-4092)

SUMMARY:

On November 7, 2006, Orange County voters approved Renewed Measure M. Renewed Measure M ("M2") is a 30-year, multi-billion dollar program extension of the original Measure M half-cent countywide sales tax with a new slate of transportation projects and programs. It is anticipated that Placentia will receive approximately \$807,045 in local fair share M2 funds for Fiscal Year ("FY") 2021-22. This action will approve and adopt required documents for submittal of a Measure M eligibility package to the Orange County Transportation Authority (OCTA).

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Authorize Staff to submit the 7-year CIP project list utilizing Measure M funding; and
2. Approve Resolution No. R-2021-XX, a Resolution of the City Council of the City of Placentia, California, concerning the status and update of the Circulation Element and Mitigation Fee Program for the Measure M (M2) Program; and
3. Authorize Staff to submit the Measure M Eligibility application package to OCTA to ensure continued eligibility for Measure M funding and receipt of Local Fair Share M2 funds.

DISCUSSION:

The eligibility application package the City has prepared for submittal includes all documentation required by OCTA.

Eligibility:

All the requirements set forth in OCTA Ordinance No. 2 must be met in order for the City to maintain eligibility for its local fair share funds. This year, the City's application must include the following items:

1. g.
June 15, 2021

1. Submittal of Measure M Eligibility Checklist for Fiscal Year 2021-22
2. Approval of a seven (7) year CIP which includes all projects funded partially or wholly by Measure M dollars
3. Approval of Maintenance of Effort ("MOE") Reporting Form and supporting budget documents
4. Congestion Management Program
5. Certification Circulation Element/Master Plan of Arterial Highways ("MPAH") Consistency
6. Mitigation Fee Program

Process for Determining Measure M Eligibility:

The following process has been established for determining Measure M eligibility:

1. Agencies submit Measure M packages to OCTA
2. OCTA Staff reviews packages
3. Citizen's Oversight Committee determines eligibility by reviewing certain components of the eligibility package
4. OCTA approves eligibility for agencies to receive Measure M Funds

If the package is found non-eligible by OCTA Staff, the City will have 30 days to respond and appeal the Staff findings. The matter then goes to the Technical Advisory Committee for review and recommendation with the final decision resting with OCTA. The following briefly describes each component of the eligibility package:

Measure M Eligibility Checklist:

The Measure M Program requires the City's annual eligibility application to include a checklist that is used by OCTA Staff and the OCTA Taxpayers Oversight Committee to determine compliance with program requirements. The checklist demonstrates that the City is in compliance with the program.

Seven (7) Year Capital Improvement Program ("CIP"):

Attached are capital projects utilizing Measure M2 funds scheduled for construction during the seven (7) year period. The project sheets include budget and schedule details for reconstruction and paving projects, intersection improvements, the Metrolink Station and parking structure project, ADA ramps, and traffic signal projects funded fully, or in part, by Measure M2 Funds.

Maintenance of Effort (MOE):

The Measure M program requires the City to support the ongoing "maintenance of effort" requirement by ensuring that City funds continue to be allocated towards street maintenance and repairs as well as other transportation-related projects. Measure M2 funds are designed to supplement, not replace, existing local funding sources for transportation projects. The City's required MOE is based upon a historic benchmark of General Fund expenditures towards road maintenance and transportation projects in the City.

In response to the COVID-19 pandemic, in May 2020 OCTA took action to provide local jurisdictions a degree of flexibility to satisfy the required MOE. Recognizing that local jurisdictions are experiencing a significant decline in General Fund revenues because of the pandemic, OCTA

amended the MOE requirements to allow committal of funds in proportion to the General Fund. Linking the required MOE to a proportion of the General Fund allows flexibility if revenues fluctuate as a result of pandemic-related economic impacts. The City of Placentia will satisfy its required MOE.

Mitigation Fee Program

Each two (2) years, the City must submit a City Council adopted resolution to OCTA certifying that the City has an existing mitigation fee program that assesses traffic impacts of new developments and requires a fair share payment of necessary transportation attributable to the new development. The attached resolution reaffirms the City has an existing program, which is the Citywide Traffic Mitigation Impact Fee, a traffic impact developer fee program.

Congestion Management Program ("CMP") Compliance

The goals of the Orange County's Congestion Management Plan ("CMP") are to support regional mobility and air quality by reducing traffic congestion and provide mechanics for coordinating land use and development decisions. Each jurisdiction complies with conditions and requirements to be considered eligible for funding. Some of the requirements include reviewing level of Service for roadways, Land Use analysis and their impacts to transportation systems, and Modeling and Data Consistency guidelines. Every two years, the City complies with the requirements of the Orange County CMP through a checklist submission. The checklist confirms that the City of Placentia conforms to the criteria established by OCTA so that the City can qualify for the allocation of revenues generated from Measure M2.

FISCAL IMPACT:

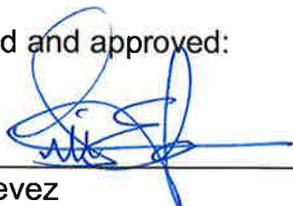
It is anticipated that Placentia will receive approximately \$807,045 in local fair share M2 funds for FY 2021-22, and these funds are included in the proposed 2021-22 Capital Improvement Program Budget.

Prepared by:



Elsa Y. Robinson
Management Analyst

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Jessica Brown
Director of Finance

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. City of Placentia FY 2021-22 CIP Projects with Measure M Funding
2. Resolution No. 2021-38 – Measure M (M2) Program

Orange County Transportation Authority
FY 2021/22 - FY 2027/28 Capital Improvement Program

TIP ID CP-10256		IMPLEMENTING AGENCY Placentia, City of																								
Local Project Number: 20-PLAC-ECP-3988	Project Title																									
Additional Project IDs: 20-PLAC-ECP-3988	Catch Basin Insert Project - Phase 6																									
Type of Work: Environmental Cleanup	Project Description																									
Type of Work Description: Environmental Cleanup - Automatic Retractable Screen and other debris screens or inserts	Install 108 CPS-Mod™ "full-capture" connector pipe screens and 116 ARS CL 12™ curb-opening automatic retractable screens throughout the City. The proposed Phase 6 project targets 108 catch basins in 48 Priority Land Use areas and 23 Residential areas																									
Limits	<table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND TYPE</th> <th>ENG</th> <th>ROW</th> <th>CON/IMP</th> <th>O&M</th> <th>TOTAL</th> <th>TOTAL ESCALATED</th> </tr> </thead> <tbody> <tr> <td align="right" colspan="8">Totals:</td> </tr> <tr> <td align="right">\$0</td> <td></td> <td align="right">\$0</td> <td align="right">\$0</td> <td></td> <td align="right">\$0</td> <td align="right">\$0</td> <td align="right">\$0</td> </tr> </tbody> </table>		FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	Totals:								\$0		\$0	\$0		\$0	\$0	\$0
FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED																			
Totals:																										
\$0		\$0	\$0		\$0	\$0	\$0																			
City of Placentia: Placentia Avenue, Orangethorpe Avenue, Rose Drive, Chapman Avenue, and Lakeview Avenue																										
Project Notes																										
2020 Project X Tier 1 Call. OCTA Board approved 10/12/2020. Placentia (03/09/21) - The City recently received and signed the letter agreement from OCTA for this project. This has delayed us in being able to award a construction contract for this project. The city is waiting to receive a fully-executed agreement to proceed forward. MAR 2021 SAR REVIEW: NO PROJECT AMENDMENT REQUESTED; SCHEDULE UPDATED; CITY STATES ON TRACK TO AWARD BY DEADLINE OF JUNE 30, 2021: CA 03/22/21																										
Last Revised: 21-00 - In Progress	Total Programmed: \$0																									

TIP ID CP-11218		IMPLEMENTING AGENCY Placentia, City of																								
Local Project Number:	Project Title																									
Additional Project IDs:	Chapman Ave Traffic Signal Synchronization Project																									
Type of Work: Traffic Signals	Project Description																									
Type of Work Description: Traffic Signals - Coordinate signals within project limits	Multi-jurisdictional corridor synchronization project.																									
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FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED																			
Totals:																										
\$0		\$0	\$0		\$0	\$0	\$0																			
Citywide																										
Project Notes																										
The fund type for the programmed budget should be corrected from "State" to "Local: Air Quality Management District".																										
Last Revised: 21-00 - In Progress	Total Programmed: \$0																									

TIP ID CP-11220		IMPLEMENTING AGENCY Placentia, City of																																
Local Project Number: 1101	Project Title																																	
Additional Project IDs:	FY 2020-21 Roadway Rehabilitation Project																																	
Type of Work: Road Maintenance	Project Description																																	
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Resurfacing of various roadways in FY 20/21																																	
Limits	<table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND TYPE</th> <th>ENG</th> <th>ROW</th> <th>CON/IMP</th> <th>O&M</th> <th>TOTAL</th> <th>TOTAL ESCALATED</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>General Fund</td> <td align="right">\$0</td> <td align="right">\$0</td> <td align="right">\$2,103,600</td> <td align="right">\$0</td> <td align="right">\$2,103,600</td> <td align="right">\$2,168,812</td> </tr> <tr> <td align="right" colspan="8">Totals:</td> </tr> <tr> <td align="right">\$0</td> <td></td> <td align="right">\$0</td> <td align="right">\$2,103,600</td> <td align="right">\$0</td> <td align="right">\$2,103,600</td> <td align="right">\$2,168,812</td> <td></td> </tr> </tbody> </table>		FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	2022	General Fund	\$0	\$0	\$2,103,600	\$0	\$2,103,600	\$2,168,812	Totals:								\$0		\$0	\$2,103,600	\$0	\$2,103,600	\$2,168,812	
FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED																											
2022	General Fund	\$0	\$0	\$2,103,600	\$0	\$2,103,600	\$2,168,812																											
Totals:																																		
\$0		\$0	\$2,103,600	\$0	\$2,103,600	\$2,168,812																												
Madison (west City Limits to Kraemer), Chapman (Mission Way to Orangethorpe), and Richfield (within City Limits) and various residential streets																																		
Project Notes																																		
This project is currently in the final design phase and is scheduled to go out to bid in July 2021 with an award of construction tentatively scheduled for August 2021. FY 2020/21 Funding "Gas Tax" is SB 1 Funds and needs to be changed to "Local Streets and Roads Apportionments" FY 200/24 Funding "Agency Contribution" needs to be changed to "General Fund"																																		
Last Revised: 21-00 - In Progress	Total Programmed: \$2,103,600																																	

TIP ID CP-11636		IMPLEMENTING AGENCY Placentia, City of								
Local Project Number: 1201	Project Title									
Additional Project IDs:	FY 2021-22 Roadway Rehabilitation Project									
Type of Work: Road Maintenance	Project Description									
Type of Work Description: Road Maintenance - Reconstruction of roadway	The proposed FY 2021-22 Roadway Rehabilitation Project will repave approximately 2.3 million square feet of roadway including arterial streets.									
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED		
City of Placentia - Orangethorpe Avenue, Rose Drive and Kraemer Boulevard	2022	Measure M2 Local Fairshare	\$0	\$0	\$676,200	\$0	\$676,200	\$697,162		
Project Notes	2022	Local Streets and Roads apportionments	\$0	\$0	\$272,900	\$0	\$272,900	\$281,360		
			Totals:		\$0	\$0	\$949,100	\$0	\$949,100	\$978,522
Last Revised: 21-00 - In Progress							Total Programmed: \$949,100			

TIP ID CP-11637		IMPLEMENTING AGENCY Placentia, City of								
Local Project Number:	Project Title									
Additional Project IDs:	FY 2021-22 Slurry Seal Project									
Type of Work: Road Maintenance	Project Description									
Type of Work Description: Road Maintenance - Slurry seal of roadway	The proposed FY 2021-22 Slurry Seal Rehabilitation Project is a large-scale preventative maintenance slurry application on 2.1 million square feet of residential streets to further extend the pavement life of those streets.									
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED		
City of Placentia	2022	Local Streets and Roads apportionments	\$0	\$0	\$500,000	\$0	\$500,000	\$515,500		
Project Notes	2022	General Fund	\$0	\$0	\$250,000	\$0	\$250,000	\$257,750		
			Totals:		\$0	\$0	\$750,000	\$0	\$750,000	\$773,250
Last Revised: 21-00 - In Progress							Total Programmed: \$750,000			

TIP ID CP-11661		IMPLEMENTING AGENCY Placentia, City of								
Local Project Number:	Project Title									
Additional Project IDs:	FY 2022-23 Annual Pavement Rehabilitation & Maintenance Program									
Type of Work: Road Maintenance	Project Description									
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Resurfacing of various roadways in FY 22/23									
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED		
Citywide	2023	Local Streets and Roads apportionments	\$0	\$0	\$900,000	\$0	\$900,000	\$956,665		
Project Notes	2023	Measure M2 Local Fairshare	\$0	\$0	\$500,000	\$0	\$500,000	\$531,480		
	2023	General Fund	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$2,125,922		
			Totals:		\$0	\$0	\$3,400,000	\$0	\$3,400,000	\$3,614,067
Last Revised: 21-00 - In Progress							Total Programmed: \$3,400,000			

TIP ID CP-11662		IMPLEMENTING AGENCY Placentia, City of						
Local Project Number:	Project Title							
Additional Project IDs:	FY 2023-24 Annual Pavement Rehabilitation & Maintenance Program							
Type of Work: Road Maintenance	Project Description							
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Resurfacing of various roadways in FY 23/24							
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Citywide								
Project Notes	2024	Local Streets and Roads apportionments	\$0	\$0	\$900,000	\$0	\$900,000	\$986,322
	2024	General Fund	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$2,191,826
	2024	Measure M2 Local Fairshare	\$0	\$0	\$500,000	\$0	\$500,000	\$547,956
	Totals:		\$0	\$0	\$3,400,000	\$0	\$3,400,000	\$3,726,104
Last Revised: 21-00 - In Progress		Total Programmed: \$3,400,000						

TIP ID CP-11663		IMPLEMENTING AGENCY Placentia, City of						
Local Project Number:	Project Title							
Additional Project IDs:	FY 2024-25 Annual Pavement Rehabilitation & Maintenance Program							
Type of Work: Road Maintenance	Project Description							
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Resurfacing of various roadways in FY 24/25							
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Citywide								
Project Notes	2025	Measure M2 Local Fairshare	\$0	\$0	\$500,000	\$0	\$500,000	\$564,943
	2025	General Fund	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$2,259,772
	2025	Local Streets and Roads apportionments	\$0	\$0	\$900,000	\$0	\$900,000	\$1,016,897
	Totals:		\$0	\$0	\$3,400,000	\$0	\$3,400,000	\$3,841,612
Last Revised: 21-00 - In Progress		Total Programmed: \$3,400,000						

TIP ID CP-11664		IMPLEMENTING AGENCY Placentia, City of						
Local Project Number:	Project Title							
Additional Project IDs:	FY 2025-26 Annual Pavement Rehabilitation & Maintenance Program							
Type of Work: Road Maintenance	Project Description							
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Resurfacing of various roadways in FY 25/26							
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Citywide								
Project Notes	2026	Measure M2 Local Fairshare	\$0	\$0	\$500,000	\$0	\$500,000	\$582,456
	2026	Local Streets and Roads apportionments	\$0	\$0	\$900,000	\$0	\$900,000	\$1,048,421
	2026	General Fund	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$2,329,825
	Totals:		\$0	\$0	\$3,400,000	\$0	\$3,400,000	\$3,960,702
Last Revised: 21-00 - In Progress		Total Programmed: \$3,400,000						

TIP ID CP-11665		IMPLEMENTING AGENCY Placentia, City of						
Local Project Number:	Project Title							
Additional Project IDs:	FY 2026-27 Annual Pavement Rehabilitation & Maintenance Program							
Type of Work: Road Maintenance	Project Description							
Type of Work Description: Road Maintenance - Reconstruction of roadway	Resurfacing of various roadways in FY 26/27							
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Citywide	2027	General Fund	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$2,402,050
Project Notes	2027	Measure M2 Local Fairshare	\$0	\$0	\$500,000	\$0	\$500,000	\$600,512
	2027	Local Streets and Roads apportionments	\$0	\$0	\$900,000	\$0	\$900,000	\$1,080,922
	Totals:		\$0	\$0	\$3,400,000	\$0	\$3,400,000	\$4,083,484
Last Revised: 21-00 - In Progress		Total Programmed: \$3,400,000						

TIP ID CP-11666		IMPLEMENTING AGENCY Placentia, City of						
Local Project Number:	Project Title							
Additional Project IDs:	FY 2027-28 Annual Pavement Rehabilitation & Maintenance Program							
Type of Work: Road Maintenance	Project Description							
Type of Work Description: Road Maintenance - Reconstruction of roadway	Resurfacing of various roadways in FY 27/28							
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Citywide	2028	Local Streets and Roads apportionments	\$0	\$0	\$900,000	\$0	\$900,000	\$1,114,431
Project Notes	2028	Measure M2 Local Fairshare	\$0	\$0	\$500,000	\$0	\$500,000	\$619,128
	2028	General Fund	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$2,476,513
	Totals:		\$0	\$0	\$3,400,000	\$0	\$3,400,000	\$4,210,072
Last Revised: 21-00 - In Progress		Total Programmed: \$3,400,000						

TIP ID CP-10988		IMPLEMENTING AGENCY Placentia, City of						
Local Project Number:	Project Title							
Additional Project IDs:	Golden Avenue Bridge Design and Rehabilitation							
Type of Work: Safety	Project Description							
Type of Work Description: Safety - Seismic retrofit of bridge	The project involves design engineering and permitting for the demolition and replacement of the Golden Avenue bridge over the Carbon Canyon Channel. The project will replace a bridge that is 80 ft. wide with a span of some 75 ft.							
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Golden Avenue bridge structure over the Carbon Canyon Channel.								
Project Notes	Totals:		\$0	\$0	\$0	\$0	\$0	\$0
Other: HBRRP Federal Bridge Funding								
Last Revised: 21-00 - In Progress		Total Programmed: \$0						

TIP ID CP-11219		IMPLEMENTING AGENCY Placentia, City of						
Local Project Number: 15-LHAB-TSP-3773	Project Title							
Additional Project IDs:	Imperial Highway Signal Synchronization Project							
Type of Work: Traffic Signals	Project Description							
Type of Work Description: Traffic Signals - Coordinate signals within project limits	Multi-agency synchronization project led by City of La Habra							
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Citywide								
Project Notes	Totals:		\$0	\$0	\$0	\$0	\$0	\$0
The fund type for the programmed budget should be corrected from "State" to "Local: Air Quality Management District".								
Last Revised: 21-00 - In Progress		Total Programmed: \$0						

<p>Local Project Number:</p> <p>Additional Project IDs:</p> <p>Type of Work: New Facility</p> <p>Type of Work Description: New Facility - New rail station</p> <p>Limits Santa Fe and Main Streets</p> <p>Project Notes General Fund: General Fund Balance M2 LFS: OCTA Cooperative Agreement SB1: Sewer Fund Loan</p>	<p>Project Title Metrolink Station Parking Structure</p> <p>Project Description Construction of new Metrolink Station on Los Angeles-Corona/91 Line, 246 space parking structure and utility relocation work.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><u>FISCAL YEAR</u></th> <th><u>FUND TYPE</u></th> <th><u>ENG</u></th> <th><u>ROW</u></th> <th><u>CON/IMP</u></th> <th><u>O&M</u></th> <th><u>TOTAL</u></th> <th><u>TOTAL ESCALATED</u></th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: right;">Totals: \$0 \$0 \$0 \$0 \$0 \$0</td> </tr> </tbody> </table>	<u>FISCAL YEAR</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>	Totals: \$0 \$0 \$0 \$0 \$0 \$0							
<u>FISCAL YEAR</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>										
Totals: \$0 \$0 \$0 \$0 \$0 \$0																	
Last Revised: 21-00 - In Progress	Total Programmed: \$0																

<p>Local Project Number: 18-FULL-TSP-3896</p> <p>Additional Project IDs: 2002</p> <p>Type of Work: Traffic Signals</p> <p>Type of Work Description: Traffic Signals - Coordinate signals within project limits</p> <p>Limits Orangethorpe Avenue from LA/Orange County line to Esperanza Road in Yorba Linda</p> <p>Project Notes The fund type for the programmed budget should be corrected from "State" to "Local: Air Quality Management District".</p>	<p>Project Title Orangethorpe Traffic Signal Synchronization Project</p> <p>Project Description Synchronization of traffic signals along the Orangethorpe corridor in Fullerton, Buena Park, Anaheim, Caltrans, Placentia and Yorba Linda</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><u>FISCAL YEAR</u></th> <th><u>FUND TYPE</u></th> <th><u>ENG</u></th> <th><u>ROW</u></th> <th><u>CON/IMP</u></th> <th><u>O&M</u></th> <th><u>TOTAL</u></th> <th><u>TOTAL ESCALATED</u></th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: right;">Totals: \$0 \$0 \$0 \$0 \$0 \$0</td> </tr> </tbody> </table>	<u>FISCAL YEAR</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>	Totals: \$0 \$0 \$0 \$0 \$0 \$0							
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Totals: \$0 \$0 \$0 \$0 \$0 \$0																	
Last Revised: 21-00 - In Progress	Total Programmed: \$0																

<p>Local Project Number: 2203</p> <p>Additional Project IDs:</p> <p>Type of Work: Traffic Signals</p> <p>Type of Work Description: Traffic Signals - Coordinate signals within project limits</p> <p>Limits The Project includes 54 signals over 11.4 miles along the Tustin Avenue (known as Tustin Street in the City of Orange) – Rose Drive corridor. Project limits are from First Street in the City of Tustin</p> <p>Project Notes The City of Orange will be the lead and implementing agency for the Project. Partner Agencies include the cities of Tustin, Santa Ana, Anaheim, Placentia and Yorba Linda. The Project includes 54 signals over 11.4 miles along the Tustin Avenue (known as Tustin Street in the City of Orange) – Rose Drive corridor. Project limits are from First Street in the City of Tustin to Wabash Avenue in the City of Yorba Linda.</p>	<p>Project Title Rose/Tustin Regional Traffic Signal Synchronization Project</p> <p>Project Description Multi-agency synchronization project led by City of Orange</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><u>FISCAL YEAR</u></th> <th><u>FUND TYPE</u></th> <th><u>ENG</u></th> <th><u>ROW</u></th> <th><u>CON/IMP</u></th> <th><u>O&M</u></th> <th><u>TOTAL</u></th> <th><u>TOTAL ESCALATED</u></th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>Air Quality Management District</td> <td>\$0</td> <td>\$0</td> <td>\$53,000</td> <td>\$0</td> <td>\$53,000</td> <td>\$54,643</td> </tr> <tr> <td>2022</td> <td>Traffic Impact Fees</td> <td>\$0</td> <td>\$0</td> <td>\$50,000</td> <td>\$0</td> <td>\$50,000</td> <td>\$51,550</td> </tr> <tr> <td colspan="8" style="text-align: right;">Totals: \$0 \$0 \$103,000 \$0 \$103,000 \$106,193</td> </tr> </tbody> </table>	<u>FISCAL YEAR</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>	2022	Air Quality Management District	\$0	\$0	\$53,000	\$0	\$53,000	\$54,643	2022	Traffic Impact Fees	\$0	\$0	\$50,000	\$0	\$50,000	\$51,550	Totals: \$0 \$0 \$103,000 \$0 \$103,000 \$106,193							
<u>FISCAL YEAR</u>	<u>FUND TYPE</u>	<u>ENG</u>	<u>ROW</u>	<u>CON/IMP</u>	<u>O&M</u>	<u>TOTAL</u>	<u>TOTAL ESCALATED</u>																										
2022	Air Quality Management District	\$0	\$0	\$53,000	\$0	\$53,000	\$54,643																										
2022	Traffic Impact Fees	\$0	\$0	\$50,000	\$0	\$50,000	\$51,550																										
Totals: \$0 \$0 \$103,000 \$0 \$103,000 \$106,193																																	
Last Revised: 21-00 - In Progress	Total Programmed: \$103,000																																

RESOLUTION NO. R-2021-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, CONCERNING THE STATUS AND UPDATE OF THE CIRCULATION ELEMENT AND MITIGATION FEE PROGRAM FOR THE MEASURE M (M2) PROGRAM

A. Recitals

(i) The City of Placentia desires to maintain and improve the streets within its jurisdiction, including those arterials contained in the Master Plan of Arterial Highways (MPAH).

(ii) The City of Placentia had endorsed a definition of and process for, determining consistency of the City's/County's Traffic Circulation Plan with the MPAH.

(iii) The City of Placentia has adopted a General Plan Circulation Element which does not preclude implementation of the MPAH within its jurisdiction.

(iv) The City of Placentia is required to adopt a resolution biennially informing the Orange County Transportation Authority (OCTA) that the City/County's Circulation Element is in conformance with the MPAH and whether any changes to any arterial highways of said Circulation Element have been adopted by the City/County during Fiscal Years (FY) 2019-20 and FY 2020-21, and

(v) The City of Placentia is required to send biennially to the OCTA all recommended changes to the City/County Circulation Element and the MPAH for the purposes of re-qualifying for participation in the Comprehensive Transportation Funding Programs

(vi) The City of Placentia is required to adopt a resolution biennially certifying that the City/County has an existing Mitigation Fee Program that assesses traffic impacts of new development and requires new development to pay a fair share of necessary transportation improvements attributable to the new development.

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE, RESOLVE AND INFORM OCTA AS FOLLOWS:

- a) The arterial highway portion of the City's Circulation Element of the City of Placentia is in conformance with the MPAH.

- b) The City/County attests that no unilateral reduction in through lanes has been made on any MPAH arterials during FY 2019-20 and FY 2020-21.
- c) The City of Placentia reaffirms that the City Council concurs with the existing Mitigation Fee Program

PASSED, ADOPTED AND APPROVED this 15th day of June 2021

Craig S. Green, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 15th day of June 2021 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES AND INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **RESOLUTION ADOPTING FISCAL YEAR 2021-22 PROJECT LIST FOR COMPLIANCE WITH SB 1, THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

FISCAL

IMPACT: There is no direct fiscal impact associated with the recommended actions.

SUMMARY:

The State Legislature approved Senate Bill ("SB") 1, the Road Repair and Accountability Act of 2017 (the "Act") in the Fiscal Year ("FY") 2016-17 Legislative session. The Act provided local governments in California with a new annual revenue stream to fund road maintenance, repairs, and other related transportation projects. It is estimated that the City will receive a total of \$989,215 in Road Maintenance and Rehabilitation Account ("RMRA") funds under this program in FY 2021-22 which will be used to repair and maintain Placentia's streets. Cities and counties receiving these funds must submit a list of proposed projects along with an adopted resolution to the California Transportation Commission ("CTC") by July 1 of each year. In addition to reporting new SB 1-funded projects each year, cities and counties are also required to report any carryover projects that will not be completed by the end of the fiscal year as originally programmed. Attachments 2, 3, 4, 5, and 6 outline the street projects proposed to be funded by SB 1 funds in FY 2021-22.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve Resolution No. R-2021-XX, a Resolution of the City Council of the City of Placentia, California, adopting the List of Projects for Fiscal Year 2021-22 funded by SB 1, The Road Repair and Accountability Act 2017; and
2. Direct Staff to submit the project list to the California Transportation Commission.

DISCUSSION:

The State Legislature approved SB 1 (Beall), the Road Repair and Accountability Act of 2017, during the FY 2016-17 Legislative session. The Act provides additional funding to improve California's transportation infrastructure and includes significant additional funding for local

1. h.
June 15, 2021

governments to improve their own roadways and other transportation facilities. SB 1 prioritizes this funding towards critical maintenance, rehabilitation, and safety improvements on state highways, local streets and roads, and bridges and to improve the state’s trade corridors, transit, and active transportation facilities. As codified in the Streets and Highways Code (SHC), RMRA local streets and roads allocations must be used for projects that include, but are not limited to:

- Road maintenance and rehabilitation
- Bridge replacement and rehabilitation
- Safety projects
- Railroad grade separations
- Traffic control devices
- Completion of street components, including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and storm-water capture projects in conjunction with any other allowable project

Beginning November 1, 2017, the State Controller began depositing this additional funding into the newly created RMRA. Each month a percentage of the RMRA funds are apportioned by formula to the City pursuant to Streets and Highways Code Section 2032(h) for basic road maintenance, rehabilitation, and repairing and replacing aging bridges for critical safety projects in Placentia. This will be the fifth (5th) year in which the City is receiving SB 1 funding which is a critical source of funding needed to help the City address its backlog in road maintenance and rehabilitation. The City expects to receive a total of \$989,215 in RMRA funds in FY 2021-22.

As part of SB 1’s various accountability and transparency measures and according to the CTC’s 2021 Reporting Guidelines for Local Streets and Roads Funding Program, the City is required to adopt a resolution (Attachment 1) establishing the list of projects and submit that list annually to the CTC by July 1 and subsequently provide yearend updates on the progress and expenditures of previously proposed projects by December 1 of each year. The following list of proposed projects will be funded in-part with SB 1 funding in FY 2021-22:

Project Name	Project Area	Proposed SB 1 Funding Amount
FY 2021-22 Roadway Rehabilitation Project	4.7 million sq. ft.	\$272,900
FY 2021-22 Slurry Seal Project	2.2 million sq. ft.	\$500,000
Golden Avenue Bridge Replacement Project*	N/A	\$400,000
FY 2020-21 Roadway Rehabilitation Project**	1.4 million Sq. ft.	Carryover balance from FY 2020-21
Metrolink Station & Parking Structure Project**	N/A	Carryover balance from FY 2020-21

**Note: This project is included in the adopted FY 2020-21 CIP Budget but not previously reported to the CTC as an SB-1 funded project.*

***Note: These projects were previously reported to the CTC as SB 1-funded projects and are being reported as carryover projects for FY 2021-22.*

FISCAL IMPACT:

There is no direct fiscal impact to the City's Operating or CIP Budgets associated with the recommended actions approving the FY 2021-22 RMRA project list and submitting it to the CTC in accordance with the program eligibility guidelines.

Prepared by:



Elsa Robinson
Management Analyst

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Resolution 2021-39 – Adopting FY 2021-22 SB 1-Funded Project List
2. FY 2021-22 Roadway Rehabilitation Project Area Map
3. FY 2021-22 Slurry Seal Project Area Map
4. Map of Golden Avenue Bridge Replacement Project
5. FY 2020-21 Roadway Rehabilitation Project Area Map
6. Map of Metrolink Station and Parking Structure Project

RESOLUTION NO. R-2021-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, ADOPTING THE LIST OF PROJECTS FOR FISCAL YEAR 2021-22 FUNDED BY SB 1, THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

A. Recitals

(i). Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

(ii). SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects are in progress or have been completed each fiscal year; and

(iii). The City of Placentia must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

(iv). The City will receive and estimated \$989,215 in RMRA funding in Fiscal Year 2021-22 from SB 1; and

(v). This is the fourth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

(vi). The City uses a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

(vii). The funding from SB 1 will help the City maintain and rehabilitate approximately 3 million square feet of local roads throughout the City this year and numerous similar projects into the future; and

(viii). The 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an at-risk and poor condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a fair condition; and

(ix). Cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network; and

(x). Police, fire, and emergency medical services all need safe reliable roads to react quickly to emergency calls and a few minutes of delay can be a matter of life and death; and

(xi). Maintaining and preserving the local street and road system in good condition will reduce drive times and traffic congestion, improve bicycle safety, and make the pedestrian experience safer and more appealing, which leads to reduce vehicle emissions helping the State achieve its air quality and greenhouse gas emissions reductions goals; and

(xii). The SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials, and practices, will have significant positive co-benefits statewide.

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with fiscal year 2021-22 Road Maintenance and Rehabilitation Account revenues:

The City of Placentia is adopting the following list of projects planned to be funded in fiscal year 2021-22 with Road Maintenance and Rehabilitation Account revenues:

Project Name	Description	Location	Estimated Useful Life	Anticipated Start Date	Anticipated End Date
FY 2021-22 Roadway Rehabilitation Project	Roadway rehabilitation project	Various City Streets	21 years	July 2021	November 2022
FY 2021-22 Slurry Seal Project	Preventative maintenance	Various residential streets	7 years	July 2021	September 2022
Golden Avenue Rehabilitation Bridge Project	Bridge replacement project	Golden Avenue/California Street	100 years	Winter 2022	Winter 2023

3. The following previously proposed and adopted projects may also utilize Fiscal Year 2021-22 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Project Name	Description	Location	Estimated Useful Life	Anticipated Start Date	Anticipated End Date
FY 2020-21 Arterial Roadway Rehabilitation Project	This project will completely repave approximately 1.75 million square feet of arterial roadways will be repaved along with the removal and replacement of damaged concrete sidewalk panels, curb and gutter.	(See Attachment 3)	21 years	July 2020	October 2021
Placentia Metrolink Station and Parking Structure Project	In partnership with the Orange County Transportation Authority, the City is constructing a 246-space parking structure and the newest Metrolink Train Station to be built in Orange County in 15 years. The parking structure will support the Metrolink station along with two existing public parking lots.	321 S. Main Street, Placentia, CA 92870	100 years	Fall 2020	Summer 2023

APPROVED and ADOPTED this 15th day of June 2021.

Craig S. Green, Mayor

ATTEST:

Robert S. McKinnell

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of June 2021 by the following vote:

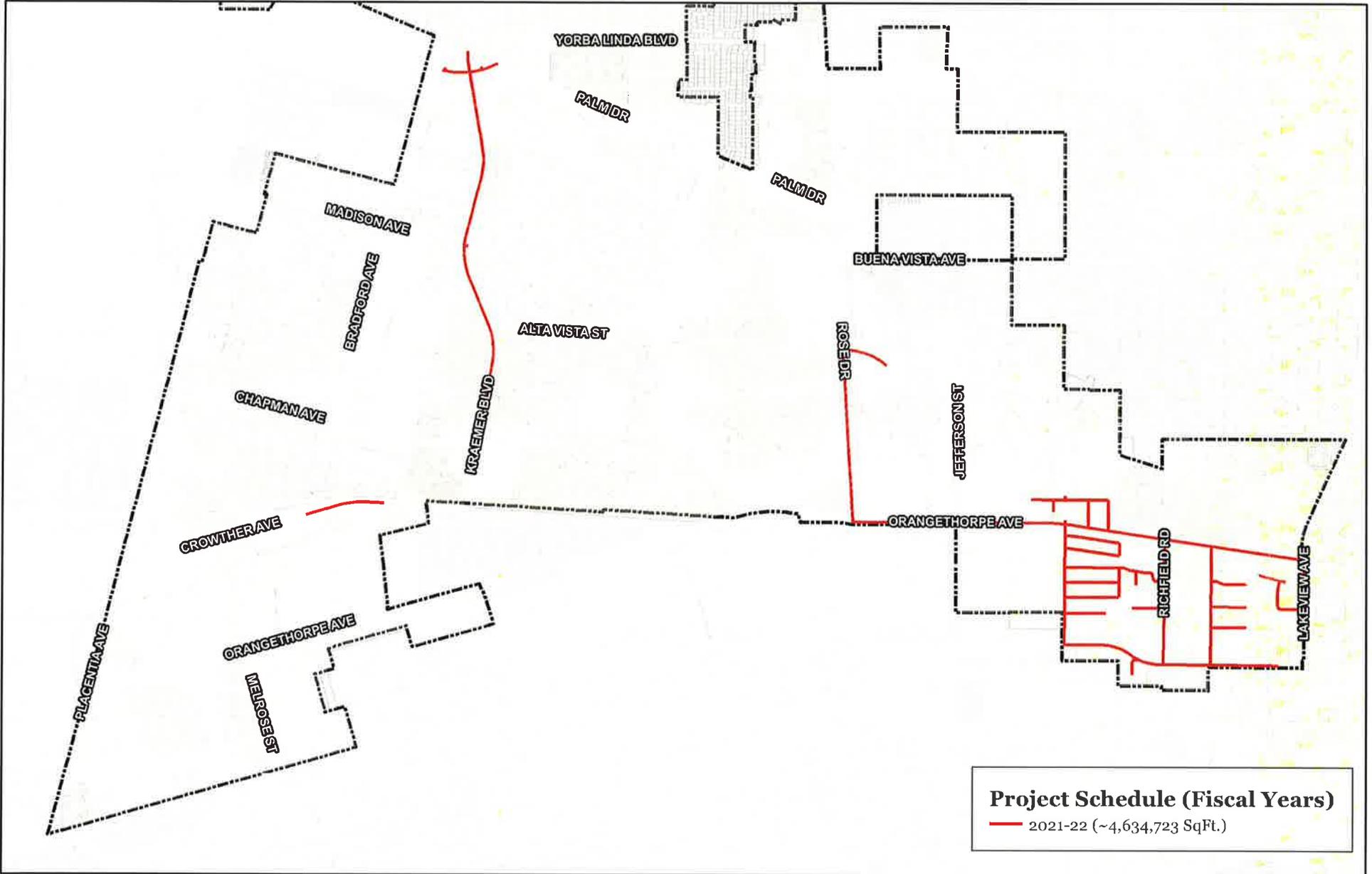
AYES:	Councilmembers:
NOES:	Councilmembers:
ABSENT:	Councilmembers:
ABSTAIN:	Councilmembers:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney

FY 2021-22 Roadway Rehabilitation Program



ATTACHMENT 2



Source: Map Adapted from information provided by the Orange County Planning & Economic Development Department

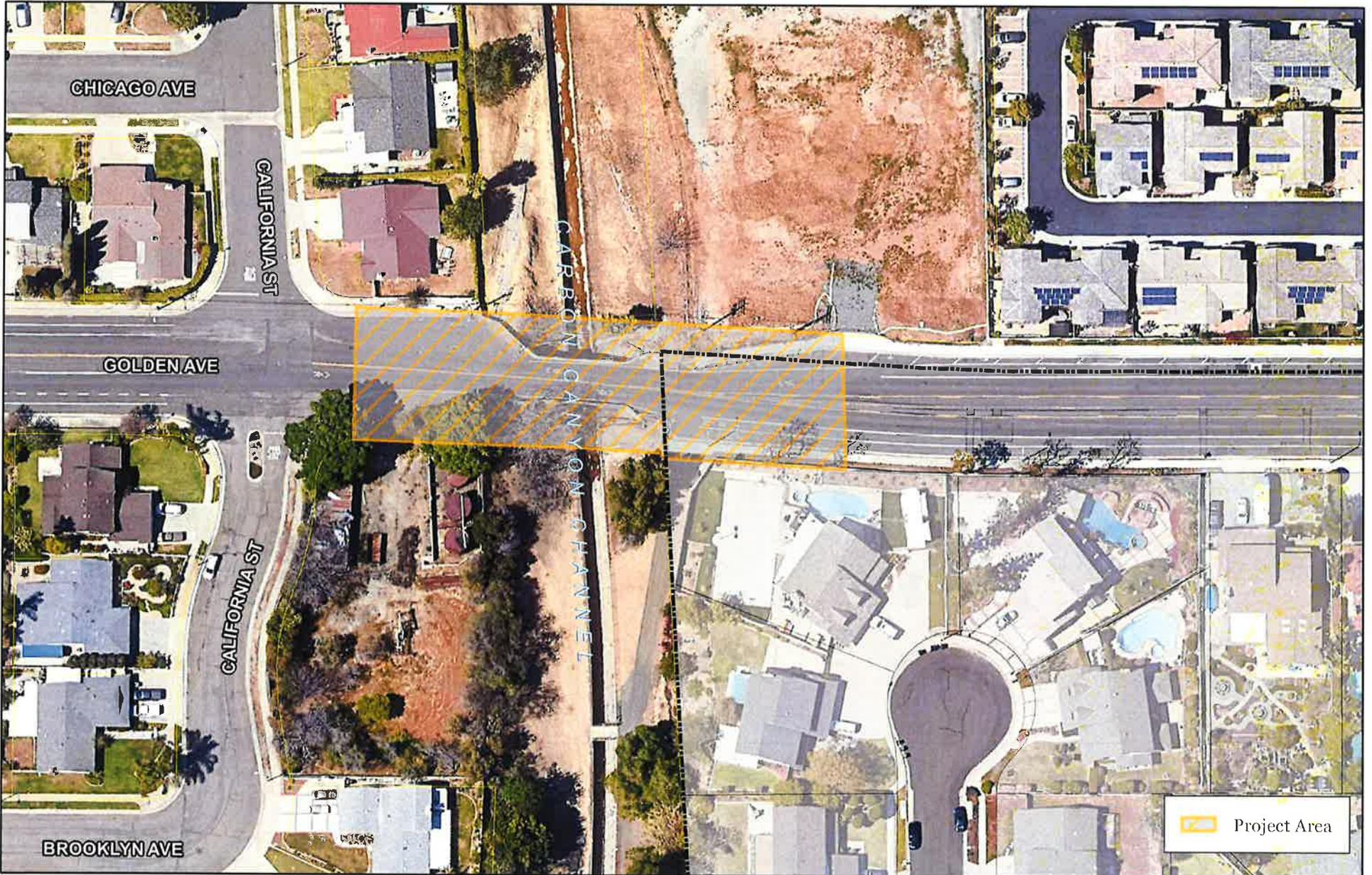
FY 2021-22 Slurry Seal Project



ATTACHMENT 3



Golden Avenue Bridge Replacement Project



0 105 210 420 Feet



ATTACHMENT 4

Project Area

Future Metrolink Station, Old Town Placentia & Transit Oriented Development Packing House District



Old Town Placentia Revitalization Plan

On July 18, 2017 the City Council successfully adopted the Old Town Revitalization Plan. This zone change plan will improve and position the City's historic center to better connect with other areas of the City. The Old Town Placentia is an asset to the City and is poised to be one of the City's key destinations. The plan will enhance the historic importance of the area and create public spaces and pathways making a cohesive small scale walkable urban village feel with retail, restaurants, offices, and residential areas. www.placentia.org/oldtown

Transit Oriented Development Packing House District

On April 18, 2017, the City Council successfully adopted a Transit Oriented Development (TOD) Plan which rezoned the property around the proposed Metrolink Station. This new station creates an exciting prospect for TOD and allows for high density (65-95 du/ac) development, which will spur the revitalization of this area and bring in new housing, mixed use development, employment and supporting services adjacent to this major transit amenity. www.placentia.org/tod



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES AND INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **DECLARATION OF SURPLUS PROPERTY**

FISCAL
IMPACT: REVENUE REALIZED FROM THE SALE OF SURPLUS PROPERTY WILL BE DEPOSITED INTO THE EQUIPMENT REPLACEMENT FUND (410000-4750)

SUMMARY:

The City owns six (6) vehicles that have reached the end of their useful service life. The recommended actions will authorize the sale of these vehicles through a public auction.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Declare the six (6) vehicles listed in this report as surplus property; and
2. Authorize the City Administrator or his designee to execute the necessary documents to dispose of these vehicles through a public auction; and
3. Direct Staff to deposit the auction proceeds into the City Equipment Replacement Fund.

DISCUSSION:

City vehicles and equipment are evaluated each year to determine whether they should be kept in service or if they should be replaced or disposed of through a public auction. Several of the vehicles recommended for surplus this year were replaced with newer vehicles. In addition, there are several police units that have recently been replaced by newer patrol units obtained with outside grant funding and/or insurance proceeds.

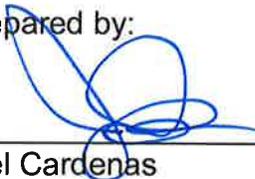
The list of vehicles to be declared surplus property is noted in the table below:

Item No.	Model Year	Make/Model	V.I.N.	Assigned Department
1	2008	Ford / Crown Victoria	2FAFP71V08X136818	Police
2	2006	Ford /Stake Bed	1FTNF20516EB00793	Community Services
3	2006	Ford /Ranger Stake Bed	1FTYR10U56PA61023	Community Services
4	2002	Ford / Arrow board F250	1FTNF20L42EB70667	Public Works
5	1989	Chevy/Dump Truck	1GBM7D1Y7KV112538	Public Works
6	1986	Chevy/Utility bed Mechanic	1GBGC34M5GJ112791	Public works

FISCAL IMPACT:

All revenues generated by the sale of surplus vehicles will be deposited into the City's Equipment Replacement Fund.

Prepared by:



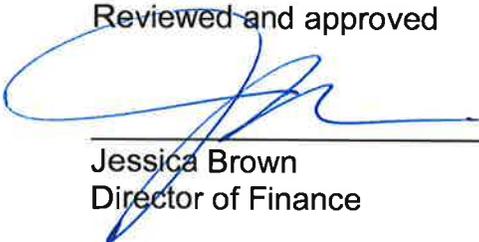
Joel Cardenas
Public Works Superintendent

Reviewed and approved:



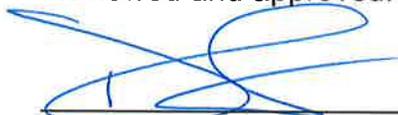
Luis Estevez
Deputy City Administrator

Reviewed and approved



Jessica Brown
Director of Finance

Reviewed and approved:



Damien R. Arrula
City Administrator



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES AND INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **AWARD OF CONSTRUCTION CONTRACT FOR THE OLD PLACENTIA CITY HALL ADA IMPROVEMENT PROJECT, CITY PROJECT NO. 5101**

FISCAL

IMPACT: EXPENSE: \$180,000 CONSTRUCTION CONTRACT AMOUNT
BUDGET: \$198,849 TOTAL PROJECT BUDGET (FY 2020-21 CIP BUDGET)
\$ 7,049 MEASURE U FUND (795101-6185)
\$191,800 HOUSING & COMMUNITY DEVELOP. FUND (305101- 6185)

SUMMARY:

This project is the second in a series of building renovations and restoration of Old Placentia City Hall. The City is pursuing these renovations as the building's use will be changing. Old City Hall will be utilized by the Placentia Fire and Life Safety Department as the Department's headquarters and by the Placentia Chamber of Commerce which will be transferring operations from the City's Main Street property to Old City Hall. The first Old City Hall project which entailed replacing the building's roof and performing heating, ventilation, and air condition (HVAC) improvements was recently completed. This current project entails the complete renovation of the existing restroom facilities at Old City Hall for Americans with Disabilities Act (ADA) compliance along with the replacement of exterior building doors, entry gates and hardware, and construction of a new ADA compliant access ramp into the building. A total of eight (8) bids for this project were received on May 20, 2021. The low bid by A2Z Construct Inc. was reviewed by City and County Staff for compliance with the County's eligibility requirements for Community Development Block Grant (CDBG) funding. The low bid received from A2Z Construct Inc. ("A2Z") was found to be the lowest responsive and responsible bid received. Staff recommends that City Council award a construction contract to A2Z in the amount of \$180,000. In addition to the construction cost, a ten percent (10%) construction contingency amount of \$18,000 is provided to cover any unforeseen conditions found during construction. The total construction contract cost including contingency amounts is \$198,000.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve a Public Works Agreement with A2Z Construct, Inc. for the Old Placentia City Hall ADA Improvement Project in the amount of \$180,000; and

1. j.
June 15, 2021

2. Authorize the City Administrator to approve contract change orders up to ten percent (10%) of the contract amount, or \$18,000, for a total construction contract not-to-exceed amount of \$198,000; and
3. Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

DISCUSSION:

This project is the second in a series of building renovations and restoration of Old Placentia City Hall. The City is pursuing these renovations as the building's use will be changing. It will be used by the Placentia Fire and Life Safety Department as the Department's headquarters and the Placentia Chamber of Commerce which will be transferring their operations to Old City Hall as well. The first Old City Hall project entailed replacing the building's roof and performing HVAC improvements, and was recently completed. The scope of this current project consists of the complete renovation of the existing restrooms for ADA compliance, replacement of exterior doors, entry gates, ADA-compliant hardware, and construction of a new ADA-compliant building access ramp into the building. On May 20, 2021, the City received eight (8) bids from contractors to construct the project. The following table provides the total bid amounts received from each contractor:

Contractor	Bid Amount
A2Z Construct Inc.	\$180,000.00
R Dependable Construction Inc.	\$188,400.00
Thomas Solar Energy	\$198,765.43
RS Construction & Development Inc.	\$203,000.00
Noble E&C Inc.	\$209,700.00
C-1 Construction Corp	\$241,179.00
DF Perez Construction	\$316,862.00
CEM Construction Corp	\$353,000.00

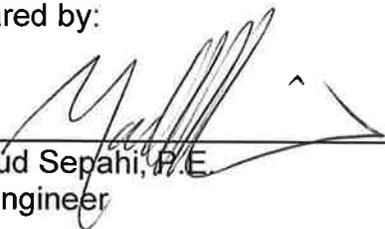
The low bid received for this project was submitted by A2Z. Staff reviewed and analyzed their bid and it was found to be responsive and valid. Additionally, Staff verified with the County of Orange that the A2Z bid satisfied Community Development Block Grant funding eligibility and the County confirmed that it did. Based on A2Z's reference check and submitted bid, Staff recommends awarding a construction contract to A2Z for the Old Placentia City Hall ADA Improvement Project.

FISCAL IMPACT:

A total of \$191,800 in CDBG funds was budgeted as part of the Fiscal Year (“FY”) 2020-21 Capital Improvement Project (CIP) Budget and will be carried over into the FY 2021–22 CIP Budget. Additionally, \$35,000 in Measure U funding was allocated to the project for a total budget of \$226,800. The remaining available project budget is \$198,849. As such, sufficient funds exist for the recommended actions. The following table summarizes the construction costs associated with this project:

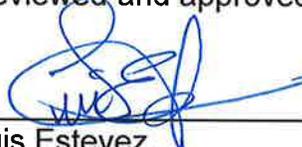
Construction Contract Amount	\$180,000
Construction Contingency @ 10%	\$18,000
Total Construction Cost	\$198,000

Prepared by:



Masoud Sepahi, P.E.
City Engineer

Reviewed and approved:



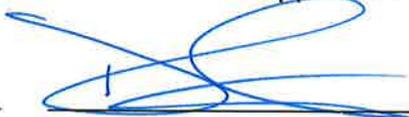
Luis Estevez
Deputy City Administrator

Reviewed and approved:



Jessica Brown
Director of Finance

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachment:

Agreement with A2Z Construct Inc.

**CITY OF PLACENTIA
PUBLIC WORKS AGREEMENT FOR
A2Z CONSTRUCT INC**

THIS AGREEMENT (herein "Agreement") is made and entered into this 15TH day of June, 2021 by and between the CITY OF PLACENTIA, a municipal corporation and charter city, (herein "City") and A2Z CONSTRUCT INC (herein "Contractor"). The parties hereto agree as follows:

WITNESSETH:

A. WHEREAS, City requires the construction of ADA Improvements at Old City Hall as set forth more fully in this Agreement.

B. WHEREAS, Contractor represents to City that Contractor is qualified to perform said work and has submitted a proposal to City for the same.

C. WHEREAS, City desires to have Contractor perform said services on the terms and conditions set forth herein.

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein and for good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, City and Contractor hereby agree as follows:

1.0 DEFINITIONS

1.1 Definitions. As used in this Agreement, the following definitions shall be applicable:

- (a) Contractor. Contractor shall mean A2Z Construct Inc a (California corporation, partnership, individual) located at P.O Box 80425, Rancho Santa Margarita, CA 92688
- (b) City. City shall mean the City of Placentia, a Municipal Corporation and Charter City, located at 401 E. Chapman, Placentia, California 92870.
- (c) City Council. City Council shall mean the City Council of the City of Placentia.
- (d) Contract Officer shall mean the person designated by the City Administrator or City Engineer of City and shall have the duties set forth in Section 5.2.

Project No.

- (e) Services. Services shall mean the services to be performed by the Contractor pursuant to this Agreement.
- (f) Satisfactory. Satisfactory shall mean satisfactory to the City Administrator or his/her designee.

2.0 SERVICES OF CONTRACTOR

2.1 Scope of Services. In compliance with all terms and conditions of this Agreement, the Contractor shall provide those services specified in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by this reference, which services may be referred to herein as the "services" or "work" hereunder. As a material inducement to the City entering into this Agreement, Contractor represents and warrants that Contractor is a provider of first class work and services and Contractor is experienced in performing the work and services contemplated herein and, in light of such status and experience, Contractor covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be of good quality, fit for the purpose intended.

2.2 Documents Included in Contract. This contract consists of this Agreement and any Exhibits, which are incorporated herein by this reference. In the event of an inconsistency, the terms of this Agreement shall govern.

2.3 Compliance with Law. All services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction in effect at the time service is rendered, including but not limited to, the claims procedure set forth in Public Contract Code Section 9204, a summary of which is attached to this agreement as Exhibit "E."

2.4 Licenses, Permits, Fees and Assessments. Contractor shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement, including registration with the Department of Industrial Relations of the State of California as required by Labor Code Section 1725.5 before commencing performance under this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City against any such fees, assessments, taxes penalties or interest levied, assessed or imposed against City hereunder. Contractor shall be responsible for all subcontractors' compliance with this Section 2.4.

2.5 Familiarity with Work. By executing this Contract, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Contractor warrants that Contractor has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should Contractor discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Contractor shall immediately inform the City of such fact and shall not proceed except at Contractor's risk until written instructions are received from the Contract Officer.

Project No.

2.6 Standard of Performance. Contractor, its subcontractors and their employees, in the performance of Contractor's work under this Agreement shall be responsible for exercising the degree of skill and care required by customarily accepted good professional practices and procedures used in the Contractor's field.

Any costs for failure to meet the foregoing standard or to correct otherwise defective work that requires re-performance of the work, shall be borne in total by the Contractor and not by the City. The failure of a project to achieve the performance goals and objectives stated in this Agreement is not a basis for requesting re-performance unless the work conducted by Contractor and/or its subcontractors is deemed by the City to have failed the foregoing standard of performance.

In the event Contractor fails to perform in accordance with the above standard:

1. Contractor will re-perform, at its own expense, any task which was not performed to the reasonable satisfaction of City. Any work re-performed pursuant to this paragraph shall be completed within the time limitations originally set forth for the specific task involved. Contractor shall work any overtime required to meet the deadline for the task at no additional cost to the City;
2. The City shall provide a new schedule for the re-performance of any task pursuant to this paragraph in the event that re-performance of a task within the original time limitations is not feasible; and
3. The City shall have the option to direct Contractor not to re-perform any task which was not performed to the reasonable satisfaction of the City Project Manager pursuant to application of (1) and (2) above. In the event the City directs Contractor not to re-perform a task, the City shall negotiate a reasonable settlement for satisfactory work performed. No previous payment shall be considered a waiver of the City's right to reimbursement.

Nothing contained in this section is intended to limit any of the rights or remedies which the City may have under law.

2.7 Care of Work. The Contractor shall adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as may be caused by City's own negligence.

2.8 Further Responsibilities of Parties. Both parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither party shall be responsible for the service of the other. Contractor shall require all subcontractors to comply with the provisions of this agreement.

2.9 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written change order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum as set forth in Section

Project No.

3.1, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of ten percent (10%) or less of the Contract Sum, may be approved by the City Administrator. Any increases, taken either separately or cumulatively, that result in the Contract Sum exceeding ten percent (10%) of the Contract Sum must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefore.

2.10 Prevailing Wage Laws. Contractor represents and warrants that it is registered with the Department of Industrial Relations pursuant to SB 854 and Labor Code 1725.5. Contractor shall ensure that its subcontractors comply with said requirements. In accordance with Labor Code Section 1770 et seq., the Director of the Department of Industrial Relations of the State of California has ascertained a general prevailing rate of wages, which is the minimum amount, which shall be paid to all workers employed to perform the work pursuant to this Agreement. A copy of the general prevailing wage rate determination is on file in the Office of the City Clerk and is hereby incorporated by reference into this Agreement. In accordance with the provisions of Labor Code Section 1810 et seq., eight (8) hours is the legal working day. Contractor must forfeit to the City Twenty Five Dollars (\$25.00) a day for each worker who works in excess of the minimum working hours when Contractor does not pay overtime. Contractor is required to post a copy of such wage rates at all times at the contract site. The statutory penalties for failure to pay prevailing wage or to comply with State wage and hour laws will be enforced. Contractor also shall comply with State law requirements to maintain payroll records and shall provide for certified records and inspection of records as required by California Labor Code Section 1770 et. seq., including Section 1776. Contractor shall comply with all statutory requirements relating to the employment of apprentices.

3.0 COMPENSATION

3.1 Contract Sum. For the services rendered pursuant to this Agreement, the Contractor shall be compensated as specified herein, but not exceeding the maximum contract amount of One Hundred and Eighty Thousand Dollars (\$180,000.00) (herein "Contract Sum"), except as provided in Section 2.9. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the City; Contractor shall not be entitled to any additional compensation for attending said meetings.

3.2 Progress Payments. Prior to the first day of the month, during the progress of the work, commencing on the day and month specified in the Agreement, Contractor shall submit to the Contract Officer a complete itemized statement of all labor and materials incorporated into the work during the preceding month and the portion of the contract sum applicable thereto. Upon approval in writing by the Contract Officer, payment shall be made in thirty (30) days. City shall pay Contractor a sum based upon ninety-five percent (95%) of the contract price apportionment of the labor and materials incorporated into the work under the contract during the month covered by said statement. The remaining five percent (5%) thereof shall be retained as performance security. Refer to Section 8.4 of this Agreement for retention of funds.

4.0 PERFORMANCE SCHEDULE

4.1 Time of Essence. Time is of the essence in the performance of this Agreement.

4.2 Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "B", and incorporated herein by this reference. When requested by the Contractor, extensions to the time period(s) specified in the Scope of Services may be approved in writing by the Contract Officer.

4.3 Force Majeure. The time period(s) specified in the Scope of Services for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes for the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

4.4 Term. Unless earlier terminated in accordance with Section 8.9 of this Agreement, this Agreement shall continue in full force and effect until final approval and acceptance of the project by the Contract Officer. Notwithstanding the foregoing, this Agreement shall terminate no later than June 16th, 2022, unless the parties mutually agree in writing to extend the term.

5.0 COORDINATION OF WORK

5.1 Representative of Contractor. The following principals of Contractor are hereby designated as being the principals and representatives of Contractor authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

Matthew Jafari, President

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principals were a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principals shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the foregoing principals may not be replaced nor may their responsibilities be substantially reduced by Contractor without the express written approval of City.

5.2 Contract Officer. The Contract Officer shall be such person as may be designated by the City Administrator or City Engineer of City. It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor shall refer any decisions that must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the

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approval of the Contract Officer. The Contract Officer shall have authority to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

5.3 Prohibition Against Assignment. The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

5.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner, mode or means by which Contractor, its subcontractors, agents or employees, performs the services required herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Contractor's employees, subcontractors, servants, representatives or agents, or in fixing their number, compensation or hours of service. Contractor shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its subcontractors, agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venture or a member of any joint enterprise with Contractor.

5.5 Identity of Persons Performing Work. Contractor represents that it employs or will employ at its own expense all personnel required for the satisfactory performance of any and all tasks and services set forth herein. Contractor represents that the tasks and services required herein will be performed by Contractor or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable State and local law to perform such tasks and services.

5.6 Utility Relocation. City is responsible for removal, relocation, or protection of existing main or trunk line utilities to the extent such utilities were not identified in the invitation for bids or specifications. City shall reimburse contractor for any costs incurred in locating, repairing damage not caused by contractor and removing or relocating such unidentified utility facilities, including equipment idled during such work. Contractor shall not be assessed liquidated damages for delay arising from the removal or relocation of such unidentified utility facilities.

5.7 Trenches or Excavations. Pursuant to California Public Contract Code Section 7104, in the event the work included in this Agreement requires excavations more than four (4) feet in depth, the following shall apply.

- (a) Contractor shall promptly, and before the following conditions are disturbed, notify City, in writing, of any: (1) material that Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; (2) Subsurface or latent physical conditions at the site

different from those indicated; or (3) 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 contract.

- (b) City shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in Contractor's cost of, or the time required for, performance of any part of the work shall issue a change order per Section 2.9 of this Agreement.
- (c) That, in the event that a dispute arises between City and Contractor whether the conditions materially differ, or 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 contract, but shall proceed with all work to be performed under the contract. Contractor shall retain any and all rights provided either by contract or by law, which pertain to the resolution of disputes and protests between the contracting parties.

6.0 INSURANCE, INDEMNIFICATION AND BONDS

6.1 Insurance. The Contractor and all subcontractors, if any, shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, insurance as set forth in Exhibit "C" attached hereto and incorporated herein by this reference.

Conditions:

In accordance with Public Contract Code Section 20170, the insurance of surety companies who provide or issue the policy shall have been admitted to do business in the State of California with a credit rating of A- or better.

This insurance shall not be canceled, limited in scope or coverage or non-renewed until after thirty (30) days prior written notice has been given to the Community Development Director, City of Placentia, 401 E. Chapman Ave., Placentia, California 92870.

Any insurance maintained by the City of Placentia shall apply in excess of and not combined with insurance provided by this policy.

The City of Placentia, its officers, employees, representatives, attorneys, and volunteers shall be named as additional named insureds with respect to: liability arising out of activities performed by or on behalf of the Contractor and all Subcontractors pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Contractor and all Subcontractors; automobiles owned, leased, hired, or borrowed by the Contractor and all Subcontractors.

Prior to commencement of any work under this contract, Contractor shall deliver to the City insurance endorsements confirming the existence of the insurance required by this contract, and including the applicable clauses referenced above.

Such endorsements shall be signed by an authorized representative of the insurance company and shall include the signatory's company affiliation and title. Should it be deemed necessary by the City, it shall be Contractor's responsibility to see that the City receives documentation, acceptable to the City, which sustains that the individual signing said endorsements is indeed authorized to do so by the insurance company.

If the Contractor fails to maintain the aforementioned insurance, or secure and maintain the aforementioned endorsement, the City may obtain such insurance, and deduct and retain the amount of the premiums for such insurance from any sums due under the agreement. However, procuring of said insurance by the City is an alternative to other remedies the City may have, and is not the exclusive remedy for failure of Contractor to maintain said insurance or secure said endorsement. In addition to any other remedies the City may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which became due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.

Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work covered under this agreement.

Each contract between the Contractor and any subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 6.1.

6.2 Certificates of Insurance. Contractor shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance and endorsements shall be attached to this Agreement as Exhibit "D" and are incorporated herein by this reference.

6.3 Indemnification. Contractor shall defend, indemnify, hold free and harmless the City of Placentia, its elected and appointed officials, officers, agents and employees, at Contractor's sole expense, from and against any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities, (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising or alleged to arise out of or in connection with the performance of the work, operations or activities of Contractor, its agents, employees, subcontractors, or invitees, provided for herein, or arising or alleged to arise from the negligent acts or omissions of Contractor hereunder, or arising or alleged to arise from Contractor's performance of or failure to perform any term, provision, covenant or condition of this Agreement.

- (a) Contractor will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith.
- (b) Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising or

alleged to arise out of or in connection with Contractor's (or its agents', employees', subcontractors' or invitees') negligent performance of or failure to perform such work, operations or activities hereunder; and Contractor agrees to save and hold the City, its officers, agents, and employees harmless therefrom.

- (c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising or alleged to arise out of or in connection with the performance of or failure to perform the work, operation or activities of Contractor hereunder, Contractor shall pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees for counsel selected by City.
- (d) Contractor's duty to defend and indemnify as set out in this Section 6.3 shall include any claims, liabilities, obligations, losses, demands, actions, penalties, suits, costs, expenses or damages or injury to persons or property arising or alleged to arise from, in connection with, as a consequence of or pursuant to any state or federal law or regulation regarding hazardous substances, including but not limited to the Federal Insecticide, Fungicide and Rodenticide Act ("FIFRA"), Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), Resource Conservation and Recovery Act of 1976 ("RCRA"), the Hazardous and Solid Waste Amendments of 1984, the Hazardous Material Transportation Act, the Toxic Substances control Act, the Clean Air Act, the Clean Water Act, the California Hazardous Substance Account Act, the California Hazardous Waste Control Law or the Porter-Cologne Water Quality Control Act, as any of those statutes may be amended from time to time.

Notwithstanding the foregoing, Contractor shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City.

The Contractor's indemnification obligations pursuant to this Section 6.3 shall survive the termination of this Agreement. Contractor shall require the same indemnification from all subcontractors.

6.4 Labor and Materials and Performance Bonds. Concurrently with execution of this Agreement, Contractor shall deliver to City a labor and materials bond and a performance bond each in the sum of the amount of this Agreement, in the forms provided by the City Clerk, which secures the faithful performance of this Agreement. The bonds shall contain the original notarized signature of an authorized officer of the surety and affixed thereto shall be a certified and current copy of his power of attorney. The bonds shall be unconditional and remain in force during the entire term of the Agreement and shall be null and void only if the Contractor promptly and faithfully performs all terms and conditions of this Agreement.

6.5 Sufficiency of Insurer or Surety. Insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register,

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and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances. In the event the Senior Management Analyst of City ("Senior Management Analyst") determines that the work or services to be performed under this Agreement creates an increased risk of loss to the City, the Contractor agrees that the minimum limits of the insurance policies required by this Section 6 may be changed accordingly upon receipt of written notice from the Senior Management Analyst; provided that the Contractor shall have the right to appeal a determination of increased coverage by the Senior Management Analyst to the City Council of City within ten (10) days of receipt of notice from the Senior Management Analyst.

6.6 Substitution of Securities. Pursuant to California Public Contract Code Section 22300, substitution of eligible equivalent securities for any monies withheld to ensure performance under the contract for the work to be performed will be permitted at the request and expense of the successful bidder.

7.0 RECORDS AND REPORTS

7.1 Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Contractor hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

7.2 Records. Contractor shall keep, and require subcontractors to keep, such books and records (including but not limited to payroll records as required herein) as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

7.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder. Contractor may retain copies of such documents for its own use. Contractor shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom.

7.4 Public Records Act Disclosure. Contractor has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Contractor, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Contractor informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

8.0 GENERAL PROVISIONS

8.1 Governing Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such county, and Contractor covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.2 Representatives. The City Administrator or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

The Principal set forth in Section 5.1 above shall be the representative for Contractor for purposes of this Agreement, and shall be authorized to issue all consents, approvals, directives and agreements on behalf of Contractor called for by this Agreement, except as otherwise expressly provided in this Agreement.

8.3 Disputes. In the event either party fails to perform its obligations hereunder, the nondefaulting party shall provide the defaulting party written notice of such default. The defaulting party shall have ten (10) days to cure the default; provided that, if the default is not reasonably susceptible to being cured within said ten (10) day period, the defaulting party shall have a reasonable time to cure the default, not to exceed a maximum of thirty (30) days, so long as the defaulting party commences to cure such default within ten (10) days of service of such notice and diligently prosecutes the cure to completion; provided further that if the default is an immediate danger to the health, safety and general welfare, the defaulting party shall take such immediate action as may be necessary. Notwithstanding the foregoing, the nondefaulting party may, in its sole and absolute discretion, grant a longer cure period. Should the defaulting party fail to cure the default within the time period provided in this Section, the nondefaulting party shall have the right, in addition to any other rights the nondefaulting party may have at law or in equity, to terminate this Agreement. Compliance with the provisions of this Section 8.3 shall be a condition precedent to bringing any legal action, and such compliance shall not be a waiver of any party's right to take legal action in the event that the dispute is not cured.

8.4 Retention of Funds. Progress payments shall be made in accordance with the provisions of Section 3.2 of this Agreement. In accordance with said section, City shall pay Contractor a sum based upon ninety-five percent (95%) of the contract price apportionment of

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the labor and materials incorporated into the work under the contract during the month covered by said statement. The remaining five percent (5%) thereof shall be retained as performance security to be paid to the Contractor within sixty (60) days after final acceptance of the work by the City Council, after Contractor shall have furnished City with a release of all undisputed contract amounts if required by City. In the event there are any claims specifically excluded by Contractor from the operation of the release, the City may retain proceeds (per Public Contract Code 7107) of up to 150% of the amount in dispute. City's failure to deduct or withhold shall not affect Contractor's obligations hereunder.

8.5 Waiver. No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.6 Rights and Remedies. Rights and Remedies are cumulative except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

8.7 Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

8.8 Liquidated Damages. Since the determination of actual damages for any delay in performance of this Agreement would be extremely difficult or impractical to determine in the event of a breach of this Agreement, the Contractor and its sureties shall be liable for and shall pay to the City Five Hundred Dollars (\$500) as liquidated damages for each working day of delay in the performance of any service required hereunder, as specified in the Scope of Services (Exhibit A) or Schedule of Performance (Exhibit B). The City may withhold from any monies payable on account of services performed by the Contractor any accrued liquidated damages.

8.9 Termination for Default of Contractor. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, Contractor shall vacate any City owned property which Contractor is permitted to occupy hereunder and City may, after compliance with the provisions of Section 8.3, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of setoff or partial payment of the amounts owed the City as previously stated.

8.10 Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and shall be deemed to be given when served personally or deposited in the US Mail, prepaid, first-class mail, return receipt requested, addressed as follows:

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To City: City of Placentia
401 E. Chapman Ave
Placentia, California 92870
Attn.:

To Contractor: A2Z Construct Inc
PO Box 80425
Rancho Santa Margarita, CA 92688
Attn: Matthew Jafari, President

8.11 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.12 Conflict of Interest. The Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

Contractor and its officers, employees, associates and subcontractors, if any, will comply with all conflict of interest statutes of the State of California applicable to Contractor's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Contractor and its officers, employees, associates and subcontractor shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Contractor is not currently performing work that would require Contractor or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

8.13 Covenant Against Discrimination. Contractor covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. To the extent required by law, contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

8.14 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

8.15 Severability. In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or

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sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

8.16 Hiring of Illegal Aliens Prohibited. Contractor shall not hire or employ any person to perform work within the City of Placentia or allow any person to perform work required under this Agreement unless such person is properly documented and legally entitled to be employed within the United States.

8.17 Unfair Business Practices Claims. In entering into a public works contract or a subcontract to supply goods, services or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body 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 Business and Professions Code), arising from purchases of goods, services or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body renders final payment to the contractor without further acknowledgment by the parties. (Sec. 7103.5, California Public Contract Code).

8.18 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

8.19 PERS Eligibility Indemnification. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

8.20 Cooperation. In the event any claim or action is brought against City relating to Contractor's performance or services rendered under this Agreement, Contractor shall render any reasonable assistance and cooperation which City might require.

8.21 Legal Responsibilities. The Contractor shall keep itself informed of City, State, and Federal laws, ordinances and regulations, which may in any manner affect the performance of its services pursuant to this Agreement. The Contractor shall at all times observe

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and comply with all such laws, ordinances and regulations. Neither the City, nor its officers, agents, nor employees shall be liable at law or in equity as a result of the Contractor's failure to comply with this section.

8.22 Termination for Convenience. The City may terminate this Agreement without cause for convenience of the City upon giving contractor 30 days prior written notice of termination of the Agreement. Upon receipt of the notice of termination the Contractor shall cease all further work pursuant to the Agreement. Upon such termination by the City the Contractor shall not be entitled to any other remedies, claims, actions, profits, or damages except as provided in this paragraph. Upon the receipt of such notice of termination Contractor shall be entitled to the following compensation:

1. The contract value of the work completed to and including the date of receipt of the notice of termination, less the amount of progress payments received by contractor.
2. Actual move-off costs including labor, rental fees, equipment transportation costs, the costs of maintaining on-site construction office for supervising the mover-off.
3. The cost of materials custom made for this Agreement which cannot be used by the Contractor in the normal course of his business, and which have not been paid for by City in progress payments.
4. All costs shall not include any markups as might otherwise be allowed by any plans or specifications which were a part of the Agreement.

The provisions of this paragraph shall supersede any other provision of the Agreement or any provision of any plans, specification, addendums or other documents which are or may become a part of this Agreement. City and Contractor agree that the provisions of this paragraph are a substantive part of the consideration for this Agreement.

8.23 Responsibility for Errors. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Contractor occurs, then Contractor shall, at no cost to City, provide all necessary design drawings, estimates and other Contractor professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

8.24 Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

8.25 Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

8.26 No Third-Party Beneficiary Rights. This Agreement is entered into for the sole

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benefit of City and Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

8.27 Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

8.28 Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

8.29 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

8.30 Funding Source Conditions – Contractor's Obligation. Contractor acknowledges that the City may be paying for the Project by using funds it receives or will receive from various funding sources in the form of grants and/or subsidies, and the like under certain terms and conditions. Contractor acknowledges and agrees that any failure of the Contractor and/or its subcontractors to perform its obligations under the Contract, including, but not limited to, timely submitting accurate reports and records, that in any way results in the City not meeting the terms and conditions placed on the funds by the funding source, or forfeiting its entitlement to or, otherwise, not receiving, the funds, then the Contractor shall be liable to pay the City for the funds not granted to the City on the Project.

8.31 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY OF PLACENTIA,
A municipal corporation and Charter City

Damien R. Arrula, City Administrator

Date: _____

Project No.

ATTEST:

Robert S. McKinnell, City Clerk

CONTRACTOR

Signature

Date: _____

Name and Title

Social Security or Taxpayer ID Number

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney

Date: _____

APPROVED AS TO INSURANCE:

Rosanna Ramirez, Deputy City
Administrator

Date: _____

APPROVED AS TO CONTENT:

Masoud Sepahi, City Engineer

Date: _____

DEPARTMENT APPROVAL:

Luis Estevez, Deputy City
Administrator

Date: _____

**LABOR AND MATERIAL PAYMENT BOND
PUBLIC WORK (CALIFORNIA)**

KNOW ALL MEN BY THESE PRESENT:

WHEREAS, _____, as Principal, has entered into a contract dated _____, with the City of Placentia (Obligee) referred to and made a part hereof to perform the following work, to wit: _____ and all appurtenant work in accordance with PROJECT NO. _____, which requires Principal to file this bond to secure claims made in relation to the project.

NOW THEREFORE, we, _____, as Principal, and _____, a corporation organized under the laws of _____ and duly authorized to transact business in the State of California, as Surety, are held firmly bound unto the City of Placentia, as Obligee, and all sub-contractors, laborers, material persons and other persons employed in the performance of the referenced agreement, in the sum of _____ Dollars (\$ _____ .00), lawful money of the United States of America, for the payment whereof well and truly to be made the Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

If the above bounden PRINCIPAL, his or its heirs, executors, administrators, successors, assigns, or any of his or its sub-contractors, fails to pay for any materials, provisions, provender, or other supplies, or teams, implements or machinery, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor to persons named in Section 9100 or the Civil Code, thereon of any kind, or for amounts due under the Unemployment Insurance Code with respect to such work or labor deducted, withheld and paid over to the Employment Development Department from the wages of employees of the contractor and sub-contractors pursuant to Section 13020 of the Unemployment Insurance Code, that the SURETY on this bond will pay the same, in an amount not exceeding the sum specified in this bond, AND ALSO, in case suit is brought upon this bond, a reasonable attorney's fee, which shall be awarded by the court to the prevailing party in said suit, said attorney's fee to be taxed as costs in said suit and to be included in the judgment herein rendered.

As part of the obligation secured hereby, the SURETY shall not be exonerated or released from the obligation of the bond by any change, alteration, or modification in or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement or pertaining or relating to the furnishing of labor, materials, or equipment therefor, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme of work of improvement, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under

Project No.

any such contract or agreement, or under the bond, nor, where the bond is given for the benefit of claimants, by any fraud practiced by any person other than the claimant seeking to recover on the bond.

This bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under the Civil Code so as to give them a right of action in a suit on this bond.

This bond is executed for the purpose of complying with the laws of the State of California and shall inure to the benefit of any of the persons named in Section 9100 of the Civil Code of the State of California.

IN WITNESS THEREOF, we have hereunto set our hands and seals this _____ day of _____, 20__.

(Corporate Seal)

Principal

By _____

Title

(Corporate Seal)

Principal

By _____

Title

APPROVED AS TO FORM:
/s/ Christian L. Bettenhausen
City Attorney

Project No.

SUPPLEMENTAL INFORMATION TO BE COMPLETED BY PRINCIPAL

If an individual, so state. If a firm or co-partnership, state the firm and give the names of all individual co-partners composing the partnership. If a Corporation, state legal name of corporation; state also the names of the president, secretary, treasurer and manager thereof.

Business Address:

Telephone Number: _____

Date: _____

Print Name: _____
Principal

Signature: _____
Title

Project No.

Page 1 of 1
(Use of City form
is required)

TAX IDENTIFICATION NUMBER

The Tax Equity and Fiscal Responsibility Act of 1982 requires the payer (City of Placentia) to report to the Internal Revenue Service taxable payments to payees.

You (as a payee) are required by law to provide us with your Taxpayer Identification Number (if an individual or partnership, your Social Security Number). If you do not provide us with your correct identification number, you may be subject to a penalty imposed by the Internal Revenue Service. The payments subject to withholdings may include, but are not limited to, interest, dividends, or other payments the City of Placentia and/or the Placentia Redevelopment Agency made to you. Other payments may include rents, royalties, commissions and fees for service of non-employees.

If you are exempt from income tax, we are still required, by law, to maintain a Tax Identification Number on file. **PLEASE PROVIDE YOUR TAX IDENTIFICATION NUMBER next to the appropriate listing below, sign, date and return to:**

CITY OF PLACENTIA FINANCE DEPARTMENT
401 E. Chapman
Placentia, CA 92870

Exempt: Yes___ No___ Telephone () _____

CORPORATION: _____

U.S.A. OR ANY AGENCIES THEREOF: _____

IRS CODE #501 TAX-EXEMPT ORGANIZATION: _____

A NON-COMMISSIONED CITY OF PLACENTIA EMPLOYEE: _____

SOLE PROPRIETOR: _____

A PARTNERSHIP: _____

OTHER: _____ (Explain)

Signature/Title: _____ Date: _____

Project No.

BID GUARANTEE
TO THE CITY OF PLACENTIA
PROJECT NO. _____

As a material inducement to the City to award the contract for Project No. _____ to _____, the undersigned ("Guarantor") has agreed to enter into this guarantee. The Guarantor hereby unconditionally guarantees to the fullest extent allowed by law the following work included in this project: _____ ("the work").

Guarantor guarantees that the materials and equipment used by itself and its subcontractors will be free from defects and that the work will conform to the plans and specifications. Should any of the materials or equipment prove defective or should the work as a whole, or any part thereof, prove defective for any reason whatsoever (except due to intentional torts by the City), or should the work as a whole or any part thereof fail to operate properly or fail to comply with the plans and specifications, Guarantor will, at the City's sole election: 1) reimburse the City, upon written demand, for all of the City's expenses incurred replacing or restoring any such equipment or materials, including the cost of any work necessary to make such replacement or repairs; or 2) replace any such defective material or equipment and repair said work completely, all without any cost to the City. Guarantor further guarantees that any such repair work will conform to the plans and specifications for the project. This guarantee will remain in effect for five years from the date on which the contracted for work is accepted for use by the City.

Guarantor understands and agrees that the City shall have the unqualified option to make any replacements or repairs itself or to have such replacement, repair, performed by the undersigned. The City shall have no obligation to consult with Guarantor before the City proceeds to perform any repair, replacement, or work itself. If the City elects to have Guarantor perform said repair, replacement, or work, Guarantor agrees that the repair, replacement, or work shall be performed within 15 days after receipt of a written demand from the City.

If the City elects to perform the replacement, repairs itself, Guarantor agrees to make reimbursement payment within 15 days after receipt of a written demand for payment from the City.

If the Guarantor fails or refuses to comply with this guarantee, the City shall be entitled to all costs and expenses, including attorneys and expert fees, reasonably incurred by reason of Guarantor's failure or refusal.

Guarantor

Date: _____

Contractor: _____

By: _____

Title: _____

Project No.

STATEMENT OF NON-COLLUSION BY CONTRACTOR

The undersigned who submits herewith to the City of Placentia a bid or proposal does hereby certify:

- a. That all statements of fact in such bid or proposal are true;
- b. That such bid or proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;
- c. That such bid or proposal is genuine and not collusive or sham;
- d. That said bidder has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Placentia or of any other bidder or anyone else interested in the proposed procurement;
- e. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal;
- f. Did not in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or proposal price, or that of anyone else;
- g. Did not, directly or indirectly, submit his bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member agent thereof, or to any individual or group of individuals, except to the City of Placentia, or to any person or persons who have a partnership or their financial interest with said bidder in his business.
- h. Did not provide, directly or indirectly to any officer or employee of the City of Placentia any gratuity, entertainment, meals, or anything of value, whatsoever, which could be objectively construed as intending to invoke any form of reciprocation or favorable treatment.
- i. That no officer or principal of the undersigned firm is related to any officer or employee of the city by blood or marriage within the third degree or is employed, either full or part time, by the City of Placentia either currently or within the last two (2) years.
- j. That no officer or principal of the undersigned firm nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any state or federal antitrust law in connection with the bidding upon award of, or performance of, any public work contract, with any public entity, within the last three years.

I certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that this certification was executed:

On _____ at _____ California.

Firm _____

Street _____

City _____ State _____ Zip _____

(Signature)

(Print Name & Title)

Project No.

**CITY OF PLACENTIA
PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENT: That,

WHEREAS, the CITY OF PLACENTIA (hereinafter called the "City") has awarded to _____, a California corporation (hereinafter "Principal"), an Agreement, dated _____, 20__ ("Agreement") whereby Principal agreed to provide construction services including _____;

WHEREAS, the Public Work to be performed by the Principal is more particularly set forth in the Agreement which is incorporated herein by reference and made a part hereof; and

WHEREAS, said Principal is required under the terms of the Agreement to furnish a bond for the faithful performance of the Agreement;

NOW, THEREFORE, we, _____, as Principal, and _____ as Surety, are held and firmly bound unto the City in the sum of _____ Dollars (\$_____) this amount being not less than one hundred percent (100%) of the total contract price under Agreement, lawful money of the United States of America for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, the obligation shall become null and void if the above-bounded Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by well and truly keep and perform all the undertakings, terms, covenants, conditions, and agreements in the said Agreement and any alteration thereof, made as therein provided, all within the time and in the manner therein designated and in all respects according to their true intent and meaning, and shall indemnify and save harmless the City, its officer, agents and employees, as therein stipulated; otherwise it shall be and remain in full force and virtue.

As a part of the obligation secured hereby, and in addition to the face amount specified, costs and reasonable expenses and fees shall be included, including reasonable attorneys' fees, incurred in successfully enforcing the obligation on the bond, all to be taxed as costs and included in any judgment rendered.

The said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or modification of the Agreement, the contract documents or of the work to be performed thereunder, shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extensions of time, alteration or modification of Agreement, the contract documents or of the work to be performed thereunder.

Surety's obligation shall be a guarantee of payment and performance and shall not be diminished by any bankruptcy or reorganization in bankruptcy or liquidation or the result of the foregoing or otherwise of Principal. Accordingly, the filing of any petition in bankruptcy or for rearrangement or reorganization or liquidation (or proceedings similar in purpose or effect) of Principal under any federal or state laws ("Insolvency Case") will not toll or delay the date due for payment or performance hereunder as more particularly specified in of the Construction Management Agreement. The City shall be not be required to await the outcome of an Insolvency Case or to enforce any of their respective rights under the Agreement, respectively, prior to obtaining payment in full from Surety. If for any reason payment received by the City in respect of the obligations of the Principal under the Agreement guaranteed pursuant to this bond is rescinded or must be returned or restored by the City, this bond shall be automatically reinstated and shall continue to be in effect as if such payment had not been made.

Collection of liquidated damages by City due to Principal's failure to timely achieve Substantial Completion shall not limit, modify, or act as an offset or credit against Surety's obligation to arrange for or cause the completion of the Public Work as and when required by the Agreement.

IN WITNESS WHEREOF three (3) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and Surety named herein, on the _____ day of _____, 20__, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

(Seal)

(Seal)

Project No.

SURETY

By _____

ADDRESS

PRINCIPAL

By X _____

X _____

ADDRESS

APPROVED:

CITY ATTORNEY

Two (2) Notarized Signatures required from all Corporations.

INSTRUCTIONS

1. The above bond must be executed by both the Principal and the Surety.
2. If the Principal is a corporation, the bond must be executed in the corporate name and signed by the President or a Vice-President and the Secretary or Assistant Secretary, and the corporate seal affixed. If the Principal is a partnership, all partners must sign it. If the Principal is an individual doing business under a fictitious name, it must be signed by all persons having an interest in the business, and the fictitious name must be signed also. The bond must be notarized by both the Principal and the Surety.
3. The City Attorney of the City of Placentia must approve the bond.
4. The bond, after approval, must be filed with the City Clerk of the City of Placentia.

Project No.

EXHIBIT A
SCOPE OF SERVICES

**OLD PLACENTIA CITY HALL ADA IMPROVEMENT PROJECT
COUNTY CONTRACT #20-23-0018-HCD
CITY PROJECT NO. 5101**

PROJECT BASE BID SCHEDULE

ITEM NO.	DESCRIPTION	QUANT.	UNIT	TOTAL PRICE
1	Old Placentia City Hall ADA improvements per construction plans and specifications, EXCLUDING replacement of exterior office wood doors and hardware, complete and in place.	1	L.S.	\$165,000.00

BASE BID SCHEDULE - TOTAL PRICE

\$ 165,000.00

ALTERNATE BID SCHEDULE A

ITEM NO.	DESCRIPTION	QUANT.	UNIT	TOTAL PRICE
1	Old Placentia City Hall ADA improvements per construction plans and specifications, INCLUDING replacement of all exterior wood doors and hardware, (restroom doors and office doors), complete and in place.	1	L.S.	\$180,000.00

ALTERNATE BID SCHEDULE A - TOTAL PRICE

\$ 180,000.00

BIDDER'S NAME AND ADDRESS:

A2Z Construct Inc

PO Box 80425 Rancho Santa Margarita,
CA 92688

Project No.

EXHIBIT B
SCHEDULE OF PERFORMANCE

EXHIBIT C
INSURANCE REQUIREMENTS

Contractor shall maintain and shall require all its subcontractors, consultants, and other agents to maintain the insurance listed below. Any requirement for insurance to be maintained after completion of the work shall survive this agreement.

CITY reserves the right to review any and all of the required insurance policies and/or endorsements but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this agreement.

A. Workers Compensation & Employers Liability Insurance

- Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- Employers Liability with limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- The policy shall include a written waiver of the insurer's right to subrogate against CITY.
- Required Evidence of Coverage:
 1. Subrogation waiver endorsement; and
 2. Properly completed Certificate of Insurance.

B. General Liability Insurance

- Commercial General Liability Insurance no less broad than Insurance Services Office (ISO) form CG 00 01.
- Coverage shall be on a standard occurrence form. Claims-Made forms are not acceptable without prior written consent. Modified, limited or restricted Occurrence forms are not acceptable without prior written consent.
- Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The General Aggregate shall apply separately to each project. The required

Project No.

limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella Liability Insurance. If contractor maintains higher limits than the specified minimum limits, CITY requires and shall be entitled to coverage for the higher limits maintained by contractor.

- Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by CITY. Contractor is responsible for any deductible or self-insured retention and shall fund it upon CITY'S written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving CITY.
- Coverage shall be continued for one (1) year after completion of the work.
- CITY shall be endorsed as an additional insured for liability arising out of ongoing and completed operations by or on behalf of the contractor. CITY shall continue to be an additional insured for completed operations for (1) year after completion of the work.
- The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard ("f" definition of insured contract in ISO form CG 00 01, or equivalent).
- The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- The policy shall cover inter-insured suits and include a "Separation of Insureds" or "severability" clause which treats each insured separately.
- The policy shall be endorsed to include a written waiver of the insurer's right to subrogate against all persons or entities that are, or are required to be, additional insureds.
- The policy shall not contain a Contractors' Warranty or other similar language which eliminates or restricts insurance because of a subcontractor's failure to carry specific insurance or to supply evidence of such insurance.

Project No.

- Required Evidence of Coverage:
 1. Copy of the additional insured endorsement or policy language granting additional insured status; (The City of Placentia, its officers, employees, representatives, attorneys, and volunteers shall be named as additional named insureds with respect to: liability arising out of activities performed by or on behalf of the Contractor and all Subcontractors pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Contractor and all Subcontractors; automobiles owned, leased, hired, or borrowed by the Contractor and all Subcontractors.)
 2. Copy of the endorsement or policy language indicating that coverage applicable to the additional insureds is primary and non-contributory;
 3. Properly completed Certificate of Insurance; and
 4. Completed and signed Agent/Broker Questionnaire with supporting documentation as required.

C. Automobile Liability Insurance

- Minimum Limit: \$1,000,000 combined single limit per accident.
- Coverage shall apply to all owned, hired and non-owned vehicles.
- CITY shall qualify as an insured.
- Required Evidence of Coverage:
 1. Copy of the endorsement or policy language indicating that CITY is an insured; and
 2. Properly completed Certificate of Insurance.

D. Contractors Pollution Liability Insurance

- Minimum Limits: \$1,000,000 per Pollution Incident; \$1,000,000 Aggregate;
- Coverage shall apply to pollution incidents at or from any location at which Contractor is performing work under this agreement.
- Any deductible or self-insured retention shall be shown on the Certificate

Project No.

of Insurance. If the deductible or self-insured retention exceeds \$25,000 it shall be approved in advance by CITY. Contractor is responsible for any deductible or self-insured retention and shall fund it upon CITY written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving CITY.

- CITY shall be endorsed as an additional insured for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Additional insured status shall continue for one (1) year after completion of the work.
- The insurance provided to the additional insureds shall apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by them.
- If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of work.
- The insurance shall be continued for one (1) year after completion of the work. If the insurance is on a Claims-Made basis, the continuation coverage may be provided by: (a) renewal of the existing policy; (b) an extended reporting period endorsement; or (c) replacement insurance with a retroactive date no later than the commencement of the work.
- Required Evidence of Coverage:
 1. Copy of the additional insured endorsement or policy language granting additional insured status;
 2. Copy of the endorsement or policy language indicating that coverage for the additional insureds is primary and non-contributory;
 3. Properly completed Certificate of Insurance.

E. Surety Bonds

- Bid bond.
- Performance and payment bonds for the entire contract price.
- The surety must be authorized to issue these bonds in the state of

Project No.

California.

F. Standards for Insurance Companies

- Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

G. Documentation

- The Certificate of Insurance shall include the following reference:
 - The name and address for Additional Insured endorsements and Certificates of Insurance is: City of Placentia
 - Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
 - Current Evidence of Coverage shall be provided for the entire required period of insurance.
 - Upon written request, certified copies of required insurance policies shall be provided within thirty (30) days.

Project No.

EXHIBIT D

CERTIFICATES OF INSURANCE AND ENDORSEMENTS

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**BLANKET ADDITIONAL INSUREDS -
OWNERS, LESSEES OR CONTRACTORS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Policy Number: XN103239800	Endorsement Effective: 5/27/2021 12:01 a.m.
Named Insured: A 2 Z CONSTRUCT INC A 2 Z CONSTRUCT INC	Counter Signed By: 

SCHEDULE

Name of Person or Organization: THE CITY OF PLACENTIA, ITS OFFICERS, EMPLOYEES, REPRESENTATIVES, ATTORNEYS, AND VOLUNTEERS 401 E CHAPMAN AVENUE, PLACENTIA CA 92870
Location: VARIOUS LOCATIONS THROUGHOUT CITY OF PLACENTIA, CA

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. **Section II – Who Is An Insured** is amended to include as an insured the person or organization shown in the Schedule, but only to the extent that the person or organization shown in the Schedule is held liable for your acts or omissions arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than services, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed: or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. The words "you" and "your" refer to the Named Insured shown in the Declarations.

D. The following are added to **SECTION V – DEFINITIONS**:

"Your work" means work or operations performed by you or on your behalf; and materials, parts or equipment furnished in connection with such work or operations.

E. The following additional provisions apply to any entity that is an insured by the terms of this endorsement:

1. Primary Wording

With respect to the Third Party shown above, this insurance is primary and non-contributing. Any and all other valid and collectable insurance available to such Third Party in respect of work performed by you under written contractual agreements with said Third Party for loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

2. Waiver of Subrogation

If required by written contract or agreement: We waive any right of recovery we may have against an entity that is an additional insured per the terms of this endorsement because of payments we make for injury or damage arising out of "you work" done under a contract with that person or organization.

Policy #: XN103239800

Insured Name: A 2 Z CONSTRUCT INC

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS -
COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):	Location and Description of Completed Operations
THE CITY OF PLACENTIA ITS OFFICERS, EMPLOYEES, REPRESENTATIVES, ATTORNEYS, AND VOLUNTEERS 401 E CHAPMAN AVENUE, PLACENTIA CA 92870	OLD PLACENTIA CITY ADA IMPROVEMENT PROJECT VARIOUS LOCATIONS THROUGHOUT CITY OF PLACENTIA, CA

Information required to complete this Schedule, if not shown above, will be shown in the declarations

Section II - Who is an Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "Property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

EXHIBIT E
CLAIMS PROCEDURE

SUMMARY OF PUBLIC CONTRACT CODE § 9204

The following procedure will apply to any claims by the Contractor on the City:

A "claim" is a separate demand on the City by a contractor on a public works project and sent by registered mail or certified mail with return receipt requested, for one or more of the following:

- A time extension, including relief from penalties for delay
- Payment by the City of money damages under the terms of the contract
- Payment of an amount that is disputed by the City

Initial Review

The claim must be supported by appropriate documentation. The City has 45 days within which to review the claim and provide the contractor with a written statement identifying the disputed and undisputed portions of the claim. If the City does not issue a written statement, the claim is deemed rejected in its entirety. The City will pay any undisputed portion of the claim within 60 days of issuing the statement.

Meet & Confer

If the contractor disputes the City's written response, or if the City does not issue one, the contractor may request in writing an informal conference to meet and confer for possible settlement of the claim. The City will schedule the meet and confer conference within 30 days of this request and provide a written statement identifying the remaining disputed and undisputed portions of the claim within 10 business days of the meet and confer. The City will pay the undisputed portion within 60 days of issuing this statement.

Mediation

With respect to any disputed portion remaining after the meet and confer, the City and contractor will submit the matter to nonbinding mediation, agree to a mediator within 10 business days after issuing the written statement, and share mediation costs equally. If mediation is unsuccessful, then the terms of the public works agreement and applicable law will govern resolution of the dispute.

Miscellaneous Provisions

Amounts not paid by the City in a timely manner bear interest at 7% per annum. Subcontractors may submit claims via this procedure through the general contractor. The City and contractor may waive the requirement to mediate but cannot otherwise waive these claim procedures.



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES AND INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **AMENDMENT NO. 1 TO COMPRESSED NATURAL GAS FUELING STATION LEASE AGREEMENT WITH TRILLIUM USA**

FISCAL
IMPACT:

REVENUE: \$75,000	ANNUAL BASE LEASE PAYMENT
\$14,812	FY 2019-20 FUEL ROYALTY PAYMENT

SUMMARY:

On June 21, 2011, the City entered into a lease agreement with Trillium USA to maintain and operate the City's Compressed Natural Gas fueling station located at the City Yard. The lease Agreement provides the City with an annual base lease and fuel royalty revenue stream and the City does not incur any maintenance or operational costs to operate the station. The term of the Agreement was for a period of 10 years. Staff proposes to extend the lease term for one (1) additional year through June 30, 2022 to provide the City with additional time to consider other alternatives and the long-term viability of continuing to operate this station. No other terms of the existing Lease Agreement are changed, and the City will continue to receive its base lease revenue and royalty payment for the next year.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve a one-year term lease extension through June 30, 2022 with Trillium USA to operate the City's CNG fuel station; and
2. Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

DISCUSSION:

The City has operated a Compressed Natural Gas (CNG) fueling station at its Corporation Yard since 2003. The City uses this fueling station to fuel its two CNG vehicles and it is open to the general public as well. Some of the customers that regularly use the fueling station include AT&T, Placentia-Yorba Linda Unified School District, City of Anaheim, and other utility companies. The

1. k.
June 15, 2021

CNG station requires a high-level of maintenance that exceeds the City's in-house capabilities.

On June 21, 2011, the City entered into an Agreement with Trillium USA ("Trillium") to operate the station on the City's behalf for a period of 10 years. Trillium completed a number of capital improvements to the station upon executing the lease with the City in 2011. The term of the Lease Agreement guarantees the City with \$75,000 in a base annual lease payment along with an annual royalty payment equal to 4% of all non-preferential revenue generated annually. In FY 2019-20, the City received a total of \$14,812 in addition to the base lease revenue. The City does not incur any maintenance, repair, or other operational costs associated with this station.

The term of the Agreement with Trillium is set to expire on June 20, 2021. A proposed lease term extension is provided to the City Council for its consideration to extend the term of the lease for an additional 12 months through June 30, 2022. The lease term extension will provide the City with time to evaluate the continued viability of this CNG station and to weigh other possible alternatives, which could potentially include converting the station to an electric vehicle fast-charging station. No other terms of the Agreement are changed with this proposed Amendment. The annual base lease payment of \$75,000 and the 4% fuel royalty will still apply should the City Council elect to extend the term of the lease one (1) additional year.

FISCAL IMPACT:

The annual base lease payment for the term extension shall amount to \$75,000 along with a 4% fuel royalty for all non-preferential revenue generated for the next 12 months.

Prepared by:



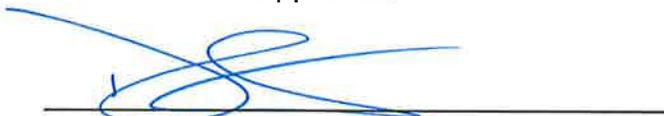
Luis Estevez
Deputy City Administrator

Reviewed and approved:



Jessica Brown
Director of Finance

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachment:

Amendment No. 1 to CNG Station Lease Agreement with Trillium USA

**AMENDMENT NO. 1 TO
LEASE OF CNG
FUELING STATION**

This Amendment No. 1 (“Amendment”) to the Lease of CNG Fueling Station is made and entered into effective the 15th day of June, 2021, by and between the CITY OF PLACENTIA, a Charter City and Municipal Corporation (“CITY”), and Trillium USA Company, LLC, a Delaware limited liability company (hereinafter “LESSEE”). CITY and LESSEE are sometimes hereinafter individually referred to as “Party” and or collectively referred to as the “Parties.”

A. Recitals.

(i). CITY and LESSEE entered into a Lease of CNG Fueling Station (the “Agreement”) effective June 21, 2011 through which LESSEE has been operating the City’s compressed natural gas fueling station located at the City Yard as more fully explained in the attached original Agreement.

(ii). The Parties now seek to amend the Agreement to extend the Term of the Agreement for an additional twelve (12) months

(iii). All legal prerequisites to the making of this Amendment have occurred.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

B. Amendment to Agreement.

1. Section 2, of the Agreement is hereby amended to add the following sentence to the end of the Section as follows:

"The Term of this Agreement shall be extended for an additional twelve (12) months through June 30, 2022."

2. Except as specifically modified herein, all of the terms, conditions and provisions of the Agreement shall remain in full force and effect.

3. The Agreement, all amendments together with this Amendment and all Exhibits attached thereto, constitutes the entire Agreement between the Parties and supersedes all prior negotiations, arrangements, representations, and understandings, if any, made by or between the Parties with respect to the subject matter hereof. No amendment or other modification of the Agreement, as modified by this Amendment shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

4. Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Amendment and that such execution is binding upon the entity for which he or she is executing this document.

IN WITNESS WHEREOF, the Parties have caused Amendment No. 1 to the Agreement are to be executed as of the day and year first above written.

TRILLIUM USA COMPANY, LLC

CITY OF PLACENTIA

By: _____
JP Fjeld-Hansen

By: _____
Damien R. Arrula, City Administrator

ATTEST:

By: _____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

By: _____
Christian L. Bettenhausen, City Attorney



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES AND INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **GRANT OF EASEMENT TO SOUTHERN CALIFORNIA EDISON FOR SiFi HUT No. 1 AT PLACENTIA SPORTS COMPLEX**

FISCAL
IMPACT: NONE

SUMMARY:

The proposed Grant Of Easement to Southern California Edison (SCE) is to allow for construction of electrical facilities in support of SiFi Network's fiber optic backbone infrastructure system. The proposed easement is part of an Agreement with SiFi Networks for constructing SCE-owned facilities to provide power for SiFi Network System's Hut No. 1. This facility will be located at the Placentia Sports Complex and SCE will need to construct new electrical infrastructure on City property to support this communications hut. SCE requires a Grant of Easement from property owners in order to locate and maintain electrical infrastructure on property outside of the public-right-of-way.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve the Grant of Easement to Southern California Edison for electric utility systems;
and
2. Authorize the City Administrator to execute the Grant of Easement on behalf of the City.

DISCUSSION:

As part of the Placentia SiFi Citywide Fiber Optic Deployment Project, two (2) electrical and data distribution huts are being constructed to support the new fiber network system. One hut will be placed at Kraemer Memorial Park and the second hut will be placed at Placentia Champions Sports Complex ("Champions"). SCE will need to construct new electrical facilities for the hut located at Champions and will need to locate those new facilities on City property. In order to install and maintain these improvements in perpetuity, SCE requires a Grant of Easement to be

1. I.
June 15, 2021

placed upon the property (Attachment 1). The easement will provide SCE the legal authority to enter onto the City's property to maintain, repair, and potentially replace SCE's power utility facility. This facility will include a new power transformer and a switch gear. The specific location of the new facilities are noted in the legal description of the Easement which provides for a strip of land located on the same lot and illustrated on the attached sketch (Attachment 2).

Prepared by:



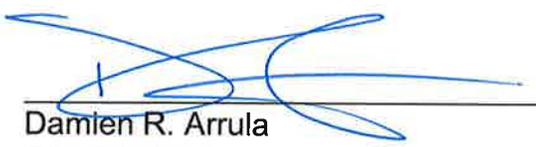
Masoud Sepahi
City Engineer

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Grant of Easement to Southern California Edison (APN # 341-321-08 & 341-462-06)
2. Location Map, Exhibit "A"

Please have the wet, original executed easement returned to the following address:

Spectrum Land Services
725 Town & Country Road
Suite 410
Orange, CA 92868

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc. No.
**GRANT OF
EASEMENT**

DOCUMENTARY TRANSFER TAX \$ NONE		DISTRICT	SERVICE ORDER	SERIAL NO.	MAP SIZE
VALUE AND CONSIDERATION LESS THAN \$100.00)		Fullerton	TD1796593		
SCE Company		FIRM MT-2248-B3	APPROVED:	BY	DATE
SIG. OF DECLARANT OR AGENT DETERMINING TAX	FIRM NAME	APN 341-321-08 & 341-462-06	VEGETATION & LAND MANAGEMENT	SLS/BT	03/23/2021

CITY OF PLACENTIA, a 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:

TWO STRIPS OF LAND LYING WITHIN PARCEL 1 OF PARCEL MAP NO. 89-273, AS PER MAP FILED IN BOOK 258, PAGES 25 THROUGH 27 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY, AND WITHIN THAT PORTION OF LOT 17 OF AS SHOWN ON PLAT OF HAZARD'S SUBDIVISION, AS PER MAP RECORDED IN BOOK 18, PAGE 7 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF LOS ANGELES COUNTY, STATE OF CALIFORNIA, SAID PORTION IS MORE PARTICULARLY DESCRIBED IN THE DEED TO THE GRANTOR HEREIN, RECORDED ON MAY 02, 1991 AS DOCUMENT NO. 91-212562, OF OFFICIAL RECORDS, IN THE OFFICE OF SAID COUNTY RECORDER OF ORANGE COUNTY, THE CENTERLINES OF SAID STRIPS ARE DESCRIBED AS FOLLOWS:

STRIP #1 (6.00 FEET WIDE)

COMMENCING AT THE NORTHEAST CORNER OF SAID PARCEL 1; THENCE ALONG THE EASTERLY LINE OF SAID PARCEL 1, SOUTH 00°07'48" EAST 439.94 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE LEAVING THE EASTERLY LINE OF SAID PARCEL 1, SOUTH 89°52'12" WEST 14.91 FEET; THENCE NORTH 00°07'48" WEST 300.17 FEET; THENCE NORTH 11°07'15" EAST 14.91 FEET; THENCE NORTH 00°07'48" WEST 196.91 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 POINTS.

STRIP #2 (17.00 FEET WIDE)

COMMENCING AT SAID POINT "A"; THENCE NORTH 89°52'12" EAST 0.30 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE NORTH 00°07'48" WEST 14.00 FEET TO A POINT OF ENDING.

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

It is understood and agreed that the above description is approximate only, it being the intention of the Grantor(s) to grant an easement for said systems as constructed. The centerline of the easement shall be coincidental with the centerline of said systems as constructed in, on, over, under, across, and along the Grantor(s) property.

This legal description was prepared by Spectrum Land Services pursuant to Sec. 8730(c) of the Business & Professions Code.

Grantor further grants, bargains, sells and conveys unto the Grantee the right of assignment, in whole or in part, to others, without limitation, and the right to apportion or divide in whatever manner Grantee deems desirable, any one or more, or all, of the easements and rights, including but not limited to all rights of access and ingress and egress granted to the Grantee by this Grant of Easement.

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 PLACENTIA, a 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, _____, a 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, _____, a 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.

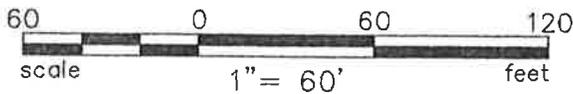
Signature _____ (Seal)

EXHIBIT "A"

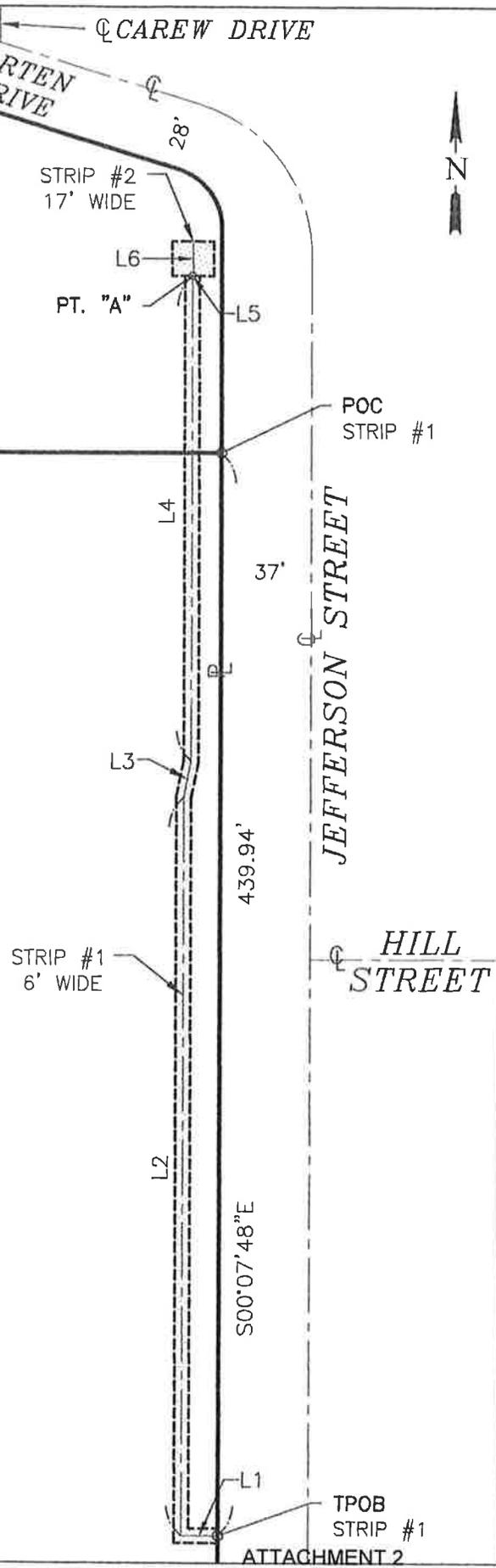
POR. LOT 17 OF
 PLAT OF HAZARD'S SUBDIVISION
 M.R. 18/7 (LOS ANGELES CO.)
 PER DEED REC. 05/02/1991
 DOC. #91-212562, O.R.
 ORANGE COUNTY

PARCEL 1
 PARCEL MAP NO. 89-273
 P.M.B. 258 / 25-27
 ORANGE COUNTY

LINE TABLE		
LINE #	BEARING	LENGTH
L1	S89°52'12"W	14.91'
L2	N00°07'48"W	300.17'
L3	N11°07'15"E	14.91'
L4	N00°07'48"W	196.91'
L5	N89°52'12"E	0.30'
L6	N00°07'48"W	14.00'



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





Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES AND INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **APPROVAL OF PURCHASE ORDER TO SOUTHWEST LIFT & EQUIPMENT, INC. TO REBUILD AN EXISTING VEHICLE LIFT IN THE CITY'S FLEET GARAGE AND REPLACEMENT OF ASSOCIATED AIR COMPRESSOR**

FISCAL
IMPACT: EXPENSE: \$ 77,100.07 TOTAL PROJECT COST
BUDGETED: \$ 51,300.07 FY 2020-21 CAPITAL IMPROVEMENT PROGRAM
BUDGET (795104-6840)
\$ 25,801.00 FY 2020-21 OPERATING BUDGET

SUMMARY:

One (1) of the City's vehicle lifts used by the Public Works Department fleet mechanics to perform maintenance and/or repair work on City vehicles has outlived its useful service life and now requires the installation of new safety features as well as other improvements in order to increase the lift capacity of the lift to service some of the City's new Fire Department equipment. The proposed action will approve a Purchase Order with Southwest Lift & Equipment, Inc. ("Southwest") to perform the needed repairs to restore the operability of the vehicle lift. The scope of this project entails the removal and replacement of a vehicle lift which consists of replacing the front cylinder, safety leg, front saddle, rear cylinder assembly, oil tank float, and hydraulic fluids. In addition, the project will remove and replace the existing industrial air compressor for that lift. The City solicited bids for this work from three (3) vendors. The low bid was submitted by Southwest in the amount of \$70,090.97. Southwest was the only company to itemize the work. Auto Lift Services did not itemize the work, added additional construction work to the bid which was not requested, and submitted a bulk price for the project. Master Auto Lift, Inc. ("Master Auto Lift") did not submit a bid for the project. City Staff reviewed the bid received from Southwest Lift & Equipment, Inc. and found it to be accurate and responsive.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Authorize the City Administrator to award a Purchase Order to Southwest Lift & Equipment Inc., for a not-to-exceed amount of \$70,090.97; and

1. m.
June 15, 2021

2. Approve Resolution No. R-2021-XX, a Resolution of the City Council of the City of Placentia, California, authorizing a Budget Amendment in Fiscal Year 2020-21 in compliance with City Charter of the City of Placentia Sections 1206 and 1209 pertaining to appropriations for actual expenditures; and
3. Authorize the City Administrator to approve any change orders to the purchase order up to 10% of the purchase order amount, or \$7,009.10; and
4. Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

DISCUSSION:

One (1) of the vehicle lifts utilized by the Public Works Department to perform maintenance and/or repair work on the City's vehicle fleet has outlived its useful service life and now requires new safety and other improvements in order to be utilized for fleet operations. The improvements also include increasing its lift capacity to service some of the City's new Fire Department equipment. The lift was installed in 1975 with the construction of the City Yard and has not been replaced or upgraded since that time. The current vehicle lift is out of service since it does not meet current safety certification standards. In addition, the lift's existing air compressor is leaking and must be replaced. The scope of work needed to repair the City's vehicle lift entails the replacement of the front and rear cylinder assembly, air compressor, front saddle, oil tank float, and hydraulic fluids as well as the installation of new safety legs.

The City solicited bids for this work from three (3) vendors. The low bid was submitted by Southwest in the amount of \$70,090.97. The bid from Auto Lift Services includes work scope items that are not required or needed. Auto Lift was not interested in resubmitting an updated bid. Staff also requested a quote from Master Auto Lift who did not follow up and submit a bid for the work after inspecting the vehicle lift.

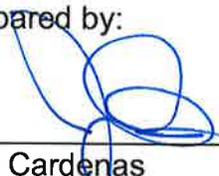
No.	Bidder	Bid Amount
1	Southwest Lift & Equipment, Inc.	70,090.97
2	Auto Lift Services	198,985.00
3	Master Auto Lift, Inc.	No Bid

The bid submitted by Southwest Lift & Equipment was reviewed and analyzed by Staff and found to be the lowest responsive, responsible bid submitted. Southwest Lift & Equipment has previously performed maintenance related work to this and other City vehicle lifts. In addition, Southwest has extensive knowledge of the needed repairs and upgrades required for a fully functional and safe vehicle lift. Staff recommends the City Council award a Purchase Order to Southwest Lift & Equipment for this project in the amount of \$70,090.97.

FISCAL IMPACT:

The recommended actions will approve a Purchase Order with Southwest Lift & Equipment in the amount of \$70,090.97. A total of \$51,300 in Measure U Funds is appropriated for this project in the Fiscal Year ("FY") 2020-21 Capital Improvement Project Budget. Additional existing funds in the City's Operating Budget are available to fund the cost of these improvements via Resolution No. R-2021-XX (Attachment 2) for the Council's consideration amending the FY 2020-21 Operating Budget to allocate \$25,800 from the General Fund to provide sufficient funds for the project including contingency.

Prepared by:



Joel Cardenas
Public Works Superintendent

Reviewed and approved:



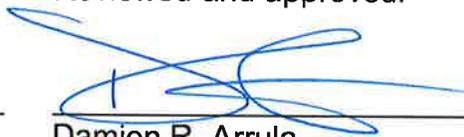
Luis Estevez
Deputy City Administrator

Reviewed and approved:



Jessica Brown
Director of Finance

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Quote from Southwest Lift & Equipment, Inc.
2. Resolution No. R-2021-40 - Budget Amendment Resolution



Southwest Lift & Equipment, Inc.

Heavy Duty Hydraulic Lifts & Shop Equipment



From: Bill Georgia - Territory Sales Manager
Office: (909) 867-9820
Cell: (818) 272-0039
Email: bill@southwestlift.com

TO: City of Placentia
ADDRESS: 2999 E. LA Jolla ST
 Anaheim CA. 92806
ATTN: Joseph Najera
PHONE: 714-993-8188
EMAIL: jnajera@placentia.org

Visit our website! www.southwestlift.com

For additional information or if you have questions,
 Please Call 818-272-0039

Equipment Quote

Date	Quote#
6/2/2021	BG6221-39

Item	Description	Qty	Rate	Total
SV-102202FM	SVI Front Cylinder complete replacement Kit	1	\$9,068.00	\$9,068.00
SV-102RMG	SVI Rear Cylinder Complete Replacement KIT	1	\$9,953.00	\$9,953.00
BH-9810	Tank Float	1	\$81.29	\$81.29
AW32	Hydraulic Oil	52	\$34.00	\$1,768.00
CAS-DB51H124-E	Industrial Gold Air Compressor, 5 HP, 3Ph, Duplex, 120 Gal Horizontal Tank, 19 CFM @ 175PSI per side, Alternator, Elite (Low Oil Monitors, Auto Tank Drain, Vibration Pads)	1	\$7,074.00	\$7,074.00
SWL	Flex Line, Misc. Pipe and fittings.	1	\$400.00	\$400.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
*Pricing on this quote is valid for 30 days				
	Notes & Exclusions: <i>We look forward to working with you!</i>		Taxable Amount	\$28,344.29
			7.75%	\$2,196.68
			Shipping (estimated)	\$4,200.00
			Equipment Rental	\$0.00
			Setup/Training	\$0.00
			Install/Labor	\$35,350.00
Grand Total			\$70,090.97	

RESOLUTION NO. R-2021-40

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PLACENTIA, CALIFORNIA, AUTHORIZING A BUDGET
AMENDMENT IN FISCAL YEAR 2020-21 IN COMPLIANCE
WITH CITY CHARTER OF THE CITY OF PLACENTIA
SECTIONS 1206 AND 1209 PERTAINING TO
APPROPRIATIONS FOR ACTUAL EXPENDITURES**

A. Recitals.

(i). The adopted budget for the 2020-21 Fiscal Year sets out estimated appropriations for City expenses throughout the year.

(ii). From time to time the adopted budget must be adjusted when precise expenditures are finally determined or when estimated expenditures exceed projected costs allocated.

(iii). City Charter of the City of Placentia § 1206 authorizes the City Council to amend or supplement the budget by motion adopted by the affirmative votes of at least three members so as to authorize the transfer of unused balances appropriated for one purpose to another purpose, or to appropriate available revenues not included in the budget. All other legal prerequisites to the adoption of this Resolution have occurred.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. In all respects as set forth in the Recitals, Part A., of this Resolution.
2. The adopted budget for Fiscal Year 2020-21, Resolution No. R-2020-38, is hereby amended to reflect the following available balances from FY 2020-21 from the to the Account specified:

Fund	Description	Department	GL Account	Amount	Type
General Fund	Tree Maintenance	Public Works	103655-6116	\$20,000	Expense
General Fund	Licenses & Permits	Public Works	103593-6257	\$5,801	Expense
General Fund	Construction Services	CIP	105104-6185	\$25,801	Revenue

3. The Mayor shall sign this resolution, and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, ADOPTED AND APPROVED THIS 15th DAY OF JUNE 2021.

Craig S. Green, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 15th day of June 2021 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian Bettenhausen, City Attorney



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF FINANCE

DATE: JUNE 15, 2021

SUBJECT: **AMENDMENT NO. 1 TO SOLE SOURCE PROFESSIONAL SERVICES AGREEMENT WITH KOA HILLS CONSULTING FOR CONSULTING SERVICES FOR THE FINANCE ENTERPRISE SYSTEM UPGRADE**

FISCAL

IMPACT:	EXPENSE:	\$ 155,575	Professional Services
	BUDGET:	\$ 5,575	2021-22 Operating Budget (102020-6099)
		\$ 150,000	2021-22 CIP Budget (Project No. 796204-6840)

SUMMARY:

On October 17, 2017, the City Council approved a Professional Services Agreement for the comprehensive upgrade to the citywide finance enterprise system with Superior, LLC (now Central Square) in the amount of \$292,024.58 as it had reached the end of its useful lifespan and was set to be no longer updated or supported by the vendor. Due to staffing shortages, the City has not been able to successfully implement the upgrade. Subsequently, the City was notified that the upgrade needed to be completed by October 31, 2020 but was successful in negotiating a completion date of December 31, 2020, at which time Central Square would no longer support or host the City's current version of the finance enterprise system. The upgrade has since encountered some delays due to the new system (ONESolution 20.2) having software migration issues that needed to be addressed. The new Financial system is now anticipated to go live on July 1, 2021.

On July 21, 2020, the City Council approved a sole source Professional Services Agreement with Koa Hills Consulting ("Koa Hills") to ensure the upgrade is implemented successfully, on-time, and with minimal impact to City end-users and to ensure continuous delivery of essential public services. The City Council also waived the competitive solicitation requirements and authorized the City Administrator to execute a professional services agreement with Koa Hills. The City is now in the position to begin to proceed with planning and preparation of Phase II of the new system. Amendment No. 1 will be for Phase II of the upgrade process for the City's Financial system and for technical support of the Financial system to improve reporting, reliability, and functionality.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. n.
June 15, 2021

1. Approve Amendment No. 1 to the Processional Services Agreement with Koa Hills Consulting in the amount of \$155,575 for finance enterprise system upgrade consulting services for an additional 18 months; and
2. Authorize the City Administrator to approve contract change orders up to ten percent (10%) of the cumulative two-year contract extension, or \$15,557; and
3. Authorize the City Administrator to execute the necessary documents, in a form approved by the City Attorney.

DISCUSSION:

The City is currently operating in IFAS 7.9 which not only functions as the City's financial accounting system but is also used to generate bi-weekly payroll and required reports. The City has been using this version of the software for the past 13 years and is now required to upgrade to ONESolution 20.2. Additionally, due to Central Square phasing out IFAS 7.9, they do not have the available resources to assign to the City to provide the level of support required to implement the needed upgrade with the existing City resources.

After researching the City's options (including inquiring with Central Square regarding known consultants, contacting other agencies currently using IFAS 7.9, and the City's current IT consultant), it was determined that Koa Hills is the only consulting firm that has the necessary experience specifically in upgrading organizations from IFAS 7.9 to ONESolution 20.2 and currently possesses the available resources to support the City. Koa Hills has a deep understanding of IFAS 7.9 and ONESolution 20.2 as the majority of their Staff have worked directly for the original software company's (Superion) staff and have a minimum of seven (7) years and up to 23 years of experience with the proprietary software. Their experience includes implementation, support, product management, project management, and development in the areas of general ledger, budget, core financials, human resources and payroll, and reporting. Koa Hills will not only provide the City the necessary expertise and system knowledge to ensure a successful upgrade but will also allow Finance Staff to receive the full breadth of training and knowledge transfer which is in the best interest of the City. Koa Hills' understanding of the City's current and future operational needs, and its IFAS system expertise, makes it uniquely qualified to support the migration from IFAS 7.9 to ONESolution 20.2.

The City has worked with Koa Hills since July 2020 on the ONESolution 20.2 upgrade. Koa Hills has played an integral part in the City's progress and has been the City's advocate ensuring that the ONESolution 20.2 upgrade is implemented properly. The upgrade has encountered some delays due to ONESolution 20.2 software issues, but it is anticipated to go live in the new system July 1, 2021. Both systems will run side-by-side to ensure the accuracy of the City's financial data and Koa Hills will assist the City through this process as well as the additional improvements in Phase II. Improvements include the development and implementation of the following:

- Reporting – this includes but is not limited to the development of CalPERS, budget, purchasing, and payroll reports
- Employee online – online time and attendance module
- Human Resources Module

- Bank Reconciliation Module
- Business Process Reviews – finance, payroll, and human resources
- Training

FISCAL IMPACT:

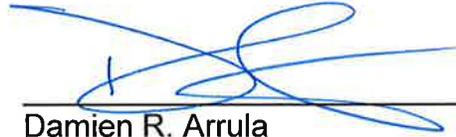
The amendment with Koa Hills includes an increase of \$155,575 for a total contract not-to-exceed amount of \$304,325 and extends the contract term to December 31, 2022. The cost associated with this contract amendment is included in the FY 2021-22 Proposed Budget.

Prepared by:



Jessica Brown
Director of Finance

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

- 1) Amendment No. 1 to Professional Services Agreement – Koa Hills Consulting
- 2) Quote from KOA Hills

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT
PROVISION OF PROFESSIONAL SERVICES WITH KOA HILLS CONSULTING**

This Amendment No. 1 (“Amendment”) to Professional Services Agreement is made and entered into effective the 1st day of July, 2021, by and between the CITY OF PLACENTIA, a Charter City and Municipal Corporation (“CITY”), and Koa Hills Consulting, a Nevada Limited Liability corporation (hereinafter “CONSULTANT”). CITY and CONSULTANT are sometimes hereinafter individually referred to as “Party” and or collectively referred to as the “Parties.”

A. Recitals.

(i). CITY and CONSULTANT entered into a Professional Services Agreement (“Agreement”) effective July 21, 2020 through which CONSULTANT has been providing professional services as more fully explained in the Scope of Services attached to the Agreement as Exhibit “A.”

(ii). The Parties now seek to amend the Agreement to extend the term of the original agreement and increase the total contract cost by \$155,575.

(iii). All legal prerequisites to the making of this Amendment have occurred.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

B. Amendment to Agreement.

1. Section 2.1, Paragraph 1 of the Agreement is hereby amended to read as follows:

2.1. Compensation. Consultant shall be paid in accordance with the revised fee schedule set forth in Exhibit "A" of this amendment. Consultant's total compensation shall not exceed One Hundred Fifty-Five Thousand and Five Hundred Seventy Five Dollars (\$155,575) in this Amendment No. 1. Total contract costs shall not exceed Three Hundred Four Thousand and Three Hundred Twenty Five Dollars (\$304,325).

2. Section 4, Paragraph 1 of the Agreement is hereby amended to read as follows:

4.1. Term. This Agreement shall commence on the Effective Date of this amendment and continue for a period of 18 months, ending on December 31, 2022, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

3. Except as specifically modified herein, all of the terms, conditions and provisions of the Agreement shall remain in full force and effect.

4. The Agreement, all amendments together with this Amendment No. 1 and all Exhibits attached thereto, constitutes the entire Agreement between the Parties and supersedes all

prior negotiations, arrangements, representations, and understandings, if any, made by or between the Parties with respect to the subject matter hereof. No amendment or other modification of the Agreement, as modified by this Amendment No. 1 shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

4. Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Amendment No. 1 and that such execution is binding upon the entity for which he or she is executing this document.

IN WITNESS WHEREOF, the Parties have caused Amendment No. 1 to the Consulting Services Agreement are to be executed as of the day and year first above written.

CONSULTANT

CITY OF PLACENTIA

By: _____
John Schwartz, COO

By: _____
Craig Green
Mayor

ATTEST:

By: _____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

By: _____
Christian L. Bettenhausen, City Attorney



KoaHills CONSULTING

Project Quote

Prepared for: Jessica Brown
Finance Director
City of Placentia, CA
jbrown@placentia.org

April 2, 2021
Consultation Services

Professional Services			
Task Description	Hours	Rate	Cost
Consultation Services <i>Refer to spreadsheet for detail</i>	889	\$175	\$155,575
Total Estimated Cost of Project			\$155,575

Quotation Notes:

- This Quote is valid for 90 Days.
- Travel not included in the quote, as this is work to be performed remotely.
- **The hours listed on the quote are an estimate based on current information. If during the project we know the hours will be exceeded the client will be notified and a change order will be completed.**

Please confirm your acceptance of this quote by signing below:

Signature _____

Print Name _____

Date _____

Description	Division	Notes	Estimated Hours	Rate	Total
PERS reporting	Payroll	Can take an entire day to process. Need KHC to review - they have a unique setup.	50	\$175	\$8,750
Implement Employee Online	Payroll	Scope may vary depending on what options they want to implement.	120	\$175	\$21,000
Enter data into HR vs. into PY	Payroll	Data only flows from HR to PY, not the other way. This encompasses data cleanup and training.	30	\$175	\$5,250
PYCSPCIC	Payroll	Need CST to modify in order to work w/new file format from 3rd party. Assist client once CST responds.	24	\$175	\$4,200
Implement Benefits Packages by Barg Unit in HR	Payroll		16	\$175	\$2,800
Complete steps to eliminate duplicate Benefit Plan names and, moving forward, agree on which 2 digit designation means Employee Only.	Payroll	Right now they have Benefit Plans duplicated, some with EE designating Employee Only and some with EO designating Employee Only. Should fix this in Phase 2. Need to end date all employees assigned the wrong one, recreate their assignments with the right one, and then end date the benefit definition entry. Gerardo.	8	\$175	\$1,400
Create an Employee Income Verification Report (if one is not found)	Payroll	Carrie is in the process of trying to find any employee income verification reports that already exist, but barring finding one, we might need to create a new CDD report for Placentia for this purpose.	24	\$175	\$4,200
Data Copy/Procedure change: Enter Specialty Pay Contributions into HRPYPA, Additional Pay Tab.	Payroll	Right now they enter specialty pays directly into Payroll in PYUPEC. They should have been entering them in HRPYPC in 7.9. HRPYPC moved to HRPYPA in 19.2 so in phase 2 they should move to entering these specialty pay contributions in HRPYPA, Additional Pay Tab. We probably should do a small data copy project where we take the existing, CURRENT, PYUPEC entries for these specific specialty pay contribution numbers and copy them to HRPYPA. That way ALL of their updates and adds would happen in HRPYPA. Consider creating records on the Miscellaneous tab HRPYPR	16	\$175	\$2,800
WOULD LIKE DEEP DIVE DISCUSSIONS ON THESE TOPICS IN PHASE 2:					
"Boot camp" training					
Calendar Definition	Payroll	When they created PY calendars for 2020-21 FY, they copied what had been done last year and put 9 hours daily. They actually work 4 10s. They are not sure why the calendar is defined this way. They don't know what affect changing the setup of the calendars would have on payroll and were wanting a deep dive discussion of Calendar definitions. They would also like to know more efficient ways to create calendars (e.g. about the new calendar copy utility).	2	\$175	\$350
CDH Definitions	Payroll	They don't know if their CDHs are set up correctly because they don't know how to set them up. They also don't know much about pay and hour bases, process switches, etc. All of this was setup by people who are no longer there.	8	\$175	\$1,400
Pay Classes	Payroll	Right now, they have some old hours showing in PYUPPY Pay Class Definitions. They want to know if they can remove these without having any negative affect.	1	\$175	\$175
Additional Pay Contribution	Payroll	Each pay period, they have to manually adjust 7 to 10 additional pay contribution amounts (they put in positive or negative additive amounts) and they want to discuss ways that they can make these calculations work correctly and eliminate manual intervention if possible.	16	\$175	\$2,800
Possible changes to custom payroll check/EFT writer program (py660pla.cbl)	Payroll	CentralSquare task/Koa Hills Support. Through email discussions with Placentia, Carrie compiled a list of changes to be made to their check/EFT writer. Some of these she completed on 19.2 and added to the configuration tab so that they can be redone if necessary after the refresh. The balance needs to be done by CST as they are programming changes to the py660pla.cbl program. See Paycheck Changes at Placentia here on Google Drive for a list: https://drive.google.com/file/d/1vJ5oQALgeVXuVnJUCU4IV3Y16jwib6Zz/view?usp=sharing	2	\$175	\$350
CDH analysis	Payroll			\$175	\$0
Implement purchasing workflow	AP	Where is the dev of this	32	\$175	\$5,600

Description	Division	Notes	Estimated Hours	Rate	Total
Utilize blanket POs	AP	Training	2	\$175	\$350
Add attachments to PRs	AP		2	\$175	\$350
Improved reporting/tracking for purchasing	AP	Dashboards, reports, workflow status	16	\$175	\$2,800
Implement AP workflow	AP		32	\$175	\$5,600
Business process review	All	Both Fin and HR/Payroll	160	\$175	\$28,000
Cognos training	All		80	\$175	\$14,000
Cognos report development	All	Depends on scope	100	\$175	\$17,500
Enhanced budget reporting	Budget		16	\$175	\$2,800
Implement budget warning/blocking	Budget	Set-up and training	4	\$175	\$700
Import and track fixed assets in the system	GL	Implement and convert data depending on data source	80	\$175	\$14,000
Implement Applicant Tracking	Payroll	Recommend city review NeoGov and integration to FE	10	\$175	\$1,750
Implement Bank Reconciliation module	BK		32	\$175	\$5,600
Use Continuing Education - Tuition tab to track tuition reimbursement benefits provided to employees	Payroll	The City does offer tuition reimbursement, but it's currently tracked outside the system.	4	\$175	\$700
Creating new positions	Payroll		2	\$175	\$350
			889		\$155,575



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES AND INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **AWARD OF CONTRACT TO TEAM ONE MANAGEMENT INC. FOR PARK RESTROOM JANITORIAL SERVICES**

FISCAL
IMPACT: EXPENSE: \$ 71,175 CONTRACT COST
BUDGETED: \$ 72,000 FY 2021-22 OPERATING BUDGET (103655-6290)

SUMMARY:

On May 13, 2021, the City publicly solicited competitive bids for park restroom janitorial services. The City received one (1) bid for these services submitted by Team One Management, Inc. for an annual amount of \$71,175. Staff recommends the City Council award a three-year Maintenance Services Agreement to Team One Management, Inc. for a three-year cumulative contract amount of \$213,525.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve a Maintenance Services Agreement with Team One Management, Inc. for park restroom janitorial services for a cumulative contract not-to-exceed amount of \$213,525.00 for the initial three (3) year contract term, with the option to extend the term for one (1) additional two (2) year term; and
2. Authorize the City Administrator to approve contract change orders up to ten percent (10%) of the cumulative contract amount, or \$21,352.50; and
3. Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney; and
4. Authorize the City Administrator to approve the eligible agreement term extension based upon contractor performance and at the discretion of the City.

1. o.
June 15, 2021

DISCUSSION:

Since April 2016, park restroom janitorial services have been contracted to a janitorial company that maintains and cleans the restrooms at Kraemer Park, McFadden Park, Tuffree Park, Koch Park, Vaqueros Park, Arroyo Verde Park, Atwood Park, and Placentia Champions Sports Park. The scope of work requires the contractor to provide routine janitorial services for all City park restroom facilities, seven (7) days per week including holidays. The contractor shall provide all cleaning supplies as well as provide for all paper and soap supplies for each restroom. The contractor is also responsible for unlocking all the restroom facilities by 7:00 a.m. each day, and all restroom maintenance must be completed by 10:00 a.m. Staff locks the restrooms at the end of each day. In addition, the contractor will be required to remove graffiti as well as provide minor plumbing repairs as needed. The City's current contract for these services is set to expire on June 30, 2021.

On May 15, 2021, the City publicly solicited competitive bids for a new park janitorial contract and received one (1) bid from Team One Management Inc. ("Team One") in the amount of \$71,175 per year. Team One has been providing park restroom janitorial services for the City since 2016, and their performance has met the City's expectations. Additionally, Team One currently provides janitorial services to several other Orange County cities including the Cities of Mission Viejo, Aliso Viejo, and the County of Orange. Based on Team One's experience with Placentia and the low bid amount received, Team One has been identified as the lowest responsive, responsible bidder for this contract. As such, Staff recommends awarding a maintenance services agreement to Team One for park restroom janitorial services.

FISCAL IMPACT:

The agreement with Team One is for three (3) years for a cumulative not-to-exceed contract amount of \$213,525, with the option to extend the agreement for one (1) additional two-year term based upon contractor performance and at the discretion of the City. Funding for park restroom janitorial services has been included in the proposed Fiscal Year 2021-22 Operating Budget. Accordingly, sufficient funds exist for the recommended actions.

Prepared by:



Joel Cardenas
Public Works Superintendent

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Jessica Brown
Director of Finance

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachment:

Maintenance Services Agreement – Team One Management

**CITY OF PLACENTIA
MAINTENANCE SERVICES AGREEMENT
WITH
TEAM ONE MANAGEMENT, INC.**

THIS AGREEMENT is made and entered into this 1st day of July, 2021 ("Effective Date"), by and between the CITY OF PLACENTIA, a municipal corporation ("City"), and TEAM ONE MANAGEMENT, INC. a California corporation ("Contractor").

WITNESSETH:

A. WHEREAS, City proposes to utilize the services of Contractor as an independent contractor to provide park restroom janitorial services, as more fully described herein; and

B. WHEREAS, Contractor represents that it has that degree of specialized expertise contemplated within California Government Code Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Contractor desire to contract for the specific services described in Exhibit "A" (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONTRACTOR

1.1. Scope of Services. Contractor shall provide the professional services described in Contractor's Proposal ("Proposal"), attached hereto as Exhibit "A" and incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Contractor pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional Contractors in similar fields and circumstances in accordance with sound professional practices. Contractor also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Contractor's performance of this Agreement. Contractor shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such laws and regulations. Officers and employees shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

1.3. Performance to Satisfaction of City. Contractor agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Administrator or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Contractor to review the quality of the work and resolve the

matters of concern;

- (b) Require Contractor to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Contractor warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Contractor shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Contractor's performance under this Agreement.

1.5. Non-discrimination. In performing this Agreement, Contractor shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, a notice setting forth provisions of this non-discrimination clause.

Contractor shall, in all solicitations and advertisements for employees placed by, or on behalf of Contractor shall state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, marital status, national origin, or mental or physical disability. Contractor shall cause the paragraphs contained in this Section to be inserted in all subcontracts for any work covered by the Agreement, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

1.6. Non-Exclusive Agreement. Contractor acknowledges that City may enter into agreements with other Contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Contractor may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Contractor's sole cost and expense. All insurance requirements contained in this Agreement are independently applicable to any and all subcontractors that Contractor may engage during the term of this Agreement.

1.8. Confidentiality. Employees of Contractor in the course of their duties may have

access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Contractor covenants that all data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Contractor's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Contractor shall be paid in accordance with the fee schedule set forth in Exhibit "A." Contractor's total compensation shall not exceed a cumulative amount of Two Hundred Thirteen Thousand Five Hundred Twenty-Five Dollars (\$213,525.00) over the initial three-year contract term.

2.2. Additional Services. Contractor shall not receive compensation for any services provided outside the scope of services specified in the Contractor's Proposal or which is inconsistent with or in violation of the provisions of this Agreement unless the City or the Project Manager for this Project, prior to Contractor performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the hereinabove described "SCOPE OF SERVICES", an additional fee based upon the Contractor's standard hourly rates shall be paid to the Contractor for such additional services. Such increase in additional fees shall be limited to 10% of the total contract sum. The City Administrator is authorized to approve a Change Order for such additional services. Any increases, taken either separately or cumulatively, that result in the Contract Sum exceeding ten percent (10%) of the Contract Sum must be approved by the City Council.

2.3. Method of Billing. Contractor may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Contractor's services which have been completed to City's sole satisfaction. City shall pay Contractor's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Contractor's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the Effective Date.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit "A." The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of the Contractor is encountered, a time extension may be mutually agreed upon in writing by the City and the Contractor. The Contractor shall present documentation satisfactory to the City to substantiate any request for a time extension.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of 36 months, ending on July 31, 2024, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. The term of the agreement may be extended by two one-year term based on contractor performance and at the discretion of the City.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least fifteen (15) days prior written notice to Contractor. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Contractor shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

If the Contractor defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

The City shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement, immediately upon service of written notice of termination on the Contractor, if the latter should:

- a. Be adjudged a bankrupt;
- b. Become insolvent or have a receiver of its assets or property appointed because of insolvency;
- c. Make a general assignment for the benefit of creditors;
- d. Default in the performance of any obligation or payment of any indebtedness under this Agreement;
- e. Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or

- f. Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

4.3. Compensation. In the event of termination, City shall pay Contractor for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination within thirty-five (35) days after service of the notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Contractor. City shall not be liable for any claim of lost profits.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Contractor in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Contractor, at no cost to City. Any use of uncompleted documents without specific written authorization from Contractor shall be at City's sole risk and without liability or legal expense to Contractor.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Contractor shall obtain, maintain, and keep in full force and effect during the life of this Agreement all the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Broad-form commercial general liability, in a form at least as broad as ISO from #CG 00 01 04 13, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit. If Contractor maintains higher limits than the specified minimum limits, City requires and shall be entitled to coverage for the high limits maintained by the Contractor.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, each incident for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California and Employers Liability Insurance with a minimum limit of \$1,000,000 per accident for any employee or employees of Contractor. Contractor agrees to waive, and to obtain endorsements from its workers'

compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers for losses arising from work performed by Contractor for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

Before execution of this Agreement by the City, the Contractor shall file with the Public Works Director/City Engineer the following signed certification:

I am aware of, and will comply with, Section 3700 of the Labor Code, requiring every employer to be insured against liability of Workers' Compensation or to undertake self-insurance before commencing any of the work.

The Contractor shall also comply with Section 3800 of the Labor Code by securing, paying for and maintaining in full force and effect for the duration of this Agreement, complete Workers' Compensation Insurance, and shall furnish a Certificate of Insurance to the Public Works Director/City Engineer before execution of this Agreement by the City. The City, its officers and employees shall not be responsible for any claims in law or equity occasioned by failure of the Contractor to comply with this section.

Neither the CITY nor any of its elected or appointed officials, officers, agents, employees, or volunteers makes any representation that the types of insurance and the limits specified to be carried by Contractor under this Agreement are adequate to protect Contractor. If Contractor believes that any such insurance coverage is insufficient, Contractor shall provide, at its own expense, such additional insurance as Contractor deems adequate.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions as worded below:

- (a) Additional insureds: "The City of Placentia and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Contractor pursuant to its contract with the City; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; automobiles owned, leased, hired, or borrowed by the Contractor."
- (b) Notice: "Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Contractor shall forthwith obtain and submit proof of substitute insurance. Should Contractor fail to immediately procure other insurance, as specified, to substitute for any canceled policy, the City may procure such insurance at Contractor's sole

cost and expense.”

- (c) Other insurance: "The Contractor's insurance coverage shall be primary insurance as respects the City of Placentia, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Placentia shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Placentia, its officers, officials, agents, employees, and volunteers.
- (e) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self-Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Contractor shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance and endorsements shall be attached hereto as Exhibit "B" and incorporated herein by this reference.

5.5. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Contractor may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Administrator or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Contractor shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Contractor called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Contractor in the performance of this Agreement. It shall be the Contractor's responsibility to assure that the Project Manager is kept informed of the progress of the performance of the services and the Contractor shall refer any decision, which must be made by City, to the Project Manager. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Project Manager.

Contractor shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement and who shall not be changed by Contractor without the express written approval by the City. Contractor or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement, or the work hereunder may be provided by personal delivery, facsimile or if mailed, shall be addressed as set forth below and placed in a sealed envelope, postage prepaid, and deposited in the United States Postal Service. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 72 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONTRACTOR:

Team One Management, Inc.
27324 Camino Capistrano unit 209
Laguna Niguel, CA 92677
Tel: 949-348-144-1446
Fax: 949-348-1722

Attn: Mike Akhavan, President

IF TO CITY:

City of Placentia
401 E. Chapman
Placentia, CA 92870
Tel: 714-993-8245

Attn: Joel Cardenas, Public
Works Superintendent

6.5. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California. Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

6.7. Assignment. Contractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Contractor's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Contractor

of Contractor's obligation to perform all other obligations to be performed by Contractor hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Contractor agrees to defend, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Contractor's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the City, its elected and appointed officials, officers, agents and employees arising out of the performance of the Contractor, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the work performed by the Contractor, its employees, and/or authorized subcontractors under this Agreement, whether or not the Contractor, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Contractor shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Contractor's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Contractor is and shall be acting at all times as an independent contractor and not as an employee of City. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Contractor shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Contractor and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Contractor shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Contractor further agrees to indemnify and hold City harmless from any failure of Contractor to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby

agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Contractor's performance or services rendered under this Agreement, Contractor shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, preliminary notes, working documents, files and tapes furnished or prepared by Contractor or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Contractor agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City but shall be made available to the City within ten (10) days of request or within ten (10) days of termination. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Contractor. City shall indemnify and hold harmless Contractor from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Contractor. Contractor shall deliver to City any findings, reports, documents, information, data, preliminary notes and working documents, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City. Contractor or Contractor's agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents.

6.13. Public Records Act Disclosure. Contractor has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Contractor, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Contractor informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Conflict of Interest. Contractor and its officers, employees, associates and subcontractors, if any, will comply with all conflict of interest statutes of the State of California applicable to Contractor's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Contractor and its officers, employees, associates and subcontractors shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Contractor is not currently performing work that would require Contractor or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.15. Responsibility for Errors. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Contractor occurs, then Contractor shall, at no cost to City, provide all necessary design drawings, estimates and other Contractor professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.16. Prohibited Employment. Contractor will not employ any regular employee of City while this Agreement is in effect.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, the conflict shall be resolved by giving precedence in the following order, if applicable: This Agreement, the City's Request for Proposals, the Contractor's Proposal.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right

or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.24. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF PLACENTIA,
A municipal corporation

Damien R. Arrula, City Administrator

Date: _____

ATTEST:

Robert S. McKinnell, City Clerk and ex-officio Clerk
of the City of Placentia

CONTRACTOR

Signature

Date: _____

Name and Title

Social Security or Taxpayer ID Number

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney

Date: _____

APPROVED AS TO INSURANCE:

Rosanna Ramirez, Deputy City Administrator

Date: _____

APPROVED AS TO CONTENT:

Joel Cardenas, Project Manager

Date: _____

DEPARTMENTAL APPROVAL:

Luis Estevez, Deputy City Administrator

Date: _____

EXHIBIT A

CONTRACTOR'S PROPOSAL AND SCOPE OF WORK

**City of Placentia
California
BID FOR**

Park Restroom Janitorial Services

PARK	EST. QTY	UNIT PRICE	ITEM COST
Kraemer Park 201 N. Bradford Avenue	365	\$ 22.5	\$ 8212.50
McFadden Park 974 S. Melrose Avenue	365	\$ 22.50	\$ 8212.50
Tuffree Park 2101 N. Tuffree Boulevard	365	\$ 22.50	\$ 8212.50
Koch Park 2210 N. Valencia Avenue	365	\$ 22.50	\$ 8212.50
Vaqueros Park 1200 N. Carlsbad Street	365	\$ 22.00	\$ 8030.00
Arroyo Verde Park 1001 E. Palm Drive	365	\$ 21.50	\$ 7847.50
Atwood Park 1701 Atwood Avenue	365	\$ 21.50	\$ 7847.50
Placentia Champions Sports Park (2) restroom north and south 505 Jefferson	365	\$ 40.00	\$ 14,600.00

Grand Total Bid Amount:	\$ 71,175.00
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EXHIBIT B
CERTIFICATES OF INSURANCE AND ENDORSEMENTS

Policy Number: BA040000009648
Insured: Team One Management, Inc.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Business Auto Broadening Endorsement

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

- I. NEWLY ACQUIRED OR FORMED ENTITY (BROAD FORM NAMED INSURED)
- II. EMPLOYEES AS INSUREDS
- III. AUTOMATIC ADDITIONAL INSURED
- IV. EMPLOYEE HIRED AUTO LIABILITY
- V. SUPPLEMENTARY PAYMENTS
- VI. FELLOW EMPLOYEE COVERAGE
- VII. ADDITIONAL TRANSPORTATION EXPENSE
- VIII. HIRED AUTO PHYSICAL DAMAGE COVERAGE
- IX. ACCIDENTAL AIRBAG DEPLOYMENT COVERAGE
- X. LOAN/LEASE GAP COVERAGE
- XI. GLASS REPAIR – DEDUCTIBLE WAIVER
- XII. TWO OR MORE DEDUCTIBLES
- XIII. AMENDED DUTIES IN EVENT OF ACCIDENT, CLAIM, SUIT OR LOSS
- XIV. WAIVER OF SUBROGATION
- XV. UNINTENTIONAL ERROR, OMISSION, OR FAILURE TO DISCLOSE HAZARDS
- XVI. EMPLOYEE HIRED AUTO PHYSICAL DAMAGE
- XVII. PRIMARY AND NONCONTRIBUTORY IF REQUIRED BY CONTRACT
- XVIII. HIRED AUTO – COVERAGE TERRITORY
- XIX. BODILY INJURY REDEFINED TO INCLUDE RESULTANT MENTAL ANGUISH

BUSINESS AUTO COVERAGE FORM

I. NEWLY ACQUIRED OR FORMED ENTITY (Broad Form Named Insured)

SECTION II - LIABILITY COVERAGE, A. Coverage, 1. Who Is An Insured, the following is added:

- d. Any business entity newly acquired or formed by you during the policy period provided you own 50% or more of the business entity and the business entity is not separately insured for Business Auto Coverage. Coverage is extended up to a maximum of 180 days following acquisition or formation of the business entity. Coverage under this provision is afforded only until the end of the policy period. Coverage does not apply to an "accident" which occurred before you acquired or formed the organization.

II. EMPLOYEES AS INSURED

SECTION II - LIABILITY COVERAGE, A. Coverage, 1. Who Is An Insured, the following is added:

- e. Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

III. AUTOMATIC ADDITIONAL INSURED

SECTION II - LIABILITY COVERAGE, A. Coverage, 1. Who Is An Insured, the following is added:

- f. Any person or organization that you are required to include as additional insured on the Coverage Form in a written contract or agreement that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period is an "insured" for Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

IV. EMPLOYEE HIRED AUTO LIABILITY

SECTION II - LIABILITY COVERAGE, A. Coverage, 1. Who Is An Insured, the following is added:

- g. An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business.

V. SUPPLEMENTARY PAYMENTS

SECTION II - LIABILITY COVERAGE, A. Coverage, 2. Coverage Extensions, a. Supplementary Payments, Subparagraphs (2) and (4) are replaced by the following:

- (2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We are not obligated to furnish these bonds.
- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

VI. FELLOW EMPLOYEE COVERAGE:

SECTION II – LIABILITY COVERAGE, B. Exclusions, 5. Fellow Employee

This exclusion does not apply if you have workers' compensation insurance in-force covering all of your "employees". Coverage is excess over any other collectible insurance.

VII. ADDITIONAL TRANSPORTATION EXPENSE

SECTION III - PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions, a. Transportation Expenses, is replaced with the following:

We will pay up to \$50 per day to a maximum of \$1000 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type. We will pay only for those covered "autos" for which you carry either Comprehensive or Specified Causes of Loss Coverage. We will pay for temporary transportation expenses incurred during the period beginning 48 hours after the theft and ending, regardless of the policy's expiration, when the covered "auto" is returned to use or we pay for its "loss". If your business shown in the Declarations is other than an auto dealership, we will also pay up to \$1,000 for reasonable and necessary costs incurred by you to return a stolen covered auto from the place where it is recovered to its usual garaging location.

VIII. HIRED AUTO PHYSICAL DAMAGE COVERAGE

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions, the following is added:

- c. If Liability Coverage is provided in this policy on a Symbol 1 or a Symbol 8 basis and Comprehensive, Specified Causes of Loss, or Collision coverages are provided under this coverage form for any "auto" you own, then the Physical Damage Coverages provided are extended to "autos" you hire, subject to the following limit:
- (1) The most we will pay for "loss" to any hired "auto" is \$50,000 or Actual Cash Value or Cost of Repair, whichever is less
 - (2) \$500 deductible will apply to any loss under this coverage extension, except that no deductible shall apply to "loss" caused by fire or lightning
- Subject to the above limit and deductible we will provide coverage equal to the broadest coverage applicable to any covered "auto" you own of similar size and type. This coverage extension is excess coverage over any other collectible insurance.

IX. ACCIDENTAL AIRBAG DEPLOYMENT COVERAGE

SECTION III - PHYSICAL DAMAGE COVERAGE, B. Exclusions, 3.a., is amended to add the following:

This exclusion does not apply to the accidental discharge of an airbag.

X. LOAN/LEASE GAP COVERAGE

SECTION III - PHYSICAL DAMAGE COVERAGE C. Limit of Insurance, the following is added:

4. In the event of a "total loss" to a covered "auto" shown in the schedule or declarations for which Collision and Comprehensive Coverage apply, we will pay any unpaid amount due on the lease or loan for that covered "auto," less:
- a. The amount paid under the Physical Damage Coverage Section of the policy; and
 - b. Any:
 - (1) Overdue lease/loan payments at the time of the "loss";
 - (2) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage.
 - (3) Security deposits not returned by the lessor;
 - (4) Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
 - (5) Carry-over balances from previous loans or leases.

The most we will pay under Auto Loan/Lease Gap Coverage for an insured auto is 25% of the actual cash value of that insured auto at the time of the loss.

XI. GLASS REPAIR – DEDUCTIBLE WAIVER

SECTION III - PHYSICAL DAMAGE COVERAGE, D. Deductible, the following is added:

No deductible applies to glass damage if the glass is repaired rather than replaced.

XII. TWO OR MORE DEDUCTIBLES

SECTION III - PHYSICAL DAMAGE COVERAGE, D. Deductible, the following is added:

If two or more "company" policies or coverage forms apply to the same accident:

1. If the applicable Business Auto deductible is the smallest, it will be waived; or
2. If the applicable Business Auto deductible is not the smallest, it will be reduced by the amount of the smallest deductible; or
3. If the loss involves two or more Business Auto coverage forms or policies the smallest deductible will be waived.

For the purpose of this endorsement "company" means the company providing this insurance and any of the affiliated members of the Mercury Insurance Group of companies.

XIII. AMENDED DUTIES IN EVENT OF ACCIDENT, CLAIM, SUIT OR LOSS

The requirement in SECTION IV, BUSINESS AUTO CONDITIONS, A. Loss Conditions, 2. Duties In The Event Of Accident, Claim, Suit, Or Loss, a., In the event of "accident", you must notify us of an "accident" applies only when the "accident" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) A member, if you are a limited liability company; or
- (4) An executive officer or insurance manager, if you are a corporation.

XIV. WAIVER OF SUBROGATION

SECTION IV - BUSINESS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer of Rights Of Recovery Against Others To Us, section is replaced by the following:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

XV. UNINTENTIONAL ERROR, OMISSION, OR FAILURE TO DISCLOSE HAZARDS

SECTION IV - BUSINESS AUTO CONDITIONS, B. General Conditions, 2. Concealment, Misrepresentation, or Fraud, the following is added:

Any unintentional omission of or error in information given by you, or unintentional failure to disclose all exposures or hazards existing as of the effective date or at any time during the policy period shall not invalidate or adversely affect the coverage for such exposure or hazard or prejudice your rights under this insurance. However, you must report the undisclosed exposure or hazard to us as soon as reasonably possible after its discovery. This provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

XVI. EMPLOYEE HIRED AUTO PHYSICAL DAMAGE

SECTION IV - BUSINESS AUTO CONDITIONS, B. General Conditions, 5. Other Insurance, b. For Hired Auto Physical Damage Coverage, is replaced by the following:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

1. Any covered "auto" you lease, hire, rent or borrow; and
2. Any covered "auto" hired or rented by your "employee" under a contract in that individual "employee's" name, with your permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

XVII. PRIMARY AND NONCONTRIBUTORY IF REQUIRED BY CONTRACT

SECTION IV - BUSINESS AUTO CONDITIONS, B. General Conditions, 5. Other Insurance, the following is added and supersedes any provision to the contrary:

e. This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

XVIII. HIRED AUTO - COVERAGE TERRITORY

SECTION IV - BUSINESS AUTO CONDITIONS, B. General Conditions, 7. Policy Period, Coverage Territory, e. Anywhere in the world if:, is replaced by the following:

- e. Anywhere in the world if:
 - (1) A covered "auto" is leased, hired, rented or borrowed without a driver for a period of 30 days or less; and
 - (2) The "insured's" responsibility to pay damages is determined in a "suit" on the merits, in the United States of America, the territories and possessions of the United States of America, Puerto Rico, or Canada or in a settlement we agree to.

XIX. BODILY INJURY REDEFINED TO INCLUDE RESULTANT MENTAL ANGUISH

SECTION V – DEFINITIONS, C. "Bodily Injury" is amended by adding the following:

"Bodily injury" also includes mental anguish but only when the mental anguish arises from other bodily injury, sickness, or disease.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL GENERAL LIABILITY EXTENSION

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

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With respect to coverage afforded by this endorsement, the provisions of the policy apply unless modified by the endorsement.

A. NON-OWNED AIRCRAFT

Under Paragraph 2. Exclusions of Section I - Coverage A - Bodily Injury And Property Damage Liability, exclusion g. Aircraft, Auto Or Watercraft does not apply to an aircraft provided:

1. It is not owned by any insured;
2. It is hired, chartered or loaned with a trained paid crew;
3. The pilot in command holds a currently effective certificate, issued by the duly constituted authority of the United States of America or Canada, designating her or him a commercial or airline pilot; and
4. It is not being used to carry persons or property for a charge.

However, the insurance afforded by this provision does not apply if there is available to the insured other valid and collectible insurance, whether primary, excess (other than insurance written to apply specifically in excess of this policy), contingent or on any other basis, that would also apply to the loss covered under this provision.

B. NON-OWNED WATERCRAFT

Under Paragraph 2. Exclusions of Section I - Coverage A - Bodily Injury And Property Damage Liability, Subparagraph (2) of exclusion g. Aircraft, Auto Or Watercraft is replaced by the following:

This exclusion does not apply to:

- (2) A watercraft you do not own that is:
 - (a) Less than 52 feet long; and
 - (b) Not being used to carry persons or property for a charge.

C. PROPERTY DAMAGE LIABILITY - ELEVATORS

1. Under Paragraph 2. Exclusions of Section I - Coverage A - Bodily Injury And Property Damage Liability, Subparagraphs (3), (4) and (6) of exclusion j. Damage To Property do not apply if such "property damage" results from the use of elevators. For the purpose of this provision, elevators do not include vehicle lifts. Vehicle lifts are lifts or hoists used in automobile service or repair operations.
2. The following is added to Section IV - Commercial General Liability Conditions, Condition 4. Other Insurance, Paragraph b. Excess Insurance:

The insurance afforded by this provision of this endorsement is excess over any property insurance, whether primary, excess, contingent or on any other basis.

D. EXTENDED DAMAGE TO PROPERTY RENTED TO YOU (Tenant's Property Damage)

If Damage To Premises Rented To You is not otherwise excluded from this Coverage Part:

1. Under Paragraph 2. Exclusions of Section I - Coverage A - Bodily Injury and Property Damage Liability:

- a. The fourth from the last paragraph of exclusion j. Damage To Property is replaced by the following:

Paragraphs (1), (3) and (4) of this exclusion do not apply to "property damage" (other than damage by fire, lightning, explosion, smoke, or leakage from an automatic fire protection system) to:

- (I) Premises rented to you for a period of 7 or fewer consecutive days; or
- (II) Contents that you rent or lease as part of a premises rental or lease agreement for a period of more than 7 days.

Paragraphs (1), (3) and (4) of this exclusion do not apply to "property damage" to contents of premises rented to you for a period of 7 or fewer consecutive days.

A separate limit of insurance applies to this coverage as described in Section III - Limits of Insurance.

- b. The last paragraph of subsection **2. Exclusions** is replaced by the following:

Exclusions c. through n. do not apply to damage by fire, lightning, explosion, smoke or leakage from automatic fire protection systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to Damage To Premises Rented To You as described in **Section III - Limits Of Insurance**.

2. Paragraph **6.** under **Section III - Limits Of Insurance** is replaced by the following:

6. Subject to Paragraph 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "property damage" to:

- a. Any one premise:

(1) While rented to you; or

(2) While rented to you or temporarily occupied by you with permission of the owner for damage by fire, lightning, explosion, smoke or leakage from automatic protection systems; or

- b. Contents that you rent or lease as part of a premises rental or lease agreement.

3. As regards coverage provided by this provision **D. EXTENDED DAMAGE TO PROPERTY RENTED TO YOU (Tenant's Property Damage)** - Paragraph **9.a.** of **Definitions** is replaced with the following:

9.a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, smoke, or leakage from automatic fire protection systems to premises while rented to you or temporarily occupied by you with the permission of the owner, or for damage to contents of such premises that are included in your premises rental or lease agreement, is not an "insured contract".

E. MEDICAL PAYMENTS EXTENSION

If **Coverage C Medical Payments** is not otherwise excluded, the Medical Payments provided by this policy are amended as follows:

Under Paragraph **1. Insuring Agreement** of **Section I - Coverage C - Medical Payments**, Subparagraph **(b)** of Paragraph **a.** is replaced by the following:

- (b)** The expenses are incurred and reported within three years of the date of the accident; and

F. EXTENSION OF SUPPLEMENTARY PAYMENTS - COVERAGES A AND B

1. Under **Supplementary Payments - Coverages A and B**, Paragraph **1.b.** is replaced by the following:

- b. Up to **\$3,000** for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

2. Paragraph **1.d.** is replaced by the following:

- d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to **\$500** a day because of time off from work.

G. ADDITIONAL INSUREDS - BY CONTRACT, AGREEMENT OR PERMIT

1. Paragraph **2.** under **Section II - Who Is An Insured** is amended to include as an insured any person or organization whom you have agreed to add as an additional insured in a written contract, written agreement or permit. Such person or organization is an additional insured but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused in whole or in part by:

- a. Your acts or omissions, or the acts or omissions of those acting on your behalf, in the performance of your on going operations for the additional insured that are the subject of the written contract or written agreement provided that the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" is committed, subsequent to the signing of such written contract or written agreement; or

- b. Premises or facilities rented by you or used by you; or
- c. The maintenance, operation or use by you of equipment rented or leased to you by such person or organization; or
- d. Operations performed by you or on your behalf for which the state or political subdivision has issued a permit subject to the following additional provisions:
 - (1) This insurance does not apply to "bodily injury", "property damage", or "personal and advertising injury" arising out of the operations performed for the state or political subdivision;
 - (2) This insurance does not apply to "bodily injury" or "property damage" included within the "completed operations hazard".
 - (3) Insurance applies to premises you own, rent, or control but only with respect to the following hazards:
 - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners, or decorations and similar exposures; or
 - (b) The construction, erection, or removal of elevators; or
 - (c) The ownership, maintenance, or use of any elevators covered by this insurance.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

With respect to Paragraph 1.a. above, a person's or organization's status as an additional Insured under this endorsement ends when:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

With respect to Paragraph 1.b. above, a person's or organization's status as an additional insured under this endorsement ends when their written contract or written agreement with you for such premises or facilities ends.

With respects to Paragraph 1.c. above, this insurance does not apply to any "occurrence" which takes place after the equipment rental or lease agreement has expired or you have returned such equipment to the lessor.

The insurance provided by this endorsement applies only if the written contract or written agreement is signed prior to the "bodily injury" or "property damage".

We have no duty to defend an additional insured under this endorsement until we receive written notice of a "suit" by the additional Insured as required in Paragraph b. of Condition 2. **Duties In the Event Of Occurrence, Offense, Claim Or Suit under Section IV - Commercial General Liability Conditions.**

2. With respect to the insurance provided by this endorsement, the following are added to Paragraph 2. **Exclusions under Section I - Coverage A - Bodily Injury And Property Damage Liability:**

This insurance does not apply to:

- a. "Bodily injury" or "property damage" arising from the sole negligence of the additional insured.
- b. "Bodily injury" or "property damage" that occurs prior to you commencing operations at the location where such "bodily injury" or "property damage" occurs.
- c. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

- (2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of, or the failure to render, any professional architectural, engineering or surveying services.

- d. "Bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
 - (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- e. Any person or organization specifically designated as an additional insured for ongoing operations by a separate **ADDITIONAL INSURED -OWNERS, LESSEES OR CONTRACTORS** endorsement issued by us and made a part of this policy.

3. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- a. Required by the contract or agreement; or
- b. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

H. **PRIMARY AND NON-CONTRIBUTORY ADDITIONAL INSURED EXTENSION**

This provision applies to any person or organization who qualifies as an additional insured under any form or endorsement under this policy.

Condition 4. Other Insurance of **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended as follows:

- a. The following is added to Paragraph a. **Primary Insurance:**

If an additional insured's policy has an Other Insurance provision making its policy excess, and you have agreed in a written contract or written agreement to provide the additional insured coverage on a primary and noncontributory basis, this policy shall be primary and we will not seek contribution from the additional insured's policy for damages we cover.

b. The following is added to Paragraph b. **Excess Insurance**:

When a written contract or written agreement, other than a premises lease, facilities rental contract or agreement, an equipment rental or lease contract or agreement, or permit issued by a state or political subdivision between you and an additional insured does not require this insurance to be primary or primary and non-contributory, this insurance is excess over any other insurance for which the additional insured is designated as a Named Insured.

Regardless of the written agreement between you and an additional insured, this insurance is excess over any other insurance whether primary, excess, contingent or on any other basis for which the additional insured has been added as an additional insured on other policies.

I. **ADDITIONAL INSUREDS - EXTENDED PROTECTION OF YOUR "LIMITS OF INSURANCE"**

This provision applies to any person or organization who qualifies as an additional insured under any form or endorsement under this policy.

1. The following is added to Condition **2. Duties In The Event Of Occurrence, Offense, Claim or Suit**:

An additional insured under this endorsement will as soon as practicable:

- a. Give written notice of an "occurrence" or an offense that may result in a claim or "suit" under this insurance to us;
- b. Tender the defense and indemnity of any claim or "suit" to all insurers whom also have insurance available to the additional insured; and
- c. Agree to make available any other insurance which the additional insured has for a loss we cover under this Coverage Part.
- d. We have no duty to defend or indemnify an additional insured under this endorsement until we receive written notice of a "suit" by the additional insured.

2. The limits of insurance applicable to the additional insured are those specified in a written contract or written agreement or the limits of insurance as stated in the Declarations of this policy and defined in **Section III - Limits of Insurance** of this policy, whichever are less. These limits are inclusive of and not in addition to the limits of insurance available under this policy.

J. **WHO IS AN INSURED - INCIDENTAL MEDICAL ERRORS / MALPRACTICE**
WHO IS AN INSURED - FELLOW EMPLOYEE EXTENSION - MANAGEMENT EMPLOYEES

Paragraph 2.a.(1) of **Section II - Who Is An Insured** is replaced with the following:

(1) "Bodily injury" or "personal and advertising injury":

- (a) To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), to a co-"employee" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;
- (b) To the spouse, child, parent, brother or sister of that co-"employee" or "volunteer worker" as a consequence of Paragraph (1) (a) above;
- (c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs (1) (a) or (b) above; or
- (d) Arising out of his or her providing or failing to provide professional health care services. However, if you are not in the business of providing professional health care services or providing professional health care personnel to others, or if coverage for providing professional health care services is not otherwise excluded by separate endorsement, this provision (Paragraph (d)) does not apply.

Paragraphs (a) and (b) above do not apply to "bodily injury" or "personal and advertising injury" caused by an "employee" who is acting in a supervisory capacity for you. Supervisory capacity as used herein means the "employee's" job responsibilities assigned by you, includes the direct supervision of other "employees" of yours. However, none of these "employees" are insureds for "bodily injury" or "personal and

advertising injury" arising out of their willful conduct, which is defined as the purposeful or willful intent to cause "bodily injury" or "personal and advertising injury", or caused in whole or in part by their intoxication by liquor or controlled substances.

The coverage provided by provision J. is excess over any other valid and collectable insurance available to your "employee".

K. NEWLY FORMED OR ADDITIONALLY ACQUIRED ENTITIES

Paragraph 3. of **Section II - Who Is An Insured** is replaced by the following:

3. Any organization you newly acquire or form and over which you maintain ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:
 - a. Coverage under this provision is afforded only until the expiration of the policy period in which the entity was acquired or formed by you;
 - b. Coverage A does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and
 - c. Coverage B does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.
 - d. Records and descriptions of operations must be maintained by the first Named Insured.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations or qualifies as an insured under this provision.

L. FAILURE TO DISCLOSE HAZARDS AND PRIOR OCCURRENCES

Under **Section IV - Commercial General Liability Conditions**, the following is added to Condition 6. **Representations**:

Your failure to disclose all hazards or prior "occurrences" existing as of the inception date of the policy shall not prejudice the coverage afforded by this policy provided such failure to disclose all hazards or prior "occurrences" is not intentional.

M. KNOWLEDGE OF OCCURRENCE, OFFENSE, CLAIM OR SUIT

Under **Section IV - Commercial General Liability Conditions**, the following is added to Condition 2. **Duties In The Event of Occurrence, Offense, Claim Or Suit**:

Knowledge of an "occurrence", offense, claim or "suit" by an agent, servant or "employee" of any insured shall not in itself constitute knowledge of the insured unless an insured listed under Paragraph 1. of **Section II - Who Is An Insured** or a person who has been designated by them to receive reports of "occurrences", offenses, claims or "suits" shall have received such notice from the agent, servant or "employee".

N. LIBERALIZATION CLAUSE

If we revise this Commercial General Liability Extension Endorsement to provide more coverage without additional premium charge, your policy will automatically provide the coverage as of the day the revision is effective in your state.

O. BODILY INJURY REDEFINED

Under **Section V - Definitions**, Definition 3. is replaced by the following:

3. "Bodily Injury" means physical injury, sickness or disease sustained by a person. This includes mental anguish, mental injury, shock, fright or death that results from such physical injury, sickness or disease.

P. EXTENDED PROPERTY DAMAGE

Exclusion a. of **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY** is replaced by the following:

a. Expected Or Intended Injury

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

Q. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US - WHEN REQUIRED IN A CONTRACT OR AGREEMENT WITH YOU

Under **Section IV - Commercial General Liability Conditions**, the following is added to **Condition 8. Transfer Of Rights Of Recovery Against Others To Us**:

We waive any right of recovery we may have against a person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard" provided:

1. You and that person or organization have agreed in writing in a contract or agreement that you waive such rights against that person or organization; and
2. The injury or damage occurs subsequent to the execution of the written contract or written agreement.

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06/04/14

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EACH LOCATION GENERAL AGGREGATE LIMIT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under **Section I - Coverage A - Bodily Injury And Property Damage Liability**, and for all medical expenses caused by accidents under **Section I - Coverage C Medical Payments**, which can be attributed only to operations at a single "location" owned by or rented to you:
 - 1. A separate Each Location General Aggregate Limit applies to each "location", and that limit is equal to the amount of the General Aggregate Limit shown in the Declarations.
 - 2. The Each Location General Aggregate Limit is the most we will pay for the sum of all damages under Coverage A, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under Coverage C regardless of the number of:
 - a. Insureds;
 - b. Claims made or "suits" brought; or
 - c. Persons or organizations making claims or bringing "suits".
 - 3. Any payments made under Coverage A for damages or under Coverage C for medical expenses shall reduce the Each Location General Aggregate Limit for that "location". Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Each Location General Aggregate Limit for any other "location".
 - 4. The limits shown in the Declarations for Each Occurrence, Fire Damage and Medical Expense continue to apply. However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Each Location General Aggregate Limit.
- B. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under **Section I - Coverage A - Bodily Injury And Property Damage Liability**, and for all medical expenses caused by accidents under **Section I - Coverage C Medical Payments**, which cannot be attributed only to operations at a single "location" owned by or rented to you:
 - 1. Any payments made under Coverage A for damages or under Coverage C for medical expenses shall reduce the amount available under the General Aggregate Limit or the Products-Completed Operations Aggregate Limit, whichever is applicable; and
 - 2. Such payments shall not reduce any Each Location General Aggregate Limit.
- C. When coverage for liability arising out of the "products-completed operations hazard" is provided, any payments for damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard" will reduce the Products-Completed Operations Aggregate Limit, and not reduce the General Aggregate Limit nor the Each Location General Aggregate Limit.
- D. For the purposes of this endorsement, the following definition is added to **Section V - Definitions**:
 "Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.
- E. The provisions of **Section III - Limits Of Insurance** not otherwise modified by this endorsement shall continue to apply as stipulated.



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/13/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Capital Providers Insurance License #0H52316 20750 Ventura Blvd., Ste 305 Woodland Hills CA 91364	CONTACT NAME: Voski Grigoryan PHONE (A/C, No, Ext): (818) 676-0016 FAX (A/C, No): (818) 676-0015 E-MAIL ADDRESS: voski@cpisgroup.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : National Casualty Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Casualty Insurance Company		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER E :														
INSURER F :														
INSURED Team One Management 27324 Camino Capistrano 209 Laguna Niguel CA 92677														

COVERAGES

CERTIFICATE NUMBER: 20 21 WC

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCNCC31242400	07/24/2020	07/24/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Placentia, its elected and appointed boards, officials, agents, employees, and volunteers are named as additional insured

CERTIFICATE HOLDER**CANCELLATION**

City of Placentia 401 E. Chapman Placentia CA 92670	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

Blanket Waiver

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 07/24/2020

Policy No.: WCNCC 312424

Endorsement No.:

Insured:

Premium \$ INCL

Team One Management

Insurance Company:

Countersigned by _____

National Casualty Company



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF FINANCE

DATE: JUNE 15, 2021

SUBJECT: **CONTRACT EXTENSION WITH THE PUN GROUP, INC. FOR FINANCIAL AUDITING SERVICES FOR FISCAL YEAR 2020-2021**

FISCAL
IMPACT: EXPENSE: \$76,535 FISCAL YEAR 2021-22 (102020-6010)

SUMMARY:

On July 19, 2016, the City Council approved a contract with the Pun Group for financial auditing services. The contract was for three (3) years with an option to extend for two (2) additional one-year terms at the discretion of the City. On June 4, 2019, the City elected to extend the contract for two (2) additional years covering the City's financial audits through fiscal year ("FY") 2019-20.

Due to the initial term of the contract which began in FY 2016-17, Staff interpreted the contract to provide services for five years through FY 2020-21 and planned on conducting a formal request for proposals ("RFP") for audit services for the FY 2021-22 audit. After closer examination of the contract term, it was determined that the current contract only covered the City's financial audits through FY 2019-20. This action will approve an Amendment with the Pun Group for a one-year extension for FY 2021-22 in an amount not-to-exceed \$76,535, thereby allowing Staff the time necessary to conduct a formal RFP for auditing services beginning with the FY 2021-22 audit.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve Amendment No. 2 to the Professional Services Agreement with the Pun Group, Inc. for a one-year extension for Fiscal Year 2021-22 in an amount not-to-exceed \$76,535; and
2. Authorize the City Administrator to execute all necessary documents, in a form approved by the City Attorney.

DISCUSSION:

In 2016, the City solicited bids for auditing services. After receiving a recommendation from the Financial Audit Oversight Committee, City Council awarded the contract to the Pun Group for a

1. p.
June 15, 2021

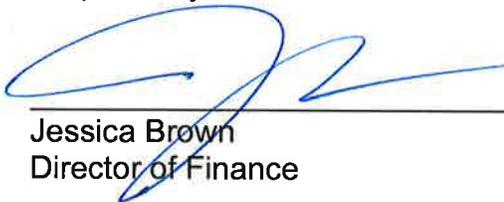
three-year term, with an option to extend for two (2) additional one-year terms at the discretion of the City. On June 4, 2019, the City elected to extend the contract with the Pun Group for an additional two years with the contract ending June 4, 2021. Due to the initial term of the contract which began in FY 2016-17, Staff interpreted the contract to provide services for five (5) years through FY 2020-21 and planned on conducting a formal RFP for audit services for the FY 2021-22 audit. After closer examination of the contract term, it was determined that the current contract only covered the City's financial audits through FY 2019-20. This action will approve an Amendment with the Pun Group for a one-year extension for FY 2021-22 in an amount not-to-exceed \$76,535 allowing Staff the time necessary to conduct a formal RFP for auditing services beginning with the FY 2021-22 audit.

The Pun Group has performed satisfactorily, and Staff recommends that the City Council authorize the City Administrator to extend the contract for one year,

FISCAL IMPACT:

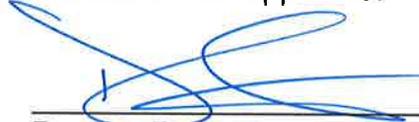
The anticipated cost for the Pun Group's services for the audit of FY 2020-21 is estimated to be \$76,535 and is included in the budget. The FY 2021-22 cost for services is anticipated to be \$76,535 and will be budgeted accordingly.

Prepared by:



Jessica Brown
Director of Finance

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachment:

1. Amendment No. 2 to Professional Services Agreement with The Pun Group, Inc.
 - a. Exhibit A - Executed Contract
 - b. Exhibit B - Executed Amendment No. 1
 - c. Exhibit C - Pun Technical Proposal

**AMENDMENT NO. 2 TO
PROFESSIONAL SERVICES AGREEMENT
PROVISION OF AUDITING SERVICES WITH THE PUN GROUP, LLP.**

This Amendment No. 2 (“Amendment”) to Professional Services Agreement is made and entered into effective the 15th day of June, 2021, by and between the CITY OF PLACENTIA, a Charter City and Municipal Corporation (“CITY”), and the Pun Group, a Limited Liability Partnership (hereinafter “CONSULTANT”). CITY and CONSULTANT are sometimes hereinafter individually referred to as “Party” and or collectively referred to as the “Parties.”

A. Recitals.

(i). CITY and CONSULTANT entered into a Professional Services Agreement (“Agreement”) effective July 19, 2016 through which CONSULTANT has been providing professional services as more fully explained in the Scope of Services attached to the Agreement as Exhibit “A.”

(ii). The Parties now seek to amend the Agreement to extend the term for an additional one-year term.

(iii). All legal prerequisites to the making of this Amendment have occurred.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

B. Amendment to Agreement.

1. Section 2, Paragraph 1 of the Agreement is hereby amended to read as follows:

Consultant shall be paid an amount not to exceed \$76,535 for a one-year term for an amount not to exceed \$76,535.

2. Section 4, Paragraph 1 of the Agreement is hereby amended to read as follows:

This agreement shall commence on the effective date and continue for a period of 12 months, ending on June 4, 2021, with an option for the City Administrator to extend for a period of 12 months, ending on June 4, 2022, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

3. Except as specifically modified herein, all of the terms, conditions and provisions of the Agreement shall remain in full force and effect.

4. The Agreement, all amendments together with this Amendment No. 2 and all Exhibits attached thereto, constitutes the entire Agreement between the Parties and supersedes all prior negotiations, arrangements, representations, and understandings, if any, made by or between the Parties with respect to the subject matter hereof. No amendment or other modification of the

Agreement, as modified by this Amendment No. 2 shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

5. Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Amendment No. 1 and that such execution is binding upon the entity for which he or she is executing this document.

IN WITNESS WHEREOF, the Parties have caused Amendment No. 1 to the Consulting Services Agreement are to be executed as of the day and year first above written.

CONSULTANT

CITY OF PLACENTIA

By: _____
Kenneth Pun, Managing Partner

By: _____
Damien R. Arrula
City Administrator

ATTEST:

By: _____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

By: _____
Christian L. Bettenhausen, City Attorney



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wood Gutmann & Bogart 15901 Red Hill Ave., Suite 100 Tustin CA 92780		CONTACT NAME: Sarah Caballero PHONE (A/C, No, Ext): 714-824-8300 E-MAIL: scaballero@wgbib.com ADDRESS: scaballero@wgbib.com		FAX (A/C, No): 714-573-1770
INSURED The Pun Group, LLP 200 East Sandpointe Avenue, Suite 600 Santa Ana CA 92707		INSURER(S) AFFORDING COVERAGE		NAIC #
PUN&M-1		INSURER A : TRAVELERS CAS INS CO OF AMER		19046
		INSURER B : GREAT DIVIDE INS CO		25224
		INSURER C : Travelers Property Casualty Co of Amer		25674
		INSURER D : Travelers Property Casualty		25674
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 25778711

REVISION NUMBER:

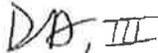
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$0 deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO.JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y		6807G5921202142	3/1/2021	3/1/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BABL4679832142	3/1/2021	3/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			CUP4H2531482142	3/1/2021	3/1/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB3K8534012142	3/1/2021	3/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	E&O Retro 12/29/11			CAB20235901	3/1/2021	3/1/2022	3,000,000 agg 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Placentia and its elected and appointed boards, officers, officials, agents, employees, and volunteers are named as additional insured on the General Liability per attached CGD1050494 as required by written contract subject to the terms and conditions of the policy.

CERTIFICATE HOLDER**CANCELLATION**

City of Placentia Finance Department 401 East Chapman Avenue Placentia CA 92870	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

ENDORSEMENT WC 04 03 06 (01) - 001

POLICY NUMBER: **UB-3K653401-21-42-G**

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS
ENDORSEMENT-CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

THE ADDITIONAL PREMIUM FOR THIS ENDORSEMENT SHALL BE 5.00% OF THE CALIFORNIA WORKERS' COMPENSATION PREMIUM OTHERWISE DUE ON SUCH REMUNERATION.

SCHEDULE

PERSON OR ORGANIZATION	JOB DESCRIPTION
CITY OF PLACENTIA	TO FOLLOW

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS:

1. **WHO IS AN INSURED (SECTION II)** is amended to include as an insured any person or organization (called hereafter "additional insured") whom you have agreed in a written contract, executed prior to loss, to name as additional insured, but only with respect to liability arising out of "your work" or your ongoing operations for that additional insured performed by you or for you.
2. With respect to the insurance afforded to Additional Insureds the following conditions apply:
 - a. **Limits of Insurance** – The following limits of liability apply:
 1. The limits which you agreed to provide;
or
 2. The limits shown on the declarations,
whichever is less.
 - b. This insurance is excess over any valid and collectible insurance unless you have agreed in a written contract for this insurance to apply on a primary or contributory basis.
3. This insurance does not apply:
 - a. on any basis to any person or organization for whom you have purchased an Owners and Contractors Protective policy.
 - b. to "bodily injury," "property damage," "personal injury," or "advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:
 1. The preparing, approving or failing to prepare or approve maps, drawings, opinions, reports, surveys, change orders, designs or specifications; and
 2. Supervisory, inspection or engineering services.

**CITY OF PLACENTIA
PROFESSIONAL SERVICES AGREEMENT
WITH THE PUN GROUP, LLP.**

THIS AGREEMENT is made and entered into this 19th day of July, 2016 ("Effective Date"), by and between the CITY OF PLACENTIA, a municipal corporation ("City"), and The Pun Group, LLP. ("Consultant") a Limited Liability Partnership.

WITNESSETH:

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to audit financial records, as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in Consultant's Proposal ("Proposal"), attached hereto as Exhibit "A" and incorporated herein by this reference. In addition to the services provided annually by Consultant, Consultant shall annually provide two (2) of the following five (5) additional services as determined by Consultant in its discretion:

1. Review of Investment Transactions (10) – To determine that the investments made by staff are in compliance with the City's applicable Investment Policy.
2. Review of Financial Institution Wire Transfers (24) – To ensure that all transfers out of financial institutions as reported on bank or investment statements are properly authorized and accounted for.
3. Review of Journal Entries (20) – To ensure that journal entries (including budget entries) are made with adequate support, proper approval, and are correctly recorded to the general ledger.
4. Review of Check Stock Sequence and Cancelled Checks – To verify the sequence of check stock, including unused checks, voided checks and cancelled checks to verify that all checks cleared through the City's financial institutions are presented to Council in the warrant registers and are properly accounted for within the accounting records of the City.

5. Review of Cash Receipts (30) – To ensure that the amounts collected from all locations accepting revenues are properly reflected on receipt documentation that agrees with the amount in the revenue tracking software (if applicable) to the general ledger, and the amount reflected on the bank statement.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement. Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. Officers and employees shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Administrator or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, a notice setting forth provisions of this non-discrimination clause.

Consultant shall, in all solicitations and advertisements for employees placed by, or on behalf of Consultant shall state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, marital status, national origin, or mental or physical disability. Consultant shall cause the paragraphs contained in this Section to be inserted in all subcontracts for any work covered by the Agreement, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "A." Consultant's total compensation shall not exceed Two Hundred Ten Thousand One Hundred Eighty Two Dollars (\$210,182.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal or which is inconsistent with or in violation of the provisions of this Agreement unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the hereinabove described "SCOPE OF SERVICES", an additional fee based upon the Consultant's standard hourly rates shall be paid to the Consultant for such additional services. Such increase in additional fees shall be limited to 25% of the total contract sum or \$25,000 whichever is more. The City Administrator is authorized to approve a Change Order for such additional services.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the

associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4 Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the Effective Date.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit "A." The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of the Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and the Consultant. The Consultant shall present documentation satisfactory to the City to substantiate any request for a time extension.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of 36 months, ending on July 19, 2019, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least fifteen (15) days prior written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

The City shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it

may be entitled at law, in equity or under this Agreement, immediately upon service of written notice of termination on the Consultant, if the latter should:

- a. Be adjudged a bankrupt;
- b. Become insolvent or have a receiver of its assets or property appointed because of insolvency;
- c. Make a general assignment for the benefit of creditors;
- d. Default in the performance of any obligation or payment of any indebtedness under this Agreement;
- e. Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or
- f. Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination within thirty-five (35) days after service of the notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant. City shall not be liable for any claim of lost profits.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Broad-form commercial general liability, in a form at least as broad as ISO form #CG 00 01 11 88, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to

this Agreement or shall be twice the required occurrence limit.

- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California and Employers Liability Insurance with a minimum limit of \$1,000,000 per accident. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers for losses arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

Before execution of this Agreement by the City, the Consultant shall file with the Public Works Director/City Engineer the following signed certification:

I am aware of, and will comply with, Section 3700 of the Labor Code, requiring every employer to be insured against liability of Workers' Compensation or to undertake self-insurance before commencing any of the work.

The Consultant shall also comply with Section 3800 of the Labor Code by securing, paying for and maintaining in full force and effect for the duration of this Agreement, complete Workers' Compensation Insurance, and shall furnish a Certificate of Insurance to the Public Works Director/City Engineer before execution of this Agreement by the City. The City, its officers and employees shall not be responsible for any claims in law or equity occasioned by failure of the consultant to comply with this section.

- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

Neither the CITY nor any of its elected or appointed officials, officers, agents, employees, or volunteers makes any representation that the types of insurance and the limits specified to be carried by Consultant under this Agreement are adequate to protect Consultant. If Consultant believes that any such insurance coverage is insufficient, Consultant shall provide, at its own expense, such additional insurance as Consultant deems adequate.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Placentia and its elected and appointed

boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."

- (b) Notice: "Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance. Should Consultant fail to immediately procure other insurance, as specified, to substitute for any canceled policy, the City may procure such insurance at Consultant's sole cost and expense."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Placentia, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Placentia shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Placentia, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance shall be attached hereto as Exhibit "B" and incorporated herein by this reference.

5.5. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by

the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Administrator or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement. It shall be the Consultant's responsibility to assure that the Project Manager is kept informed of the progress of the performance of the services and the Consultant shall refer any decision, which must be made by City, to the Project Manager. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Project Manager.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement and who shall not be changed by Consultant without the express written approval by the City. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or if mailed, shall be addressed as set forth below and placed in a sealed envelope, postage prepaid, and deposited in the United States Postal Service. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 72 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

The Pun Group, LLP.
200 E. Sandpointe Ave, Suite 600
Santa Ana, CA 92707
Tel: (949) 777-8801
Fax: (949) 777-8850
Attn: Kenneth Pun

IF TO CITY:

City of Placentia
401 E. Chapman
Placentia, CA 92870
Tel: (714) 993-8171
Fax: (714) 691-0283
Attn: Damien R. Arrula

6.5. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the

laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California. Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the City, its elected and appointed officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under

this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, preliminary notes, working documents, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City, but shall be made available to the City within ten (10) days of request or within ten (10) days of termination. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, preliminary notes and working documents, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City. Consultant or Consultant's agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those

records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.15. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.24. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF PLACENTIA,
A municipal corporation

for 

Damien R. Arrula, City Administrator

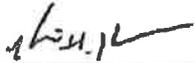
Date: 7/25/16

ATTEST:



Patrick J. Melia
City Clerk and ex-officio Clerk
of the City of Placentia

CONSULTANT



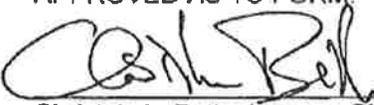
Signature

Date: 7/25/16

KENNETH PIND, MANAGING PARTNER
Name and Title

46-4016990
Social Security or Taxpayer ID Number

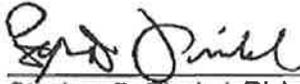
APPROVED AS TO FORM:



Christain L. Bettenhausen, City Attorney

Date: 7/21/16

APPROVED AS TO INSURANCE:



Stephen D. Pischel, Risk Management

Date: 7/25/16

APPROVED AS TO CONTENT:



Lawrence P. Schroeder, Project Manager

Date: 7/21/16

DEPARTMENTAL APPROVAL:



Lawrence P. Schroeder,
Interim Chief Financial Officer

Date: 7/21/16

EXHIBIT A

CONSULTANT'S PROPOSAL

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT
PROVISION OF AUDITING SERVICES WITH THE PUN GROUP, LLP.**

This Amendment No. 1 ("Amendment") to Professional Services Agreement is made and entered into effective the 4th day of June, 2019, by and between the CITY OF PLACENTIA, a Charter City and Municipal Corporation ("CITY"), and the Pun Group, a Limited Liability Partnership (hereinafter "CONSULTANT"). CITY and CONSULTANT are sometimes hereinafter individually referred to as "Party" and or collectively referred to as the "Parties."

A. Recitals.

(i). CITY and CONSULTANT entered into a Professional Services Agreement ("Agreement") effective July 19, 2016 through which CONSULTANT has been providing professional services as more fully explained in the Scope of Services attached to the Agreement as Exhibit "A."

(ii). The Parties now seek to amend the Agreement to extend the term for an additional one-year term with the option to extend for an additional one-year term.

(iii). All legal prerequisites to the making of this Amendment have occurred.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

B. Amendment to Agreement.

1. Section 2, Paragraph 1 of the Agreement is hereby amended to read as follows:

Consultant shall be paid an amount not to exceed \$74,306 for a one-year term with an option to extend for another one-year term at the sole discretion of the City for an amount not to exceed \$76,535 for a two-year total not to exceed \$150,841.

2. Section 4, Paragraph 1 of the Agreement is hereby amended to read as follows:

This agreement shall commence on the effective date and continue for a period of 12 months, ending on June 4, 2020, with an option for the City Administrator to extend for a period of 12 months, ending on June 4, 2021, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

3. Except as specifically modified herein, all of the terms, conditions and provisions of the Agreement shall remain in full force and effect.

4. The Agreement, all amendments together with this Amendment No. 1 and all Exhibits attached thereto, constitutes the entire Agreement between the Parties and supersedes all prior negotiations, arrangements, representations, and understandings, if any, made by or between

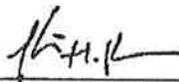
the Parties with respect to the subject matter hereof. No amendment or other modification of the Agreement, as modified by this Amendment No. 1 shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

5. Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Amendment No. 1 and that such execution is binding upon the entity for which he or she is executing this document.

IN WITNESS WHEREOF, the Parties have caused Amendment No. 1 to the Consulting Services Agreement are to be executed as of the day and year first above written.

CONSULTANT

CITY OF PLACENTIA

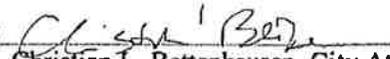
By: 
Kenneth Pun, Managing Partner

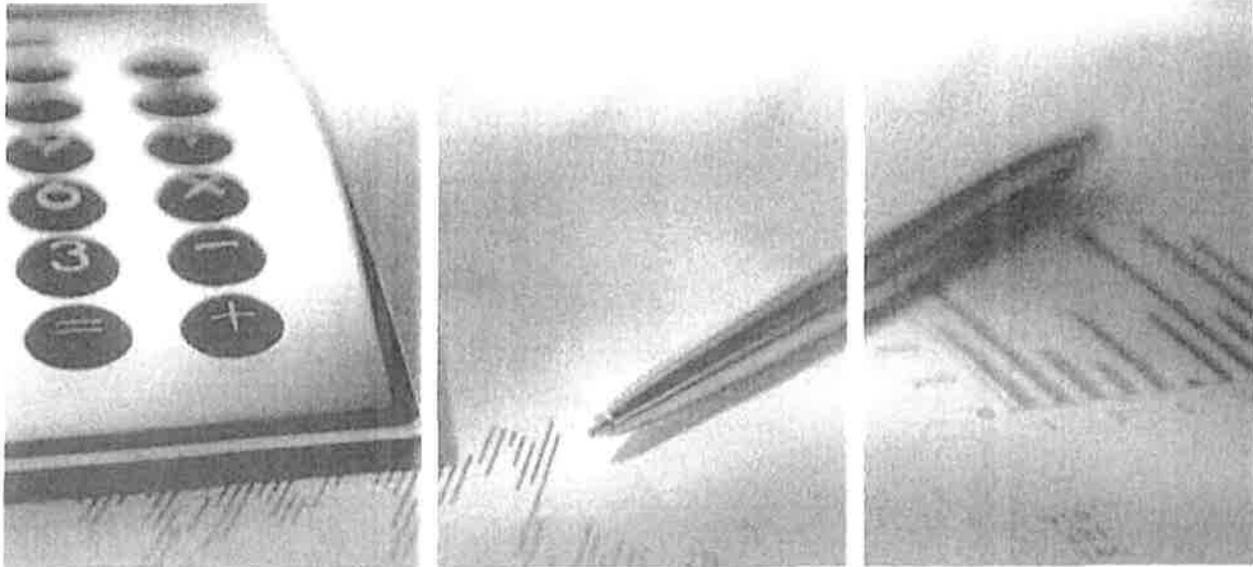
By: 
Damien R. Arrula
City Administrator

ATTEST:

By: 
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

By: 
Christian L. Bettenhausen, City Attorney



TECHNICAL PROPOSAL

CITY OF PLACENTIA
PLACENTIA, CALIFORNIA

Proposal to Perform Professional Auditing Services

For Fiscal Years Ending June 30, 2016 through 2018,
with the option to extend for two (2) additional years

JUNE 15, 2016

 ORIGIN

EXHIBIT A

Kenneth H. Pun, CPA, CGMA
Managing Partner
200 East Sandpointe Avenue, Suite 600, Santa Ana, CA 92707
Phone: (949) 777-8801 | Fax: (949) 777-8850 | Email: ken.pun@pungroup.com
California CPA License Number: PAR 7601
Federal Identification Number: 46-4016990



CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

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June 15, 2016

City of Placentia
Larry Schroeder | Interim Chief Financial Officer
401 E. Chapman Avenue
Placentia, CA 92870

Dear Mr. Larry Schroeder:

Please allow us to introduce our Firm and share our qualifications and proposed audit plan for the City of Placentia (the "City") pursuant to your Request for Proposal for Professional Auditing Services for Fiscal Years Ending June 30, 2016 through 2018, with the option to extend for two (2) additional years. The Pun Group, LLP, formerly known as Pun & McGeady LLP (the "Firm"), due to consolidation, has the knowledge and experience necessary to become the City's next public accounting firm, and the work plan to ensure a smooth audit process.

This letter is an acknowledgement of the Firm's understanding of the work to be performed. **We hereby offer our commitment to perform all of the required work, complete the audit, and issue the necessary auditor's report within the time periods outlined by the City.** We are secure in affirming our commitment because we have:

1. A lengthy legacy of serving California cities
2. Prodigious experience serving governmental entities
3. An efficient, lower-cost approach to auditing that focuses on high-risk areas

I will serve as your primary contact for contract negotiations. I am the managing partner of the Firm and have been authorized to legally bind the Firm. My contact information follows:

Name: Mr. Kenneth H. Pun, CPA, CGMA
Position: Managing Partner
Address: 200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707
Telephone: (949) 777-8801
Email: ken.pun@pungroup.com

You may also contact the following partner, who is authorized to represent the Firm:

Name: Mr. Gary M. Caporicci, CPA, CGFM, CFF
Position: Partner
Address: 200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707
Telephone: (949) 777-8802
Email: gary.caporicci@pungroup.com

The Pun Group is the right choice for the City of Placentia because we are experienced and focused in your industry.

- We have audited and consulted many California cities and performing similar scope of work to the City's request.
- We have assisted many clients in earning the GFOA Certificate of Achievement for Excellence in Financial Reporting.

200 East Sandpointe Avenue, Suite 600, Santa Ana, California 92707
Tel: 949-777-8800 • Toll Free: 855-276-4272 • Fax: 949-777-8850
www.pungroup.com

ATTACHMENT 1 EXHIBIT C

- Our depth of resources and specific government experience are substantial, and we are committed to deploying these resources and our experience on behalf of the City. Simply put, the City will become one of our most important clients, and will receive the priority service it deserves.
- We have assigned Gary Caporicci, our GASB Implementation Specialist, who is appointed to the State Retirement Advisory Committee by the State Controller, in assisting the City in the implementation of GASB's new standards.

Our goal for this audit is to complete the process in accordance with regulations while minimizing disruption to the City's daily operations. The Firm will:

- Develop a solid familiarity with the City's operations.
- Create a detailed audit plan during initial stages of the audit.
- Maintain an open communication line between the Engagement Team and the City's Management.
- Assign duties to qualified staff members.

This method ensures that the audit process will be performed steadily, communicated clearly, and completed efficiently:

The Firm is an Equal Opportunity Employer and complies with all Federal and State hiring requirements.

This proposal meets the requirements of the City's Request for Proposal. This letter and the accompanying proposal represent a *firm and irrevocable offer valid for a period of 120 days*.

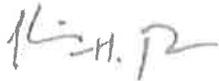
Proof of current General Liability, Business Auto Liability, Professional Liability, and Workers' Compensation insurance can be found at the Appendices section under this proposal. We will provide a copy of our Certificate of Insurance with coverages and amounts specified in the contract with the City within 10 calendar days after the notice of contract award.

Also, upon the notice of contract award the Firm will obtain a valid Business License with the City of Placentia.

If you have any questions about the proposal or the Firm, do not hesitate to contact us. We look forward to speaking with you.

Sincerely,

The Pun Group, LLP
Certified Public Accountants and Business Advisors



Kenneth H. Pun, CPA, CGMA
Managing Partner

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

SECTION I – INDEPENDENCE

The Pun Group, LLP (the "Firm") requires all employees to adhere to strict independence standards in relation to the Firm's clients. These independence standards exceed, in many instances, the standards promulgated by the American Institute of Certified Public Accountants (AICPA).

The Pun Group, LLP certifies that it is independent of the City of Placentia (the "City"). The Firm meets independence requirements defined by the United States Government Accountability Office's (U.S. GAO's) *Government Auditing Standards*, and the American Institute of Certified Public Accountants (AICPA).

The Firm has had no professional relationships involving the City of Placentia for the past five (5) years. The Firm has no business interests which will conflict in any way with maintaining independence in regards to the City of Placentia.

The Firm will give the City of Placentia written notice of any professional relationships entered into during the period of the agreement.

SECTION II – LICENSE TO PRACTICE IN CALIFORNIA

The Firm and all key professional staff are licensed by the State of California to practice as Certified Public Accountants, and meet the Continuing Professional Education requirements under U.S. GAO's *Government Auditing Standards* to perform the proposed audits.



CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

SECTION III – FIRM QUALIFICATIONS AND EXPERIENCE

About The Pun Group, LLP

The Pun Group, LLP, *formerly known as Pun & McGeedy LLP*, Certified Public Accountants and Business Advisors, founded in 2012, is a limited liability partnership. We are a full-service accounting firm that is comprised of forty (40) professionals who work on a *full-time basis* and provide auditing, accounting, and advisory services. **Our Partners Group have served governmental agencies since 1989**, under the umbrella of its predecessor firm, Caporicci & Larson, where all key personnel assigned provided outstanding services to governmental entities throughout California. Out of the forty (40) professionals, thirty (30) of them are focused in the Government Assurance Practice. The Firm has offices in Orange County, San Diego, Palm Desert (California) and Phoenix (Arizona).

The combination of hands-on experience and practical knowledge exercised by our audit professionals makes the Firm unique in our field. Our technical knowledge and thorough understanding of current regulations and issues—along with the Firm's commitment to hard work, integrity, and teamwork on every engagement—enable us to help our clients succeed.

Our Governmental Partners Group—which include Kenneth H. Pun, Gary M. Caporicci, Paul J. Kaymark, Lisa B. Lumbar and Jack F. Georger—provide auditing, accounting, and advisory services to numerous governmental entities throughout the United States. With more than one hundred-fifty (150) years of combined experience in the governmental industry we have become a trusted business partner, and well-respected as one of the most socially responsible accounting firms.

In addition to annual financial audits, team members undertake special studies in financial management, accounting, cost-accounting-system analysis, internal audit services, and Internal control documentation and testing. By participating in industry associations and activities, we are always up to date on the latest industry changes and the impact they will have on your operations. We will keep you and our colleagues in the Firm, fully informed of these developments. Our team is committed to bringing the full breadth and depth of our expertise to the audit of the City offering an outstanding value.

Our *Orange County* office, located at 200 East Sandpointe Avenue, Suite 600, Santa Ana, California 92707 will perform the requested services for the City. In this location we count on 6 partners, 2 senior managers, 1 manager, 2 supervisors, 4 seniors, 6 professional staff and 4 administrative staff. However, we may assign additional staff from our San Diego or Palm Desert (California) offices to the engagement, at no additional cost to the City. No subcontractors will be used.

While many accounting Firms can perform an audit, not all can build a great working relationship with their clients. The Pun Group, LLP prides itself on developing lasting, personal relationships with our clients. Our hands-on partner involvement and low personnel turnover are crucial tools to our success and highly beneficial to the City.

Our Firm has:

- Extensive experience in audits of local governments as well as experience with preparation of Comprehensive Annual Financial Reports, and comprehensive assistance with the implementation of new GASB Pronouncements.
- Strong work ethic and willingness to respond to the City of Placentia requirements and needs.

Staff Consistency

The Firm is committed to maintaining staff continuity throughout audit engagements. While we cannot guarantee that our staff members will stay with the Firm, we encourage loyalty by paying competitive wages, offering opportunities for promotion, using state-of-the-art equipment, and providing excellent working conditions. We also offer benefits including retirement plans, medical plans, profit-sharing programs, and continuing education. The Firm is an equal-opportunity employer and complies with all federal and state hiring requirements. **The Firm also supports affirmative-action philosophies and works hard to provide opportunities for self-enhancement to members of disadvantaged groups.**

We guarantee that the partners assigned to this audit will be involved throughout the entire engagement term, and that assigned staff members will return to the City in future years if they are still with the firm. One of our primary audit concerns is staff continuity, and our hands-on partner involvement ensures that qualified and experienced professionals will perform audits efficiently and effectively every year of the engagement.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Other Services Offered by the Firm

Auditing and Accounting

The Pun Group, LLP provides all levels of attestation services, including audits, reviews, and special examinations on specific accounts, items, and transactions. Additionally, we provide the following: preparation of financial statements, projections, and forecasts; practical analysis of financial information on ratios, inventory, revenues, and expenses; SEC compliance; IFRS conversions.

Business/Tax Consulting

We provide guidance to closely held, emerging, and family-owned businesses. Our extensive experience with privately held businesses during their entire life cycle allows us to assist our clients to create value, increase profitability, secure financing, and reach goals.

Business Valuation

We provide many business valuation services, including, but not limited to, the following: mergers and acquisitions, joint-venture agreements, goodwill impairment, fairness opinions, restructuring from public to private entities, and allocation of purchase price.

Our multi-disciplinary team includes JDs, and MBAs who have expertise in economics, financial modeling, business management, marketing, psychology, law, competitive analysis, consumer behavior, and market research. Professional designations held by our members include CFE, CVA, CGMA, CIA, CGFM, CFF and MFAA.

Financial Recovery/Forensic Services

We provide many forensic accounting services, including, but not limited to the following: fraud and mismanagement, fraudulent transfers, stockbrokerage churning, fraud risk assessment, safeguarding of assets, organizational reviews.

Our forensic accounting and fraud investigation team excels in solving complex economic crimes. We provide guidance on the prevention and detection of fraud. Members of the team speak as leading experts at forensic accounting and fraud investigation conferences around the nation.

Tax Services

Our Firm provides many tax services, including, but not limited to the following: planning/consulting, compliance, IRS and state representation, estate planning and valuation.

We have specialists in international, federal, state and local taxes. Through careful planning, we can assist our clients with tax strategies for all levels of taxation.

Local Office's Information Technology (IT) Audit Capabilities

In order to promote audit efficiency, the Firm uses the following technology in providing auditing services:

- The Firm uses ProSystem fx® Engagement for audit documentation. It allows real time synchronization of the workpapers and real time quality control review.
- Citrix Receiver allows the engagement team to access the Firm's secure network through internet anywhere they are.
- The Firm uses ProSystem fx® Portal for file sharing with the client. Provided by client, items are uploaded to this secured site and are downloaded and reviewed prior to the fieldwork.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Most Recent External Quality Control Review

The Firm participates in the AICPA Peer Review Program, which is designed to identify weaknesses in accounting-service policies, practices, and procedures.

In 2015, an independent reviewer assessed the Firm's quality-control policies, reviewed administrative records, interviewed professional personnel, and inspected the Firm's working papers and reports from a representative sample of accounting and auditing engagements, including governmental audits. The reviewer concluded that the Firm fully complies with the AICPA's stringent standards for quality control.

A quality-control reviewer considers, among other things, a firm's policies regarding hiring, training, supervision, delegation of responsibilities, and access to technical resources.

The reviewer determined that the Firm's accounting and auditing work and internal quality-control system meet the AICPA's guidelines for professional standards.

The Firm's participation in the Peer Review Program demonstrates our commitment to quality. We also affirm our dedication to excellent client service through our voluntary memberships in the AICPA—including the AICPA's Governmental Audit Quality Center—and CalCPA.



Pepper, Hamilton & Young, LLP
10000 Wilshire Blvd
Suite 1000
Beverly Hills, CA 90210

System Review Report

The Pan Group, LLP
Santa Ana, California
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of The Pan Group, LLP (the firm) in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/formembers.

As required by the standards, engagements selected for review included an engagement performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of The Pan Group, LLP in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiencies noted* or *fail*. The Pan Group, LLP has received a peer review rating of *pass*.



Colin DeCawyer, LLP
Orange, California
October 13, 2015



CITY OF PLACENTIA
Proposal to Perform Professional Auditing Services



California Society of CPAs
1800 S. Bascom Avenue, Suite 400
San Jose, CA 95128

February 4, 2018

Kenneth Hing-Kwong Pun
The Pun Group LLP
200 E Sandpointe Ave
Suite 600
Santa Ana, CA 92707

Dear Mr. Pun:

It is my pleasure to notify you that on January 27, 2018 the California Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is June 30, 2018. This is the date by which all review documents should be completed and submitted to the administering entity.

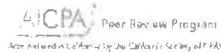
As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,


Linda McCrone, CPA
Director, Peer Review Program

cc: John Larias

Firm Number: 8192426 Review Number 372240



T: (650) 522-3094 F: (650) 522-3080 peerreview@calcpa.org

Federal or State Desk Review

No federal or state desk reviews or field reviews have been undertaken of any audits performed by the Firm or any of its partners, managers, or professionals during the past three (3) years.

Disciplinary Action

No disciplinary action has been taken by state regulatory bodies or professional organizations against the Firm or any of its partners, managers, or professionals during the past three (3) years.

The Firm has no conditions such as bankruptcy, pending litigations, planned office closures, mergers or any organizational conflict of interest that may affect the ability of the Firm to perform the required duties requested by the City of Placentia.

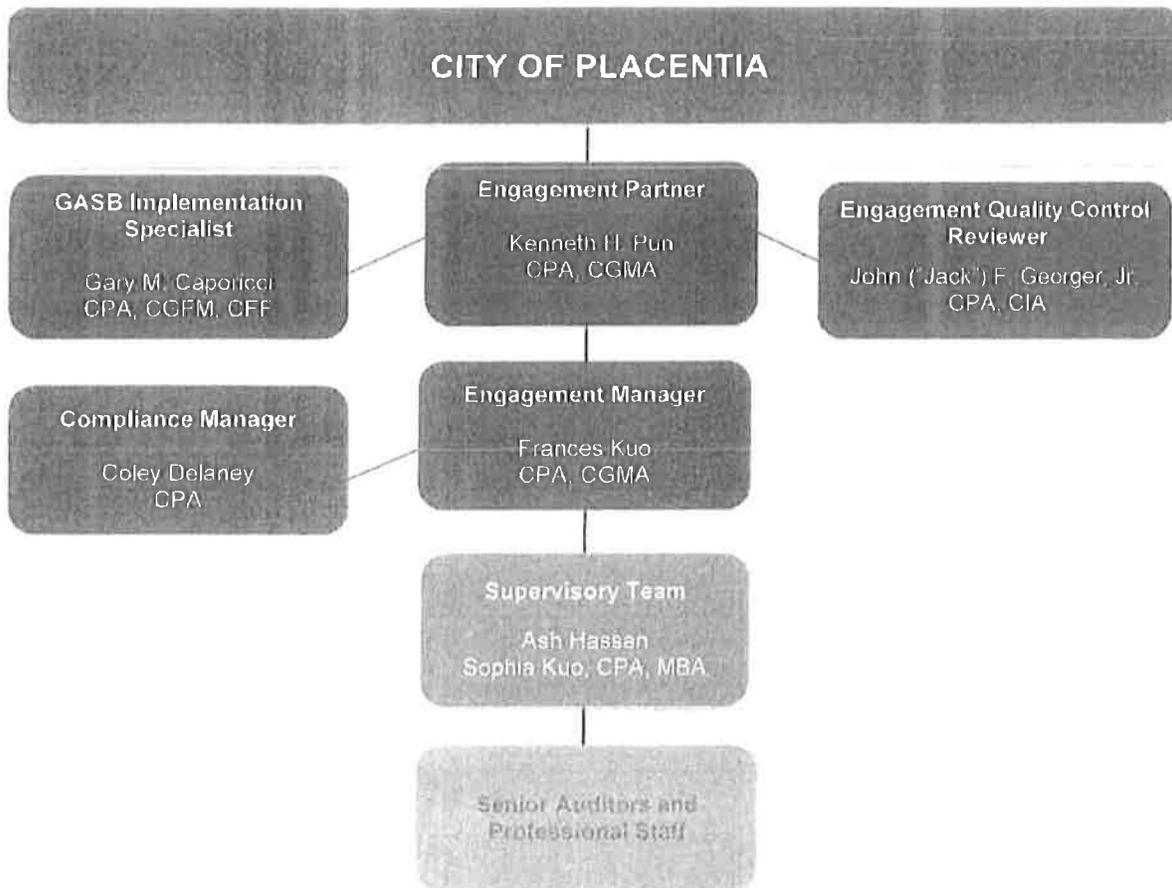
CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

SECTION IV – PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

Proposed Engagement Team

The Engagement Team is carefully chosen to provide the City with all the services needed to successfully complete the audit. The Engagement and Concurring Partners are personally involved in the audit, and the Engagement Team has significant experience in governmental auditing. Our broad experience and technical capabilities allow us to provide technical support, interpret findings, and offer effective solutions to any issues that may arise.



The personnel assigned to this engagement are fully qualified to perform an efficient audit of the City, and their extensive experience will be critical to the audit process. Our professionals are familiar with the complexities of governmental accounting, auditing, and financial reporting, including but not limited to, all GASB pronouncements, the Single Audit Act, Uniform Grant Guidance (formerly known as OMB Circular A-133), and fund operations.

If the Firm changes key personnel we will provide the City with a written notification. Engagement personnel will only be changed with the express prior written permission from the City. Audit personnel may be replaced only by those with similar or better qualifications and experience.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Kenneth H. Pun, CPA, CGMA | Engagement Partner

With over fifteen years of public accounting experience, Kenneth Pun is the Assurance Partner and the Partner In-Charge of the Governmental and Not-for-Profit Practice at the Firm. He specializes in audits and management consulting for governmental organizations. Ken will actively act as the Engagement Partner with the assigned task of directly overseeing the Engagement Team. He will be responsible for the speedy delivery of services for the City of Placentia. In addition, he will manage engagement planning and fieldwork, review for quality and approve work papers and reports.

John ("Jack") F. Georger, Jr., CPA, CIA | Engagement Quality Control Reviewer

Throughout his forty years of experience, Jack has worked diligently alongside numerous governmental municipalities, including cities, counties, and transportation agencies, as well as not-for-profit entities, providing clients with financial and compliance auditing as well as consultation services. As an Assurance Partner in our Firm, he advises clients with their complex accounting questions, and supports the engagement team with audit issues. Jack is responsible for the review of all reports issued by the Firm to ensure the utmost quality and compliance with professional standards. He is responsible for the final quality-control review within the engagement.

Gary M. Caporicci, CPA, CGFM, CFF | GASB Implementation Specialist

Gary Caporicci is an *appointed member of the State Controller's Retirement Advisory Committee*. Mr. Caporicci will utilize his expertise in providing advice and consultation during the implementation of the new GASB standards. As an assurance partner with over forty years of experience, Gary has provided financial and compliance audit and consultation services to governmental clients including cities, counties, transportation agencies, and school districts, as well as various not-for-profit entities. Gary will be responsible in providing advice and consultation for the implementation of these new standards.

Frances Kuo, CPA, CGMA | Engagement Manager

Frances Kuo will bring her attention to detail and commitment to delivering a high quality audit to the City of Placentia. Frances will work closely with the Assurance partners directing the audit team in its daily activities and tasks. She is an Assurance Services/Audit Manager who has extensive experience in auditing local governmental entities including cities, counties, transportation agencies, special districts, and not-for-profit entities.

Coley Delaney, CPA | Compliance Manager

Working as a Compliance Manager, Coley will direct the audit team in all compliance-related matters. He is an Assurance Services/Audit Manager in the Firm whose extensive auditing experience includes cities, counties, special districts, and not-for-profit entities.

Ash Hassan & Sophia Kuo, CPA, MBA | Supervisory Team

Ash Hassan and Sophia Kuo will direct the audit staff and coordinate with the City of Placentia personnel to create a seamless transition during the auditing process, and will secure the effective implementation of the audit approach.

Senior Auditors and Professional Staff

All governmental-audit members are qualified to perform financial and compliance audits of governmental agencies. This ensures that the staff quality will be consistent throughout the engagement term. Because we support both staff development and engagement continuity, we encourage senior and staff accountants to take increased responsibilities on their previous engagements as they advance professionally.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Quality-Control System

Our Firm meticulously monitors the quality and contents of our reports. The Pun Group LLP is 100% committed to providing only the highest grade of work possible for our clients and for those who rely on our audits. The Firm strives to exceed professional industry standards because of the continuing respect for our clients and our emphasis on creating long-lasting relationships. The Pun Group LLP works exclusively with those who share the same moral integrity and values.

Our quality-control system was crafted with excellence in mind. It not only meets AICPA standards, but also matches our own elevated standards, which includes the following professional-development activities.

Professional Development

Each Engagement Team member is up-to-date with continuing professional education requirements. The Firm encourages staff members to participate in the continuing education programs offered by the AICPA and the CalCPA Education Foundation in order to always keep our staff well versed in the changing field and any new regulations. These classes include, among others:

- Basic Concepts of Governmental Accounting, Financial Reporting and Auditing
- Government Auditing Standards
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Grant Guidance (formerly known as OMB Circular A-133)
- Governmental and Nonprofit Annual Update
- Governmental Accounting and Auditing: The Annual Update
- Auditing Standards: A Comprehensive Review

In addition, the Firm provides comprehensive in-house training for all levels of staff. The program includes seminars developed by the Firm, educational programs developed by the AICPA and CalCPA, and on-the-job training.

Every year, all professional and administrative staff members receive an annual overview and review of topics such as these:

- Principles of accounting and financial reporting for state and local governments
- Governmental fund types
- Newly issued U.S. generally accepted auditing standards and government auditing standards
- Internal control evaluation approaches, including COSO Internal Control Framework
- Updates on recent governmental accounting and reporting guidelines and pronouncements
- Single Audit requirements and approaches
- Risk based audit approaches
- Working paper techniques
- Current issues facing the governmental community

These ongoing continuing education activities and training programs ensure that the Engagement Team is always receiving the most current and pertinent information; we believe that an educated staff is a necessity when providing the most efficient and effective audit of the City.

Engagement Team Resumes

City of Placentia deserves experienced professionals who work as a team. The Pun Group, LLP will provide qualified employees to perform the audit; no subcontractors will be used. Resumes for key Engagement Team members follow.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Kenneth H. Pun, CPA*, CGMA
Engagement Partner



Kenneth H. Pun is the Managing Partner and the Director of the Governmental and Not-for Profit Practice of the Firm.

Prior to founding his own practice, Ken was employed by Caporicci & Larson, a specialty CPA firm recognized as one of California's foremost experts in governmental and not-for-profit accounting, auditing, and advisory service. He started with the firm in 2001 and was promoted to Partner in 2008. He has performed numerous audits for cities, counties, transportation agencies, community college districts, other special districts, and not-for-profit healthcare entities of various sizes.

By leveraging more than fifteen years of public accounting experience with a high level of expertise, Ken is often engaged by clients as a result of premier level of service he provides, his commitment, and his innovative methods of increasing operational efficiencies and reducing costs. Ken is a trusted advisor and a leader of accounting services to governmental and not-for-profit organizations.

In addition to working with clients, Ken provides the audit teams with direction and technical guidance to ensure adherence to The Pun Group's quality controls, and he assists with the development of the Assurance Services practice. Ken also speaks on topics related to audits and quality control and shares his expertise with clients through annual educational seminars.

EDUCATION

- ✓ BS Degree in Business Administration, emphasis in Accounting from the University of California, Riverside
- *Licensed by the State of California

PROFESSIONAL & CIVIC AFFILIATIONS

- ✓ Member, American Institute of Certified Public Accountants (AICPA)
- ✓ Member, California Society of Certified Public Accountants (CalCPA)
- ✓ Member, CalCPA Governmental Accounting and Auditing Committee
- ✓ Member, CalCPA Governmental Accounting and Auditing Conference Planning Committee
- ✓ Member, Government Finance Officers Association (GFOA)
- ✓ Member, California Society of Municipal Finance Officers (CSMFO)
- ✓ Speaker, CSMFO Conference (2014)
- ✓ Instructor, CalCPA Fall Series (2014) – Long Beach and Orange County Chapter

PROFESSIONAL EXPERIENCE

• City of Arvin	• City of Arcadia
• City of Bradbury	• City of Calexico
• City of Carpinteria	• City of Cerritos
• City of Chula Vista	• City of Clearlake
• City of Clovis	• Town of Danville
• City of Desert Hot Springs	• City of Encinitas
• City of Fairfield	• City of Gardena
• City of Hemet	• City of Hermosa Beach
• City of Huntington Park	• City of Industry
• City of Lakewood	• City of Monterey Park
• City of Morro Bay	• City of National City
• City of Placerville	• City of Poway
• City of Ridgecrest	• City of San Bernardino
• City of Solana Beach	• City of Shafter
• City of Stockton	• Alliance Medical Center
• Anderson Valley Health Clinic	• Centro Medico Community Clinic
• Desert Hot Springs Health and Wellness Foundation	• Family Health Centers of San Diego
• Industry Convalescent Hospital	• Main City Health and Wellness Center
• McCloud Healthcare Clinic	• Mountain Valleys Health Centers
• Redwood Coast Medical Services	• Shingletown Medical Center

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CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

• Tulare Community Health Clinic	• United Health Centers of San Joaquin Valley
• Gold Coast Transit	• North County Transit District
• San Diego Metropolitan Transit System	• Shasta Regional Transportation Agency
• SunLine Transit Agency	• Las Virgenes Municipal Water District
• Las Virgenes-Triunfo Joint Powers Authority	• Encinitas Ranch Golf Authority
• Fallbrook Healthcare District	• Marina Coast Water District
• Menlo Park Fire Protection District	• Newport Coast Elementary School District
• Riverside County Flood Control and Water Conservation District	• Southwestern Community College District

OTHER RELEVANT EXPERIENCE

City of Stockton

The City of Stockton filed a petition for Chapter 9 bankruptcy protection with the United States Bankruptcy Court on June 28, 2012, the largest municipality bankruptcy at the time. The Firm was engaged as audit liaison and advisor in 2012 for the City's 2011 audit. The City also engaged the Firm to help drafting the Comprehensive Annual Financial Report in accordance with U.S. GAAP and in compliance with GFOA guidelines for the certificate of achievement for excellence in financial reporting program.

With the superb services provided, the City of Stockton also engaged the Firm to provide audit service for the years ending June 30, 2012 through 2015 due to the early termination of the contract from its predecessor firm. Mr. Kenneth H. Pun has been assigned as the engagement partner who facilitated the audit process since then. The engagement team completed the audit and issued the audit reports for the year ended June 30, 2012 and 2013 within the one year timeframe.

City of Desert Hot Springs

The City of Desert Hot Springs engaged the Firm to provide professional auditing services since June 30, 2013. During the audit, certain deficiencies were noted that the City cited as the cause of their financial hardship. The City reduced its overall workforce resulting in many positions unfilled. However, our Firm was still able to complete the engagement in a timely manner and provide valuable recommendations to the City Council in addressing their deficiencies.

In addition, during the year ended June 30, 2013, the City entered into a very complicated financial arrangement, New Market Tax Credit financing, for the construction of the Desert Hot Springs Health and Wellness Center. Our Firm has provided guidance to the City in addressing complex accounting issues and helped drafting the stand-alone financial statements to fulfil the addition reporting requirements under the New Market Tax Credit financing.

San Diego Metropolitan Transit System ("MTS")

On January 1, 2003, California Senate Bill 1703 (SB 1703) became effective. SB 1703 required the consolidation of the planning and programming functions of MTS and the North County Transit District (NCTD) into the San Diego Association of Governments (SANDAG) in an initial transfer to take place prior to July 1, 2003. SB 1703 also required the consolidation of certain project development and construction functions of MTS and NCTD into SANDAG in a subsequent transfer to take place prior to January 30, 2004. The initial transfer occurred on July 1, 2003, and the subsequent transfer occurred on October 13, 2003. With these actions, employees were transferred from MTS and NCTD to SANDAG, and certain planning, development, and construction functions were also transferred.

After the enactment of SB 1703, Mr. Kenneth H. Pun was able to convert MTS financial model from general-purpose government to stand-alone business-type activities government under GASB Statement No. 34 in 2007. By doing so, MTS has significantly improved their financial reporting.

CONTINUING PROFESSIONAL EDUCATION

- ✓ Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation and local universities including:
 - Governmental and Nonprofit Annual Update
 - Government Auditing Standards
 - GASB Basic Financial Statements for State and Local Governments
 - Single Audits: Uniform Grant Guidance (formerly OMB Circular A-133)
 - Financial Accounting Standards Board Annual Updates
 - Statement on Standards for Accounting and Review Services Updates
- ✓ Has met the current CPE educational requirements to perform audits of governmental agencies.

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CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

John F. Georger, Jr., CPA¹, CIA
Engagement Quality Control Reviewer



Jack Georger is the Partner of the Governmental Division by leveraging more than forty years of public accounting and auditing experience in the government, agribusiness, financial services, manufacturing and non-profit sectors. Mr. Georger brings an in-depth knowledge and practical expertise to each client engagement. Mr. Georger coordinates, plans, and manages financial audit activities, consulting activities, federal and state compliance audit activities, performance audits and numerous quality control and internal control reviews for a broad mix of governmental agencies and programs throughout the United States.

Jack is a continuing professional education course instructor for the AICPA. Annually, he instructs over 300 hours on accounting and auditing subjects. He has coauthored training material in governmental accounting and auditing for the AICPA and is the technical reviewer of the CCH Knowledge-Based Audits™ of State and Local Governments with Single Audits.

Mr. Georger is licensed to practice as a certified public accountant in the states of California, New York, Virginia, Maryland, District of Columbia, Georgia, South Carolina, Missouri, Connecticut (inactive), and Wyoming (inactive), and is a Certified Internal Auditor (CIA).

EDUCATION

- ✓ Bachelor of Science, George Mason University Fairfax, Virginia

**Licensed by the State of California, New York, Virginia, Maryland, District of Columbia, Georgia, South Carolina, Missouri and Connecticut (inactive) and Wyoming (inactive)*

PROFESSIONAL & CIVIC AFFILIATIONS

- ✓ Member and Instructor, American Institute of Certified Public Accountants (AICPA)
- ✓ Member, Institute of Internal Auditors
- ✓ Member, California Society of Certified Public Accountants (CalCPA)
- ✓ Member, CalCPA Government Accounting and Auditing Committee
- ✓ Member, New York Society of Certified Public Accountants (NYSSCPA)
- ✓ Chairman, NYSSCPA Government Accounting and Auditing Committee
- ✓ Member, NYSSCPA Auditing Standards Committee
- ✓ Member, NYSSCPA Financial Accounting Standards Committee
- ✓ Member, NYSSCPA Not-for-Profit Committee
- ✓ Member, Missouri Society of Certified Public Accountants (MSCPA)
- ✓ South Carolina Association of Certified Public Accountants (SCACPA)
- ✓ Member, Government Finance Officers Association (GFOA) – CAFR Reviewer

KEY CLIENTS

- Local Governments:
 - Town of Andrews, South Carolina
 - County of Isle of Wight, Virginia
 - City of Richmond, Virginia

CONTINUING PROFESSIONAL EDUCATION

- ✓ Instructor of over 300 hours of municipal accounting courses offered by the AICPA
- ✓ Has met the current CPE educational requirements to perform audits of governmental agencies.

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Email: Jack.Georger@pungroup.com | Phone: (949) 777-8804 | Fax: (949) 777-8850

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Gary M. Caporicci, CPA*, CGFM, CFF
GASB Implementation Specialist



Gary M. Caporicci has more than forty years of diversified business experience, including a specialization in audit and management consulting for government organizations. Gary's clients include public and private universities and colleges, city and county governments, state agencies, joint power authorities, healthcare agencies, transportation agencies, and special districts. Known for his expertise in the areas of construction and government, Gary wrote the AICPA audit guides on these topics, and he has authored many audit and accounting courses for professional groups, as well as academic institutions. He frequently speaks and lectures at many professional organizations, governmental seminars, and conferences held by industry associations, other accounting firms, and universities. In addition, he authors white papers for the California Committee on Municipal Accounting.

Prior to working with the Firm, Gary founded his own accounting practice. He also spent eleven years with a "Big Eight" professional services firm, where he was an Audit Manager and gained broad experience in a wide range of industries such as government, construction, manufacturing, mutual funds, and insurance. Prior to that, Gary held a consultant position with a "Big Four" practice and was Vice President of a national insurance and financial services company.

In 2015 Gary Caporicci was appointed to the State Retirement Advisory Committee by the State Controller.

EDUCATION

- ✓ BS Degree in Accounting and Finance from the Armstrong University

*Licensed by the State of California

PROFESSIONAL & CIVIC AFFILIATIONS

- ✓ Member and Instructor, American Institute of Certified Public Accountants (AICPA)
- ✓ Member, Author and Instructor, California Society of Certified Public Accountants (CalCPA)
- ✓ Past Chair, CalCPA Governmental Accounting and Auditing Committee
- ✓ Chair and Speaker, CalCPA Governmental Accounting and Auditing State Conferences
- ✓ Member, CalCPA Council
- ✓ Chair, California Committee on Municipal Accounting (CCMA)
- ✓ Member, Government Finance Officers Association (GFOA)
- ✓ Member, California Society of Municipal Finance Officers (CSMFO)
- ✓ Member, Governmental Accounting Standards Board (GASB),
- ✓ Member, Deposit and Investment Risks Disclosure Task Force (GASB No. 40)
- ✓ National Reviewer and Speaker, Government Finance Officers Association
- ✓ Adjunct Professor, National University
- ✓ Past Member, Texas Governmental Accounting and Auditing Committee
- ✓ GFOA Certificate for Excellence in Financial Reporting – Reviewer

CONTINUING PROFESSIONAL EDUCATION

- ✓ Author and Instructor of various municipal accounting courses offered by CalCPA Education Foundation and local universities including:
 - Governmental and Nonprofit Annual Update
 - Government Auditing Standards
 - GASB Basic Financial Statements for State and Local Governments
 - Single Audits: Uniform Grant Guidance (formerly OMB Circular A-133)
- ✓ Has met the current CPE educational requirements to perform audits of governmental agencies.

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CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Frances Kuo, CPA*, CGMA
Engagement Manager



Frances Kuo is a Senior Manager in The Pun Group, LLP's Assurance division. Frances has over ten years of accounting and auditing experience working with governmental agencies, not-for-profit entities, and employee benefit plans. Frances also has particular expertise in conducting financial audits under GAO Yellow Book standards and compliance audits in accordance with Uniform Grant Guidance (formerly OMB Circular A-133).

Frances has performed audits and other attestation services for several municipalities throughout California including cities, counties, redevelopment agencies, public financing authorities, housing authorities, transportation agencies, and special Districts. She has assisted these clients with publishing their Comprehensive Annual Financial Reports in compliance with GASB Statement No. 34.

Ms. Kuo is the in-house instructor who provides training, both theoretical and on-the-job training, to lower level staff. She has developed training materials on the risk based audit approach, GASB Statement No. 34 reporting, Single Audits, and employee benefit plan audits.

EDUCATION

- ✓ BS Degree in Business Administration, Emphasis in Accounting, from the University of California, Riverside
- ✓ BA Degree in Economics from the University of California, Riverside

*Licensed by the State of California, Arizona and Virginia.

PROFESSIONAL & CIVIC AFFILIATIONS

- ✓ Member, American Institute of Certified Public Accountants (AICPA)
- ✓ Member, California Society of Certified Public Accountants (CalCPA)
- ✓ Member, California Society of Municipal Finance Officers (CSMFO)

RELEVANT PROJECT EXPERIENCE

• City of Arcadia	• City of Bradbury
• City of Cerritos	• City of Carpinteria
• City of Desert Hot Springs	• City of Gardena
• City of Huntington Park	• City of Huntington Beach
• City of Hermosa Beach	• City of Hemet
• City of Industry	• City of Monterey Park
• City of Ridgecrest	• Conejo Recreation and Park District
• Las Virgenes Municipal Water District	• Marina Coast Water District
• Mountains Recreation and Conservation Authority	• San Diego Transit Corporation Retirement Plan
• Tulare Community Health Clinic	• San Diego Metropolitan Transit System
• San Diego Association of Governments	• Southwestern Community College District
• Valley Sanitary District	• Shanghai Jiao Tong University Foundation of America

CONTINUING PROFESSIONAL EDUCATION

- ✓ Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation and local universities including:
 - Governmental and Nonprofit Annual Update
 - Government Auditing Standards
 - GASB Basic Financial Statements for State and Local Governments
 - Single Audits: Uniform Grant Guidance (formerly OMB Circular A-133)
 - Financial Accounting Standards Board Annual Updates
 - Statement on Standards for Accounting and Review Services Updates
- ✓ Has met the current CPE educational requirements to perform audits of governmental agencies.

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CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Coley Delaney, CPA*
Compliance Manager



Coley Delaney is a Senior Manager within The Pun Group, LLP's Assurance division. In his nine years of accounting and auditing experience, Coley has worked with governmental agencies, not-for-profit entities and private for-profit entities. Coley specializes in conducting financial audits under GAO Yellow Book standards and compliance audits in accordance with Uniform Grant Guidance (formerly known as OMB Circular A-133).

Coley has performed audits and other attestation services for several governmental agencies throughout California including cities, counties, redevelopment agencies, public financing authorities, housing authorities, transportation agencies, and special districts, and he has helped them publish their Comprehensive Annual Financial Reports in compliance with GASB Statement No. 34.

Mr. Delaney develops training materials and shares his expertise internally with other Firm professionals. Coley is a frequent speaker at in-house seminars on topics related to government auditing standards and Single Audits.

EDUCATION

- ✓ BA Degree in Business Economics Emphasis in Accounting from the University of California, Santa Barbara.
- *Licensed by the State of California*

PROFESSIONAL & CIVIC AFFILIATIONS

- ✓ Member, American Institute of Certified Public Accountants (AICPA)
- ✓ Member, California Society of Certified Public Accountants (CalCPA)

RELEVANT PROJECT EXPERIENCE

• City of Arvin	• City of Arcadia
• City of Chula Vista	• City of Clearlake
• City of Clovis	• Town of Danville
• City of Fairfield	• City of Encinitas
• City of Gardena	• City of Hermosa Beach
• City of Industry	• City of Montebello
• City of Poway	• City of National City
• City of Solana Beach	• City of San Bernardino
• City of Stockton	• City of Shafter
• Redwood Coast Medical Services	• Family Health Centers of San Diego
• San Diego Metropolitan Transit System	• United Health Centers of San Joaquin Valley
• Sunrise Transit Agency	• North County Transit District
• Fallbrook Healthcare District	• Southwestern Community College District

CONTINUING PROFESSIONAL EDUCATION

- ✓ Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation and local universities including:
 - Governmental and Nonprofit Annual Update
 - Government Auditing Standards
 - GASB Basic Financial Statements for State and Local Governments
 - Single Audits: Uniform Grant Guidance (formerly OMB Circular A-133)
 - Financial Accounting Standards Board Annual Updates
 - Statement on Standards for Accounting and Review Services Updates
- ✓ Has met the current CPE educational requirements to perform audits of governmental agencies.

6265 Greenwich Drive, Suite 220, San Diego, California 92122
 Email: Coley.Delaney@pungroup.com | Phone: (858) 242-5101 | Fax: (858) 242-5150

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Ash Hassan
Supervisory Team



Ash Hassan is a Supervisor of The Pun Group, LLP. He has more than eight (8) years of governmental experience that ranges from GASB audit/reporting, Internal Controls/, Single Audit, not-for-profit organizations, employee benefit plans, Corporate Financial Reporting, and Data Analysis.

In various engagements, Ash has been involved in providing significant services to various governmental entities and actively contributed and participated in the planning process, implementation of the audit work plan, supervision of staff, compliance testing for the Single Audit Concept and preparation of the Comprehensive Annual Financial Reports. Ash has experience in both private and public sectors.

EDUCATION

- ✓ BS Degree in Accounting from Cairo University.

PROFESSIONAL & CIVIC AFFILIATIONS

- ✓ Member, California Society of Certified Public Accountants (CalCPA)

RELEVANT PROJECT EXPERIENCE

• City of Covina	• City of Rancho Mirage
• City of Lawndale	• City of Woodland Hills
• City of Compton	• City of Hughson
• City of Seal Beach	• City of Fullerton
• City of Simi Valley	• City of Santa Fe Springs
• Orange County Transportation Authority (OCTA)	• City of Oxnard
• Santa Barbara County Association of Governments	• Midway City Sanitary District
• Southeast Area Social Services Funding Authority (SASSFA)	• West San Gabriel Valley Consortium
• Friends of Oasis Senior Center	• California Community Economic Development Association
• Costa Mesa Senior Center	• Spring Board Nonprofit Consumer Credit Management
• Newport Beach Public Library Foundation	• Tony Hawk Foundation
• Neighborhood Housing of Orange County	• Realty World, Inc.
• Haralambos Beverage Company, Inc.	• Suzuki Motor Corporation 401K
• Viewtech Financial Services	• Alta Marketing 401k
• Aluratek, Inc.	• Fisher & Paykel 401K

CONTINUING PROFESSIONAL EDUCATION

- ✓ Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation and local universities including:
 - o Governmental and Nonprofit Annual Update
 - o Government Auditing Standards
 - o GASB Basic Financial Statements for State and Local Governments
 - o Single Audits: Uniform Grant Guidance (formerly OMB Circular A-133)
 - o Financial Accounting Standards Board Annual Updates
 - o Statement on Standards for Accounting and Review Services Updates
- ✓ Has met the current CPE educational requirements to perform audits of governmental agencies.

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 Email: Ash.Hassan@pungroup.com | Phone: (949) 777-8811 | Fax: (949) 777-8850

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Sophia Kuo, CPA*, MBA
Supervisory Team

Sophia Kuo is a Senior Auditor of The Pun Group, LLP. She has over four years of public accounting experience including governmental experience that ranges from GASB audit/reporting, Internal Controls/COSO Framework, Single Audit, Corporate Financial Reporting, Data Analysis and Taxation.

In various engagements, Sophia has been involved in providing significant services to various governmental entities and actively contributed and participated in the planning process, implementation of the audit work plan, supervision of staff, compliance testing for the Single Audit Concept and preparation of the Comprehensive Annual Financial Reports.



EDUCATION

- ✓ MAcc from Idaho State University
- ✓ MBA from Idaho State University
- ✓ BA Degree in International Trade and Finance, emphasis in Finance from Fu Jen Catholic University

*Licensed by the State of California

PROFESSIONAL & CIVIC AFFILIATIONS

- ✓ Member, American Institute of Certified Public Accountants (AICPA)
- ✓ Member, California Society of Certified Public Accountants (CalCPA)

RELEVANT PROJECT EXPERIENCE

• City of Arvin	• City of Arcadia
• City of Centos	• City of Desert Hot Springs
• City of Gardena	• City of Hermosa Beach
• City of Huntington Park	• City of Monterey Park
• City of Lakewood	• City of Stockton
• Las Virgenes Municipal Water District	• Ventura County Transportation Commission
• SunLine Transit Agency	• United Health Centers of the San Joaquin Valley (401K Plan)
• Eastern Seals of Southern California (401K Plan)	• Tulare Community Health Clinic (401K Plan)

CONTINUING PROFESSIONAL EDUCATION

- ✓ Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation and local universities including:
 - Governmental and Nonprofit Annual Update
 - Government Auditing Standards
 - GASB Basic Financial Statements for State and Local Governments
 - Single Audits: Uniform Grant Guidance (formerly OMB Circular A-133)
 - Financial Accounting Standards Board Annual Updates
 - Statement on Standards for Accounting and Review Services Updates
- ✓ Has met the current CPE educational requirements to perform audits of governmental agencies.

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 Email: Sophia.Kuo@pungroup.com | Phone: (949) 777-8809 | Fax: (949) 777-8850

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

SECTION V – REFERENCES

The following five clients are examples of some of the engagements that are similar to the requirements in the City's proposal. Additional references are available upon request. Please feel free to contact these governmental agencies to learn more about their experiences working with us.

Reference 1:

Name of Client: City of Stockton
Service Period: June 30, 2012 to Present
Scope of Work: The Firm has provided professional auditing services to the City of Stockton which includes the audit of the City's CAFR, Single Audit, and Measure W. In addition, the Firm has performed agreed-upon procedures of the Appropriation Limit.

GFOA Award: Yes
Engagement Partner: Kenneth H. Pun | Concurring Partner: Gary M. Caporicci
Engagement Manager: Coley Delaney | Compliance Manager: Frances Kuo
Total Hours: Average 2,500 hours per year
Principle Client Contact: Mr. Edwin Gato
edwin.gato@stockton.ca.gov
Accounting Manager
425 N. El Dorado Street
Stockton, CA 95202
(209) 937-8499

Reference 2:

Name of Client: San Diego Metropolitan Transit System
Service Period: June 30, 2005 to Present
Scope of Work: The Firm has provided professional auditing services to the San Diego Metropolitan Transit System, since 2005, which includes the audit of the CAFR and Single Audit. In addition, the Firm has performed agreed-upon procedures on the Indirect Cost Rates, compliance with California Transportation Development Act for MTS, San Diego Transportation Corporation and San Diego Trolley Incorporated, compliance on National Transit Database and compliance audit on Public Transportation Modernization Improvement and Service Enhancement Account.

GFOA Award: Yes
Engagement Partner: Kenneth H. Pun | Concurring Partner: Gary M. Caporicci
Engagement Manager: Coley Delaney | Compliance Manager: Frances Kuo
Total Hours: Average 1,850 hours per year
Client Contact: Ms. Erin Dunn
Controller
erin.dunn@sdmts.com
1255 Imperial Avenue, Suite 1000,
San Diego, CA 92101
(619) 557-4536

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Reference 3:

Name of Client: City of Desert Hot Springs
Service Period: June 30, 2013 to Present
Scope of Work: The Firm has provided professional auditing services to the City of Desert Hot Springs which includes the audit of the City's Basic Financial Statements, and Single Audit. In addition, the Firm has performed agreed-upon procedures of the Appropriation Limit and Transient Occupancy Tax (TOT).

GFOA Award: N/A
Engagement Partner: Kenneth H. Pun | Concurring Partner: Gary M. Caporicci
Engagement Manager: Frances Kuo | Compliance Manager: Coley Delaney
Total Hours: Average 500 hours per year
Principle Client Contact: Ms. Linda Kelly
lkelly@cityofdhs.org
Financial Specialist
65-950 Pierson Blvd.
Desert Hot Springs, CA 92240
(780) 329-6411 ext. 289

Reference 4:

Name of Client: City of Clovis
Service Period: June 30, 2006 to Present
Scope of Work: The Firm has provided professional auditing services to the City of Clovis which includes the audit of the City's CAFR, Successor Agency and Single Audit. In addition, the Firm has performed agreed-upon procedures of the Appropriation Limit.

GFOA Award: Yes
Engagement Partner: Kenneth H. Pun | Concurring Partner: Gary M. Caporicci
Engagement Manager: Coley Delaney | Compliance Manager: Frances Kuo
Total Hours: Average 400 hours per year
Principle Client Contact: Ms. Jamie Hughson
JamieH@ci.clovis.ca.us
Finance Director
1033 Fifth Street
Clovis, CA 93612
(559) 324-2106

Reference 5:

Name of Client: Town of Danville
Service Period: June 30, 1999 to Present
Scope of Work: The Firm has provided professional auditing services to the Town of Danville which includes the audit of the City's CAFR, Financing Authority, the Lighting and Landscaping Assessment District's Basic Financial Statements, and Single Audit. In addition, the Firm has performed agreed-upon procedures of the Appropriation Limit.

GFOA Award: Yes
Engagement Partner: Kenneth H. Pun | Concurring Partner: Gary M. Caporicci
Engagement Manager: Coley Delaney | Compliance Manager: Frances Kuo
Total Hours: Average 300 hours per year
Principle Client Contact: Ms. Lani Ha
LHa@danville.ca.gov
Accounting Manager
510 La Gonda Way
Danville, CA 94526
(925) 314-3358

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Firm's Municipal Clients

The Pun Group, LLP has performed numerous audits of governmental organizations subject to financial and compliance audits. These audits were performed in accordance with auditing standards generally accepted in the United States, Government Auditing Standards, Uniform Grant Guidance (formerly known as OMB Circular A-133) and its Compliance Supplement (when applicable), Office of the State Controller's Minimum Audit Requirements and Reporting Guidelines for California Special Districts. **A list of current engagements is as follows:**

Municipalities	Dates	Financial Audit	Single Audit	GFOA Certificate	Engagement Partner	Total Hours
City of Arvin	2013 – Present	Yes	Yes	N/A	Kenneth H. Pun	400
City of Bradbury	2012 – Present	Yes	N/A	N/A	Kenneth H. Pun	150
City of Calexico	2007 – Present	Yes	Yes	N/A	Kenneth H. Pun	750
City of Cerritos	2009 – Present	Yes	Yes	Yes	Kenneth H. Pun	400
City of Clovis	2006 – Present	Yes	Yes	Yes	Kenneth H. Pun	400
Town of Danville	1999 – Present	Yes	Yes	Yes	Gary Caporicci	300
City of Desert Hot Springs	2013 – Present	Yes	N/A	N/A	Kenneth H. Pun	500
City of Encinitas	2014 – Present	Yes	Yes	Yes	Kenneth H. Pun	350
City of Gardena	2007 – Present	Yes	Yes	Yes	Gary Caporicci	700
City of Hemet	2015 – Present	Yes	Yes	N/A	Kenneth H. Pun	380
City of Hermosa Beach	2004 – Present	Yes	N/A	Yes	Kenneth H. Pun	200
City of Huntington Park	2015 – Present	Yes	Yes	N/A	Kenneth H. Pun	650
City of Industry	2015 – Present	Yes	Yes	Yes	Kenneth H. Pun	710
City of Laguna Niguel	2016 – 2020	Yes	Yes	Yes	Kenneth H. Pun	400
City of Lakewood	2013 – Present	Yes	Yes	Yes	Kenneth H. Pun	380
City of Morro Bay	2015 – Present	Yes	Yes	N/A	Kenneth H. Pun	400
City of National City	2013 – Present	Yes	Yes	Yes	Kenneth H. Pun	600
City of Placerville	2008 – Present	Yes	Yes	N/A	Kenneth H. Pun	350
City of Ridgecrest	2009 – Present	Yes	Yes	Yes	Kenneth H. Pun	300
City of San Bernardino	2015 – Present	Yes	Yes	N/A	Kenneth H. Pun	3,000
City of Stockton	2012 – Present	Yes	Yes	N/A	Kenneth H. Pun	2,500
Gold Coast Transit System	2015 – Present	Yes	Yes	Yes	Paul J. Kaymark	150
San Diego Metropolitan Transit System	2005 – Present	Yes	Yes	Yes	Kenneth H. Pun	1,850
Shasta Regional Transportation Agency	2015 – Present	Yes	N/A	N/A	Kenneth H. Pun	200
Ventura County Railroad Company, LLC	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	60
Ventura County Transportation Commission	2015 – Present	Yes	Yes	Yes	Kenneth H. Pun	400

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Municipalities	Dates	Financial Audit	Single Audit	GFOA Certificate	Engagement Partner	Total Hours
Altadena Library District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	90
Antelope Valley State Water Contractors Association	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	40
Barstow Heights Community Services District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	40
Big Bear City Airport District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	120
Big Bear City Community Services District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	200
Bodega Bay Fire Protection District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	140
Casitas Municipal Water District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	230
Desert Recreation District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	150
Desert Recreation Foundation	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	40
Diablo Water District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	350
East Orange County Water District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	130
El Toro Water District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	270
Encinitas Ranch Golf Authority	2015 – Present	Yes	N/A	N/A	Kenneth H. Pun	100
Fallbrook Healthcare District	2008 – Present	Yes	N/A	N/A	Kenneth H. Pun	75
Golden Hills Community Services District	2016 – 2018	Yes	N/A	N/A	Paul J. Kaymark	180
Las Virgenes Municipal Water District	2014 – Present	Yes	N/A	N/A	Kenneth H. Pun	300
Marina Coast Water District	2012 – Present	Yes	N/A	Yes	Kenneth H. Pun	240
Menlo Park Fire Protection District	2015 – Present	Yes	Yes	Yes	Kenneth H. Pun	240
Newport Coast Elementary School Foundation	2010 – Present	Yes	N/A	N/A	Kenneth H. Pun	20
North Count Fire Protection District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	120
North County Dispatch JPA	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	60
North of the River Municipal Water District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	150
Orange County Coastkeeper	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	60
Palmdale Water District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	180
Palos Verdes Library District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	110
Port of Hueneme - Oxnard Harbor District	2015 – Present	Yes	N/A	Yes	Kenneth H. Pun	250
Rancho Santa Fe Fire Protection District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	120
Riverside County Flood Control and Water	2015 – Present	Yes	N/A	Yes	Kenneth H. Pun	250
San Diego Coastkeeper	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	75

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Municipalities	Dates	Financial Audit	Single Audit	GFOA Certificate	Engagement Partner	Total Hours
San Dieguito Water District Audit	2014 – Present	Yes	N/A	N/A	Kenneth H. Pun	75
San Mateo Mosquito and Vector Control District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	130
San Elijo Joint Powers Authority	2016 – 2020	Yes	N/A	N/A	Kenneth H. Pun	146
South Bay Regional Public Communications Authority	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	100
Southwestern Community College District	2009 – Present	Yes	Yes	N/A	Kenneth H. Pun	720
Stallion Springs Community Services District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	220
San Bernardino County Fire Protection District	2016 – 2020	Yes	N/A	N/A	Paul J. Kaymark	200
The Farm Mutual Water Company	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	170
Trabuco Canyon Water District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	200
TwentyNine Palms Water District	2016 – 2020	Yes	N/A	N/A	Paul J. Kaymark	160
Valley Sanitary District	2015 – Present	Yes	N/A	Yes	Kenneth H. Pun	140
West County Agency	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	55
West County Wastewater District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	240
West Valley Water District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	320
West Valley Mosquito and Vector Control District	2016 – 2020	Yes	N/A	N/A	Paul J. Kaymark	100
Wilmington Cemetery District	2015 – Present	Yes	N/A	N/A	Paul J. Kaymark	65
Alliance Medical Center	2013 – Present	Yes	N/A	N/A	Kenneth H. Pun	300
Anderson Valley Health Clinic	2012 – Present	Yes	N/A	N/A	Kenneth H. Pun	200
Centro Medico Community Clinic	2015 – Present	Yes	N/A	N/A	Kenneth H. Pun	80
Desert Hot Springs Health and Wellness Foundation	2013 – Present	Yes	N/A	N/A	Kenneth H. Pun	100
Family Health Centers of San Diego	2009 – Present	Yes	Yes	Yes	Kenneth H. Pun	600
Industry Convalescent Hospital	2015 – Present	Yes	N/A	N/A	Kenneth H. Pun	230
Marin City Health and Wellness Center	2010 – Present	Yes	Yes	N/A	Kenneth H. Pun	110
McCloud Healthcare Clinic	2013 – Present	Yes	Yes	N/A	Kenneth H. Pun	200
Mountain Valleys Health Centers	2015 – Present	Yes	Yes	N/A	Kenneth H. Pun	200
Redwood Coast Medical Services	2008 – Present	Yes	Yes	N/A	Kenneth H. Pun	200
Shingletown Medical Center	2013 – Present	Yes	Yes	N/A	Kenneth H. Pun	190
Tulare Community Health Clinic	2008 – Present	Yes	Yes	N/A	Kenneth H. Pun	200
United Health Centers of San Joaquin Valley	2010 – 2016	Yes	Yes	N/A	Kenneth H. Pun	300

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

SECTION VI – SPECIFIC AUDIT APPROACH

Scope of Work

The City of Placentia is requesting an opinion as to the fair presentation of its basic financial statements in accordance with generally accepted accounting principles (GAAP) and applicable laws and regulations. These audits are to be performed in accordance with all applicable and generally accepted auditing standards, including, but not limited to, the following:

- Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.
- The standards applicable to financial audits contained in the most current version of the Generally Accepted Government Auditing Standards (Yellow Book), issued by the Comptroller General of the United States.
- The provisions of the Single Audit Act as amended in 1996.
- The provisions of U.S. Office of Management and Budget (OMB) Uniform Grant Guidance (formerly known as Circular A-133), Audits of State and Local Governments and Non-Profit Organizations and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

To accomplish this task, the Firm will:

- ✓ Perform an audit of all funds of the City. The audit will be conducted in accordance with Generally Accepted Government Auditing Standards. The CAFR will be in full compliance with all current GASB pronouncements.
- ✓ Provide assistance in meeting the requirements for the Government Finance Officers Association (GFOA) "Certificate of Achievement for Excellence in Financial Reporting".
- ✓ Prepare a Single Audit Report which will include the following:
 - Report on compliance and on internal control over financial reporting based on audit of financial statements performed in accordance with Government Auditing Standards.
 - Report on compliance with requirements applicable to each major program, internal control over compliance, and on the schedule of expenditures of federal awards in accordance with Uniform Grant Guidance, OMB Circular A-133, "Audits of State and Local Governments", and the Single Audit Act of 1984 (Public Law 98-502).
 - Schedule of Expenditures of Federal Awards.
 - Notes to Schedule of Expenditures of Federal Awards.
 - Schedule of Findings and Questioned Costs.
 - Any other required schedules or reports.
 - Prepare the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations.
- ✓ Perform agreed-upon auditing procedures pertaining to the City's GANN Limit (Appropriations Limit) and render a letter annually to the City regarding compliance.
- ✓ Prepare and submit the annual Cities Financial Transactions Report for the State Controller's Office per Government Code section 53891.
- ✓ Prepare and submit the Annual Street Report for the State Controller's Office per California Streets and Highways Code Section 2151.
- ✓ Issue a separate "management letter" that includes recommendations for improvements on internal control, accounting procedures and other significant observations that are considered to be no reportable conditions. Management letters should be addressed to the City Administrator and the City Council.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

- ✓ Review of employee Compensation, including both items below:
 - City Manager and Executive Team (currently 5 authorized positions),
 - Five additional City employees to be selected each year.

The Firm will perform a review of changes in pay rates during the fiscal year and determine if changes (pay rates, employee status, and benefits) were authorized and supported by appropriate documentation. This would also include reconciling authorized pay with payroll records, and agreeing employee records with any changes. Leave balance reports will be reviewed to verify correctness of vacation, sick leave, compensating time off, personal time off, and administrative leave, including accruals and caps.

- ✓ Perform two (2) of the following agreed-upon procedures, which will be selected each year:
 - Review of Investment Transactions (10) - To determine that the investments made by staff are in compliance with the City's applicable Investment Policy.
 - Review of Financial Institution Wire Transfers (24) - To ensure that all transfers out of financial institutions as reported on bank or investment statements are properly authorized and accounted for.
 - Review of Journal Entries (20) - To ensure that journal entries (including budget entries) are made with adequate support, proper approval, and are correctly recorded to the general ledger.
 - Review of Check Stock Sequence and Cancelled Checks - To verify the sequence of check stock, including unused checks, voided checks and cancelled checks to verify that all checks cleared through the City's financial institutions are presented to Council in the warrant registers and are properly accounted for within the accounting records of the City.
 - Review of Cash Receipts (30) - To ensure that the amounts collected from all locations accepting revenues are properly reflected on receipt documentation that agrees with the amount in the revenue tracking software (if applicable), to the general ledger, and the amount reflected on the bank statement.
- ✓ SAS 99 Fraud Interviews: Each year the audit Firm will include as part of their SAS 99 Interviews of the following Elected Officials: (Five City Council Members, One City Treasurer, One City Clerk).
- ✓ Provide assistance in the implementation of applicable GASB pronouncements not yet in effect.

The Firm will be available for consultation by phone on accounting and financial issues during the year at no extra cost. The Firm will also serve as auditor for certain addition projects and studies as may be deemed necessary by the City.

The Firm will make an immediate written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator; City Attorney; Chief Financial Officer and the City's Audit Committee.

Supplemental reports, audits, or agreed-upon procedures must be added in a written agreement prior to commencing audit work. The Firm and the City will discuss and approved the scope and associated costs of these tasks.

Working Paper Retention and Access to Working Papers

The Firm will retain, at its own expense, all working papers and reports for a minimum of (7) seven years, unless the City notifies the Firm in writing of the need to extend the retention period. Upon request, the Firm will make working papers available to:

- City of Placentia;
- U.S. Department of Transportation;
- U.S. General Accounting Office (GAO);
- Parties designated by the federal or state government or by the City as part of an audit quality review process; and
- Auditors of entities of which the City is a sub-recipient of grant funds.

The Firm will comply with reasonable requests from successor auditors and allow them to review working papers that relate to matters of continuing accounting significance.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Objectives of Our Services

Our primary objective for the proposed audit is to examine the City's financial statements and express our opinion on their fairness of presentation, in accordance with generally accepted accounting principles. Other objectives that will benefit the City include the following:

- To offer beneficial observations and recommendations about policies and procedures for accounting and operating controls
- To identify opportunities to make City operations more efficient and reduce costs
- To perform the audit efficiently and effectively, so disruption to office operations is minimized
- To provide continuing advisory services to help the City implement recommendations
- To meet these objectives at no additional cost to the City

The Engagement Team will perform the audit in accordance with the Firm's quality-control procedures, which include following standard audit programs, careful planning, using industry-standardized software for auditing and internal control documentation, and welcoming an objective review of audit work.

The Firm will supply portable computers to the onsite staff members.

Our audit approach emphasizes careful planning, open communication, and proper assignment of responsibilities. This method ensures that audit requirements will be met with minimal disruption of the City's daily operations, and that the audit will proceed efficiently with full understanding between the Engagement Team and the City.

Proposed Segmentation of the Engagement and Timeline

The audit will be performed in four phases:

Initial Planning Meeting | During a mutually acceptable time frame, normally June through July of each year.

The Engagement Partner and Manager will meet with City's Management to get up to speed with City policies and procedures, establish any specific requirements Management may have, identification of unique transactions, implementation of new GASB pronouncements, and develop the audit work plan for the engagement.

Interim | May commence August of each year.

The Engagement Team—including the Engagement Partner—will assess accounting policies adopted by the City, obtain an understanding of the City and its operating environment, review internal controls on all significant transaction classes, perform walkthroughs and/or tests of internal control, perform preliminary analytical procedures, evaluate Single Audit compliance (if needed), identify any audit issues, and prepare confirmation correspondence. The Engagement Team and City Management will establish expectations including responsibilities and assignments for the year-end audit, and will hold a progress status meeting at the end of the Interim phase.

Year-End | May commence during the first week of October of each year.

The Engagement Team—including the Engagement Partner—will conduct audit procedures on account balances in the general ledger, finish confirmation procedures, perform preliminary analytical procedures, search for unrecorded liabilities, perform substantive analytical review procedures, complete work on compliance with Federal Assistance, and conclude fieldwork. The Engagement Team and City Management will hold an exit conference at the end of the Year-End phase.

Reporting | Draft copies of reports will be provided in by Mid-October or first week of November of each year; Final reports and management letter will be provided no later end November of each year.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

The Firm will review and prepare audit reports and perform quality control procedures in accordance with the Quality Control Standards issued by the AICPA. We will also review reports for compliance with GFOA reporting guidelines at no additional cost. Any comments will be issued in a letter to Management. At the City's request, the Engagement Partner and Manager will present the audit to the City's governing body.

The Firm will complete the audit fieldwork and issue all reports within the established timeframe, assuming no internal City circumstances delay the audit.

Level of staff and number of hours to be assigned to each proposed segment of the engagement

The Pun Group, LLP understands that the City is not only looking to employ our auditing services, but is also seeking to receive value within that professional relationship. We believe that our value is derived from our in-depth knowledge, experience, and commitment that our auditing Firm employs. We stress and emphasize "employ", because all of the knowledge and expertise listed on paper will not benefit you unless it is applied. That is why we have developed a plan that we feel will accomplish the objectives of the City and your particular needs. Our Firm will utilize the information that you have shared with us and our experience from our previous audits of this nature, from various government entities and cities to develop an effective plan for all major areas.

Example of Major Areas (not limited to):

- Audit of the City's financial statements and the related notes to financial statements
- Single Audit procedures and required reporting (if applicable)
- Agreed-upon procedures on Appropriations Limit calculation
- Communication with those charged with governance
- Internal Control and Management Letters (if applicable)

Total Hours:

Staff Classification Performing Work	Estimated Hours Annually
Partners	60
Managers	120
Supervisory	140
Senior Accountants	120
Staff Accountants	160
Clerical	20
Total Annual Hours:	620

Hours by Audit Phase	Hours
Phase I - Planning	62
Phase II - Interim	186
Phase III - Year End	217
Phase IV - Reporting	155
Total Annual Hours:	620

Sample size and the extent to which statistical sampling is to be used in this engagement

In our audit approach, statistical sampling is used in conjunction with our skilled judgment and knowledge of each situation. The population size and assurance level needed from any given test will determine the sample size used in our testing.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Extent of use of EDP software in the engagement

We use EDP Software in our engagement to increase our efficiency and quality of our work and meet the new professional requirements regarding fraud and internal control. Our engagement team will import data from the City's financial software and extract useful data for the purpose of testing and analytical procedures particular in the following areas:

- Successful Fraud Test
- Questionable Invoices
- Phantom Vendor Schemes
- Kickback or Conflict-of-Interest Schemes
- Dormant Account Schemes
- Money Laundering Schemes

Type and extent of analytical procedures to be used in the engagement

We use analytical procedures during the interim phase to set up expectations for the year-to-date results and balances and compare them with budgeted and prior-year amounts. This allows us to forecast year-end amounts, reducing the workload during the year-end phase and allowing us to focus on areas of concern.

We also use trend and ratio analysis to identify any uncertain or unusual events. In order to perform these analysis, our firm performs a survey of cities and counties and develops benchmarks on certain key financial indicators, such as cost of services to tax revenues ratios, average general fund balance, capital assets, debt per capital, general fund unassigned fund balance to total general fund expenditures, etc. Our staff members have previous experience in successfully implanting analytical procedures to the City's benefit.

Approach to be taken to gain and document an understanding of the City's internal control structure

Audit risk assessment will be established by an internal control review, combined with the Engagement Team's understanding of the City's operations and accounting software. Using the Committee of Sponsoring Organizations (COSO) Framework, staff members will evaluate the City's processes and identify any control deficiencies. These diagnostic review procedures allow the Engagement Team to evaluate the City's systems and controls and to provide constructive feedback to City Management.

The Engagement Team will perform a walkthrough of the City's accounting systems, including processes for financial reporting, revenue recognition and cash receipts, purchasing/contract management and cash disbursements, and payroll and related liabilities, etc. Auditors will document the process with a flowchart or narrative summary.

Approach to be taken in determining laws and regulations that will be subject to audit test work

The Firm stays continually up to date with audit requirements—including new regulations, compliance supplements, state guidelines, and pertinent contracts—to ensure that we conduct audits in accordance with applicable laws and regulations. We test transactions for compliance with the Single Audit Act, California Government Code, GANN Appropriations Limit, provisions of applicable grant guidelines, requirements of local measures, etc.

For example, the Single Audit Act requires that we determine which grants to include in our audit and select transactions from those grants for detailed testing. While most transactions are tested as part of the Interim phase, we cannot determine which grants to test for the Single Audit until the Year-End phase of audit.

Our compliance audits of cash, investments, debt covenants, and other areas are performed in accordance with the California Government code, which has many provisions and regulations covering investments.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Approach to be taken in drawing audit samples for purposes of tests of compliance

To test compliance, we follow the AICPA's *Audit Sampling Considerations of Circular A-133 Compliance Audits*. We will select an appropriate sample size based on our professional judgment and knowledge. Any deviations from control and compliance requirements will be documented.

GASB Implementation Specialist

Gary M. Caporicci, the Firm's *GASB Implementation Specialist*, is an **appointed member to the State Retirement Advisory Committee by the State Controller** and has tremendous expertise in assisting clients with the implementation of GASB pronouncements.

For more than 40 years, Mr. Caporicci has successfully provided professional auditing, accounting, financial reporting and management advisory/consulting services to a broad spectrum of governmental entities.

Caporicci is a leader in the new GASB standards going into effect in the coming years. He will actively assist the City during the process of implementation and compliance related to new accounting standards.

Client Training Seminar

Every year, the Firm hosts a conference to update governmental clients on new technical accounting and financial issues. The day-long session—held in Orange County, Clovis and Danville—qualifies for **eight hours of CPE** with the California Board of Accountancy.

Participants of this year's training seminar will receive a high-level examination of numerous technical issues, including the following:

- Fiscal Policies
- The Latest & Greatest on Pension, OPEB, Local Initiatives and the Future of the Defined Benefit Plan
- GASB 74 & 75 - Implementation of the New OPEB Standards
- A Look Back on the Implementation of GASB 68 and 71
- Uniform Grant Guidance
- Survey of Cities and Counties

Importantly, all of our clients are invited to attend the Pun Group, LLP client training seminar **FREE OF CHARGE**.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

SECTION VII – IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS

While we do not expect any problems with the audit, we will carefully investigate and monitor the following relevant accounting issues:

- Investments:
 - Compliance with GASB 31 and GASB 34
 - Authorization and approval process for City investments
 - Controls to assure City's compliance with investment limitations and types of specific investments
 - Monitoring by the City of its investments

- Financial Reporting:
 - CAFR compliance with current reporting and disclosure requirements issued by GASB
 - CAFR eligibility for financial reporting conformance awards issued by GFOA
 - Compliance with the various GASBs in effect, especially the implementation of GASB 68 and 71 related to pension accounting
 - Compliance with infrastructure obligations and regulatory provisions

- Internal Control Structure:
 - City's internal control functions and compliance with proper internal control philosophies
 - Computer-system processes and controls, and adequacy of the control environment

Over the period of the engagement, several new GASB pronouncements will become effective. The Engagement Team will pay specific attention to the following new and upcoming pronouncements, and any others that become effective during the proposal period, in order to determine proper implementation procedures:

- GASB 72 – *Fair Value Measurement and Application*
- GASB 73 – *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*
- GASB 74 – *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*
- GASB 75 – *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*
- GASB 76 – *The Hierarchy of Generally Accepted Account Principles for State and Local Governments*
- GASB 77 – *Tax Abatement Disclosures*
- GASB 78 – *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*
- GASB 79 – *Certain External Investment Pools and Pool Participants*
- GASB 80 – *Blending Requirements for Certain Component Units—an amendment of GASB Statement 14*

Discussion of Relevant Accounting Issues

Over the period of the engagement, several new GASB pronouncements will become effective. The Engagement Team will pay specific attention to the following new and upcoming pronouncements, and any others that become effective during the proposal period, in order to determine proper implementation procedures. Based on our understanding through our study of the City's financials, we have determined the following GASB pronouncements may have some impact to the City's financial statements:

- GASB 72 – *Fair Value Measurement and Application*
- GASB 75 – *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*
- GASB 77 – *Tax Abatement Disclosures*
- GASB 79 – *Certain External Investment Pools and Pool Participants*

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

GASB Statement No. 72, *Fair Value Measurement and Application*, addresses accounting and financial reporting issues related to fair value measurements. To determine a fair value measurement, a government should consider the unit of account of the asset or liability. The unit of account refers to the level at which an asset or a liability is aggregated or disaggregated for measurement, recognition, or disclosure purposes as provided by the accounting standards. This Statement requires a government to use valuation techniques that are appropriate under the circumstances and for which sufficient data are available to measure fair value. The techniques should be consistent with one or more of the following approaches: the market approach, the cost approach, or the income approach. The market approach uses prices and other relevant information generated by market transactions involving identical or comparable assets, liabilities, or a group of assets and liabilities. The cost approach reflects the amount that would be required to replace the present service capacity of an asset. The income approach converts future amounts (such as cash flows or income and expenses) to a single current (discounted) amount. Valuation techniques should be applied consistently, though a change may be appropriate in certain circumstances. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs. This Statement establishes a hierarchy of inputs to valuation techniques used to measure fair value. That hierarchy has three levels. Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities. Level 2 inputs are inputs—other than quoted prices—included within Level 1 that are observable for the asset or liability, either directly or indirectly. Finally, Level 3 inputs are unobservable inputs, such as management's assumption of the default rate among underlying mortgages of a mortgage-backed security.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, replace the requirements of GASB Statements No. 45 and 57. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit OPEB, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about defined benefit OPEB also are addressed. In addition, this Statement details the recognition and disclosure requirements for employers with payables to defined benefit OPEB plans that are administered through trusts that meet the specified criteria and for employers whose employees are provided with defined contribution OPEB. This Statement also addresses certain circumstances in which a nonemployer entity provides financial support for OPEB of employees of another entity.

GASB Statement No. 77, *Tax Abatement Disclosures*, requires disclosure of tax abatement information about (1) a reporting government's own tax abatement agreements and (2) those that are entered into by other governments and that reduce the reporting government's tax revenues. This Statement requires governments that enter into tax abatement agreements to disclose the following information about the agreements:

- Brief descriptive information, such as the tax being abated, the authority under which tax abatements are provided, eligibility criteria, the mechanism by which taxes are abated, provisions for recapturing abated taxes, and the types of commitments made by tax abatement recipients
- The gross dollar amount of taxes abated during the period
- Commitments made by a government, other than to abate taxes, as part of a tax abatement agreement.

GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. Those disclosures for both the qualifying external investment pools and their participants include information about any limitations or restrictions on participant withdrawals.

The Firm believes the following pronouncement has minimal impact to the City's financial statements:

- GASB 73 – *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*
- GASB 74 – *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*
- GASB 76 – *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*
- GASB 78 – *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*
- GASB 80 – *Blending Requirements for Certain Component Units—an amendment of GASB Statement 14*

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

SECTION VIII – RESPONSE TO CITY STANDARD TWO-PARTY AGREEMENT

The Firm does not have any objections to the City's standard two-party agreement. The Firm understands that the City's standard form of agreement is the basis of the agreement between the City and the Firm.

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Benefits of Choosing The Pun Group, LLP

The Pun Group, LLP is recognized for its professionalism, integrity, and providing clients with effective resolutions for their unique circumstances and issues. Our Firm prides itself on being able to provide personalized client services, and with that sentiment in mind, we have carefully chosen our engagement teams. The Pun Group's main objective is always to provide the City with solutions and directions, led by highly experienced and capable partners who can successfully implement the work and produce the results you expect. This philosophy and mindset allows us to provide a superior level of service.

We trust that this proposal has given you the information you need about the Firm, the Engagement Team members, overall audit approach, cost-saving measures, and audit fees. We are committed to exceeding your expectations, and we look forward to bringing our experience and expertise to the City of Placentia and providing you with the excellent level of service that you expect and deserve.

Thank You

Thank you for giving us the opportunity to introduce the Firm and submit our qualifications to provide you with audit services. Please direct inquiries to:

Mr. Kenneth H. Pun, CPA, CGMA
Managing Partner
200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707
ken.pun@pungroup.com
(949) 777-8801

Sincerely,



The Pun Group, LLP
Certified Public Accountants and Business Advisors

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APPENDIX

✓ *Proof of Insurance*

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CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/8/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wood Gutmann & Bogart 15901 Red Hill Ave., Suite 100 Tustin CA 92780		CONTACT NAME Connie Jones PHONE (INC. OR EXT.) 714-505-7000 TAX (ARC, No.) 714-673-1770 E-MAIL ADDRESS: connie@wgbib.com	
INSURED The Pun Group, LLP 200 East Sandpointe Avenue, Suite 600 Santa Ana CA 92707		INSURER(S) AFFORDING COVERAGE INSURER A: TRAVELERS CAS INS CO OF AMER NAIC # 19046 INSURER B: Travelers Property Casualty Co of A 25674 INSURER C: Argonaut Insurance Company INSURER D: TRAVELERS CAS INS CO OF AMER 19046 INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 351509538 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR. AIR	TYPE OF INSURANCE	ADDITIONAL POLY. W/O	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLICABLE PER X POLICY <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OTHER		6807G592120-16	3/1/2016	3/1/2017	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPROP AGG \$4,000,000 \$
D	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X RENTED AUTOS SCHEDULED AUTOS X NON-OWNED AUTOS UMBRELLA LIAB EXCESS LIAB RETENTIONS		BA-00976703	3/1/2016	3/1/2017	COMMERCIAL SERVICE (if applicable) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY BENEFIT UNDER FEDERAL EMPLOYEE COMPENSATION ACT EXCLUDED? (Mandatory in HI) Y/N N/A		UB4548741-2-16	3/1/2016	3/1/2017	X STATE E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	E&O Reim 12/29/11		Pending	3/1/2016	3/1/2017	3,000,000 agg 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLE (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Proof of Insurance Only

CERTIFICATE HOLDER Proof Of Insurance Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2014/01)

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ATTACHMENT 1 EXHIBIT C

CITY OF PLACENTIA

Proposal to Perform Professional Auditing Services

Total All-Inclusive Maximum Price

Following are our total fixed fees Fiscal Years Ending June 30, 2016 through 2018, with the option to extend for two (2) additional years.

**Schedule of Professional Fees and Expenses
For the Audit of the FY 2015-16 through FY 2017-18
Financial Statements**

	Hours	Hourly Rates	Total FY 15-16	Total FY 16-17	Total FY 17-18
Partners	60	\$ 250.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Managers	120	\$ 200.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
Supervisory Staff	140	\$ 175.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00
Seniors	120	\$ 150.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Staff	160	\$ 125.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Clerical	20	\$ 100.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Total Price for the City of Placentia Financial Statements			\$ 103,500	\$ 103,500	\$ 103,500
Less: Professional Discount			\$ (35,500)	\$ (33,480)	\$ (31,358)
Subtotal			\$ 68,000	\$ 70,040	\$ 72,142

Total for services Described in Section II D of the RFP (Detail on subsequent pages)

Other (specify): N/A N/A N/A

Estimated number of hours required from City to develop permanent file:

From City Clerk's Office 10

From Finance Department 10

Total All-Inclusive Maximum Price: \$ 68,000 \$ 70,040 \$ 72,142



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL
PLACENTIA PUBLIC FINANCING AUTHORITY

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF FINANCE

DATE: JUNE 15, 2021

SUBJECT: CITY OF PLACENTIA ANNUAL BUDGET, CAPITAL IMPROVEMENT PROGRAM,
POSITION ALLOCATION PLAN, AND ANNUAL APPROPRIATIONS LIMIT, AND
PLACENTIA PUBLIC FINANCING AUTHORITY ANNUAL BUDGET FOR FISCAL
YEAR 2021-22

FISCAL
IMPACT:

GENERAL FUND

EXPENDITURES – OPERATING:	\$35,991,300
EXPENDITURES – DEBT SERVICE:	\$5,177,100
EXPENDITURES – CAPITAL:	\$529,400
EXPENDITURES – TRANSFERS OUT:	\$53,000
REVENUE:	\$36,513,300
OPERATING TRANSFERS-IN:	\$6,546,100

SPECIAL REVENUE FUNDS

EXPENDITURES – OPERATING:	\$5,654,900
EXPENDITURES – DEBT SERVICE:	\$278,600
EXPENDITURES – CAPITAL:	\$7,688,900
EXPENDITURES – TRANSFERS OUT:	\$6,865,000
REVENUE:	\$20,786,800
OPERATING TRANSFERS-IN:	\$136,100

DEBT SERVICE FUND

EXPENDITURES – DEBT SERVICE:	\$409,500
OPERATING TRANSFERS-IN:	\$409,500

ENTERPRISE FUNDS

EXPENDITURES – OPERATING:	\$5,316,500
EXPENDITURES – TRANSFERS OUT:	\$176,700
REVENUE:	\$5,942,100

INTERNAL SERVICE FUNDS

EXPENDITURES – OPERATING:	\$2,738,300
OPERATING TRANSFERS-IN:	\$2,738,300

FIDUCIARY FUND

EXPENDITURES – DEBT SERVICE:	\$3,786,600
OPERATING TRANSFERS-IN:	\$3,786,600

2. a.
June 15, 2021

SUMMARY:

The City's budget is an important policy document, serving as the annual financial plan that identifies the spending priorities for the organization. The budget is used to balance available resources with community needs, as determined by the City Council. The City's fiscal priorities include keeping the City safe, clean, and well maintained, in addition to protecting the quality of life and property values. The budget also serves as a tool for communicating the City's financial strategies and for ensuring accountability.

The City is required to adopt a budget by July 1 of each year which establishes appropriations and estimated revenues for the fiscal year. In compliance with the City Charter Section 1203, the Proposed Budget for Fiscal Year ("FY") 2021-22 was presented for City Council review on May 18, 2021, and again on June 1, 2021. The June 1, 2021 City Council meeting also included an overview of the Capital Improvement Program ("CIP"). Since the June 1 meeting, there have been no revisions made to the FY 2021-22 budget.

In addition to budget adoption, Article XIII B of the State Constitution requires that each California local government adopt an Annual Appropriations Limit each year. This action will approve the use of the County's population growth and California per capita income growth in calculating the FY 2021-22 Annual Appropriations Limit and the resolution adopting the City's FY 2021-22 Annual Appropriations Limit, as required by law.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Open the Public Hearing concerning the City of Placentia Budget for Fiscal Year 2021-22 and Capital Improvement Program (CIP) for Fiscal Year 2021-22, consider all public testimony, ask questions of Staff, and close the public hearing; and
2. Adopt Resolution No. R-2021- 41, a Resolution of the City Council of the City of Placentia, California, taking actions necessary to adopt the Fiscal Year 2021-22 Annual Budget; and taking actions necessary to adopt the Fiscal Year 2021-22 Capital Improvement Program (CIP) Budget with an appropriation of \$8,226,600; and authorizing the Position Allocation Plan and Compensation Plan for Fiscal Year 2021-22; and
3. Authorize the City Administrator to release appropriation controls for the General Government Department and Risk Management fund outside of the normal quarterly process, as necessary; and
4. Approve the use of the County's population growth and California per capita income growth as determined by the State Department of Finance for the calculation of the Fiscal Year 2021-22 Annual Appropriation Limit; and

5. Adopt Resolution R-2021-42, a Resolution of the City Council of the City of Placentia, California, approving and adopting the Annual Appropriations Limit for the Fiscal Year 2021-22 in the amount of \$101,180,364.

It is recommended that the Placentia Public Financing Authority take the following actions:

1. Conduct the Public Hearing concerning the Placentia Public Financing Authority Budget for Fiscal Year 2021-22; and
2. Adopt Resolution No. PPFA-2021-02, a Resolution of the Placentia Public Financing Authority (PPFA) Board of Directors of the City of Placentia, California, taking actions necessary to adopt the PPFA's Fiscal Year 2021-22 Annual Budget.

DISCUSSION:

The FY 2021-22 Proposed Budget includes total resources of \$76.9 million, appropriations of \$74.6 million, resulting in a net increase in total fund balance of \$2.2 million.

FY 2021-22 Proposed Budget

Fund Type	Revenues & Transfers In	Expenditures & Transfers Out	Net Incr/(Decr)
General Fund	43,062,400	41,697,800	1,364,600
Special Revenue	20,922,900	20,487,400	435,500
Debt Service	409,500	409,500	-
Enterprise	5,942,100	5,493,200	448,900
Internal Service	2,738,300	2,738,300	-
Fiduciary	3,786,600	3,786,600	-
Total	76,861,800	74,612,800	2,249,000

GENERAL FUND

The General Fund is the general operating fund of the City and the FY 2021-22 Proposed General Fund Budget includes sources of \$43.1 million, appropriations of \$41.7 million, and a net increase in fund balance of \$1.4 million.

Sources

General Fund Sources of \$43.1 million reflect an overall increase of 5.8% or \$2.4 million as compared to the 2020-21 Amended Budget primarily due to taxes including property taxes, sales and use taxes, and transfers in which includes Measure U and American Rescue Plan Act (ARPA) funds. These increases are offset by decreases in permits, intergovernmental, and miscellaneous revenues.

General Fund Revenue	2020-21	2021-22	Variance
	Amended	Proposed	
Property Taxes	16,470,800	17,545,700	6.5%
Sales & Use Taxes	6,845,647	7,134,800	4.2%
Other Taxes	6,508,000	6,684,800	2.7%
Permits	1,230,000	874,900	-28.9%
Fines & Forfeitures	444,000	444,200	0.0%
Intergovernmental	365,000	265,000	-27.4%
Charges for Services	1,041,000	1,278,200	22.8%
Miscellaneous	2,739,399	2,285,700	-16.6%
Total Revenues	35,643,846	36,513,300	2.4%
Transfers In	1,623,103	990,800	-39.0%
ARPA Transfers In	-	2,755,500	N/A
Measure U Transfers-In			
Reserve Contribution	1,351,400	-	-100.0%
Employee Retention	1,351,588	2,102,100	55.5%
OPEB	735,000	700,700	-4.7%
Total Transfers-In	5,061,091	6,549,100	29.4%
Total Sources	40,704,937	43,062,400	5.8%

Notable Changes

- **Charges for Services** – An increase in charges for services of 22.8% or \$237,200 primarily due to anticipated Community Services program revenue not received in the previous fiscal year.
- **Permits** – A decrease in permit revenue of 28.9% or \$355,100 primarily due to a large development project which pulled permits in FY 2020-21.
- **Intergovernmental** – A decrease in intergovernmental revenue of 27.4% or \$100,000 due to a decrease in grant revenue received in FY 2020-21.
- **Miscellaneous** – A decrease in miscellaneous revenue of 16.6% or \$453,699 primarily due to a decrease in other financing sources resulting from loan proceeds received in FY 2020-21 for fire apparatus and equipment.
- **Transfers-In** – A decrease in transfers-in of 39% or \$632,303 due to a decrease in CARES Act funding received and transferred to the General Fund in FY 2020-21.
- **Measure U Transfers-In** – A decrease in Measure U transfers-in of 18.5% or \$635,188 due to a decrease in transfers-in for the General Fund contingency reserve. Per the City’s General Fund Reserve Policy No. 460, the allocation formula for new on-going revenue changes once the reserve target of 25% is met. It is projected that the reserve target of 25% will be fully funded in FY 2020-21 thus reducing the transfer-in for the contingency reserve.
- **American Rescue Act Plan (ARPA) Transfers-In** – A transfer-in of \$2.8 million of ARPA funds is programmed in the FY 2021-22 Proposed Budget as a result of estimated lost revenue for the current fiscal year due to COVID-19.

Requirements

General Fund expenditures of \$41.7 million reflect a net increase in expenditures of 5.2% or \$2.1 million as compared to 2020-21 Amended Budget.

General Fund Expenditures	2020-21	2021-22	Variance
	Amended	Proposed	
Legislative	1,080,100	1,074,400	-0.5%
Administration	5,032,456	5,372,800	6.8%
Finance	1,180,085	1,249,500	5.9%
Development Services	1,251,285	1,351,000	8.0%
Public Safety - Police	12,654,799	11,810,000	-6.7%
Fire & Life Safety	3,940,404	4,271,300	8.4%
Public Works	4,587,082	4,158,300	-9.3%
Community Services	1,865,498	2,357,100	26.4%
General Government	4,323,414	4,294,600	-0.7%
Debt Service	2,614,905	4,748,300	81.6%
Total Department	38,530,028	40,687,300	5.6%
Capital Improvement Program	816,945	529,400	-35.2%
Transfers Out	275,000	53,000	-80.7%
Public Safety Facility Debt Service	-	428,800	N/A
Total Requirements	39,621,974	41,698,500	5.2%

Notable Changes:

- **CalPERS Pension Unfunded Accrued Liability (UAL)** – In October 2020, the City issued Pension Lease Revenue Bonds and refinanced its outstanding UAL with CalPERS. As a result, the City’s debt service increased by \$2.1 million for FY 2021-22 which is offset by a decrease in personnel expense. Savings for FY 2021-22 are estimated to be \$304,000. Both Police and Public Works’s personnel budgets were impacted the most by this decrease which made up 90% or \$2.3 million of the total decrease.
- **Public Works** – Decrease in requirements of 9.3% or \$429,482 due to a decrease in personnel expense as a result of the UAL refinancing mentioned above.
- **Community Services** – Increase in requirements of 26.4% or \$491,602 due to an increase in materials, supplies and services due to a park maintenance contract transferred from Public Works to Community Services and one-time expenses associated with the Halloween Hunt and Pup Up Park pilot projects. Additionally, an increase in personnel expense due to the addition of a Maintenance Worker to provide park irrigation services (offset by a decrease in contract services) and an increase in part-time salaries to fund various community initiatives including open gym, free swim, a City Tiny Tots program, and the Halloween Hunt and Pup Up Park one-time pilot programs (partially offset by program revenue).
- **Debt Service** – An increase of \$2.1 million due to the debt service for the Pension Lease Revenue Bonds that were issued in October 2020.
- **Capital Improvement Program** – A decrease in capital outlay of \$287,545 as a result of fewer capital projects being programmed in the General Fund.
- **Transfers Out** – A decrease in transfers out of \$222,000 due to a decrease in required funding for the City Street Lighting District.
- **Public Safety Facility** – A one-time increase of \$428,800 in requirements associated with the potential Public Safety Facility project as a result of both a lease payment and debt

service payment being due in year one during the construction phase (this project is subject to Council review; however Staff wanted to ensure it was properly accounted for should Council proceed with the project).

Fund Balance

The FY 2021-22 Proposed General Fund Budget reflects an estimated beginning fund balance of \$17.3 million, a net increase in total fund balance of \$1.4 million, for a total estimated ending fund balance of \$18.7 million. The estimated ending fund balance reflects a contingency reserve balance of \$8.9 million and an unassigned or discretionary balance of \$939,055. Complete fund balance designations are detailed below. Authorization is requested to adjust the estimated beginning fund balance based upon final audited fund balance amounts.

General Fund Balance Analysis

Estimated Beginning Fund Balance 7/1/21	17,313,350
2021-22 Budget	
Revenue	36,513,300
Transfers In	990,800
Transfers In Measure U	2,802,800
Estimated ARPA Funds	2,755,500
Less: Expenditures	40,686,600
Less: Capital Improvement Program	529,400
Less: Transfers Out	53,000
Less: Public Safety Facility (One-Time)	428,800
Change in Fund Balance	1,364,600
Estimated Ending Fund Balance 6/30/2022	18,677,950
Fund Balance Designations	
Nonspendable	2,209,112
Restricted	522,982
Committed - Metrolink Station	3,400,000
Committed - TOD Sewer	2,600,000
Section 115 Trust	152,100
Contingency Reserve	8,854,700
Unassigned	939,055
Estimated Ending Fund Balance 6/30/2022	18,677,950

One-Time Expenditure Requests

The FY 2021-22 Proposed General Fund Budget includes one-time expenditure requests as follows:

Requests by Department	Amount	Requests by Department	Amount
Administration		Public Works	
Equipment	46,000	Storm Water Pump Station Repairs	13,900
Incremental Increase in Over-time	56,000	Purchase Landscaping Equipment	15,000
Machinery & Equipment Increases	10,000	Two (2) Part-Time Maintenance Aides	49,500
Public Safety - Police		Sci-Fi Contract	50,000
Incremental Increase in Over-time	120,000	Community Services	
Fire & Life Safety		Halloween Hunt	10,800
Backfill Equipment for Reserve Engine	30,000	Pup Up Park	18,300
Hose Coupling	10,000	Irrigation Tools & Equipment	35,000
Personal Protective Equipment (PPE)	30,000	Capital Improvement Program	529,400
Additional Apparatus Seat	25,000	Debt Service/Lease	428,800
		Total	1,477,700

These requests are included in the departmental budgets as indicated above and are funded with the use of one-time discretionary Unassigned Fund Balance. Below is the net change in fund balance overview taking into consideration on-going and one-time expenditures and revenues to illustrate the City's operating surplus of \$86,800 and that ARPA Transfers-In are intended to fund the one-time expenditure requests.

	2021-22 Proposed
Total Sources	43,062,400
Less: ARPA Transfers-In	(2,755,500)
Total On-Going Sources	40,306,900
Total Requirements	41,697,800
Less: One-Time Requests	(1,477,700)
Total On-Going Requirements	40,220,100
Net Change in Fund Balance (On-Going)	86,800
ARPA Transfers-In	2,755,500
One-Time Requests	1,477,700
Net Change in Fund Balance (One-Time)	1,277,800
Total Net Change in Fund Balance	1,364,600

Revisions Since the May 18th Budget Study Session

During the final review process following the City Council May 18, 2021 Budget Study Session, various revisions were made and are summarized below:

- **Property Taxes** – An increase of \$161,400 to account for additional estimated revenue for Redevelopment Property Tax Trust Fund (RPTTF) not include in the original proposed budget.
- **Transfers-In** – An increase of \$2.7 million due to the addition of ARPA funds.
- **Personnel Expense** – A net decrease of \$93,900 mainly due of to a grant award for personnel expense (Police) offset by the addition of two (2) positions (Administration – Dispatch), increase in part-time salaries in Community Services, and an increase due to a correction in Fire and Legislative personnel expenses for item omitted in error.
- **Materials, Services & Supplies** – An increase of \$284,900 mainly due to Public Works contract services to account for the Council approved broadband contract and to account for items omitted for Development Services in the original proposed budget.
- **Capital Improvement Program** – An increase of \$441,400 due to the addition of equipment and vehicle purchases for Fire and Police and the addition of the Civic Center pergola replacement project.

OTHER FUNDS

Citywide funds also include other funds such as Special Revenue, Debt Service, Enterprise, and Internal Service, and Fiduciary Funds. The FY 2021-22 Proposed Budget also includes total sources for other funds of \$33.8 million, appropriations of \$32.9 million, and a net increase in fund balance of \$884,800.

Fund Type	Revenues & Transfers In	Expenditures & Transfers Out	Net Incr/(Decr)
Special Revenue	20,922,900	20,487,400	435,500
Debt Service	409,500	409,500	-
Enterprise	5,942,100	5,493,200	448,900
Internal Service	2,738,300	2,738,300	-
Fiduciary	3,786,600	3,786,600	-
Total	33,799,400	32,915,000	884,400

Included in the appropriations is \$8.2 million in capital expenditures as detailed in the capital improvement program and of this amount, \$5.0 million are funded by Measure U. Other CIP funding sources include Air Quality Management District (AQMD), Asset Forfeiture, Community Development Block Grant, Quimby In Lieu Fees, Measure M, RMRA, Technology Impact Fees, TOD Streetscape Impact Fees and a variety of grant sources.

All proposed uses of Measure U funds were presented to the Measure U Oversight Committee and the Committee approved that these funds are in compliance with Measure U requirements and the City’s Reserve Policy.

CAPITAL IMPROVEMENT PROGRAM

The FY 2021-22 Proposed Budget includes an \$8.2 million Capital Improvement Program (“CIP”). Funding for the FY 2021-22 CIP includes the following:

Fund	Amount
Air Quality Management (0019)	53,000
Asset Seizure (0021)	75,000
CDBG Fund (0030)	141,800
City Quimby In Lieu Fee (0069)	927,500
City Traffic Impct Fees (0065)	175,000
General Fund (0010)	529,400
Measure M (0018)	676,200
Measure U Fund (0079)	4,297,300
Misc Grants Fund (0050)	200,500
State Gas Tax - RMRA (0060)	772,900
Technology Impact Fees (0075)	158,000
TOD Strscape Impct Fee (0072)	220,000
Total CIP	8,226,600

The FY 2021-22 CIP includes a total of 43 projects and are programmed as follows:

Project Category	Project Count	Amount	% of Total Funding
City Buildings & Facilities	5	525,000	6.4%
Major Studies	1	100,000	1.2%
Parks	14	1,913,500	23.3%
Storm Drain	1	250,000	3.0%
Streets & Streetscapes	5	4,002,700	48.7%
Technology & Equipment	7	645,400	7.8%
Traffic Operations	4	278,000	3.4%
Vehicles	6	512,000	6.2%
Total	43	8,226,600	100.0%

For FY 2021-22, Streets and Streetscapes and Parks make up 72.7% of the total funding for projects. Project detail is provided in the FY 2021-22 Proposed Budget Book and the attached PowerPoint presentation.

PERSONNEL

The FY 2021-22 Proposed Budget includes the following staff allocation plan:

Department	2020-21 Amended	2021-22 Proposed	Variance
Legislative ⁽¹⁾	7.00	7.00	-
Administration	25.00	27.00	2.00
Finance	9.00	9.00	-
Development Services ⁽²⁾	9.00	11.00	2.00
Police ⁽²⁾	68.00	69.00	1.00
Fire	27.00	27.00	-
Public Works ⁽³⁾	22.00	26.00	4.00
Community Services	7.00	8.00	1.00
Total	174.00	184.00	10.00
⁽¹⁾ Positions represent part-time elected officials			
⁽²⁾ Includes one position programmed in special revenue funds			
⁽³⁾ Includes two (2) positions programmed in enterprise funds			

- **Legislative** – includes funding for seven (7) part-time elected officials. No staffing changes are proposed for FY 2021-22.
- **Administration** – includes funding for 27 full-time positions which reflects an increase of two (2) full-time Public Safety Dispatchers to ensure adequate 24/7 shift coverage and respond to a significant increase in overtime. Funding for this request is General Fund.
- **Finance** – includes funding for nine (9) full-time positions. One staffing change is proposed for the for FY 2021-22 which includes the reclassification of the Accountant position to a Senior Accountant to address the need for more complex accounting review, analysis and reporting as well as providing a higher level of separation of duties.
- **Development Services** – includes funding for 10 full-time positions in the General Fund and one (1) full-time position in Special Revenue Funds for a total of 11 full-time positions. This reflects an increase of two (2) full-time positions as detailed below:
 1. One (1) Associate Planner – this request is to change an existing General Fund part-time position to a full-time position. Funding for this request is a decrease in part-time salaries and General Plan Update Fees and results in no net City cost.
 2. One (1) Media Services Specialist (working title) – this request is to change an existing Special Revenue Fund (PEG) contract services to a full-time position. Funding for this request is a decrease in contract services and ARPA funds due to the nature of the position duties and responsibilities as a direct result of an increased response due to COVID-19 in an effort to maintain public transparency and access.
- **Police** – includes funding for 68 full-time positions in the General Fund (with partial grant funding) and one (1) full-time position in Special Revenue Funds for a total of 69 full-time

positions. This reflects an increase of one (1) full-time Police Services Supervisor (Records). Funding for this request is General Fund.

- **Fire** – includes funding for 27 full-time positions. No staffing changes are proposed for FY 2021-22.
- **Public Works** – includes funding for 24 full-time positions in the General Fund (with partial funding from the Landscape Maintenance District) and two (2) full-time positions in Enterprise Funds. This reflects an increase of four (4) positions as detailed below:
 1. One (1) Engineering Aide – this request is to change an existing General Fund part-time position to a full-time position. Funding for this request is a decrease in part-time salaries and General Fund.
 2. One (1) Mechanic – this request is to change an existing General Fund part-time position to a full-time position. Funding for this request is a decrease in part-time salaries and contract fleet maintenance services and General Fund.
 3. One (1) Associate Civil Engineer – this request is for a full-time position for the Sewer fund. Funding for this request is the Sewer Enterprise Fund and the associated costs have been included in the proposed FY 2021-22 rate structure. This request results in no net City cost.
 4. One (1) Environmental Compliance Officer – this request is for a full-time position for the Refuse fund. Funding for this request is the Refuse Enterprise Fund and will be included in the proposed future rate structure. This request results in no net City cost.
- **Community Services** – includes funding for eight (8) full-time positions which reflects an increase of one (1) full-time Maintenance Worker to oversee the maintenance and repair of the irrigation for City parks. Funding for this request is a decrease in existing General Fund contract maintenance services. This request results in no additional net City cost.

Prepared by:



Jessica Brown
Director of Finance

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Proposed FY 2021-22 Operating and CIP Budgets
2. Resolution R-2021-41 - 2021-22 Budget Resolution
3. Resolution R-2021-42 - Annual Appropriations Limit Resolution
4. PowerPoint Presentation for Operating and CIP Budgets
5. Appropriations Limit - Fiscal Years 2012-13 through 2021-22
6. Appropriations Limit, Appropriations Subject to Limit and Appropriations Margin - Fiscal Years 2012-13 through 2021-22
7. Appropriations Limit Worksheets Nos. 1 - 8
8. California Department of Finance letter dated May 2021 regarding Price Factor and Population Information
9. Resolution PPFA-2021-02 - Budget Resolution



PLACENTIA
Rich Heritage, Bright Future

ANNUAL BUDGET FISCAL YEAR 2021-22

Craig Green, Mayor
Chad P. Wanke, Mayor Pro Tem
Jeremy B. Yamaguchi, Councilmember
Ward L. Smith, Councilmember
Rhonda Shader, Councilmember
Kevin A. Larson, City Treasurer
Robert S. McKinnell, City Clerk



General Fund Budget
FISCAL YEAR 2021-22

DRAFT

**OFFICE OF THE CITY ADMINISTRATOR**

TO: CITY COUNCIL

FROM: DAMIEN R. ARRULA, CITY ADMINISTRATOR

DATE: JUNE 15, 2021

SUBJECT: PROPOSED FISCAL YEAR 2021-22 OPERATING BUDGET

In compliance with City Charter Section 1203, the Proposed Fiscal Year (FY) 2021-22 Operating Budget and Capital Improvement Program are presented for your review and consideration. The Coronavirus (COVID-19) pandemic has continued to present unique challenges for the FY 2021-22 budget process mainly due to the extent of the economic impact being unknown. The effect of COVID-19 and the subsequent shelter-at-home orders resulted in an immediate shock to the economy and the City's revenues.

Throughout 2019 and into 2020, the national economy was in its 126th month of continued growth with an annualized rate of 2.3%. Local economists forecasted this growth to slow to 1.9% in 2020 with no recession on the horizon. Orange County was projected to experience an increase in home sales in 2020 with home prices expected to grow by 3.2% along with residential permits growing by 9%. This outlook changed dramatically in March 2020 with the rapid onset of COVID-19 causing the first pandemic induced recession of the postwar era as consumers and businesses reacted. Unlike any other recession the City has experienced, the duration and expected recovery is yet to be seen.

A proactive and conservative approach was taken throughout the pandemic that has enabled the City to address anticipated budgetary shortfalls in FY 2020-21 and ensure early and measured action in the development of the FY 2021-22 Operating Budget. The direction provided by the

Mayor and City Council and collaboration with our workforce has produced a Proposed Budget that addresses these shortfalls.

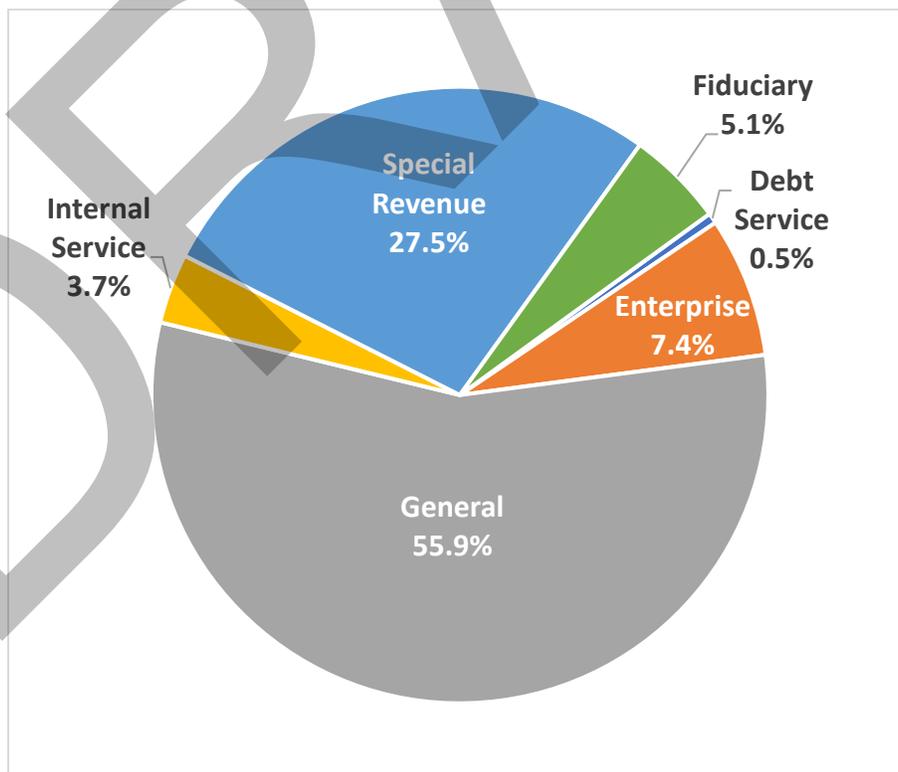
TOTAL PROPOSED BUDGET

The FY 2021-22 Proposed Budget includes total resources of \$76.9 million, appropriations of \$74.6 million, and a net increase in total fund balance of \$2.2 million for all City funds (General, Special Revenue, Debt Service, Enterprise, Internal Service and Fiduciary).

Fund Type	Revenues & Transfers In	Expenditures & Transfers Out	Net Incr/(Decr)
General Fund	43,062,400	41,697,800	1,364,600
Special Revenue	20,922,900	20,487,400	435,500
Debt Service	409,500	409,500	-
Enterprise	5,942,100	5,493,200	448,900
Internal Service	2,738,300	2,738,300	-
Fiduciary	3,786,600	3,786,600	-
Total	76,861,800	74,612,800	2,249,000

Of the \$74.6 million in appropriations, the General Fund represents 55.9% of the total FY 2021-22 Proposed Budget, followed by Special Revenue Funds at 27.5%.

FY 2021-22 Proposed Budget



GENERAL FUND OPERATING BUDGET

The FY 2021-22 Proposed General Fund budget includes sources of \$43.1 million, appropriations of \$41.2 million, and a net increase in fund balance of \$1.4 million.

General Fund Sources of \$43.1 million reflect an overall increase of 5.8%, which includes \$2.8 million transfer in from the American Recovery Plan Act (“ARPA”). Despite the uncertainty surrounding the economic recovery from COVID-19, it is anticipated that the City will experience an increase in revenue in FY 2021-22 primarily related to transfers in, property taxes, sales and use tax, other taxes, and charges for services. These increases are offset by decreases in permits, intergovernmental, and miscellaneous revenues.

	2020-21 Amended	2021-22 Proposed	Variance
REVENUE			
Property Taxes	16,470,800	17,545,700	6.5%
Sales & Use Taxes	6,845,647	7,134,800	4.2%
Other Taxes	6,508,000	6,684,800	2.7%
Permits	1,230,000	874,900	-28.9%
Fines & Forfeitures	444,000	444,200	0.0%
Intergovernmental	365,000	265,000	-27.4%
Charges for Services	1,041,000	1,278,200	22.8%
Miscellaneous	2,739,399	2,285,700	-16.6%
Total Revenues	35,643,846	36,513,300	2.4%
Transfers In	1,623,103	990,800	-39.0%
ARPA Transfers In	-	2,755,500	N/A
Measure U Transfers-In			
Reserve Contribution	1,351,400	-	-100.0%
Employee Retention	1,351,588	2,102,100	55.5%
OPEB	735,000	700,700	-4.7%
Total Transfers-In	5,061,091	6,549,100	29.4%
Total Sources	40,704,937	43,062,400	5.8%

General Fund requirements of \$41.7 million reflect a net increase in expenditures of 5.2% or \$2.1 million as compared to FY 2020-21. These increases are primarily due to an increase in the costs associated with, reinstating Community Service Programs, an increase in personnel expense due to the various MOU contractual increases, and the one-time Public Safety Facility Debt Service payment.

	2020-21 Amended	2021-22 Proposed	Variance
Legislative	1,080,100	1,074,400	-0.5%
Administration	5,032,456	5,372,800	6.8%
Finance	1,180,085	1,249,500	5.9%
Development Services	1,251,285	1,351,000	8.0%
Public Safety - Police	12,654,799	11,810,000	-6.7%
Fire & Life Safety	3,940,404	4,271,300	8.4%
Public Works	4,587,082	4,157,600	-9.4%
Community Services	1,865,498	2,357,100	26.4%
General Government	4,323,414	4,294,600	-0.7%
Debt Service	2,614,905	4,748,300	81.6%
Total Department	38,530,028	40,686,600	5.6%
Capital Improvement Program	816,945	529,400	-35.2%
Transfers Out	275,000	53,000	-80.7%
Public Safety Facility Debt Service	-	428,800	N/A
Total Requirements	39,621,974	41,697,800	5.2%

POSITION ALLOCATION

The FY 2021-22 Proposed Budget includes 184 positions, of which 177 are full-time personnel and 7 elected officials and reflects an increase of ten (10) positions as compared to the FY 2020-21 Amended Budget.

Department	2020-21 Amended	2021-22 Proposed	Variance
Legislative ⁽¹⁾	7.00	7.00	-
Administration	25.00	27.00	2.00
Finance	9.00	9.00	-
Development Services ⁽²⁾	9.00	11.00	2.00
Police ⁽²⁾	68.00	69.00	1.00
Fire	27.00	27.00	-
Public Works ⁽³⁾	22.00	26.00	4.00
Community Services	7.00	8.00	1.00
Total	174.00	184.00	10.00

⁽¹⁾ Positions represent part-time elected officials

⁽²⁾ Includes one position programmed in special revenue funds

⁽³⁾ Includes two (2) positions programmed in enterprise funds

Also included in the FY 2021-22 Proposed Budget are 26 appointed positions for the Planning, Cultural Arts, Recreation & Parks, and Traffic Commissions.

Position Additions

The FY 2021-22 Proposed Budget includes an increase of 10 positions to meet the need City's required service levels. These requests are partially offset by decreases in part-time salaries and contract services and are funded by associated fee revenue and the General Fund. Additions include the following full-time positions:

- Administration
 - Two (2) Public Safety Dispatchers
- Development Services
 - One (1) Associate Planner
 - One (1) Media Services Specialist (special revenue fund)
- Police
 - One (1) additional Police Services Supervisor – Records
- Public Works
 - One (1) Engineering Aide
 - One (1) Mechanic
 - One (1) Associate Civil Engineer (budgeted in the sewer enterprise fund)
 - One(1) Environmental Compliance Officer (budgeted in the refuse enterprise fund)
- Community Services
 - One (1) Maintenance Worker

Over-hires

The FY 2021-22 Proposed Budget also includes three (3) Police Officers and one (1) Dispatcher over-hire positions. These positions will be included in the Position Allocation Plan but not budgeted as it is anticipated the funding will be obtained through salary savings from vacant positions. This recommendation reduces the amount of time positions are vacant and reduces turnover by decreasing forced overtime (a common reason given by Police Officers in their Exit Interviews.)

CAPITAL IMPROVEMENT PROGRAM

A CIP is a long-term planning document used to prioritize the construction of capital improvements such as pothole repair and street paving, as well as identify and manage funding sources for those improvements. The CIP document also outlines project delivery timelines and funding schedules over a seven-year planning horizon. As part of the planning process, budget-level cost estimates for capital improvements are identified, and projects are prioritized based upon available funding sources and community needs. The City leverages outside funding sources such as Federal and State grant funds as well as other non-General Fund revenues to fund capital improvements to the greatest extent possible. Projects are re-prioritized and funded when these outside funds are made available for that purpose.

The CIP is reviewed yearly, during which time the City's needs are re-prioritized and the City's financial capacity to fund capital improvements are re-evaluated. Thus, the CIP is a dynamic planning tool that provides the City flexibility in how and when capital improvements and investments in the City's infrastructure are made. Its overall goal is to provide a thoughtful approach to preserving and enhancing the quality of life for the entire community.

CIP Objectives

The objectives of the CIP are:

1. To address community desires to upgrade public infrastructure;
2. To identify and forecast financing needs and sources to maximize all available federal, state, regional, and local funding sources;
3. To promote sound financial planning in the implementation of capital projects and to address aging infrastructure needs before they become even more expensive to fix in the future;
4. To implement projects that meet established community priorities and City Council goals;
5. To serve as a planning tool for the City Council in making budgetary decisions and prioritization of projects;
6. To facilitate and enhance economic development and private investment in the City;
7. To provide a balance between needed capital improvements and the current financial capability of the City to provide for these improvements;
8. To complete capital improvements in a timely and systematic manner, with the public's health and safety in mind.

To meet the objectives of the CIP, the following criteria were used to identify, develop and prioritize projects and recommend funding:

1. The project is necessary to address a safety issue, such as aging public facilities that no longer meet today's standards, or street/road repair projects necessary not only for the safety of motorists and pedestrians but with the use of emergency vehicles using those roads, in mind;
2. The project is necessary because current maintenance efforts are no longer satisfactory to keep City infrastructure, park or facility functioning, in good repair and compliant with current Federal and/or State seismic, health or safety regulations;

3. The project is necessary because a facility or service is no longer adequate to meet the demand, and expansion is needed, or a new public facility is required to serve the community;
4. The project is necessary because a master plan identifies that new facilities or improvements are needed for adequate level of service.

Street Maintenance and Repairs

The City has struggled in the past to find and maintain sufficient and sustainable revenue sources to adequately maintain its roadway network and it has relied exclusively on outside funding sources such as Gas Tax, Measure M and occasional grant funds to provide for street rehabilitation. However, in November 2018 Placentia voters approved Measure U implementing a new 1% sales tax increase to provide a new revenue stream in part for the City to rehabilitate its roadway network. In addition, voters Statewide decided to keep the Gas Tax increase previously signed into law by Governor Brown in 2017. In FY 2021-22, the City will be allocating more than \$4 million in Measure U, Measure M , TOD Streetscape Impact fees and RMRA Gas Tax Funds towards much needed street improvements. This is the most significant investment in the City's roadway system in more than ten years.

Parks Initiative

The Placentia Open Spaces and Urban Greening ("POSUG") Master Plan was completed in November 2019 and approved by the City Council at the December 3, 2019 meeting to be utilized as a guide for future Capital Improvement Program (CIP) Projects to be incorporated into the City's seven (7) year CIP plan and to allocate potential funding sources as available through the City's annual budgetary process. This Master Plan was the basis for the creation of the Placentia Parks Initiative; a citywide initiative which is aimed establishing a significant capital investment into the City's parks and open spaces by improving and renovating aging park infrastructure and amenities over the course of the next two (2) fiscal years. This represents the single largest investment of City funds into City owned parks in over two decades.

CIP Budget Highlights

The following budget highlights provide an overview of how the proposed CIP addresses the City's capital project priorities.

Streets & Streetscapes and Traffic Operations

The first CIP priority is safety within the City's right-of-way, parks, and facilities. This priority is addressed throughout each section of the CIP document in numerous ways, including proper maintenance of public streets, traffic control and operations, parks, public buildings, bridges, sewer systems and storm drain systems. Some of the key FY 2021-22 projects and appropriations included in this CIP that address these issues are:

- \$4,002,700 in street, streetscape, sidewalk, curb and gutter improvements
- \$278,000 in traffic signalization coordination, traffic control master unit improvements as part of a regional project as well as traffic signal preemption devices and traffic signal back-up batteries
- \$250,000 Storm drain master plan

Parks and Facility Improvements

A primary focus of the CIP is to preserve and reinvest in the City's physical assets, as reflected in each of the CIP sections. On March 18, 2021 the City adopted the Parks Initiative. 20% of survey comments received were requesting that City parks be updated. Key projects funded in the proposed FY 2021-22 CIP that support the Parks Initiative goals are:

- \$1,913,500 for various park and playground improvements
- \$200,000 for Park buildings & facilities

Preventative Maintenance and Facility Improvements

A primary focus of the CIP is to preserve and reinvest in the City's physical assets, as reflected in each of the eleven CIP sections. Key projects funded in the proposed FY 2021-22 CIP that support a preventative maintenance program are:

- \$350,000 in building renovations and replacement of Civic Center Pergola

Replace or Upgrade Outdated or Inadequate Facilities or Equipment

The proposed CIP recommends several projects which address facilities or equipment that are no longer adequate to meet demand or serve our citizens. These projects include the replacement or upgrade of facilities or equipment, expansion of an existing facility, or construction of a new facility. Some of the projects and appropriations in the FY 2020-21 CIP that address outdated or inadequate equipment are:

- \$645,400 in new and replacement equipment and IT improvements
- \$512,000 in new and replacement vehicles

Future Projects

In addition to projects proposed for FY 2021-22, the CIP also includes important projects to be programmed in future years when funding becomes available. Several of these projects are summarized as follows:

- \$225,000 for Bastanchury Rd and Yorba Linda Blvd Median Renovation
- \$100,000 Old Town Parking Lot Rehabilitation Project
- \$730,825 in City Buildings & Facilities improvements
- \$844,120 for Park improvements and replacement of equipment

The FY 2021-22 Capital Improvement Program effectively reflects the City's needs and priorities. Although projects may be appropriated in FY 2021-22, not all projects may be completed in this fiscal year due to staffing constraints or possible changes in funding sources or priorities. The FY 2021-22 CIP Project List is an optimal list of projects to be completed. Any projects not completed will be carried forward into the following fiscal year.

CONCLUSION

Despite the unprecedented economic climate in which the City is faced during the COVID 19 pandemic, the FY 2021-22 Proposed Budget reflects the unparalleled progress the City has achieved towards overall financial health. The City will not only meet all of its contractual obligations but will also fully fund its contingency reserve of 25% of operating expenditures and maintain an unassigned General Fund balance of \$939,055. The City's overall General Fund Reserve totals \$9.8 million, which translates toward accomplishing 111% of the City's reserve policy. This is the direct result of the fiscally responsible approach the City Council has adopted over the last several fiscal years which continues our collective goal of maintaining the City's long-term fiscal sustainability while addressing the essential public safety, parks, street and road repair projects our residents desire.

Staff believes this budget takes the necessary steps forward toward increasing the City's financial well-being while providing the best and most innovative services to Placentia residents.

Respectfully submitted,



Damien R. Arrula,
City Administrator

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PLACENTIA
Rich Heritage, Bright Future

PROJECTED CHANGE IN FINANCIAL POSITION



General Fund Budget
FISCAL YEAR 2021-22

Fund	Est. Avail. Fund Balance 7/1/2021	Proposed Budget Revenues	Proposed Operating Transfers In	Proposed Budget Appropriations	Proposed Operating Transfers Out	Est Change in Fund Balance	Est. Ending Fund Balance 6/30/2022
	[A]	[B]	[C]	[D]	[E]	[F] = [A]+[B]+[C]+[D]	[G] = [A]+[F]
General Fund							
101 General Fund (0010)	17,313,350	36,513,300	6,549,100	(41,644,800)	(53,000)	1,364,600	18,677,950
General Fund Total	17,313,350	36,513,300	6,549,100	(41,644,800)	(53,000)	1,364,600	18,677,950
Special Revenues							
215 Air Quality Management (0019)	20,313	69,000	-	(66,800)	-	2,200	22,513
225 Asset Seizure (0021)	342,836	-	-	(330,000)	-	(330,000)	12,836
270 CDBG Fund (0030)	(0)	352,000	-	(312,800)	(39,100)	100	100
229 Comm Trans Hous Grant (0062)	(104,192)	-	-	-	-	-	(104,192)
715 Community Fac District (0047)	48,678	-	-	-	-	-	48,678
118 COVID-19 Relief Fund (0081)	2,755,463	4,800,000	-	-	(2,838,600)	1,961,400	4,716,863
227 Explorer Grant NOC (0076)	150,416	-	-	-	-	-	150,416
207 Housing Successor Agency (0053)	553,100	101,800	-	-	-	101,800	654,900
265 Landscape Maintenance (0029)	3,249	417,300	-	(417,300)	-	-	3,249
210 Measure M (0018)	657,171	815,000	-	(1,010,600)	-	(195,600)	461,571
117 Measure U Fund (0079)	1,211,884	7,007,000	-	(4,297,300)	(2,802,800)	(93,100)	1,118,784
280 Misc Grants Fund (0050)	(99,506)	477,100	-	(471,000)	-	6,100	(93,406)
228 NOC-Public Safety Grant(0061)	172,614	-	-	-	-	-	172,614
281 OCATT Fund (0077)	122,140	-	-	-	-	-	122,140
235 Park Development (0023)	20,072	-	-	-	-	-	20,072
211 PEG Fund (0058)	(44,547)	82,000	83,100	(120,300)	-	44,800	253
231 Placentia Reg Nav Cent(0078)	1,584,609	1,662,500	-	(1,662,500)	-	-	1,584,609
261 Public Safety CFD (0055)	27,731	-	-	-	-	-	27,731
241 Public Safety Mitigat (0057)	2,371	-	-	-	-	-	2,371
116 Rehab Reimbursements Fd (0059)	3,095	-	-	-	-	-	3,095
208 Sccssr Agency Ret Oblg (0054)	(4,007,111)	2,102,500	-	(2,095,200)	-	7,300	(3,999,811)
240 Sewer Construction (0024)	21,890	-	-	-	-	-	21,890
209 State Gas Tax - RMRA (0060)	120,178	1,022,800	-	(772,900)	-	249,900	370,078
205 State Gas Tax (0017)	-	1,342,800	-	(300,800)	(1,009,500)	32,500	32,500
245 Storm Drain Constrction (0025)	4,423	-	-	-	-	-	4,423
260 Street Lighting District (0028)	(9,105)	135,000	53,000	(170,900)	-	17,100	7,995
230 Suppl Law Enfrcmnt (0022)	151,436	-	-	-	(100,000)	(100,000)	51,436
234 Technology Impact Fees (0075)	324,209	60,000	-	(218,000)	-	(158,000)	166,209
250 Thoroughfare Constction (0026)	496	-	-	-	-	-	496
226 Traffic Offender Fund (0051)	5,669	-	-	-	-	-	5,669

Fund	Est. Avail. Fund Balance 7/1/2021	Proposed Budget Revenues	Proposed Operating Transfers In	Proposed Budget Appropriations	Proposed Operating Transfers Out	Est Change in Fund Balance	Est. Ending Fund Balance 6/30/2022
	[A]	[B]	[C]	[D]	[E]	[F] = [A]+[B]+[C]+[D]	[G] = [A]+[F]
Special Revenues - Developer Impact Fees							
405 Afford Housing In-Lieu (0034)	134,659	-	-	(53,500)	-	(53,500)	81,159
242 City Pub Sfty Impct Fee (0067)	(35,825)	10,000	-	-	-	10,000	(25,825)
243 City Quimby In Lieu Fee (0069)	849,224	50,000	-	(927,500)	-	(877,500)	(28,276)
238 City Traffic Impct Fees (0065)	177,538	10,000	-	(175,000)	-	(165,000)	12,538
244 CW Aford House ImpactFee(0068)	1,344,000	50,000	-	-	-	50,000	1,394,000
239 CW Stormdr Impact Fee (0066)	12,308	-	-	-	-	-	12,308
233 Gen Plan Update Fees (0074)	556,146	120,000	-	-	(75,000)	45,000	601,146
236 Parks & Rec Impact Fees (0063)	146,801	100,000	-	-	-	100,000	246,801
247 TOD Sewer Impact Fees (0071)	182,176	-	-	-	-	-	182,176
248 TOD Strscape Impct Fee (0072)	2,141,718	-	-	(220,000)	-	(220,000)	1,921,718
246 TOD Traffic Impact Fees (0070)	749,379	-	-	-	-	-	749,379
Special Revenues Total	10,297,704	20,786,800	136,100	(13,622,400)	(6,865,000)	435,500	10,733,204
Debt Service							
206 Gas Tax Bond Fund (0052)	8,370	-	409,500	(409,500)	-	-	8,370
Debt Service Total	8,370	-	409,500	(409,500)	-	-	8,370
Capital Projects							
401 City Capital Projects (0033)	(127,253)	-	-	-	-	-	(127,253)
Capital Projects Total	(127,253)	-	-	-	-	-	(127,253)
Enterprise Funds							
275 Sewer Maintenance (0048)	132,369	2,214,900	-	(714,200)	(176,700)	1,324,000	1,456,369
501 Refuse Administration (0037)	270,317	3,727,200	-	(4,602,300)	-	(875,100)	(604,783)
Enterprise Funds Total	402,685	5,942,100	-	(5,316,500)	(176,700)	448,900	851,585
Internal Service Funds							
601 Employee Health & Wlfre (0039)	401,441	1,143,400	-	(1,143,400)	-	-	401,441
605 Risk Management (0040)	1,870,875	1,594,900	-	(1,594,900)	-	-	1,870,875
610 Equipment Replacement (0041)	(47,886)	-	-	-	-	-	(47,886)
Internal Service Funds Total	2,224,430	2,738,300	-	(2,738,300)	-	-	2,224,430
Fiduciary Funds							
302 Placentia Financing Authority (0082)	-	3,786,600	-	(3,786,600)	-	-	-
Fiduciary Funds Total	-	3,786,600	-	(3,786,600)	-	-	-
Grand Total	30,119,287	69,767,100	7,094,700	(67,518,100)	(7,094,700)	2,249,000	32,368,287

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PLACENTIA
Rich Heritage, Bright Future

GENERAL FUND SUMMARY



General Fund Budget
FISCAL YEAR 2021-22

**ANNUAL BUDGET
FISCAL YEAR 2019-20**

**General Fund
Revenues vs. Expenditures**

	2018-19 Actuals	2019-20 Audited	2020-21 Adopted	2020-21 Amended	2021-22 Proposed	% Change from 20-21
Estimated Beginning Total Fund Balance	3,229,064	7,811,268	10,372,677	10,372,677	17,313,350	66.9%
REVENUE						
Property Taxes	15,477,587	15,980,808	16,470,800	16,470,800	17,545,700	6.53%
Sales & Use Taxes	6,757,698	6,861,920	6,138,000	6,845,647	7,134,800	4.22%
Other Taxes	4,574,352	6,712,675	6,508,000	6,508,000	6,684,800	2.72%
Permits	895,666	1,449,557	915,000	1,230,000	874,900	-28.87%
Fines & Forfeitures	438,468	418,752	444,000	444,000	444,200	0.05%
Intergovernmental	353,593	701,864	231,000	576,000	265,000	-53.99%
Charges for Services	1,208,506	989,093	1,016,000	1,041,000	1,278,200	22.79%
Miscellaneous Revenue	2,197,527	7,848,845	1,777,000	2,744,399	2,285,700	-16.71%
Subtotal Revenues	31,903,397	40,963,513	33,499,800	35,859,846	36,513,300	1.82%
Operating Transfers-In	3,290,801	1,273,074	987,300	1,623,103	990,800	-38.96%
American Recovery Plan Act ("ARPA")					2,755,500	
Measure U Transfers-in:						
Reserve Contribution	-	1,541,099	1,019,094	1,351,494	-	-100.00%
Employee Retention	-	1,541,287	1,019,094	1,351,494	2,102,100	55.54%
OPEB	-	-	735,000	735,000	700,700	-4.67%
Subtotal Transfers-in	3,290,801	4,355,460	3,760,488	11,320,278	6,549,100	-42.15%
Less: Transfer to Reserve Contribution		(1,541,099)	(1,019,094)	(1,351,494)	-	
TOTAL OPERATING RESOURCES	35,194,198	43,777,874	36,241,194	45,828,630	43,062,400	-6.04%
OPERATING EXPENDITURES						
Legislative	1,226,406	1,356,861	1,080,100	1,082,030	1,074,400	-0.71%
Administration	1,680,447	2,008,384	4,796,800	5,051,461	5,372,800	6.36%
Finance	989,283	988,003	1,176,300	1,180,085	1,249,500	5.88%
Development Services	997,888	1,198,254	1,219,100	1,266,047	1,351,000	6.71%
Public Safety - Police	11,449,915	12,349,937	12,358,588	12,655,352	11,810,000	-6.68%
Public Safety - Fire & Paramedic	6,424,009	7,114,119	-	-	-	0.00%
Public Safety - Animal Control	-	-	-	-	-	0.00%
Fire & Life Safety	-	1,773,484	3,613,300	3,905,403	4,271,300	9.37%
Public Works	3,320,816	3,943,333	4,359,600	4,584,483	4,157,600	-9.31%
Community Services	1,343,251	1,537,369	1,778,500	1,865,498	2,357,100	26.35%
General Government	4,215,740	3,933,360	3,987,100	4,324,764	4,294,600	-0.70%
GF Debt Service	1,838,723	621,570	1,496,900	2,614,905	4,748,300	81.59%
Subtotal Operating Expenditures	33,486,478	36,824,673	35,866,288	38,530,028	40,686,600	5.60%

**ANNUAL BUDGET
FISCAL YEAR 2019-20**

**General Fund
Revenues vs. Expenditures**

	2018-19 Actuals	2019-20 Audited	2020-21 Adopted	2020-21 Amended	2021-22 Proposed	% Change from 20-21
Capital Improvement Program	514,268	5,662,591	100,000	816,945	529,400	-35.20%
Interfund Transfers (Transfers Out)	246,098	270,300	275,000	275,000	53,000	-80.73%
GF CIP Debt Service					428,800	
TOTAL EXPENDITURES	34,246,844	42,757,565	36,241,288	39,621,973	41,697,800	5.24%
Contribution to Retention Reserve		1,541,099	1,019,094	1,351,494	-	-100%
Net Change in Unassigned Fund Balance	947,353	1,020,310	(94)	6,206,658	1,364,600	-78.01%
Ending Total Fund Balance	4,176,417	10,372,677	11,391,677	17,930,829	18,677,950	4.17%
Fund Balance						
Nonspendable		3,734,002		3,184,726	2,209,112	
Restricted		555,258		539,120	522,982	
Committed - Metrolink Station	3,400,000	3,400,000	3,400,000	3,400,000	3,400,000	0.00%
Committed - TOD Sewer Project					2,600,000	
Section 115 Trust	-	-	-	-	152,100	0.00%
Contingency Reserve	285,393	1,826,492	2,845,586	8,978,781	8,854,700	-1.38%
Unassigned	491,024	856,925	5,146,091	1,828,202	939,055	-48.64%
TOTAL FUND BALANCE	285,393	10,372,677	2,845,586	17,930,829	18,677,950	4.17%

General Fund Balance Reserve Target					
Operating Expenses	31,647,755	36,203,104	34,369,388	35,915,123	35,938,300
Less: One time Operating Costs					519,500
Adjusted Operation Expenses	31,647,755	36,203,104	34,369,388	35,915,123	35,418,800
Contingency Reserve Target (25%)	7,911,939	9,050,776	8,592,347	8,978,781	8,854,700
General Fund Operating Reserves	776,417	2,683,417	7,991,677	10,806,982	9,793,755
% Funded	10%	30%	93%	120%	111%

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PLACENTIA
Rich Heritage, Bright Future

GENERAL FUND REVENUE & EXPENDITURES



General Fund Budget
FISCAL YEAR 2021-22

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**Proposed Budget
FISCAL YEAR 2021-22**

**General Fund Detail
General Fund (0010)
Fund 101**

	2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues				
Property Taxes	15,477,587	15,980,808	16,470,800	17,545,700
Sales & Use Taxes	6,757,698	6,861,920	6,845,647	7,134,800
Other Taxes	4,574,352	6,712,675	6,508,000	6,684,800
Permits	895,666	1,449,557	1,230,000	874,900
Fines & Forfeitures	438,468	418,752	444,000	444,200
Intergovernmental	353,593	1,156,200	576,000	265,000
Charges for Services	1,208,506	989,093	1,041,000	1,278,200
Miscellaneous Revenue	2,197,527	7,848,845	2,744,399	2,285,700
Total Operating Revenue	31,903,397	41,417,850	35,859,846	36,513,300
Transfer In	3,290,801	4,355,460	5,061,091	990,800
Measure U - Reserve Contribution	1,541,099	1,019,094	1,351,494	-
Measure U - Employee Retention	1,541,287	1,019,094	1,351,494	2,102,100
Measure U - OPEB	-	735,000	735,000	700,700
American Recover Plan Act (ARPA)	-	-	-	2,755,500
Total Transfer in	6,373,187	7,128,648	8,499,079	6,549,100
Grand Total Resources	38,276,584	48,546,498	44,358,925	43,062,400
Expenditures				
Salaries & Benefits	15,637,107	18,443,946	23,720,083	22,949,300
Materials, Supplies & Services	17,324,713	18,335,181	13,431,589	18,064,800
CIP & Equipment	1,038,926	5,708,137	1,077,295	630,700
Total Operating Expenditures	34,000,746	42,487,265	38,228,968	41,644,800
Transfer out	226,098	270,300	275,000	53,000
Grand Total Expenditures	34,226,844	42,757,565	38,503,968	41,697,800
Net Change in Position	4,049,739	5,788,933	5,854,958	1,364,600

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PLACENTIA
Rich Heritage, Bright Future

GENERAL FUND DETAIL



General Fund Budget
FISCAL YEAR 2021-22

Proposed Budget
FISCAL YEAR 2021-22

General Fund Detail
General Fund (0010)
Fund 101

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
Property Taxes					
4001	Current Year-Secured	8,451,372	8,735,370	8,960,100	9,322,200
4002	Property Tax (VLF)	5,087,698	5,314,516	5,479,500	5,691,600
4005	Current Year-Unsecured	256,695	265,970	310,700	314,200
4010	Prior Yrs-Secured/Unsecured	29,319	51,061	47,500	50,000
4015	Supplemental Roll	237,306	180,537	215,000	235,000
4019	Pass Through	-	-	-	322,800
4020	Public Utility Tax Apport	131,705	130,964	129,500	130,900
4025	OC St Light Assess Dist	1,206,973	1,244,058	1,280,000	1,429,000
4035	Homeowners Prop Tax Relief	45,688	44,608	35,000	35,000
4040	Prop Tax/Penalty & Interest	30,832	13,723	13,500	15,000
Total Property Taxes		15,477,587	15,980,808	16,470,800	17,545,700
Sales & Use Taxes					
4060	General Sales & Use Taxes	6,463,473	6,551,530	6,535,938	6,829,000
4065	Prop 172 Sales & Use Tax	294,225	310,390	309,709	305,800
Total Sales & Use Taxes		6,757,698	6,861,920	6,845,647	7,134,800
Other Taxes					
4050	Utility User Tax	-	2,362,270	2,278,000	2,362,300
4070	Franchise Taxes	2,340,329	2,357,784	2,300,000	2,300,000
4094	Real Property Transfer Tax	205,369	188,358	214,000	215,000
4096	Transient Occupancy Tax	961,796	767,421	676,000	767,500
4099	Other Taxes	0	-	-	-
4101	Gross Receipts	1,026,784	1,004,270	1,000,000	1,000,000
4140	Oil Per Barrel B/L Tax	40,075	32,572	40,000	40,000
Total Other Taxes		4,574,352	6,712,675	6,508,000	6,684,800
Permits					
4155	Encroachment Permits	162,568	112,325	105,000	145,000
4160	Building Permits	491,811	866,566	915,000	473,800
4162	Plumbing Permits	53,729	134,187	56,000	61,000
4163	Fire Plan Check/Permit	-	-	-	30,000
4164	Electrical Permits	112,673	164,335	80,000	86,400
4166	Heat/Ventilation Air Cond	49,952	152,084	51,000	55,400
4168	Swimming Pool Permits	18,885	15,006	17,000	18,300
4170	Other Construction Permits	-	16	-	-
4172	Transportation Permit	6,048	5,038	6,000	5,000
Total Permits		895,666	1,449,557	1,230,000	874,900
Fines & Forefeitures					
4405	Veh Code Fines (Moving)	84,934	65,191	84,000	84,000
4410	City Ord Fines (Parking)	288,252	292,410	290,000	290,000
4411	Administrative Citations	65,282	61,151	70,000	70,200
Total Fines & Forefeitures		438,468	418,752	444,000	444,200

Proposed Budget
FISCAL YEAR 2021-22

General Fund Detail
General Fund (0010)
Fund 101

	2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Intergovernmental				
4180	240	-	-	-
4201	45,515	-	-	-
4205	-	-	134,000	-
4210	(31,879)	72,748	-	-
4211	-	454,336	-	-
4211	-	454,336	-	-
4225	20,632	31,848	20,000	24,000
4299	319,084	142,931	422,000	241,000
Total Intergovernmental	353,593	1,156,200	576,000	265,000
Charges for Services				
4302	-	54	-	-
4303	10	32	-	-
4305	122,084	224,959	180,000	194,400
4306	30	-	-	-
4307	258	41,578	-	-
4310	142,581	140,440	160,000	160,000
4325	10,650	10,843	11,000	11,000
4326	23,435	18,130	24,000	24,000
4327	62,825	54,760	62,000	62,000
4328	15,945	11,190	15,000	15,000
4329	2,195	-	-	15,000
4330	63,603	66,952	80,000	80,000
4332	350,000	-	-	-
4333	22,100	13,085	19,000	19,000
4334	19,988	14,044	18,000	18,000
4335	19,159	126,857	89,000	75,000
4340	106,367	41,943	82,500	214,300
4342	1,729	2,129	2,000	9,900
4346	30,175	34,335	33,000	33,000
4347	-	2,000	1,000	1,000
4362	53	-	-	-
4364	10,317	8,899	1,000	11,000
4375	1,406	337	1,000	1,000
4380	4,661	7,474	8,000	8,100
4384	56,043	51,437	53,000	53,000
4385	139,922	116,205	123,500	123,500
4399	2,970	1,409	78,000	150,000
Total Charges for Services	1,208,506	989,093	1,041,000	1,278,200
Miscellaneous Revenue				
4412	400	200	-	-
4416	1,800	1,583	2,000	2,000
4430	113	-	-	-
4501	-	7	-	-
4601	46,092	82,983	50,000	50,000
4699	113,457	38,802	-	-

Proposed Budget
FISCAL YEAR 2021-22

General Fund Detail
General Fund (0010)
Fund 101

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Miscellaneous Revenue (Continued)					
4705	Donations & Contributions	5,059	15,289	10,000	9,900
4706	Royalty Revenue	96,205	68,878	89,000	70,000
4708	NSF Check Fees	90	240	-	-
4709	Reimbursements/Billboard Costs	325,000	-	-	-
4710	Reimbursements/Other Revenue	409,080	527,274	221,000	742,400
4711	Lease Revenue	257,248	313,361	525,000	226,200
4712	SB 90 Reimbursements	4,487	27,989	16,000	16,000
4714	Recovery & Restitution	-	112,076	-	-
4716	Cell Tower Lease Revenue	249,294	291,981	270,000	270,000
4717	Billboard Revenue	487,863	421,197	421,000	721,200
4718	OCWR WDA Import Revenue	138,873	146,953	118,000	118,000
4719	Restitution Revenue	-	30	-	-
4751	Sale of Auction Vehicles	62,465	34,465	60,000	60,000
4999	Other Financing Sources	-	5,765,539	962,399	-
Total Miscellaneous Revenue		2,197,527	7,848,845	2,744,399	2,285,700
TOTAL REVENUES		31,903,397	41,417,850	35,859,846	36,513,300
TRANSFERS IN					
7016	Transfer In From UUT	2,500,000	-	-	-
7017	Transfer In From Gas Tax	347,350	620,900	600,000	600,000
7022	Transfer In From SLESF	100,000	100,000	100,000	100,000
7030	Transfer In From CDBG	75,359	91,800	97,700	39,100
7048	Transfer In From Sewer Maint	192,000	192,000	104,600	176,700
7052	Transfer In From Measure U	-	3,082,386	3,437,988	2,802,800
7053	Transfer In From Tech Fee	-	35,000	85,000	-
7054	Transfers In From S.A.	76,091	19,000	-	-
7056	Transfer-in from Rehab Reimbur	-	214,374	-	-
7081	Transfer in from Covid Relief	-	-	635,803	2,755,500
7082	Transfer in from General Plan Update	-	-	-	75,000
TOTAL TRANSFERS		3,290,801	4,355,460	5,061,091	6,549,100
GRAND TOTAL RESOURCES		35,194,198	45,773,310	40,920,937	43,062,400
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	8,392,080	9,803,601	13,871,717	14,749,000
5005	Salaries/Part-Time	898,219	1,202,041	1,777,300	1,903,300
5015	Overtime	873,721	876,843	1,002,300	1,132,400
5016	Overtime - FSLA	-	-	-	47,600
5020	Leave Accrual Payout	206,988	248,625	-	-
5021	Extraordinary Leave Buydown	390	-	-	-
5022	Alternative H&W Payout	73,022	67,020	75,000	100,700
5023	Signing Bonus Payout	-	50,040	-	-
5095	Salary Savings	-	-	(961,312)	(588,500)
5105	Health Insurance Allocation	1,369,999	1,500,258	2,541,332	2,574,300
5110	Life Ins Allocation	10,067	12,684	14,300	36,600

Proposed Budget
FISCAL YEAR 2021-22

General Fund Detail
General Fund (0010)
Fund 101

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS (Continued)					
5115	Dental Ins Allocation	94,690	107,393	12,045	174,300
5120	Optical Ins Allocation	18,234	20,833	35,333	35,100
5125	LTD Ins Allocation	15,067	2,255	23,200	60,300
5126	STD Ins Allocation	-	-	-	55,200
5135	Medicare	168,736	185,561	215,548	216,700
5140	Employers' Social Security	1,958	835	-	900
5141	Employers' PARS/ARS	58,296	70,769	76,800	64,100
5144	Employer CalPERS UAL	-	2,344,935	-	-
5145	Employer CalPERS Retire NC	2,798,599	1,218,069	4,195,120	1,621,000
5147	ICMA Defined Contribution Plan	-	37,296	211,200	224,400
5150	Tuition Reimbursement	9,725	26,910	30,000	30,000
5159	Employee Medical Opt Out Plan	191,545	201,943	155,200	198,900
5163	Life Insurance Premiums	8,683	-	-	-
5169	STD Ins Premium	81,092	105,480	100,000	-
5170	Sick Leave Buyback	36,438	24,035	36,000	-
5175	Leave Buyback	329,558	336,298	309,000	222,300
5199	Other Employee Benefits	-	225	-	90,700
TOTAL SALARIES & BENEFITS		15,637,107	18,443,946	23,720,083	22,949,300
MATERIALS, SUPPLIES & SERVICES					
6001	Management Consulting Services	184,787	421,740	183,200	143,200
6005	Legal Services	761,201	517,996	500,000	500,000
6006	Litigation	-	502,639	175,000	175,000
6010	Accounting & Auditing Service	73,012	74,220	80,000	80,000
6015	Engineering Services	25,030	3,359	13,950	17,000
6025	Third Party Administration	13,230	11,247	19,500	19,200
6030	Trustee Fees	7,550	3,100	2,000	4,000
6040	Misc Bank Charges	45,987	40,678	43,000	43,000
6041	Bank Over/Short	-	1	-	300
6045	Building Inspection Services	95	324	15,000	15,000
6050	Fire Plan Check Services	-	-	36,950	30,000
6055	Medical Services	20,128	11,714	29,800	22,000
6060	Instructional Services	26,250	10,791	7,700	21,400
6099	Professional Services	713,069	735,764	699,599	898,100
6115	Landscaping	290,537	351,441	337,400	62,000
6116	Tree Maintenance	110,651	219,083	126,000	130,000
6127	Alarm Monitoring	23,207	9,098	10,000	9,100
6130	Repair & Maint/Facilities	158,559	286,794	320,400	552,800
6132	Repair & Maintenance/Streets	33,093	34,757	27,000	36,000
6134	Vehicle Repair & Maintenance	92,072	96,197	187,381	180,000
6136	Software Maintenance	250,034	266,986	405,500	882,700
6137	Repair Maint/Equipment	101,969	105,090	154,470	209,500
6160	Facility Rental	138,830	141,154	147,600	147,600
6162	Range Training	22,855	27,769	31,500	39,000
6165	Vehicle Rental	55,261	54,411	70,000	127,000
6170	Equipment & Tool Rental	1,596	22,354	71,004	29,500
6175	Office Equipment Rental	41,252	43,432	45,000	53,400

Proposed Budget
FISCAL YEAR 2021-22

General Fund Detail
General Fund (0010)
Fund 101

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
MATERIALS, SUPPLIES & SERVICES (Continued)					
6181	Towing Services	51,279	18,679	40,000	40,000
6182	Lien Services	4,025	2,670	5,000	5,000
6183	CSUF PD Reimburse Impound Fees	40,471	12,923	30,000	30,000
6190	Fire Authority Services	6,258,959	6,928,436	-	-
6215	Telephone	195,099	212,765	215,814	230,000
6225	Advertising/Promotional	18,656	25,624	21,710	17,500
6230	Printing & Binding	45,115	37,230	51,713	56,100
6235	Travel	1,595	719	500	500
6240	Mileage Reimbursement	-	-	200	200
6245	Meetings & Conferences	45,108	46,124	43,548	75,300
6250	Staff Training	18,106	134,376	81,320	97,700
6255	Dues & Memberships	66,190	68,810	85,058	88,500
6257	Licenses & Permits	92,044	106,767	122,792	110,000
6265	Entertainment Services	-	5,998	6,000	6,000
6270	Excursions	6,961	8,191	-	-
6275	Officiating	3,808	4,536	-	4,600
6280	Animal Control Services	235,462	208,772	263,000	317,200
6285	Hazardous Materials Disposal	-	1,389	4,300	2,200
6290	Dept. Contract Services	724,783	963,507	2,051,961	1,988,800
6295	City Admin Services	2,307,227	2,216,547	2,711,500	2,542,800
6296	Admin Service Fee	64,258	64,696	78,000	75,000
6299	Other Purchased Services	165,962	109,556	156,253	199,600
6301	Special Department Supplies	409,320	875,905	532,421	666,200
6305	Traffic Control Devices	1,945	1,956	2,000	2,100
6310	Street Signs	5,159	14,713	17,000	17,500
6315	Office Supplies	30,193	33,524	42,838	45,700
6320	Books & Periodicals	3,044	5,527	5,500	5,700
6325	Postage	34,760	31,396	33,795	39,100
6330	Electricity	516,275	469,996	448,500	722,600
6335	Water	370,003	447,351	425,000	437,800
6340	Natural Gas	9,689	6,903	10,000	10,000
6345	Gasoline & Diesel Fuel	150,355	149,843	215,000	215,000
6350	Small Tools/Equipment	842	3,542	4,000	4,000
6360	Uniforms	58,044	159,547	135,773	121,800
6361	Personal Protection Equipment	-	-	70,665	44,000
6362	Emergency Medical Supplies	-	-	45,441	35,000
6401	Community Programs	-	-	31,400	39,400
6410	Property Taxes	8,877	8,590	10,000	10,000
6892	Market Value Adjustment	220	(6,364)	-	-
6905	Principal/Bonds/COP's/Leases	1,676,016	455,165	779,500	1,427,600
6906	CalPERS-Fire Term. Principal	-	127,449	348,400	355,300
6915	Interest/Bonds/COP's/Leases	287,628	197,447	335,400	282,800
6916	CalPERS-Fire Term Interest	-	5,878	31,600	24,800
6935	Lease Expenditure	35,000	-	-	3,082,600
6940	Payments to Other Agencies	-	6,045	-	-
6999	Other Expenditure	191,983	170,316	199,736	162,000
TOTAL MATERIALS, SUPPLIES & SERVICES		17,324,713	18,335,181	13,431,589	18,064,800

Proposed Budget
FISCAL YEAR 2021-22

General Fund Detail
General Fund (0010)
Fund 101

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
TOTAL OPERATING EXPENDITURES		32,961,820	36,779,128	37,151,673	41,014,100
CIP & EQUIPMENT					
6185	Construction Services	467,235	354,298	432,150	-
6365	Computer Software	-	-	13,600	16,300
6770	Infrastructure - Major Studies	-	-	-	50,000
6840	Machinery & Equipment	73,909	740,066	564,915	195,400
6842	Vehicles	162,359	4,609,349	66,630	282,000
6855	Furniture & Fixtures	-	4,425	-	-
6899	Other Capital Outlay	335,424	-	-	-
TOTAL CIP & EQUIPMENT		1,038,926	5,708,137	1,077,295	630,700
TRANSFERS					
8028	Trf Out to Lighting Dist	226,098	270,300	275,000	53,000
TOTAL TRANSFERS		226,098	270,300	275,000	53,000
EXPENDITURES GRAND TOTAL		34,226,844	42,757,565	38,503,968	41,697,800
NET CHANGE IN POSITION		967,353	3,015,745	2,416,970	1,364,600
Estimated Budget Fund Balance					17,076,205
Net Change in Position					1,364,600
Estimated Budget Ending Balance					<u>18,440,805</u>

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PLACENTIA
Rich Heritage, Bright Future

LEGISLATIVE DEPARTMENT EXPENDITURES

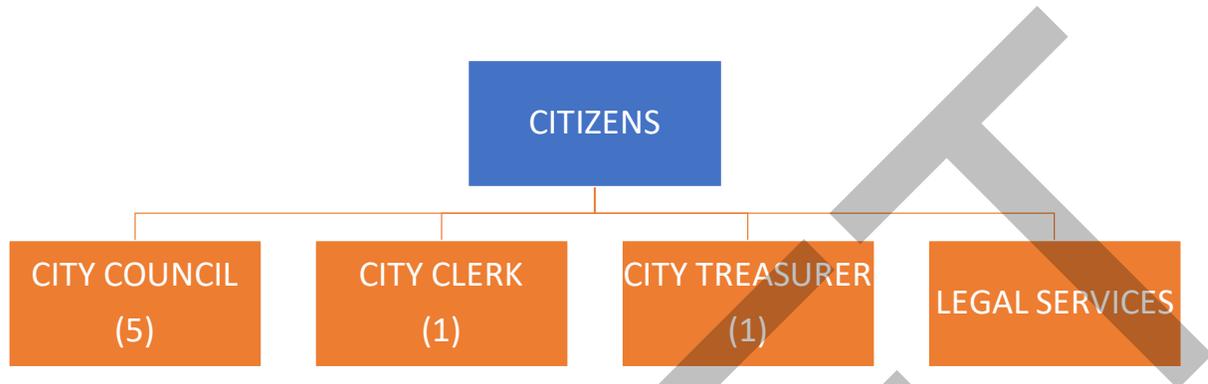


General Fund Budget
FISCAL YEAR 2021-22

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LEGISLATIVE DEPARTMENT

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Legislative Department includes all services provided by the City Council, City Clerk, City Treasurer, and City Attorney. Detailed descriptions of these services are provided below.

City Council

The City Council is the governing body of the City and exercises legal powers designated in the City Charter. On an annual basis, a Mayor is appointed by the City Council from its members. The Mayor presides over City Council meetings and exercises those powers established in the City Charter. The Mayor Pro Tempore acts in the Mayor's absence. The Mayor and City Council are active in the areas listed below.

- **Intergovernmental Relations**

City Council Members hold a number of special assignments and appointments to various boards and commissions dealing with other government agencies including Criminal Justice Council, Orange County Sanitation District, Vector Control District, Orange County Transit Authority, Santa Ana River Flood Protection Agency, Southern California Association of Governments (SCAG), League of California Cities, Orange County Human Relations Agency, and other county, state and federal agencies.

- **Policy Development**

The City Council sets overall policy and direction for the City. They exercise planning in the areas of operational and financial management, analyze public issues, conduct public hearings and study sessions for the citizens and set policy through ordinances, resolutions, and motions. The City's programs and services are established by the adoption of the annual budget. New programs and services can only be approved by the City Council.

- **Special Programs**

The City's elected officials are involved in a variety of special programs and events to enhance the image of the City and involve citizens in their government. These programs include the Heritage Festival and Parade, and Employee Recognition Program. New events are implemented by the City Council, upon recommendation from advisory bodies, community members and City staff serving the City Council. City Council offers ongoing support to the Chamber of Commerce and the Placita Santa Fe Merchants Association. Priority projects include completion of the General Plan, Downtown Revitalization, Orangethorpe Corridor and Metrolink projects, and continued fiscal sustainability planning and implementation.

- **Citizen Relations**

To create an open government, and be responsive to the concerns of citizens, the City Council is actively involved in ongoing programs promoting citizen relations. These programs include the annual Mayor's State of the City address, Cable Television, Placentia Quarterly newsletter, City Website, conducting Town Hall and Neighborhood Conversation meetings, issuance of commendations and proclamations, and public speaking engagements and presentations. News releases and public notices are issued to make citizens aware of programs, events and activities. In addition, a weekly on-line newsletter entitled the "The Weekly Briefing" provides City updates and information for the citizens and businesses.

- **Citizen Advisory Bodies**

The City Council actively seeks the advice of citizens individually and via appointed advisory bodies. These groups include but aren't limited to the Planning Commission, Recreation and Parks Commission, Traffic Safety Commission, Cultural Arts Commission, Historical Committee, Veterans Committee, Senior Advisory Committee, Recycling Committee, and Financial Audit Oversight Committee. Issues are referred to these advisory bodies for analysis and recommendation on a course of action to the City Council. Recommendations are advisory only, final decisions are made by City Council unless otherwise set by the Charter, Municipal Code and/or State or Federal regulations.

City Clerk

The City Clerk is an elected position and, by Charter, carries out those programs outlined below. The City Clerk's primary responsibilities encompass attending City Council meetings, maintaining official City records, attesting to City Council actions and other official acts.

- **City Council Meetings**

The City Clerk attends all City Council meetings, unless excused, and directs the taking of official minutes. The City Clerk certifies completed minutes and acts as Clerk to the City Council.

- **Official City Records**

The City Clerk ensures that books of all certified minutes, resolutions, ordinances, and other official City documents are maintained. The office also maintains copies

of all agreements and contracts entered into by the City.

- **Official Acts**

The City Clerk administers oaths, certifies documents, acts as custodian of City Seal, and conducts election activities, for both general and special elections.

City Treasurer

The City Treasurer is an elected position and, by charter, is custodian of all public funds belonging to, or under the control of, the City or any office, department, or agency thereof.

- **Investments**

In order to maintain a good investment program, the City Treasurer must have a good cash flow analysis of funds coming into the City, as well as funds being paid out. The City Treasurer can then place the funds in various legal investments as allowed by the City's adopted investment policy. These investments must ensure safety and liquidity while yielding the highest return possible to the City.

Legal Services

The City Attorney is the legal counsel to the City of Placentia, its elected officials, Successor Agency, and the Planning Commission. The City Attorney is primarily responsible for legal documents, legal advice, litigation, and attending public meetings.

- **Legal Documents**

The City Attorney prepares some and reviews all legal documents presented to the City Council, Successor Agency, and the Planning Commission. Typical legal documents pertaining to City business include agreements, ordinances, resolutions, contracts, and franchises. Agreements, contracts and franchises bind the City to a future course of action with other parties. Ordinances are used to adopt laws. Resolutions are used to set forth Council policies.

- **Legal Advice**

The City Attorney provides legal counsel to the Mayor and City Council, Successor Agency, and the various department personnel in the process of conducting City business. Legal opinions are most frequently rendered on planning matters, personnel issues, real estate negotiations, new legislation affecting the City, and the operation of municipal elections. The City Attorney is available on a regular basis at City Hall to meet with staff and Council.

- **Litigation**

The City Attorney represents the City in court actions and lawsuits, is responsible for the prosecution of violations of the Municipal Code, represents the City's management staff in grievance arbitrations, and frequently holds legal conferences to avoid litigation actions. The City Attorney attempts to resolve all legal matters in an amicable manner to avoid lengthy and costly litigation proceedings.

- **Public Meetings**

The City Attorney attends all regular and special meetings of the City Council, Successor Agency and Planning Commission. The City Attorney may attend other meetings as required. The City Attorney reviews all legal documents prior to public consideration and is available to advise the City's elected and appointed officials as requested.

- **Special Counsel**

The City utilizes outside Counsel for Workers' Compensation, personnel matters and significant risk management litigation.

STAFFING ANALYSIS

Salaries and benefits of \$102,700 fund 7 part-time positions. There are no staffing changes for 2021-22.

SUMMARY OF PROPOSED 2021-22 BUDGET

Total Department Resources Total	\$ -
Expenditures by Division	
City Council (101001)	261,300
City Clerk (101002)	49,300
City Treasurer (101003)	58,800
Legal Services (101005)	705,000
Total	<u>\$ 1,074,400</u>
Net City Cost	<u>\$ (1,074,400.00)</u>

Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Legislative

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5005	Salaries/Part-Time	10,950	9,472	10,200	9,600
5095	Salary Savings	-	-	(3,100)	-
5105	Health Insurance Allocation	31,694	31,480	72,600	62,400
5110	Life Ins Allocation	51	7	-	-
5115	Dental Ins Allocation	5,847	6,164	-	6,300
5120	Optical Ins Allocation	975	996	1,200	1,100
5135	Medicare	424	457	600	500
5140	Employers' Social Security	733	835	-	900
5144	Employer CalPERS UAL	-	10	-	-
5145	Employer CalPERS Retire NC	-	-	1,200	-
5159	Employee Medical Opt Out Plan	21,887	21,879	22,000	21,900
TOTAL SALARIES & BENEFITS		72,562	71,299	104,700	102,700
MATERIALS, SUPPLIES & SERVICES					
6001	Management Consulting Services	170,256	104,399	100,000	100,000
6005	Legal Services	761,201	517,996	500,000	500,000
6006	Litigation	-	502,639	175,000	175,000
6040	Misc Bank Charges	45,987	40,678	43,000	43,000
6225	Advertising/Promotional	13,496	21,132	17,210	13,000
6240	Mileage Reimbursement	-	-	200	200
6245	Meetings & Conferences	19,083	13,342	9,296	17,300
6255	Dues & Memberships	49,624	51,095	49,970	52,000
6299	Other Purchased Services	90,019	25,298	67,650	65,000
6301	Special Department Supplies	3,423	2,921	14,504	5,700
6320	Books & Periodicals	73	137	500	500
6892	Market Value Adjustment	220	5,925	-	-
TOTAL MATERIALS, SUPPLIES & SERVICES		1,153,381	1,285,563	977,330	971,700
CIP & EQUIPMENT					
6185	Construction Services	463	-	-	-
TOTAL CIP & EQUIPMENT		463	-	-	-
EXPENDITURES GRAND TOTAL		1,226,406	1,356,861	1,082,030	1,074,400
NET CHANGE IN POSITION		(1,226,406)	(1,356,861)	(1,082,030)	(1,074,400)

Proposed Budget
FISCAL YEAR 2021-22

Legislative
City Council
101001

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5005	Salaries/Part-Time	9,000	8,872	9,000	9,000
5095	Salary Savings	-	-	(2,400)	-
5105	Health Insurance Allocation	28,269	31,480	63,700	62,400
5110	Life Ins Allocation	39	7	-	-
5115	Dental Ins Allocation	4,372	4,623	-	4,700
5120	Optical Ins Allocation	696	723	800	800
5135	Medicare	250	274	300	300
5140	Employers' Social Security	733	835	-	900
5144	Employer CalPERS UAL	-	8	-	-
5145	Employer CalPERS Retire NC	-	-	800	-
5159	Employee Medical Opt Out Plan	9,875	9,867	9,900	9,900
TOTAL SALARIES & BENEFITS		53,235	56,688	82,100	88,000
MATERIALS, SUPPLIES & SERVICES					
6001	Management Consulting Services	170,256	104,399	100,000	100,000
6240	Mileage Reimbursement	-	-	100	100
6245	Meetings & Conferences	18,265	13,342	7,996	16,000
6255	Dues & Memberships	48,976	50,400	49,000	51,000
6301	Special Department Supplies	3,423	2,921	14,504	5,700
6320	Books & Periodicals	73	137	500	500
TOTAL MATERIALS, SUPPLIES & SERVICES		240,993	171,199	172,100	173,300
EXPENDITURES GRAND TOTAL		294,228	227,887	254,200	261,300
NET CHANGE IN POSITION		(294,228)	(227,887)	(254,200)	(261,300)

LEGISLATIVE - CITY COUNCIL (101001)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		261,300
SALARIES & BENEFITS		
Salaries & Benefits (5005-5159)	Amount Budgeted:	88,000
Part Time		
City Councilors (5)	88,000	
MATERIALS, SUPPLIES & SERVICES		
Management Consulting Services (6001)	Amount Budgeted:	100,000
Townsend Public Affairs - Grant Research/Writing and Advocacy(\$5000 /month)	60,000	
Management Research Projects/Printing Binding	40,000	
Mileage Reimbursement (6240)	Amount Budgeted:	100
City Council Mileage Reimbursement	100	
Meetings and Conferences (6245)	Amount Budgeted:	16,000
Annual League Conference	2,000	
New Mayor & Councilmember Academy	1,000	
Mayor & Councilmembers Executive Forum	2,000	
Legislative Action Days-Sacramento	2,500	
Council Meetings Supplies & Dinners to Include Council/Mgmt	5,700	
Local Meetings	1,300	
State of the City (15 @\$50/person)	1,500	
Dues and Memberships (6255)	Amount Budgeted:	51,000
OCCOG - Annual Membership and Demographic Study	6,400	
League of CA Cities	17,200	
Association of CA Cities - Orange County	13,400	
Santa Ana River Flood Protection Agency	1,300	
LAFCO	5,500	
SCAG	5,200	
Other Memberships	2,000	
Special Department Supplies (6301)	Amount Budgeted:	5,700
City Council Reorganization	800	
City Council Special Department Supplies	1,300	
State of City Supplies	2,000	
Council Photographs/Reframing	600	
City Promotional Items	1,000	
Books and Periodicals (6320)	Amount Budgeted:	500
Various Publications	500	

Proposed Budget
FISCAL YEAR 2021-22

Legislative
City Clerk
101002

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5005	Salaries/Part-Time	1,350	-	600	-
5095	Salary Savings	-	-	(300)	-
5105	Health Insurance Allocation	3,425	-	8,900	-
5110	Life Ins Allocation	12	-	-	-
5115	Dental Ins Allocation	448	-	-	-
5120	Optical Ins Allocation	77	-	100	-
5135	Medicare	20	-	100	-
5144	Employer CalPERS UAL	-	1	-	-
5145	Employer CalPERS Retire NC	-	-	200	-
TOTAL SALARIES & BENEFITS		5,331	1	9,600	-
MATERIALS, SUPPLIES & SERVICES					
6225	Advertising/Promotional	13,496	21,132	17,210	13,000
6240	Mileage Reimbursement	-	-	100	100
6245	Meetings & Conferences	-	-	400	400
6255	Dues & Memberships	570	600	770	800
6299	Other Purchased Services	41,749	-	37,650	35,000
TOTAL MATERIALS, SUPPLIES & SERVICES		55,815	21,732	56,130	49,300
CIP & EQUIPMENT					
6185	Construction Services	463	-	-	-
EXPENDITURES GRAND TOTAL		61,608	21,733	65,730	49,300
NET CHANGE IN POSITION		(61,608)	(21,733)	(65,730)	(49,300)

LEGISLATIVE - CITY CLERK (101002)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		49,300
MATERIALS, SUPPLIES & SERVICES		
Advertising (6225)	Amount Budgeted:	13,000
Includes Legal Publications for All City Departments		13,000
Mileage Reimbursement (6240)	Amount Budgeted:	100
Provides Mileage Reimbursement for City Clerk		100
Meetings and Conferences (6245)	Amount Budgeted:	400
OC Clerk Network Group Meeting		200
SCCCA Meetings		200
Dues and Memberships (6255)	Amount Budgeted:	800
CCAC		350
IIMC		450
Other Purchased Services (6299)	Amount Budgeted:	35,000
2020 Election Estimate		35,000

Proposed Budget
FISCAL YEAR 2021-22

Legislative
City Treasurer
101003

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5005	Salaries/Part-Time	600	600	600	600
5095	Salary Savings	-	-	(400)	-
5115	Dental Ins Allocation	1,027	1,541	-	1,600
5120	Optical Ins Allocation	203	273	300	300
5135	Medicare	154	183	200	200
5144	Employer CalPERS UAL	-	1	-	-
5145	Employer CalPERS Retire NC	-	-	200	-
5159	Employee Medical Opt Out Plan	12,012	12,012	12,100	12,000
TOTAL SALARIES & BENEFITS		13,996	14,610	13,000	14,700
MATERIALS, SUPPLIES & SERVICES					
6040	Misc Bank Charges	45,987	40,678	43,000	43,000
6245	Meetings & Conferences	818	-	900	900
6255	Dues & Memberships	78	95	200	200
6892	Market Value Adjustment	220	5,925	-	-
TOTAL MATERIALS, SUPPLIES & SERVICES		47,102	46,698	44,100	44,100
EXPENDITURES GRAND TOTAL		61,098	61,308	57,100	58,800
NET CHANGE IN POSITION		(61,098)	(61,308)	(57,100)	(58,800)

LEGISLATIVE - CITY TREASURER (101003)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		58,800
SALARIES & BENEFITS		
Salaries & Benefits (5005-5159)	Amount Budgeted:	14,700
Part Time		
City Treasurer (1)		14,700
MATERIALS, SUPPLIES & SERVICES		
Misc Bank Charges (6240)	Amount Budgeted:	43,000
Banc of California Bank Analysis Charges		43,000
Meetings and Conferences (6245)	Amount Budgeted:	900
CMTA Conference		900
Dues and Memberships (6255)	Amount Budgeted:	200
CMTA		200

**Proposed Budget
FISCAL YEAR 2021-22**

**Legislative
Legal Services
101005**

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
MATERIALS, SUPPLIES & SERVICES					
6005	Legal Services	761,201	517,996	500,000	500,000
6006	Litigation	-	502,639	175,000	175,000
6299	Other Purchased Services	48,270	25,298	30,000	30,000
TOTAL MATERIALS, SUPPLIES & SERVICES		809,472	1,045,933	705,000	705,000
EXPENDITURES GRAND TOTAL		809,472	1,045,933	705,000	705,000
NET CHANGE IN POSITION		(809,472)	(1,045,933)	(705,000)	(705,000)

LEGISLATIVE - LEGAL SERVICES (101005)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		705,000
MATERIALS, SUPPLIES & SERVICES		
General Legal Services (6005)	Amount Budgeted:	500,000
General Legal Services for City Attorney and Special Counsel When Authorized or Required by Law		500,000
Litigation (6006)	Amount Budgeted:	175,000
General Litigation		175,000
Other Purchased Services (6299)	Amount Budgeted:	30,000
Fees paid to City of Anaheim for Prosecution of Criminal Matters		10,000
Code Enforcement Receiverships		20,000

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PLACENTIA
Rich Heritage, Bright Future

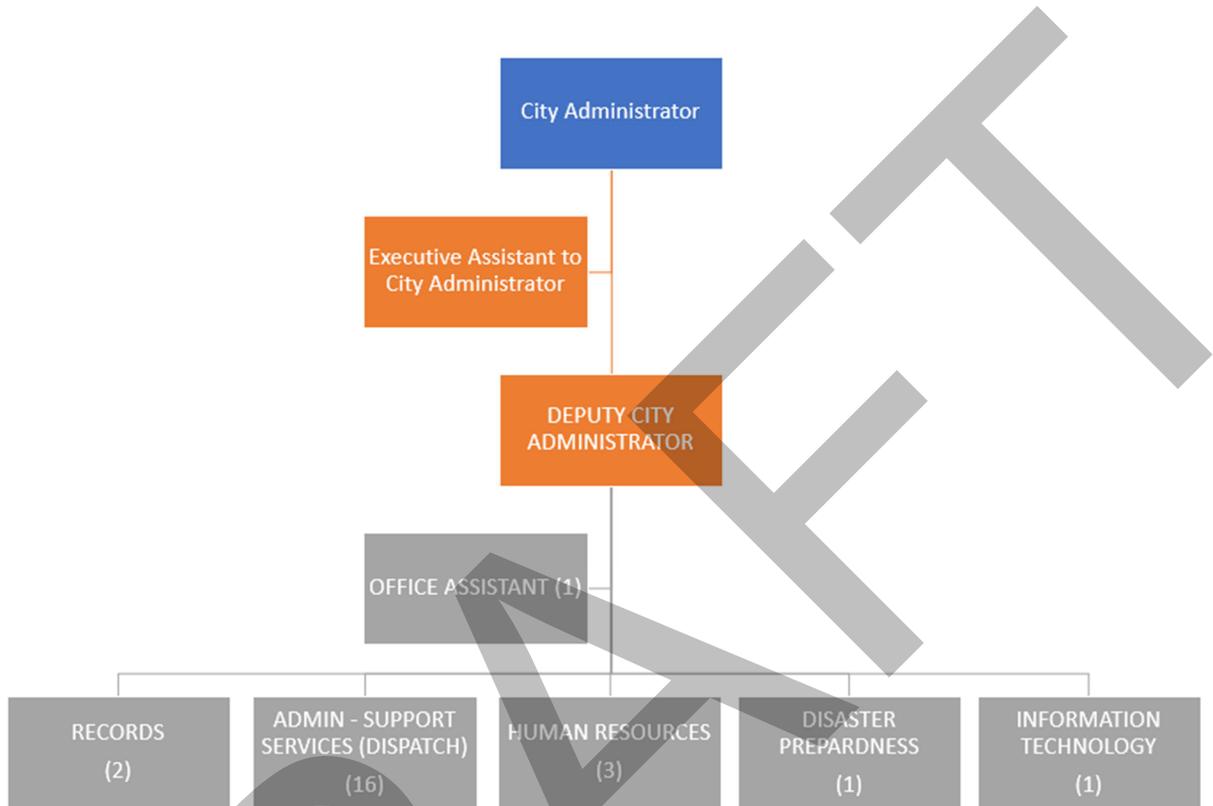
ADMINISTRATION DEPARTMENT EXPENDITURES



General Fund Budget
FISCAL YEAR 2021-22

ADMINISTRATION DEPARTMENT

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Administration Department's primary role is management of the City. City Administration is responsible for support to the City Council, coordination of all City departments, implementation/monitoring of the budget, keeping City Council informed of the condition of the City, intergovernmental relations, and public information. The various divisions of Administration include the City Administrator, Human Resources, Records, Disaster Preparedness, Support Services, Emergency Medical Service. The City Administrator is Executive Director of the Successor Agency and Director of Emergency Services. The Deputy City Administrator serves as Director of Human Resources, and provides supervision over the City Clerk and Records Division, Risk Management, Disaster Preparedness, Support Services, Emergency and Health Services, and Information Technology. The purpose of each division is detailed below:

Human Resources

Human Resources provides centralized human resources services for the City in the areas of employee relations, recruitment/testing, hiring, and training, classification, salary and benefits, disciplinary actions, retirements, and related issues. Human Resources administers the Equal Employment Opportunity Plan, Employee Safety Program, Employee Development Program, Employee Health and Welfare programs, and Worker's Compensation Claims.

Records

City Clerk/Records provides support to the City Clerk and City Council. The Deputy City Clerk prepares and distributes City Council agendas, packets with supporting documentation, legal notices, and minutes, maintains official City records, coordinates records management and retention program, coordinates electronic records imaging program, coordinates Municipal Code codification and City Policy Manual implementation/updates, assists the public, coordinates municipal elections, and conducts special studies as needed.

Support Services

The Placentia Public Safety Communications Center is the primary answering point for all 9-1-1 emergency calls and is responsible for the dispatching of police, fire and EMS resources. The Communications Center is the critical link between community members calling in for assistance and the police and fire personnel in the field. They are in constant contact with public safety field personnel and are responsible for the deployment and coordination of resources for both emergency and non-emergency requests for assistance. Support Services operates a computer aided dispatch (CAD) system and an 800 MHz trunked radio system.

Emergency and Health Services / Disaster Preparedness

This division is responsible for the oversight and management of the City's 911/ALS service contract with Lynch, EMS Inc. The division also tracks County, State, and Federal financial reimbursement programs, maintains plans for mitigation, preparedness, response and recovery to natural and man-made disasters and emergencies, provides and/or coordinates training, drills/exercises for all Departments; provides public assistance and information programs; coordinates intergovernmental cooperation, prepares and coordinates pertinent grant and funding requests and implementation; and coordinates CERT and RACES activities.

Information Technology (IT)

IT is responsible for the City's computer system maintenance, improvement, and replacement. The telephone system and copiers are also considered a part of the City's Information Technology responsibilities. The IT division also has a strong Geographic Information System (GIS) subdivision that organizes and updates parcel information and creates map books for City Fire and Police Departments to access in the event the system is down.

STAFFING ANALYSIS

Salaries and benefits of \$3,306,900 fund 27 regular full-time and 4 part-time positions. Proposed staffing changes include additions of two full time Public Safety Dispatchers and one additional Part Time Public Safety Dispatcher

SUMMARY OF PROPOSED 2021-22 BUDGET

Total Department Resources	<u>\$ -</u>
Total Exenditures by Division	
City Administrator (101511)	615,000
Human Resources (101512)	696,200
Records (101513)	149,900
Disaster Preparedness (101514)	137,600
Adimn - Support Services (101515)	1,879,700
Emergency Medical Services (101516)	1,007,200
Information Technology (101523)	887,200
Total	<u>\$ 5,372,800</u>
Net City Cost	<u>\$ (5,372,800.00)</u>

Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Administration

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	693,471	898,225	2,062,800	2,308,700
5005	Salaries/Part-Time	26,792	29,342	146,100	147,000
5015	Overtime	568	6,466	190,000	166,000
5020	Leave Accrual Payout	1,854	20,787	-	-
5022	Alternative H&W Payout	-	-	-	12,900
5095	Salary Savings	-	-	(84,400)	(80,800)
5105	Health Insurance Allocation	90,035	113,481	315,100	348,000
5110	Life Ins Allocation	759	243	700	6,500
5115	Dental Ins Allocation	5,073	6,339	50	19,100
5120	Optical Ins Allocation	1,186	1,393	4,350	4,300
5125	LTD Ins Allocation	432	72	-	9,600
5126	STD Ins Allocation	-	-	-	8,600
5135	Medicare	11,062	14,376	29,416	33,800
5141	Employers' PARS/ARS	12,789	19,926	15,000	26,700
5144	Employer CalPERS UAL	-	77,577	-	-
5145	Employer CalPERS Retire NC	102,970	66,547	329,650	193,900
5159	Employee Medical Opt Out Plan	2,525	-	7,300	16,900
5163	Life Insurance Premiums	1,962	-	-	-
5170	Sick Leave Buyback	-	-	2,000	-
5175	Leave Buyback	49,980	52,124	59,500	62,500
5199	Other Employee Benefits	-	-	-	23,200
TOTAL SALARIES & BENEFITS		1,001,455	1,306,899	3,077,566	3,306,900
MATERIALS, SUPPLIES & SERVICES					
6001	Management Consulting Services	14,531	23,128	83,200	43,200
6099	Professional Services	176,798	68,079	53,900	54,400
6136	Software Maintenance	250,034	266,093	384,500	414,500
6137	Repair Maint/Equipment	-	-	-	46,000
6225	Advertising/Promotional	375	1,892	3,000	3,000
6230	Printing & Binding	396	408	700	700
6245	Meetings & Conferences	12,187	13,617	19,100	20,900
6250	Staff Training	3,544	10,585	20,300	22,900
6255	Dues & Memberships	6,183	4,654	11,488	12,000
6290	Dept. Contract Services	103,242	210,155	1,210,700	1,241,200
6299	Other Purchased Services	5,373	6,609	6,200	36,200
6301	Special Department Supplies	31,336	26,407	47,475	56,700
6315	Office Supplies	5,032	5,844	5,138	9,700
6320	Books & Periodicals	471	478	500	700
6325	Postage	477	204	804	800
6360	Uniforms	-	-	10,000	8,000
6999	Other Expenditure	2,305	10,052	25,000	25,000
TOTAL MATERIALS, SUPPLIES & SERVICES		612,284	648,204	1,882,005	1,995,900
CIP & EQUIPMENT					
6840	Machinery & Equipment	66,709	53,281	91,890	70,000
TOTAL CIP & EQUIPMENT		66,709	53,281	91,890	70,000
EXPENDITURES GRAND TOTAL		1,680,447	2,008,384	5,051,461	5,372,800
NET CHANGE IN POSITION		(1,680,447)	(2,008,384)	(5,051,461)	(5,372,800)

Proposed Budget
FISCAL YEAR 2021-22

Administration
City Administrator
101511

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	331,190	376,977	393,700	411,500
5015	Overtime	-	1,737	-	1,000
5020	Leave Accrual Payout	1,100	14,518	-	-
5022	Alternative H&W Payout	-	-	-	3,000
5095	Salary Savings	-	-	(16,800)	(15,000)
5105	Health Insurance Allocation	50,555	50,617	52,000	58,800
5110	Life Ins Allocation	433	117	700	1,000
5115	Dental Ins Allocation	1,766	2,158	-	2,500
5120	Optical Ins Allocation	580	609	800	800
5125	LTD Ins Allocation	432	72	-	1,300
5126	STD Ins Allocation	-	-	-	1,300
5135	Medicare	5,121	6,146	5,400	6,000
5141	Employers' PARS/ARS	12,039	16,227	15,000	21,400
5144	Employer CalPERS UAL	-	76,918	-	-
5145	Employer CalPERS Retire NC	75,134	31,376	102,000	39,900
5163	Life Insurance Premiums	1,125	-	-	-
5170	Sick Leave Buyback	-	-	500	-
5175	Leave Buyback	35,215	42,369	40,000	39,700
5199	Other Employee Benefits	-	-	-	10,200
TOTAL SALARIES & BENEFITS		514,691	619,841	593,300	583,400
MATERIALS, SUPPLIES & SERVICES					
6001	Management Consulting Services	7,373	-	8,500	8,500
6245	Meetings & Conferences	12,009	10,830	14,000	14,000
6255	Dues & Memberships	3,632	2,187	3,800	4,600
6290	Dept. Contract Services	-	-	1,700	-
6301	Special Department Supplies	1,496	3,219	2,628	3,000
6315	Office Supplies	647	691	1,200	1,200
6325	Postage	230	-	300	300
TOTAL MATERIALS, SUPPLIES & SERVICES		25,387	16,926	32,128	31,600
EXPENDITURES GRAND TOTAL		540,077	636,767	625,428	615,000
NET CHANGE IN POSITION		(540,077)	(636,767)	(625,428)	(615,000)

ADMINISTRATION - CITY ADMINISTRATOR (101511)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET			615,000
SALARIES & BENEFITS			
Salaries & Benefits (5001-5199)	Amount Budgeted:		583,400
Full Time	FTE		
City Administrator	0.830		
Asst to the City Administrator/Econ Dev Mgr	0.870		
Executive Admin Assistant	0.525		
Office Assistant	1.000		
	3.225	583,400	
MATERIALS, SUPPLIES & SERVICES			
Management Consulting Services (6001)	Amount Budgeted:		8,500
Special Study/Projects		8,500	
Meetings and Conferences (6245)	Amount Budgeted:		14,000
Annual League of California Cities Conference-Sacramento		2,000	
City Managers Department Meeting - Sacramento		2,000	
ICSC		1,000	
Misc Meetings and Travel Expenses		9,000	
Dues and Memberships (6255)	Amount Budgeted:		4,600
ICMA		1,900	
OCCMA		600	
California City Management Foundation		100	
International Council of Shopping Centers CA		2,000	
Department Contract Services (6290)	Amount Budgeted:		-
Grant Management Services		-	
Special Department Supplies (6301)	Amount Budgeted:		3,000
Supplies for Community Workshops and Outreach		3,000	
Office Supplies (6315)	Amount Budgeted:		1,200
General Office Supplies for Council, Admin., Disaster, Risk Management		1,200	
Postage (6325)	Amount Budgeted:		300
Special Handling Items (FedEx/USPS)		300	

Proposed Budget
FISCAL YEAR 2021-22

Administration
Human Resources
101512

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	264,484	388,254	433,300	427,300
5005	Salaries/Part-Time	12,201	21,393	19,100	19,000
5015	Overtime	32	2,286	-	-
5020	Leave Accrual Payout	-	5,363	-	-
5022	Alternative H&W Payout	-	-	-	2,500
5095	Salary Savings	-	-	(15,500)	(14,400)
5105	Health Insurance Allocation	26,869	43,211	56,300	48,400
5110	Life Ins Allocation	254	103	-	1,000
5115	Dental Ins Allocation	2,101	3,065	-	3,200
5120	Optical Ins Allocation	365	553	800	600
5125	LTD Ins Allocation	-	-	-	1,600
5126	STD Ins Allocation	-	-	-	1,500
5135	Medicare	4,172	6,117	6,000	6,200
5141	Employers' PARS/ARS	458	3,423	-	5,300
5144	Employer CalPERS UAL	-	414	-	-
5145	Employer CalPERS Retire NC	19,401	25,844	32,100	33,100
5163	Life Insurance Premiums	837	-	-	-
5170	Sick Leave Buyback	-	-	1,500	-
5175	Leave Buyback	14,764	9,755	13,500	17,800
5199	Other Employee Benefits	-	-	-	9,400
TOTAL SALARIES & BENEFITS		345,937	509,781	547,100	562,500
MATERIALS, SUPPLIES & SERVICES					
6001	Management Consulting Services	7,158	23,128	74,700	34,700
6099	Professional Services	153,419	66,329	53,900	53,900
6225	Advertising/Promotional	375	1,892	3,000	3,000
6245	Meetings & Conferences	178	2,787	3,600	5,400
6250	Staff Training	3,544	10,585	12,300	14,900
6255	Dues & Memberships	2,160	2,208	4,500	4,500
6301	Special Department Supplies	8,452	11,227	10,300	13,700
6315	Office Supplies	2,701	3,440	2,200	2,500
6320	Books & Periodicals	471	478	500	700
6325	Postage	210	204	400	400
TOTAL MATERIALS, SUPPLIES & SERVICES		178,668	122,278	165,400	133,700
EXPENDITURES GRAND TOTAL		524,606	632,060	712,500	696,200
NET CHANGE IN POSITION		(524,606)	(632,060)	(712,500)	(696,200)

ADMINISTRATION - HUMAN RESOURCES (101512)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		696,200
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	562,500
Full Time	FTE	
Deputy City Administrator	0.98	
HR Analyst	2.00	
HR Technician	1.00	
	3.98	562,500
MATERIALS, SUPPLIES & SERVICES		
Management Consulting Services (6001)	Amount Budgeted:	34,700
Consulting Services for Special Human Resources Projects /Issues		30,500
Worxtime - ACA reporting		4,200
Other Professional Services (6099)	Amount Budgeted:	53,900
Pre-Employment Medical Physicals -Misc Emp		2,000
Pre-Employment Physicals - Safety Emp		10,000
Pre-Employment Physicals - Fire Emp		18,000
Pre-Employment Physicals - PW Emp		1,300
DOJ Fees/Life Scan Fees		7,000
Psych Exams		1,000
DOT Physicals		2,200
Tuberculosis Skin Test		1,400
Bilingual Testing		1,000
Finders Fees		10,000
Advertising (6225)	Amount Budgeted:	3,000
All Publications		3,000
Meetings and Conferences (6245)	Amount Budgeted:	5,400
SCPMA HR Conference		600
CalPERS Forum		1,650
LCW HR Conference		1,650
PELRAC		1,200
Additional Meetings for HR Division Staff		300

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ADMINISTRATION - HUMAN RESOURCES (101512)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

MATERIALS, SUPPLIES & SERVICES (CONTINUED)

Staff Training (6250)	Amount Budgeted:	14,900
Staff Training and Materials for all City Employees	1,000	
Safety Training	3,300	
Leadership Training (Mgmt, Mid-Mgmt Employees)	1,000	
MMASC Workshops/Prof. Devlpmnt - Mid Managers	500	
LCW Webinar Series	300	
Mandated Training (AB1234,AB1825,Heat IIP)	6,000	
Health & Wellness Week -Health Fair	2,000	
Development Training/Writing Skills	800	
<hr/>		
Dues and Memberships (6255)	Amount Budgeted:	4,500
Dues and Memberships for:		
OC Human Resources Consortium (LCW)	500	
CALPACS	300	
MMASC - City Wide (\$90/employee)	1,800	
NPELRA	600	
SCPMA	150	
IPMA-HR	450	
OCHRC	250	
COSIPA	450	
<hr/>		
Special Department Supplies (6301)	Amount Budgeted:	13,700
Employee Recognition, Customer Service Awards	900	
Monthly Birthday Celebrations	600	
Employee Service Awards	3,500	
Engraving/Plaque - Employee of the Year	1,150	
Retiree Recognitions	250	
Supplies - Employee ID Cards	500	
Staff Uniform (Polos)	600	
Employee Holiday Luncheon Supplies	4,000	
Recruitment Rater Supplies, Meals for Raters	2,200	
<hr/>		
Office Supplies (6315)	Amount Budgeted:	2,500
HR Office Supplies	2,500	
<hr/>		
Books and Periodicals (6320)	Amount Budgeted:	700
CA Chamber of Commerce Cal-OSHA	700	
<hr/>		
Postage (6325)	Amount Budgeted:	400
Special Handling	400	

Proposed Budget
FISCAL YEAR 2021-22

Administration
Records
101513

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	74,354	91,714	106,900	106,800
5005	Salaries/Part-Time	7,527	6,366	-	1,000
5015	Overtime	536	1,110	-	-
5020	Leave Accrual Payout	-	907	-	-
5022	Alternative H&W Payout	-	-	-	1,500
5095	Salary Savings	-	-	(3,800)	(3,500)
5105	Health Insurance Allocation	9,336	13,009	15,300	17,100
5110	Life Ins Allocation	72	23	-	400
5115	Dental Ins Allocation	647	659	-	800
5120	Optical Ins Allocation	151	156	200	200
5125	LTD Ins Allocation	-	-	-	500
5126	STD Ins Allocation	-	-	-	500
5135	Medicare	1,315	1,454	1,600	1,600
5141	Employers' PARS/ARS	292	254	-	-
5144	Employer CalPERS UAL	-	146	-	-
5145	Employer CalPERS Retire NC	6,152	6,320	8,400	8,300
5159	Employee Medical Opt Out Plan	2,525	-	-	-
5175	Leave Buyback	-	-	2,500	-
5199	Other Employee Benefits	-	-	-	1,000
TOTAL SALARIES & BENEFITS		102,906	122,117	131,100	136,200
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	-	1,750	-	500
6230	Printing & Binding	396	408	700	700
6255	Dues & Memberships	-	-	888	200
6299	Other Purchased Services	5,373	4,457	6,200	6,200
6315	Office Supplies	1,684	1,713	1,738	6,000
6325	Postage	38	-	104	100
TOTAL MATERIALS, SUPPLIES & SERVICES		7,490	8,329	9,630	13,700
EXPENDITURES GRAND TOTAL		110,396	130,446	140,730	149,900
NET CHANGE IN POSITION		(110,396)	(130,446)	(140,730)	(149,900)

ADMINISTRATION - RECORDS (101513)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		149,900
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	136,200
Full Time	FTE	
Deputy City Clerk	0.97	
Office Assistant	1.00	
	1.97	136,200
MATERIALS, SUPPLIES & SERVICES		
Other Professional Services (6099)	Amount Budgeted:	500
Consultant Services		500
Printing & Binding (6230)	Amount Budgeted:	700
Minute/Reso/Ord Books		500
Permanent Record Paper		200
Dues and Memberships (6255)	Amount Budgeted:	200
ARMA- Membership		200
Other Purchased Services (6299)	Amount Budgeted:	6,200
City Municipal Code Codification 350 Page Supplement		5,060
CodeAlert-\$30/Ord. Approx 12/yr		360
CodeAlert-\$25/mo.		300
Internet Storage, Maintenance & Shipping		480
Office Supplies (6315)	Amount Budgeted:	6,000
Supplies for Record Maintenance & City Council Meetings		6,000
Postage (6325)	Amount Budgeted:	100
Postage		100

Proposed Budget
FISCAL YEAR 2021-22

Administration
Disaster Preparedness
101514

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	-	753	94,700	98,000
5022	Alternative H&W Payout	-	-	-	300
5095	Salary Savings	-	-	(3,100)	(3,000)
5105	Health Insurance Allocation	-	-	7,800	8,700
5110	Life Ins Allocation	-	-	-	300
5115	Dental Ins Allocation	-	-	-	200
5120	Optical Ins Allocation	-	-	100	100
5125	LTD Ins Allocation	-	-	-	500
5126	STD Ins Allocation	-	-	-	400
5135	Medicare	-	12	1,400	1,500
5145	Employer CalPERS Retire NC	-	58	7,400	7,600
5175	Leave Buyback	-	-	500	-
5199	Other Employee Benefits	-	-	-	1,000
TOTAL SALARIES & BENEFITS		-	823	108,800	115,600
MATERIALS, SUPPLIES & SERVICES					
6245	Meetings & Conferences	-	-	1,500	1,500
6255	Dues & Memberships	-	-	500	500
6301	Special Department Supplies	12,022	-	16,100	20,000
TOTAL MATERIALS, SUPPLIES & SERVICES		12,022	-	18,100	22,000
EXPENDITURES GRAND TOTAL		12,022	823	126,900	137,600
NET CHANGE IN POSITION		(12,022)	(823)	(126,900)	(137,600)

ADMINISTRATION - DISASTER PREPAREDNESS (101514)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		137,600
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	115,600
Full Time	FTE	
Emergency and Health Services Manager (Senior Management Analyst)	1.00	
Total	1.00	115,600
MATERIALS, SUPPLIES & SERVICES		
Meetings & Conferences (6245)	Amount Budgeted:	1,500
Emergency Management Meetings		1,500
Dues and Memberships (6255)	Amount Budgeted:	500
Emergency Management Association & Committees		500
Special Departmental Supplies (6301)	Amount Budgeted:	20,000
Supplies & Other Costs		10,500
Emergency Management Supplies		1,500
Volunteer Program Supplies & Equipment		4,000
Emergency Kits & Training		4,000

Proposed Budget
FISCAL YEAR 2021-22

Administration
Admin - Support Services
101515

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	-	7,481	957,800	1,187,800
5005	Salaries/Part-Time	-	959	127,000	127,000
5015	Overtime	-	1,333	190,000	165,000
5022	Alternative H&W Payout	-	-	-	4,300
5095	Salary Savings	-	-	(42,400)	(42,300)
5105	Health Insurance Allocation	-	-	168,200	197,600
5110	Life Ins Allocation	-	-	-	3,500
5115	Dental Ins Allocation	-	-	50	11,300
5120	Optical Ins Allocation	-	-	2,250	2,400
5125	LTD Ins Allocation	-	-	-	5,300
5126	STD Ins Allocation	-	-	-	4,600
5135	Medicare	-	158	13,916	17,300
5141	Employers' PARS/ARS	-	15	-	-
5145	Employer CalPERS Retire NC	-	634	173,750	99,000
5159	Employee Medical Opt Out Plan	-	-	7,300	16,900
5175	Leave Buyback	-	-	3,000	5,000
5199	Other Employee Benefits	-	-	-	1,500
TOTAL SALARIES & BENEFITS		-	10,581	1,600,866	1,806,200
MATERIALS, SUPPLIES & SERVICES					
6137	Repair Maint/Equipment	-	-	-	46,000
6250	Staff Training	-	-	8,000	8,000
6255	Dues & Memberships	-	-	1,100	1,500
6301	Special Department Supplies	-	-	8,447	10,000
6360	Uniforms	-	-	10,000	8,000
TOTAL MATERIALS, SUPPLIES & SERVICES		-	-	27,547	73,500
EXPENDITURES GRAND TOTAL		-	10,581	1,628,413	1,879,700
NET CHANGE IN POSITION		-	(10,581)	(1,628,413)	(1,879,700)

ADMINISTRATION - SUPPORT SERVICES (101515)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		1,879,700
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	1,806,200
Full Time	FTE	
Dispatch Manager	3.00	
Police Services Supervisor	1.00	
Police Dispatcher/Records Clerk (*1 Overhire, Unfunded)	13.00	
Total	17.00	1,679,200
Part-Time		
Police Dispatchers (4)		127,000
MATERIALS, SUPPLIES & SERVICES		
Repair and Maintenance/Equipment (6137)	Amount Budgeted:	46,000
911 phone maintenance, TV monitors, Headsets		46,000
Staff Training (6250)	Amount Budgeted:	8,000
POST Mandated Training		8,000
Dues & Memberships (6255)	Amount Budgeted:	1,500
Misc Dues and Membership		1,500
Special Department Supplies (6301)	Amount Budgeted:	10,000
Dispatch Console Chairs		5,000
Dispatch Headsets, Base, Wireless, Mute Switches		5,000
Uniforms (6360)	Amount Budgeted:	8,000
Uniforms (Dispatch)		8,000

**Proposed Budget
FISCAL YEAR 2021-22**

**Administration
Emergency Medical Services
101516**

6290 **MATERIALS, SUPPLIES & SERVICES**
Dept. Contract Services

TOTAL MATERIALS, SUPPLIES & SERVICES

EXPENDITURES GRAND TOTAL

NET CHANGE IN POSITION

2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
-	-	975,000	1,007,200
-	-	975,000	1,007,200
-	-	975,000	1,007,200
-	-	(975,000)	(1,007,200)

ADMINISTRATION - EMERGENCY MEDICAL SERVICES (101516)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		1,007,200
MATERIALS, SUPPLIES & SERVICES		
Contracted Services (6290)	Amount Budgeted:	1,007,200
Lynch Contract for EMS	1,007,200	

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Proposed Budget
FISCAL YEAR 2021-22

Administration
Information Technology
101523

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	23,443	33,042	76,400	77,300
5005	Salaries/Part-Time	7,064	449	-	-
5020	Leave Accrual Payout	754	-	-	-
5022	Alternative H&W Payout	-	-	-	1,300
5095	Salary Savings	-	-	(2,800)	(2,600)
5105	Health Insurance Allocation	3,275	6,644	15,500	17,400
5110	Life Ins Allocation	-	-	-	300
5115	Dental Ins Allocation	558	458	-	1,100
5120	Optical Ins Allocation	91	74	200	200
5125	LTD Ins Allocation	-	-	-	400
5126	STD Ins Allocation	-	-	-	300
5135	Medicare	453	487	1,100	1,200
5144	Employer CalPERS UAL	-	99	-	-
5145	Employer CalPERS Retire NC	2,283	2,315	6,000	6,000
5199	Other Employee Benefits	-	-	-	100
TOTAL SALARIES & BENEFITS		37,921	43,567	96,400	103,000
MATERIALS, SUPPLIES & SERVICES					
6136	Software Maintenance	250,034	266,093	384,500	414,500
6255	Dues & Memberships	391	259	700	700
6290	Dept. Contract Services	103,242	210,155	234,000	234,000
6299	Other Purchased Services	-	2,152	-	30,000
6301	Special Department Supplies	9,365	11,961	10,000	10,000
6999	Other Expenditure	2,305	10,052	25,000	25,000
TOTAL MATERIALS, SUPPLIES & SERVICES		365,337	500,670	654,200	714,200
CIP & EQUIPMENT					
6840	Machinery & Equipment	66,709	53,281	91,890	70,000
TOTAL CIP & EQUIPMENT		66,709	53,281	91,890	70,000
EXPENDITURES GRAND TOTAL		469,966	597,519	842,490	887,200
NET CHANGE IN POSITION		(469,966)	(597,519)	(842,490)	(887,200)

ADMINISTRATION - INFORMATION TECHNOLOGY (101523)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		887,200
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	103,000
Full Time		
IT Management Analyst	1.00	
	<u>1.00</u>	103,000
MATERIALS, SUPPLIES & SERVICES		
Software Maintenance (6136)	Amount Budgeted:	414,500
Apple License		100
Adobe		5,000
Assi Security		6,000
CivicPlus		7,500
VM-Ware/ Virtualization Software Support		2,200
Veeam (Back Up Software)		1,000
DocuSign		5,600
Microsoft Office 365		45,000
Secondary Internet Connection for PD		8,500
SSL Certs		2,000
NEOGOV		10,000
HPE		2,400
HDL Business License Software Maintenance		9,700
Superion Finance HR Software Maintenance		165,200
Sophos Anti- Virus		11,800
Comcate (Code Enforcement)		12,800
LaserFische		10,500
Granicus -Live and On-Demand Streaming Media		24,000
Navex - Fraud Hotline		7,900
GoGov		11,600
AutoCAD		2,900
CoreLogic (GIS)		300
Lansweeper		500
Callbridge		2,900
ESRI		7,400
Fortinet		4,300
SCAG OC Data & Aerial Consortium		2,500
iLand Cloud Backup		5,300
PC refresh		10,000

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ADMINISTRATION - INFORMATION TECHNOLOGY (101523)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

MATERIALS, SUPPLIES & SERVICES (CONTINUED)

Zoom	1,500
RingCentral	25,000
Cisco SmartNet	3,100

Dues and Memberships (6255) Amount Budgeted: 700

MISAC (Muni Info Systems Assoc of Calif)	300
Amazon Prime	200
URISA (Urban & Regional Info Systems Assoc)	200

Department Contract Services (6290) Amount Budgeted: 234,000

IT Support Services and IT Consultant	234,000
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Special Department Supplies (6301) Amount Budgeted: 10,000

Backup Tapes, Flash Drives, RAM , Small Equipment and Misc. Items	10,000
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Machinery & Equipment (6840) Amount Budgeted: 70,000

Provides Replacement Computer/Server Equipment Including Licenses	70,000
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Contingency (6999) Amount Budgeted: 25,000

IT Contingency	25,000
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Other Purchased Services (6299) Amount Budgeted: 30,000

Miscellaneous other services	30,000
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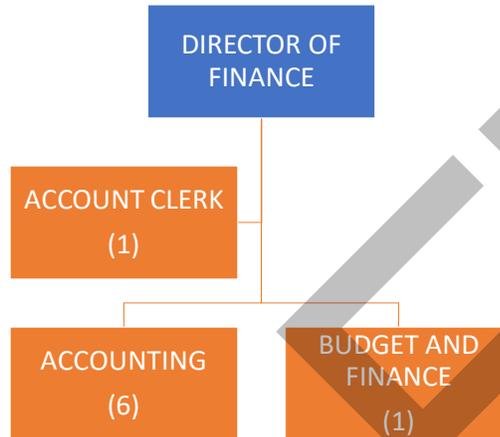
FINANCE DEPARTMENT EXPENDITURES



General Fund Budget
FISCAL YEAR 2021-22

FINANCE DEPARTMENT

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Finance Department's role in City government is to safeguard the City's assets, assure timely payment of all financial obligations, process payroll for our employees and provide financial guidance to other City departments and the City Council. The Finance Department is the primary contact for the many vendors that various City departments use to purchase goods and services needed for the day-to-day operations of the City. The Finance Department maintains a fixed asset listing of all equipment and properties owned by the City. Current values and depreciation schedules are maintained and used by various underwriters who provide insurance for amounts that exceed the City's self-insured limits. The Finance Department monitors compliance with established purchasing policies and guidelines.

The Finance Department prepares and monitors internal control policies insuring that all departments comply with current Government financial reporting standards.

The Finance Department works with the City Council's Financial Audit Oversight Committee as well as independent auditors to comply with State and local ordinances regarding financial reporting. Quarterly financial reports are completed and submitted to City Council for review to keep Council Members aware of the City's financial condition. The Finance Department is responsible for mandated reporting to other government agencies such as the State Controller's Office. Various State and Federal Grants are monitored for compliance with grant conditions and reporting requirements.

The Finance Department is the lead department for preparing the City Administrator's annual budget. Constant monitoring of the budget to insure that each department is "living within our means" rests with the Finance Department. Comprehensive Annual Financial Reports and the City's budget are placed on the City's website and updated on a continual

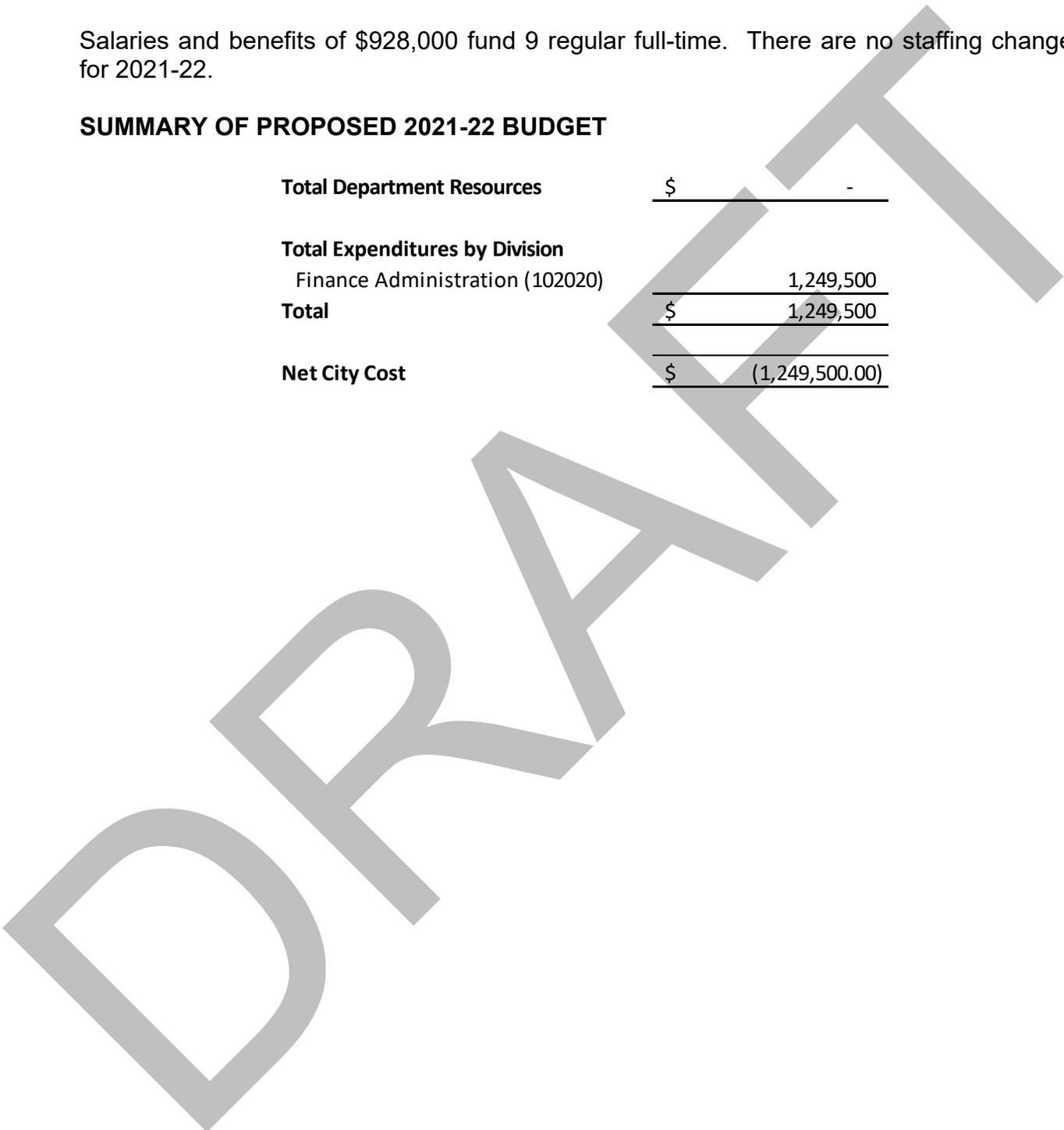
basis in order to be transparent in reporting to the citizens of Placentia.

STAFFING ANALYSIS

Salaries and benefits of \$928,000 fund 9 regular full-time. There are no staffing changes for 2021-22.

SUMMARY OF PROPOSED 2021-22 BUDGET

Total Department Resources	<u>\$ -</u>
Total Expenditures by Division	
Finance Administration (102020)	<u>1,249,500</u>
Total	<u>\$ 1,249,500</u>
Net City Cost	<u>\$ (1,249,500.00)</u>



Proposed Budget
FISCAL YEAR 2021-22

Finance
Finance Administration
102020

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	510,230	510,186	652,000	676,800
5015	Overtime	745	4,010	6,000	-
5020	Leave Accrual Payout	17,485	45,112	-	-
5021	Extraordinary Leave Buydown	390	-	-	-
5022	Alternative H&W Payout	3,000	-	-	7,300
5095	Salary Savings	-	-	(24,400)	(23,800)
5105	Health Insurance Allocation	79,956	78,539	100,200	145,400
5110	Life Ins Allocation	659	142	-	1,600
5120	Optical Ins Allocation	1,165	1,187	1,600	1,800
5125	LTD Ins Allocation	627	30	-	2,800
5126	STD Ins Allocation	-	-	-	2,600
5135	Medicare	8,015	8,387	9,400	9,900
5141	Employers' PARS/ARS	-	2,564	-	10,600
5144	Employer CalPERS UAL	-	28,963	-	-
5145	Employer CalPERS Retire NC	100,356	35,476	91,300	56,500
5159	Employee Medical Opt Out Plan	15,873	11,790	11,500	11,700
5163	Life Insurance Premiums	1,211	-	-	-
5175	Leave Buyback	12,769	14,568	12,000	5,200
5199	Other Employee Benefits	-	225	-	10,100
MATERIALS, SUPPLIES & SERVICES					
6010	Accounting & Auditing Service	73,012	74,220	80,000	80,000
6025	Third Party Administration	8,882	7,907	9,200	9,200
6041	Bank Over/Short	-	1	-	300
6099	Professional Services	78,919	97,850	145,785	145,800
6230	Printing & Binding	233	2,351	3,211	3,500
6245	Meetings & Conferences	567	1,474	-	1,500
6250	Staff Training	1,327	775	-	1,500
6255	Dues & Memberships	480	205	1,500	1,500
6296	Admin Service Fee	64,258	64,696	78,000	75,000
6301	Special Department Supplies	-	-	-	1,000
6315	Office Supplies	3,047	3,875	2,589	3,000
6325	Postage	40	107	200	200
6892	Market Value Adjustment	-	(12,289)	-	-
TOTAL MATERIALS, SUPPLIES & SERVICES		230,767	241,172	320,485	322,500
NET CHANGE IN POSITION		(989,283)	(988,003)	(1,180,085)	(1,249,500)

FINANCE - ADMINISTRATION (102020)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		1,249,500
<hr/>		
SALARIES & BENEFITS		
<hr/>		
Salaries & Benefits (5001-5199)	Amount Budgeted:	927,000
Full Time	FTE	
Director of Finance	0.85	
Accounting Manager	0.91	
Senior Financial Analyst	0.83	
Senio Accountant	0.98	
Accounting Clerk	2.00	
Accounting Technician	2.83	
Total	8.40	927,000
<hr/>		
MATERIALS, SUPPLIES & SERVICES		
<hr/>		
Accounting & Auditing (6010)	Amount Budgeted:	80,000
Annual Audit & CAFR Preparation		80,000
<hr/>		
Third Party Administration (6025)	Amount Budgeted:	9,200
Credit Card Processing - Business License		9,200
<hr/>		
Bank Over/Short	Amount Budgeted:	300
Immaterial differences in Bank reconciliation		300
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Other Professional Services (6099)	Amount Budgeted:	145,800
Property Tax Services		15,000
Bond Disclosures		5,000
Sales Tax Services		13,000
Arbitrage Rebate Services		3,500
OPEB Actuarial Update		6,000
IT Consulting Services		30,000
Financial Consultant		38,000
Other Consulting Services		35,300
<hr/>		
Printing & Binding (6230)	Amount Budgeted:	3,500
CAFR & Budget		3,500
<hr/>		
Meetings and Conferences (6245)	Amount Budgeted:	1,500
Meetings and Conferences		1,500

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FINANCE - ADMINISTRATION (102020)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

Staff Training (6250)	Amount Budgeted:	1,500
Staff Training		1,500
Dues and Memberships (6255)	Amount Budgeted:	1,500
GFOA		900
CSMFO		350
Central Square User's Group		250
Administrative Service Fees (6296)	Amount Budgeted:	75,000
Property Tax Administration Fees		75,000
Special Department Supplies (6301)	Amount Budgeted:	1,000
Payroll and Finance publications		1,000
Office Supplies (6315)	Amount Budgeted:	3,000
AP & Payroll Checks, Business License Forms, Binders, & Misc Office Supplies.		3,000
Postage (6325)	Amount Budgeted:	200
Special Mailing of Reports to State & Other Agencies		200

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DEVELOPMENT SERVICES DEPARTMENT EXPENDITURES

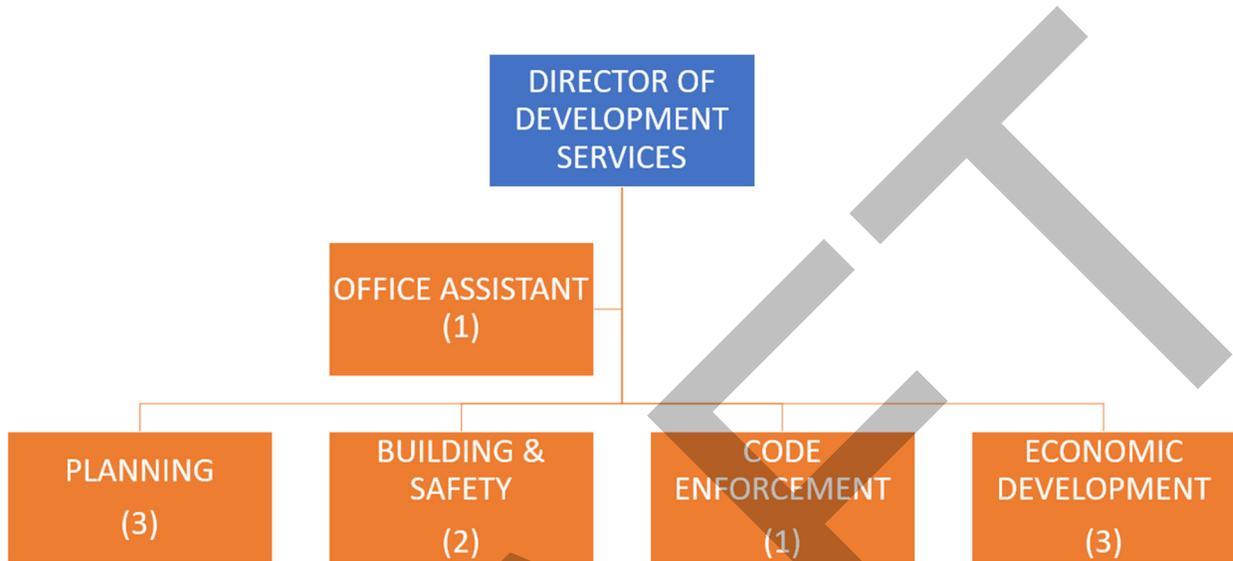


General Fund Budget
FISCAL YEAR 2021-22

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DEVELOPMENT SERVICES DEPARTMENT

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Development Services Department provides support, guidance, and coordination to the community by implementing the General Plan, Zoning Ordinances and Building Codes, as adopted by City Council for all land planning and development activities throughout the City. The department is composed of four Divisions: Planning, Building, Code Enforcement and Economic Development.

Planning Division

The Planning Division provides current and advanced planning needs. Current planning coordinates project review with other departments and public agencies as well as processes and makes recommendations to the Planning Commission and City Council on various discretionary applications including, but not limited to General Plan Amendments, Zone Changes, Tentative Maps, Development Plan Reviews for residential, commercial and industrial projects, Use Permits and Variances. In addition, current planning evaluates all development proposals for compliance with the California Environmental Quality Act (CEQA) and City Environmental Guidelines. Advanced Planning provides long range land planning and zoning services including the maintenance and updating of the City's General Plan, Specific Plans, and other visioning documents.

Building Division

The Building Division administers and enforces all building codes and ordinances adopted by the City Council. There are three primary functions within in this division: Permit Services, Plan Checking Services and Inspection Services. Permit Services assists with building and planning related phone and counter inquiries, calculates and collects permit and development fees and issues permits. The plan check is responsible for reviewing plans for

new residential, commercial and industrial construction, commercial/industrial tenant improvements and home improvements. This is accomplished through the implementation of the Building, Plumbing, Mechanical, Electrical and Energy Codes as well as local and State laws for all buildings in the City of Placentia.

Code Enforcement

Inspection Services conducts field inspections of projects under construction to verify compliance with Building, Plumbing and Electrical codes and also ensures that projects are constructed according to approved plans. Building Inspectors also issue Stop Work Notices for active construction projects that do not have appropriate City permits.

Economic Development

Economic Development assists with business retention and attraction activities by developing relationships with real estate brokers, property owners and business tenants. Staff actively engages property owners and potential business owners in order to bring new businesses to the City of Placentia.

In addition, the Development Services Department provides support to the Economic Development Committee, Chamber of Commerce, Placentia Santa Fe Merchants and Historical Committee. Staff supports the City Administrator who serves as the Executive Director of the Oversight Board to the Successor Agency to the Redevelopment Agency of the City of Placentia. Staff serves as the primary support to the Successor Agency in its role to wind down the former Redevelopment Agency. Economic Development Staff is solely responsible for supporting the Enhanced Infrastructure Finance District (EIFD) Board and provides staffing for those meetings and all EIFD tasks.

STAFFING ANALYSIS

Salaries and benefits of \$1,130,800 fund 11 regular full-time and 3 part-time positions. Proposed staffing changes include the addition of one full time Associate Planner position, and addition of one full time Development services coordinator funded by Special Revenues and the omission of one part-time Associate Planner position for 2021-22.

SUMMARY OF PROPOSED 2021-22 BUDGET

Total Department Resources	<u>\$ 724,900.00</u>
Total Exenditures by Division	
Planning (102531)	675,400
Building & Safety (102532)	318,300
Code Enforcement (102533)	178,700
Economic Development (102534)	<u>178,600</u>
Total	<u>\$ 1,351,000</u>
Net City Cost	<u>\$ (626,100.00)</u>

Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Development Services

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
4160	Building Permits	-	-	-	473,800
4162	Plumbing Permits	-	-	-	61,000
4163	Fire Plan Check/Permit	-	-	-	30,000
4164	Electrical Permits	-	-	-	86,400
4166	Heat/Ventilation Air Cond	-	-	-	55,400
4168	Swimming Pool Permits	-	-	-	18,300
TOTAL REVENUES		-	-	-	724,900
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	576,510	634,674	721,700	814,800
5005	Salaries/Part-Time	61,193	86,145	117,000	73,300
5015	Overtime	786	364	1,600	-
5020	Leave Accrual Payout	159	5,193	-	-
5022	Alternative H&W Payout	105	-	-	5,200
5095	Salary Savings	-	-	(29,600)	(27,100)
5105	Health Insurance Allocation	56,761	77,276	88,800	119,000
5110	Life Ins Allocation	541	202	1,400	2,200
5115	Dental Ins Allocation	6,897	8,551	-	8,800
5120	Optical Ins Allocation	1,225	1,550	1,900	1,700
5125	LTD Ins Allocation	138	23	-	3,400
5126	STD Ins Allocation	-	-	-	3,200
5135	Medicare	9,999	11,423	10,800	12,000
5141	Employers' PARS/ARS	2,295	5,120	-	5,200
5144	Employer CalPERS UAL	-	26,419	-	-
5145	Employer CalPERS Retire NC	58,703	44,831	73,900	64,700
5159	Employee Medical Opt Out Plan	43,409	32,499	30,300	16,900
5163	Life Insurance Premiums	1,669	-	-	-
5170	Sick Leave Buyback	-	-	500	-
5175	Leave Buyback	24,258	30,156	22,000	16,400
5199	Other Employee Benefits	-	-	-	11,100
TOTAL SALARIES & BENEFITS		844,648	964,424	1,040,300	1,130,800
MATERIALS, SUPPLIES & SERVICES					
6045	Building Inspection Services	95	324	1,500	1,500
6050	Fire Plan Check Services	-	-	36,950	30,000
6099	Professional Services	46,433	67,869	23,342	20,700
6225	Advertising/Promotional	4,785	1,211	1,500	1,500
6230	Printing & Binding	1,008	657	955	1,300
6245	Meetings & Conferences	5,533	3,545	7,192	7,500
6250	Staff Training	1,380	755	1,400	1,200
6255	Dues & Memberships	1,623	2,319	3,400	3,200
6257	Licenses & Permits	-	800	-	-
6290	Dept. Contract Services	88,441	141,522	144,500	144,500
6301	Special Department Supplies	250	8,021	300	300
6315	Office Supplies	2,394	1,795	2,708	2,500
6320	Books & Periodicals	-	2,652	400	400
6325	Postage	-	329	100	100
6360	Uniforms	1,299	2,031	1,500	1,500
6361	Personal Protection Equipment	-	-	-	4,000
TOTAL MATERIALS, SUPPLIES & SERVICES		153,240	233,830	225,747	220,200
EXPENDITURES GRAND TOTAL		997,888	1,198,254	1,266,047	1,351,000
NET CHANGE IN POSITION		(997,888)	(1,198,254)	(1,266,047)	(626,100)

Proposed Budget
FISCAL YEAR 2021-22

Development Services
Planning
102531

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	327,531	349,085	403,100	489,400
5005	Salaries/Part-Time	40,065	49,589	58,400	14,700
5020	Leave Accrual Payout	-	2,268	-	-
5022	Alternative H&W Payout	-	-	-	2,900
5095	Salary Savings	-	-	(15,700)	(15,300)
5105	Health Insurance Allocation	28,153	34,841	44,900	71,100
5110	Life Ins Allocation	292	120	1,400	1,200
5115	Dental Ins Allocation	3,388	3,848	-	5,300
5120	Optical Ins Allocation	593	673	900	1,000
5125	LTD Ins Allocation	-	-	-	1,800
5126	STD Ins Allocation	-	-	-	1,800
5135	Medicare	5,640	6,191	5,800	7,100
5141	Employers' PARS/ARS	1,502	4,211	-	5,200
5144	Employer CalPERS UAL	-	485	-	-
5145	Employer CalPERS Retire NC	22,997	22,932	30,200	37,900
5159	Employee Medical Opt Out Plan	17,529	11,852	10,900	12,100
5163	Life Insurance Premiums	1,669	-	-	-
5175	Leave Buyback	15,698	15,969	13,000	12,900
5199	Other Employee Benefits	-	-	-	9,500
TOTAL SALARIES & BENEFITS		465,058	502,066	552,900	658,600
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	17,858	53,951	16,156	12,000
6225	Advertising/Promotional	1,793	-	-	-
6245	Meetings & Conferences	762	1,849	1,192	1,500
6250	Staff Training	235	30	400	400
6255	Dues & Memberships	678	1,434	1,400	1,400
6257	Licenses & Permits	-	800	-	-
6301	Special Department Supplies	250	117	100	100
6315	Office Supplies	766	784	800	800
6325	Postage	-	329	100	100
6360	Uniforms	225	300	500	500
TOTAL MATERIALS, SUPPLIES & SERVICES		22,567	59,595	20,648	16,800
EXPENDITURES GRAND TOTAL		487,625	561,661	573,548	675,400
NET CHANGE IN POSITION		(487,625)	(561,661)	(573,548)	(675,400)

DEVELOPMENT SERVICES - PLANNING (102531)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		675,400
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	658,600
Full Time	FTE	
Director of Development Services	1.00	
Senior Planner	1.00	
Office Assistant	1.00	
Assistant Planner	1.00	
Associate Planner	1.00	
	<u>5.00</u>	643,900
Part Time		
Intern (1)		14,700
MATERIAL, SUPPLIES & SERVICES		
Professional Services (6099)	Amount Budgeted:	12,000
Host Compliance		8,500
Security Design Concepts		1,750
Sandra Gonzalez Landscape Services		1,750
Meetings and Conferences (6245)	Amount Budgeted:	1,500
2020 APA California Conference		1,500
Staff Training (6250)	Amount Budgeted:	400
Misc. Planning Staff Training (American Planning Association)		400
Dues and Memberships (6255)	Amount Budgeted:	1,400
American Planning Association		1,400
Special Department Supplies (6301)	Amount Budgeted:	100
Planning Periodicals		100
Office Supplies (6315)	Amount Budgeted:	800
Office Supplies and Departmental Forms		800
Postage (6325)	Amount Budgeted:	100
Postage for Project Notices and General Plan		100
Uniforms (6360)	Amount Budgeted:	500
Shirts for Department		500

Proposed Budget
FISCAL YEAR 2021-22

Development Services
Building & Safety
102532

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
4163	Fire Plan Check/Permit	-	-	-	30,000
TOTAL REVENUES		-	-	-	724,900
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	119,229	107,385	121,600	127,200
5005	Salaries/Part-Time	-	1,961	-	-
5015	Overtime	25	-	-	-
5020	Leave Accrual Payout	159	1,696	-	-
5022	Alternative H&W Payout	-	-	-	1,000
5095	Salary Savings	-	-	(4,300)	(4,400)
5105	Health Insurance Allocation	-	4,778	8,900	8,700
5110	Life Ins Allocation	112	45	-	400
5115	Dental Ins Allocation	1,541	1,810	-	1,100
5120	Optical Ins Allocation	271	320	400	200
5125	LTD Ins Allocation	-	-	-	600
5126	STD Ins Allocation	-	-	-	600
5135	Medicare	2,023	1,818	2,000	1,900
5144	Employer CalPERS UAL	-	175	-	-
5145	Employer CalPERS Retire NC	9,094	7,614	9,600	9,900
5159	Employee Medical Opt Out Plan	24,024	14,331	12,100	4,800
5175	Leave Buyback	1,380	-	1,000	-
5199	Other Employee Benefits	-	-	-	100
TOTAL SALARIES & BENEFITS		157,859	141,933	151,300	152,100
MATERIALS, SUPPLIES & SERVICES					
6045	Building Inspection Services	95	324	1,500	1,500
6050	Fire Plan Check Services	-	-	36,950	30,000
6245	Meetings & Conferences	100	-	-	-
6250	Staff Training	645	645	300	200
6255	Dues & Memberships	705	295	1,200	1,000
6290	Dept. Contract Services	86,052	134,574	132,000	132,000
6315	Office Supplies	1,627	999	1,608	1,100
6320	Books & Periodicals	-	2,652	400	400
TOTAL MATERIALS, SUPPLIES & SERVICES		89,224	139,489	173,958	166,200
EXPENDITURES GRAND TOTAL		247,083	281,422	325,258	318,300
NET CHANGE IN POSITION		(247,083)	(281,422)	(325,258)	406,600

DEVELOPMENT SERVICES - BUILDING & SAFETY (102532)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		318,300
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	152,100
Full Time	FTE	
Building Inspector	1.00	
Building Permit Technician	1.00	
	2.00	152,100
MATERIALS, SUPPLIES & SERVICES		
Building Inspection Services (6045)	Amount Budgeted:	1,500
On-Call Inspection Services		1,500
Fire Plan Check Services (6050)	Amount Budgeted:	30,000
Fire Plan checks		30,000
Staff Training (6250)	Amount Budgeted:	200
CALBO/NPDES Training		200
Dues and Memberships (6255)	Amount Budgeted:	1,000
ICC - Orange County Chapter - 2 x \$250/year		500
Calbo - Calif. Bldg. Officials Assoc. - 2x \$250/year		500
Contract Services (6290)	Amount Budgeted:	132,000
Contract Chief Building Official - \$80/hour @ 20 hrs/wk		85,000
Plan Check Services		24,000
Building Inspection Services		23,000
Office Supplies (6315)	Amount Budgeted:	1,100
Office Supplies and Departmental Forms		1,100
Books and Periodicals (6320)	Amount Budgeted:	400
Building Code Regulations		400

Proposed Budget
FISCAL YEAR 2021-22

Development Services
Code Enforcement
102533

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	57,625	66,108	65,800	71,000
5005	Salaries/Part-Time	21,128	34,595	58,600	58,600
5015	Overtime	760	364	1,600	-
5020	Leave Accrual Payout	-	313	-	-
5022	Alternative H&W Payout	-	-	-	800
5095	Salary Savings	-	-	(4,200)	(2,900)
5105	Health Insurance Allocation	19,366	19,711	20,200	22,600
5110	Life Ins Allocation	54	23	-	300
5115	Dental Ins Allocation	1,541	1,541	-	1,600
5120	Optical Ins Allocation	271	273	300	300
5125	LTD Ins Allocation	-	-	-	400
5126	STD Ins Allocation	-	-	-	300
5135	Medicare	1,153	1,472	1,000	1,100
5141	Employers' PARS/ARS	792	909	-	-
5144	Employer CalPERS UAL	-	93	-	-
5145	Employer CalPERS Retire NC	4,344	5,054	5,200	5,500
5199	Other Employee Benefits	-	-	-	100
TOTAL SALARIES & BENEFITS		107,035	130,456	148,500	159,700
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	9,261	-	-	-
6230	Printing & Binding	-	40	-	-
6250	Staff Training	500	80	700	600
6255	Dues & Memberships	190	190	400	400
6290	Dept. Contract Services	2,389	6,948	12,500	12,500
6301	Special Department Supplies	-	7,904	200	200
6315	Office Supplies	-	-	100	300
6360	Uniforms	1,074	1,731	1,000	1,000
6361	Personal Protection Equipment	-	-	-	4,000
TOTAL MATERIALS, SUPPLIES & SERVICES		13,414	16,893	14,900	19,000
EXPENDITURES GRAND TOTAL		120,449	147,350	163,400	178,700
NET CHANGE IN POSITION		(120,449)	(147,350)	(163,400)	(178,700)

DEVELOPMENT SERVICES - CODE ENFORCEMENT (102533)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		178,700
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SALARIES & BENEFITS		
<hr/>		
Salaries & Benefits (5001-5199)	Amount Budgeted:	159,700
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Full Time	FTE	
Senior Code Enforcement Officer	<u>1.00</u>	101,100
Part Time	PTE	
PT Code Enforcement Officer (2)	<u>2.00</u>	58,600
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MATERIALS, SUPPLIES & SERVICES		
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Staff Training (6250)	Amount Budgeted:	600
California Area Code Enforcement Officers Training		300
Basic, Intermediate, or Advanced Code CACEO Training		300
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Dues and Memberships (6255)	Amount Budgeted:	400
California Area Code Enforcement Officers Membership		400
1 - Code Enforcement Supervisor; 2 - Code Enf Officers		
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Department Contract Services (6290)	Amount Budgeted:	12,500
Code Enforcement Citation Processing - DataTicket		12,500
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Special Department Supplies (6301)	Amount Budgeted:	200
Misc. Code Enforcement Supplies		200
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Office Supplies (6315)	Amount Budgeted:	300
Business Cards and Office Supplies		300
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Uniforms (6360)	Amount Budgeted:	1,000
Uniforms & Equipment for Code Enforcement Officers		1,000
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Personal Protection Equipment	Amount Budgeted:	4,000
Personal Protection Equipment for Code Enforcement Officers		4,000
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Proposed Budget
FISCAL YEAR 2021-22

Development Services
Economic Development
102534

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	72,125	112,095	131,200	127,200
5020	Leave Accrual Payout	-	915	-	-
5022	Alternative H&W Payout	105	-	-	500
5095	Salary Savings	-	-	(5,400)	(4,500)
5105	Health Insurance Allocation	9,242	17,945	14,800	16,600
5110	Life Ins Allocation	83	14	-	300
5115	Dental Ins Allocation	427	1,352	-	800
5120	Optical Ins Allocation	91	283	300	200
5125	LTD Ins Allocation	138	23	-	600
5126	STD Ins Allocation	-	-	-	500
5135	Medicare	1,182	1,942	2,000	1,900
5144	Employer CalPERS UAL	-	25,666	-	-
5145	Employer CalPERS Retire NC	22,267	9,231	28,900	11,400
5159	Employee Medical Opt Out Plan	1,856	6,316	7,300	-
5170	Sick Leave Buyback	-	-	500	-
5175	Leave Buyback	7,180	14,186	8,000	3,500
5199	Other Employee Benefits	-	-	-	1,400
TOTAL SALARIES & BENEFITS		114,696	189,968	187,600	160,400
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	19,314	13,918	7,186	8,700
6225	Advertising/Promotional	2,992	1,211	1,500	1,500
6230	Printing & Binding	1,008	617	955	1,300
6245	Meetings & Conferences	4,671	1,696	6,000	6,000
6255	Dues & Memberships	50	400	400	400
6315	Office Supplies	-	11	200	300
TOTAL MATERIALS, SUPPLIES & SERVICES		28,036	17,853	16,241	18,200
EXPENDITURES GRAND TOTAL		142,732	207,821	203,841	178,600
NET CHANGE IN POSITION		(142,732)	(207,821)	(203,841)	(178,600)

DEVELOPMENT SERVICES - ECONOMIC DEVELOPMENT (102534)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		178,600
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	160,400
Full Time	FTE	
Assistant to the City Admin/Econ Dev Manager	0.35	
Marketing & Communications Analyst	1.00	
	1.35	160,400
MATERIALS, SUPPLIES & SERVICES		
Other Professional Services (6099)	Amount Budgeted:	8,700
Misc. Appraisal Reports, BOV, & Econ. Dev. Benefit Analysis		8,700
Advertising & Publishing (6225)	Amount Budgeted:	1,500
Advertising & Giveaways (i.e. COP Flashdrives)		1,500
Printing & Binding (6230)	Amount Budgeted:	1,300
Promotional & Marketing Materials		1,300
Meetings & Conferences (6245)	Amount Budgeted:	6,000
ICSC - Western Division (3)		3,000
ICSC - Recon (2)		2,200
ICSC Idea Exchange/Misc.		800
Dues & Memberships (6255)	Amount Budgeted:	400
ICSC Membership		400
Office Supplies (6315)	Amount Budgeted:	300
Promotional & Marketing Materials		300

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PLACENTIA
Rich Heritage, Bright Future

PUBLIC SAFETY - POLICE EXPENDITURES

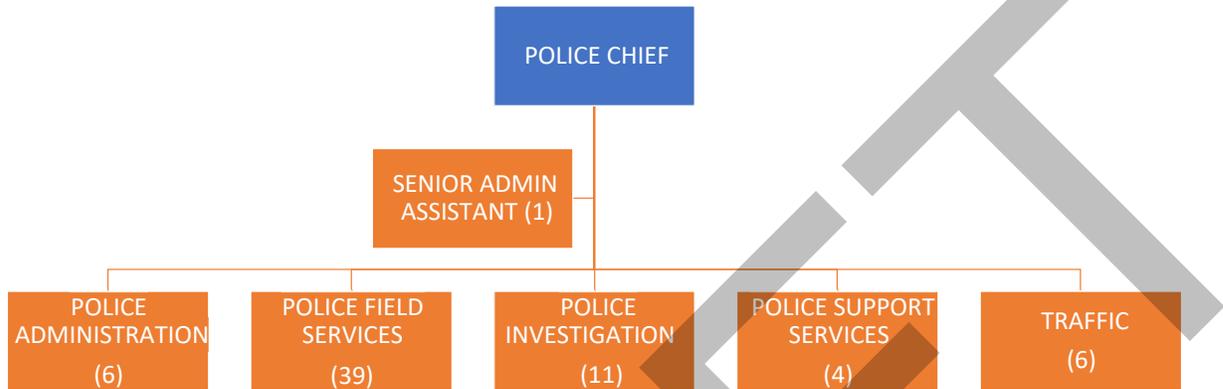


General Fund Budget
FISCAL YEAR 2021-22

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POLICE DEPARTMENT

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Placentia Police Department is dedicated to improving the quality of life through proactive criminal enforcement, education and community partnerships. We act with integrity and accountability to reduce fear and crime, while treating all with respect, compassion and fairness.

Through the delivery of professional law enforcement services, we work to safely reduce crime in our community while building on a trusting partnership with the community and one another.

To accomplish these goals, the Police Department is comprised of two divisions (Administrative & Operations). Within the two divisions there are several bureaus that are broken down: Administration, Field Services, Investigations, Support Services, and Traffic. The purpose of each division is detailed below:

Administration

Administration oversees the day-to-day operations of the Police Department. The Police Chief delegates authority to his command staff made up of two Captains, one Lieutenant, two Sergeants, one Senior Management Analyst, and one Senior Administrative Assistant. Administration oversees the financial operations of the department; maintains various grants; provides human resource management through professional standards; tracks and monitors training for all employees; and manages asset seizure funds.

Field Services

Field Services is comprised of assignments that are responsible for a variety of functions and enforcement activities critical to the safety of the residents of Placentia. The Field Services division provides responsive, professional, and caring law enforcement services by

responding to calls for service promptly, protecting lives and property, and apprehending criminal offenders. These assignments include:

- Patrol
- Traffic
- SWAT
- K9 Units
- School Resource Officers (SRO)
- Volunteers
- Chaplains
- Police Explorers

Investigations

Investigations is charged with the investigative and follow-up responsibilities of specific criminal action which has occurred in Placentia. All members of the Investigation Division maintain a high degree of professional knowledge and a comprehensive understanding of all investigative disciplines in order to pursue all investigations in full accordance with applicable laws, policies, and procedures. Investigations is comprised of one Sergeant, six Detectives, three Civilian Investigators, and one Crime Analyst.

Support Services

Support Services provides a variety of support and technical functions for the Police Department. This Division consists of several service areas which include Records and Property & Evidence.

- **Records Division**
Responds to California Public Records Act requests, processes subpoenas, maintains centralized record keeping systems, maintains records management systems, conducts record searches for authorized agencies, releases crime reports, and provides front counter assistance.
- **Property and Evidence Division**
Responsible for the custody, documentation, and preservation of all property seized or obtained by the Police Department. Property can include items of evidence, found property, and items stored for safekeeping. In addition to processing all property submitted to the Property and Evidence Division, members of this unit also respond as crime scene investigators.

STAFFING ANALYSIS

Salaries and benefits of \$9,951,400 fund 68 regular full-time and 12 part-time positions. Proposed staffing changes include addition of one Police Services Supervisor for Records.

SUMMARY OF PROPOSED 2021-22 BUDGET

Total Department Resources Total	<u>\$ 712,000.00</u>
Expenditures by Division	
Police Administration (103040)	1,871,500
Police Field Services (103041)	5,815,100
Police Investigation (103042)	1,809,600
Police Support Services (103043)	972,000
Animal Control (103045)	381,200
Traffic (103047)	<u>960,600</u>
Total	<u>\$ 11,810,000</u>
Net City Cost	<u>\$ (11,098,000)</u>

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Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Public Safety - Police

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4299	Other Intergovernmental Rev	-	-	211,000	30,000
4326	Towing Fee	-	-	-	24,000
4327	Storage Fee	-	-	-	62,000
4328	Lien Fee	-	-	-	15,000
4329	Emergency Medical Response Fee	-	-	-	15,000
4330	Special Police Services	-	-	-	80,000
4333	Vehicle Impound/Releases	-	-	-	19,000
4334	DUI Vehicle Release Fee	-	-	-	18,000
4335	Alarm System Monitoring	-	-	-	75,000
4405	Veh Code Fines (Moving)	-	-	-	84,000
4410	City Ord Fines (Parking)	-	-	-	290,000
TOTAL REVENUES		-	-	211,000	712,000
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	5,335,345	5,900,689	6,377,647	6,547,600
5005	Salaries/Part-Time	241,644	394,757	357,700	339,900
5015	Overtime	816,685	800,444	600,000	720,000
5020	Leave Accrual Payout	165,651	140,770	-	-
5022	Alternative H&W Payout	-	-	-	35,400
5095	Salary Savings	-	-	(600,912)	(266,400)
5105	Health Insurance Allocation	815,730	826,327	1,048,200	1,008,900
5110	Life Ins Allocation	6,173	1,448	1,300	14,100
5115	Dental Ins Allocation	51,373	55,908	57	68,300
5120	Optical Ins Allocation	9,721	10,633	13,917	13,300
5125	LTD Ins Allocation	11,088	1,651	-	25,600
5126	STD Ins Allocation	-	-	-	23,500
5135	Medicare	100,547	109,334	93,470	95,300
5141	Employers' PARS/ARS	8,100	11,699	4,700	-
5144	Employer CalPERS UAL	-	1,759,289	-	-
5145	Employer CalPERS Retire NC	2,134,123	940,899	2,932,570	1,108,700
5159	Employee Medical Opt Out Plan	91,394	107,182	69,200	86,800
5163	Life Insurance Premiums	1,257	-	-	-
5170	Sick Leave Buyback	32,188	20,283	28,500	-
5175	Leave Buyback	179,708	168,459	151,000	106,900
5199	Other Employee Benefits	-	-	-	23,500
TOTAL SALARIES & BENEFITS		10,000,726	11,249,773	11,077,349	9,951,400
MATERIALS, SUPPLIES & SERVICES					
6055	Medical Services	20,128	11,714	29,800	22,000
6060	Instructional Services	707	-	-	-
6099	Professional Services	79,956	43,176	96,100	111,400
6130	Repair & Maint/Facilities	63,933	63,472	64,000	64,000
6136	Software Maintenance	-	-	20,100	328,700
6137	Repair Maint/Equipment	42,651	73,995	102,200	95,500
6160	Facility Rental	138,830	141,154	147,600	147,600
6162	Range Training	22,855	27,769	31,500	39,000
6165	Vehicle Rental	55,261	54,411	70,000	127,000

Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Public Safety - Police

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
MATERIALS, SUPPLIES & SERVICES (CONTINUED)					
6181	Towing Services	51,279	18,679	40,000	40,000
6182	Lien Services	4,025	2,670	5,000	5,000
6183	CSUF PD Reimburse Impound Fees	40,471	12,923	30,000	30,000
6230	Printing & Binding	15,203	10,378	12,300	18,500
6235	Travel	1,595	719	500	500
6245	Meetings & Conferences	3,573	1,818	5,000	5,000
6250	Staff Training	8,442	23,315	16,140	30,000
6255	Dues & Memberships	3,918	3,785	6,200	6,600
6280	Animal Control Services	235,462	208,772	263,000	317,200
6290	Dept. Contract Services	291,108	229,612	288,200	275,300
6299	Other Purchased Services	5,546	4,050	22,103	22,500
6301	Special Department Supplies	127,483	97,315	96,800	94,400
6315	Office Supplies	6,856	9,563	10,000	10,300
6320	Books & Periodicals	2,456	2,261	4,100	4,100
6325	Postage	176	599	500	500
6360	Uniforms	46,898	58,017	62,000	61,500
6905	Principal/Bonds/COP's/Leases	131,016	-	-	-
6915	Interest/Bonds/COP's/Leases	36,454	-	-	-
6999	Other Expenditure	-	-	-	2,000
TOTAL MATERIALS, SUPPLIES & SERVICES		1,436,280	1,100,164	1,423,143	1,858,600
CIP & EQUIPMENT					
6840	Machinery & Equipment	-	-	154,860	-
6842	Vehicles	12,909	-	-	-
TOTAL CIP & EQUIPMENT		12,909	-	154,860	-
EXPENDITURES GRAND TOTAL		11,449,915	12,349,937	12,655,352	11,810,000
NET CHANGE IN POSITION		(11,449,915)	(12,349,937)	(12,444,352)	(11,098,000)

Proposed Budget
FISCAL YEAR 2021-22

Police
Police Administration
103040

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4329	Emergency Medical Response Fee	-	-	-	15,000
4330	Special Police Services	-	-	-	80,000
4335	Alarm System Monitoring	-	-	-	75,000
TOTAL REVENUES		-	-	-	170,000
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	834,327	881,561	1,087,097	1,110,800
5005	Salaries/Part-Time	-	63,555	73,000	80,000
5015	Overtime	6,292	15,160	15,000	15,000
5020	Leave Accrual Payout	721	58,548	-	-
5022	Alternative H&W Payout	-	-	-	7,200
5095	Salary Savings	-	-	(242,346)	(42,400)
5105	Health Insurance Allocation	79,383	88,697	124,200	127,700
5110	Life Ins Allocation	930	210	1,300	2,500
5115	Dental Ins Allocation	7,477	8,754	57	10,000
5120	Optical Ins Allocation	1,341	1,462	2,017	1,800
5125	LTD Ins Allocation	1,058	164	-	3,200
5126	STD Ins Allocation	-	-	-	3,600
5135	Medicare	14,354	15,394	15,770	16,200
5144	Employer CalPERS UAL	-	357,330	-	-
5145	Employer CalPERS Retire NC	396,721	166,190	522,670	246,000
5159	Employee Medical Opt Out Plan	24,189	23,579	18,500	24,100
5163	Life Insurance Premiums	1,257	-	-	-
5170	Sick Leave Buyback	10,192	10,568	11,000	-
5175	Leave Buyback	70,066	51,820	45,000	27,600
5199	Other Employee Benefits	-	-	-	3,500
TOTAL SALARIES & BENEFITS		1,448,307	1,742,991	1,673,265	1,636,800
MATERIALS, SUPPLIES & SERVICES					
6055	Medical Services	20,128	11,714	29,800	22,000
6099	Professional Services	13,338	9,150	9,200	24,500
6230	Printing & Binding	7,818	2,742	5,500	7,000
6245	Meetings & Conferences	1,593	1,780	2,000	2,000
6250	Staff Training	-	1,071	2,000	2,000
6255	Dues & Memberships	3,260	3,495	4,500	4,900
6290	Dept. Contract Services	163,420	118,809	138,500	115,000
6299	Other Purchased Services	5,546	4,050	22,103	22,500
6301	Special Department Supplies	20,376	22,894	13,000	13,200
6315	Office Supplies	6,856	9,563	10,000	10,300
6320	Books & Periodicals	2,305	2,261	3,800	3,800
6325	Postage	176	599	500	500
6360	Uniforms	2,424	6,211	5,000	5,000
6999	Other Expenditure	-	-	-	2,000
TOTAL MATERIALS, SUPPLIES & SERVICES		247,239	194,339	245,903	234,700
EXPENDITURES GRAND TOTAL		1,695,546	1,937,331	1,919,168	1,871,500
NET CHANGE IN POSITION		(1,695,546)	(1,937,331)	(1,919,168)	(1,701,500)

POLICE - ADMINISTRATION (103040)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		1,871,500
<hr/>		
SALARIES & BENEFITS		
<hr/>		
Salaries & Benefits (5001-5199)	Amount Budgeted:	1,636,800
	FTE	
Full Time		
Police Chief	1.00	
Police Captain	1.81	
Senior It Sergeant	1.00	
Police Lieutenant	1.00	
Police Sergeant	1.00	
Senior Admin Assist	1.00	
Senior Management Analyst	0.45	
Total	<u>7.26</u>	1,556,800
Part-Time		
Police Captain - Special Projects		80,000
<hr/>		
MATERIALS, SUPPLIES & SERVICES		
<hr/>		
Medical Services (6055)	Amount Budgeted:	22,000
DUI & Narcotic Blood Draws (175 @ \$116 Each)	20,300	
AED Institute of America Contract (Annual for 11 AED's)	1,700	
<hr/>		
Other Professional Services (6099)	Amount Budgeted:	24,500
Pre-Employment Polygraph Exams (50 @ \$235 Each)	11,800	
Sexual Assault Exams (SART) (6 @ \$850 Each)	5,100	
Child Abuse Support Team Exams (Cast) (6 @ \$850 Each)	5,100	
Nichol's Consulting (SB 90)	2,500	
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Printing and Binding (6230)	Amount Budgeted:	7,000
POST Tab Dividers For PSB	500	
Department Forms	2,000	
Business Cards	1,000	
Annual Report	3,500	
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Meetings & Conferences (6245)	Amount Budgeted:	2,000
Business Meetings	2,000	
<hr/>		
Staff Training (6250)	Amount Budgeted:	2,000
Post (Cop, Title Xv, Leadership, Mgmt, Supervisor) Updates	1,500	
Supervisor Trainings (Off-Site)	500	
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POLICE - ADMINISTRATION (103040)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

Dues & Memberships (6255)	Amount Budgeted:	4,900
California Peace Officers Association (CPOA)	2,000	
California Police Chiefs Association (CPCA)	1,100	
International Association of Chief of Police (IACP)	600	
Southern California Association of I. A. Investigation	200	
Orange County Training Managers Association (OCTMA)	100	
Municipal Management Association of Southern California	100	
Southern California Chaplains Association (5 @ \$40 Each)	200	
FBI - LEEDA	250	
NBI -NNI	100	
OCCCA	250	
Department Contract Services (6290)	Amount Budgeted:	115,000
Background Investigation Services	60,000	
Training Innovations	1,000	
Dry Cleaning Services	7,500	
Booking Camera Services	500	
RAN-AFIS (County Shared Costs)	30,000	
Lexipol	16,000	
Other Purchased Services (6299)	Amount Budgeted:	22,500
Badge Orders & Refinishing	2,500	
Outside I.A. Services	15,000	
Peer Support Services	5,000	
Special Department Supplies (6301)	Amount Budgeted:	13,200
Snack Program	5,000	
Hotel For Personnel	1,500	
Misc. Supplies (Awards, Certificates, Special Event Supplies)	1,500	
Crime Prevention Supplies (National Night Out, etc.)	5,000	
Toll Road Reimbursement	200	
Office Supplies (6315)	Amount Budgeted:	10,300
General Office Supplies	10,300	
Books & Periodicals (6320)	Amount Budgeted:	3,800
Golden West College (Legal Updates)	1,000	
Cop Ware	1,500	
Penal Code Books & Updates	1,000	
PDR Distribution	300	
Postage (6325)	Amount Budgeted:	500
Postage For USPS, UPS, Fedex	500	

POLICE - ADMINISTRATION (103040)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

Uniforms (6360)	Amount Budgeted:	5,000
Command Level Sworn and Administrative Staff		5,000

Other Expenditure (6999)	Amount Budgeted:	2,000
Veterans Monument Events and Maintinance		2,000

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Proposed Budget
FISCAL YEAR 2021-22

Police
Police Field Services
103041

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	2,828,796	3,030,939	3,662,400	3,566,300
5005	Salaries/Part-Time	4,800	3,000	4,800	2,400
5015	Overtime	449,198	479,727	400,000	500,000
5020	Leave Accrual Payout	110,516	55,995	-	-
5022	Alternative H&W Payout	-	-	-	19,300
5095	Salary Savings	-	-	(267,566)	(157,300)
5105	Health Insurance Allocation	461,834	467,376	580,100	577,400
5110	Life Ins Allocation	3,248	812	-	7,000
5115	Dental Ins Allocation	26,432	28,389	-	36,100
5120	Optical Ins Allocation	5,309	5,582	7,700	7,000
5125	LTD Ins Allocation	5,247	827	-	14,400
5126	STD Ins Allocation	-	-	-	12,800
5135	Medicare	50,989	53,604	53,500	51,800
5141	Employers' PARS/ARS	3,736	4,294	4,700	-
5144	Employer CalPERS UAL	-	799,426	-	-
5145	Employer CalPERS Retire NC	1,057,848	507,551	1,643,200	588,100
5159	Employee Medical Opt Out Plan	36,515	41,427	26,600	28,900
5170	Sick Leave Buyback	13,804	9,716	15,000	-
5175	Leave Buyback	73,631	61,449	75,000	31,800
5199	Other Employee Benefits	-	-	-	14,800
TOTAL SALARIES & BENEFITS		5,131,901	5,550,114	6,205,434	5,300,800
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	-	-	10,000	10,000
6136	Software Maintenance	-	-	20,100	328,700
6137	Repair Maint/Equipment	810	1,174	20,000	13,000
6160	Facility Rental	-	242	1,600	1,600
6165	Vehicle Rental	-	-	-	45,000
6230	Printing & Binding	-	104	300	500
6250	Staff Training	7,851	18,479	10,140	22,500
6255	Dues & Memberships	-	265	500	500
6301	Special Department Supplies	41,194	26,783	53,600	52,500
6360	Uniforms	27,286	41,201	40,000	40,000
TOTAL MATERIALS, SUPPLIES & SERVICES		77,142	88,249	156,240	514,300
CIP & EQUIPMENT					
6840	Machinery & Equipment	-	-	6,860	-
6842	Vehicles	12,909	-	-	-
TOTAL CIP & EQUIPMENT		12,909	-	6,860	-
EXPENDITURES GRAND TOTAL		5,221,952	5,638,363	6,368,534	5,815,100
NET CHANGE IN POSITION		(5,221,952)	(5,638,363)	(6,368,534)	(5,815,100)

POLICE - FIELD SERVICES (103041)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		5,815,100
<hr/>		
SALARIES & BENEFITS		
<hr/>		
Salaries & Benefits (5001-5199)	Amount Budgeted:	5,300,800
Full Time	FTE	
Police Lieutenant	1.00	
Police Sergeant	6.00	
Police Officer (*3 unfunded, overhires)	29.27	
Police Services Officer	2.00	
Police Service Supervisor	1.00	
Police Academy Trainee	1.00	
Total	40.27	5,298,400
Part-Time		
Reserve Officer Stipend (1)		2,400
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MATERIALS, SUPPLIES & SERVICES		
<hr/>		
Professional Services (6099)	Amount Budgeted:	10,000
Anaheim Air Support		10,000
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Software Maintenance (6136)	Amount Budgeted:	328,700
Mark43 Contract Payment - Year 5		118,400
Nixel		9,000
Licence Plate Reader Contract		5,000
Mobile Surveillance Software		10,000
Axon Contract Payment		186,300
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Repair Maintenance/Equipment (6137)	Amount Budgeted:	13,000
OHD USA		1,000
MCV Maintenance		10,000
GETAC Repairs		2,000
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Facility Rental (6160)	Amount Budgeted:	1,600
Firearms Training Rental		1,000
City of Carlsbad Swat Training (1/6 Of Shared Cost)		600
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Vehicle Rental (6165)	Amount Budgeted:	45,000
Leased Vehicles		45,000

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POLICE - FIELD SERVICES (103041)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

Printing & Binding (6230)	Amount Budgeted:	500
Patrol Cards, Signs, Reference Cards, Forms		500
Staff Training (6250)	Amount Budgeted:	22,500
Mandated Staff Training (Suprv. Leadership, First Aid/CPR)		15,000
FTO Training		3,000
Rifle Training		2,500
Annual Simunitions Training		2,000
Dues & Memberships (6255)	Amount Budgeted:	500
CA Association of Tactical Officers		125
Ntnl Tactical Officers Association		125
K9 Association		250
Special Department Supplies (6301)	Amount Budgeted:	52,500
K9 (Dog Food, Vet Fees, Boarding Costs, Training)		25,000
Reserve Ammunition		3,500
Water Logic (3 Units)		2,800
MCV Satellite TV		1,200
Explorers		3,500
Citizen's Academy		1,500
Tactical Vests		15,000
Uniforms (6360)	Amount Budgeted:	40,000
Uniform (Patrol, SWAT, Reserve Officers, PSOs, Cadets, VIPs, Honor Guard)		40,000

Proposed Budget
FISCAL YEAR 2021-22

Police
Police Investigation
103042

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4299	Other Intergovernmental Rev	-	-	211,000	30,000
TOTAL REVENUES		-	-	211,000	30,000
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	695,244	700,426	933,550	1,126,800
5005	Salaries/Part-Time	81,877	84,951	56,000	22,500
5015	Overtime	134,044	105,604	125,000	125,000
5020	Leave Accrual Payout	22,661	7,589	-	-
5022	Alternative H&W Payout	-	-	-	4,800
5095	Salary Savings	-	-	(50,500)	(33,000)
5105	Health Insurance Allocation	100,007	76,759	176,400	149,300
5110	Life Ins Allocation	791	156	-	2,600
5115	Dental Ins Allocation	6,683	7,229	-	11,600
5120	Optical Ins Allocation	819	1,105	2,300	2,500
5125	LTD Ins Allocation	2,281	318	-	4,700
5126	STD Ins Allocation	-	-	-	4,200
5135	Medicare	14,439	14,205	14,100	16,400
5141	Employers' PARS/ARS	-	274	-	-
5144	Employer CalPERS UAL	-	327,054	-	-
5145	Employer CalPERS Retire NC	375,239	134,762	465,000	183,500
5159	Employee Medical Opt Out Plan	12,012	21,731	24,100	26,500
5170	Sick Leave Buyback	8,191	-	2,500	-
5175	Leave Buyback	19,694	32,930	20,000	37,700
5199	Other Employee Benefits	-	-	-	3,800
TOTAL SALARIES & BENEFITS		1,473,982	1,515,093	1,768,450	1,688,900
MATERIALS, SUPPLIES & SERVICES					
6165	Vehicle Rental	55,261	54,411	70,000	82,000
6235	Travel	1,595	719	500	500
6245	Meetings & Conferences	-	-	3,000	3,000
6250	Staff Training	-	2,788	2,000	2,000
6255	Dues & Memberships	608	25	800	800
6290	Dept. Contract Services	13,460	14,064	24,600	24,200
6301	Special Department Supplies	31,458	7,325	7,200	5,700
6360	Uniforms	836	729	1,000	2,500
TOTAL MATERIALS, SUPPLIES & SERVICES		103,219	80,061	109,100	120,700
EXPENDITURES GRAND TOTAL		1,577,201	1,595,153	1,877,550	1,809,600
NET CHANGE IN POSITION		(1,577,201)	(1,595,153)	(1,666,550)	(1,779,600)

POLICE - INVESTIGATIONS (103042)
BUDGET DISCUSSION
FISCAL YEAR 2020-21

TOTAL BUDGET		1,809,600
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SALARIES & BENEFITS		
<hr/>		
Salaries & Benefits (5001-5199)	Amount Budgeted:	1,688,900
Full Time	FTE	
Police Lieutenant	1.00	
Police Sergeant	1.00	
Police Officer - Crimes (Person)	2.00	
Police Officer - Crimes (Property)	2.00	
Police Officer - Gang	1.00	
Police Officer - TFO	1.00	
Civilian Investigator	3.00	
Crime Analyst	1.00	
Total	12.00	1,666,400
Part-Time		
Cadet	1.00	22,500
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MATERIALS, SUPPLIES & SERVICES		
<hr/>		
Vehicle Rental (6165)	Amount Budgeted:	82,000
Leased Vehicles		82,000
<hr/>		
Travel (6235)	Amount Budgeted:	500
Detective Travel Expense (Hotel, Airfare, Car Rental)		500
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Meetings & Conferences (6245)	Amount Budgeted:	3,000
CA Homicide Investigators Association		1,000
CA Gang Officer's Association		1,000
CA Narcotics Officer's Association		1,000
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Staff Training (6250)	Amount Budgeted:	2,000
Training (Detectives, Civilian Investigators, Crime Analyst)		2,000
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Dues & Memberships (6255)	Amount Budgeted:	800
CA Homicide Investigator's Association		200
OC Gang Investigator's Association		100
OC Narcotics Association (4 @ \$100)		400
International Assoc. of Crime Analysts		100
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POLICE - INVESTIGATIONS (103042)
BUDGET DISCUSSION
FISCAL YEAR 2020-21

Department Contract Services (6290)	Amount Budgeted:	24,200
Thomson Reuters West - CLEAR (12@\$400)	4,800	
Transunion Risk (12 @ \$200)	2,400	
Cellebrite Service Renewal	3,700	
Hawk Analytics Renewal	5,000	
Cellular Phone Companies	2,500	
Investigative Databases	1,000	
Transcription Services	2,000	
BatchGeo Mapping Software	200	
Mobile Phone Radio Communications App	2,600	
Special Department Supplies (6301)	Amount Budgeted:	5,700
Undercover Supplies & Equipment	1,200	
Vehicle Gun Lockers	3,000	
Entry Tools & Door Ram	1,500	
Uniforms (6360)	Amount Budgeted:	2,500
Uniforms (Class A & B, Civilian Investigators, Crime Analyst)	2,500	

Proposed Budget
FISCAL YEAR 2021-22

Police
Police Support Services
103043

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	603,522	801,063	236,300	286,000
5005	Salaries/Part-Time	108,738	212,002	130,000	135,000
5015	Overtime	217,009	170,918	30,000	50,000
5020	Leave Accrual Payout	29,709	12,780	-	-
5022	Alternative H&W Payout	-	-	-	800
5095	Salary Savings	-	-	(13,600)	(13,000)
5105	Health Insurance Allocation	93,998	115,799	73,400	65,900
5110	Life Ins Allocation	867	188	-	900
5115	Dental Ins Allocation	6,469	6,845	-	4,300
5120	Optical Ins Allocation	1,258	1,466	800	800
5125	LTD Ins Allocation	1,460	204	-	1,400
5126	STD Ins Allocation	-	-	-	1,200
5135	Medicare	14,069	17,687	3,400	4,200
5141	Employers' PARS/ARS	2,631	5,950	-	-
5144	Employer CalPERS UAL	-	124,771	-	-
5145	Employer CalPERS Retire NC	122,563	60,968	18,400	22,900
5159	Employee Medical Opt Out Plan	18,678	13,567	-	-
5175	Leave Buyback	6,933	6,987	2,000	-
5199	Other Employee Benefits	-	-	-	200
TOTAL SALARIES & BENEFITS		1,227,905	1,551,194	480,700	560,600
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	66,618	34,026	76,900	76,900
6137	Repair Maint/Equipment	41,564	71,303	81,000	81,000
6160	Facility Rental	138,830	140,912	146,000	146,000
6162	Range Training	22,855	27,769	31,500	39,000
6245	Meetings & Conferences	1,979	-	-	-
6250	Staff Training	-	953	1,000	2,500
6255	Dues & Memberships	50	-	200	200
6290	Dept. Contract Services	33,265	35,515	37,800	37,800
6301	Special Department Supplies	33,160	24,094	21,000	21,000
6360	Uniforms	7,112	4,738	7,000	7,000
6905	Principal/Bonds/COP's/Leases	131,016	-	-	-
6915	Interest/Bonds/COP's/Leases	36,454	-	-	-
TOTAL MATERIALS, SUPPLIES & SERVICES		512,903	339,309	402,400	411,400
CIP & EQUIPMENT					
6840	Machinery & Equipment	-	-	148,000	-
TOTAL CIP & EQUIPMENT		-	-	148,000	-
EXPENDITURES GRAND TOTAL		1,740,807	1,890,504	1,031,100	972,000
NET CHANGE IN POSITION		(1,740,807)	(1,890,504)	(1,031,100)	(972,000)

POLICE - SUPPORT SERVICES (103043)
BUDGET DISCUSSION
FISCAL YEAR 2020-21

TOTAL BUDGET		972,000
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	560,600
Full Time	FTE	
Records Specialist	2.00	
Police Services Supervisor	2.00	
Police Property Technician	1.00	
Total	5.00	425,600
Part-Time		
Cadet	6.00	135,000
MATERIALS, SUPPLIES & SERVICES		
Other Professional Services (6099)	Amount Budgeted:	76,900
ILJAOJ JPA		24,000
Coplink		2,600
Other Professional Services		2,000
OCATTS Teletype Agreement		9,500
OC Health Care/Fire Hazard Fee		500
Biohazard Clean-Ups (5 @ \$1000)		5,000
CLETS/Livescan (12 @ \$1105)		13,300
Net Motion (VPN Connection)		17,000
CDCE Emergency Network Kit		3,000
Repair & Maint / Equipment (6137)	Amount Budgeted:	81,000
800 MHz Fixed Cost		35,000
800 MHz Cost Allocation		46,000
Facility Rental (6160)	Amount Budgeted:	146,000
Property & Evidence Lease		
July - December 2021		71,000
January - June 2022		75,000
Range Training (6162)	Amount Budgeted:	39,000
Supplies For Range Qualifications (6 Times Per Year)		28,000
Firearms Training Rental (\$70/Hour)		11,000

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POLICE - SUPPORT SERVICES (103043)
BUDGET DISCUSSION
FISCAL YEAR 2020-21

Staff Training (6250)	Amount Budgeted:	2,500
POST Mandated Training		2,500
Dues & Memberships (6255)	Amount Budgeted:	200
CLEARs (Records Supervisor)		100
CAPE (PSS/Property Tech)		100
Department Contract Services (6290)	Amount Budgeted:	37,800
La Habra (Court Liaison)		37,800
Special Department Supplies (6301)	Amount Budgeted:	21,000
CSI Supplies, Jail Supplies, Misc. Supplies		20,000
Refrigerators for SART Kits (P&E)		1,000
Uniforms (6360)	Amount Budgeted:	7,000
Uniforms (Records, Cadets, Property)		7,000

Proposed Budget
FISCAL YEAR 2021-22

Police
Animal Control
103045

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
MATERIALS, SUPPLIES & SERVICES					
6130	Repair & Maint/Facilities	63,933	63,472	64,000	64,000
6280	Animal Control Services	235,462	208,772	263,000	317,200
TOTAL MATERIALS, SUPPLIES & SERVICES		299,394	272,244	327,000	381,200
EXPENDITURES GRAND TOTAL		299,394	272,244	327,000	381,200
NET CHANGE IN POSITION		(299,394)	(272,244)	(327,000)	(381,200)

**PUBLIC SAFETY - ANIMAL CONTROL (103045)
BUDGET DISCUSSION
FISCAL YEAR 2021-22**

TOTAL BUDGET		381,200
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MATERIALS, SUPPLIES & SERVICES		
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Repair & Maintenance/Facilities (6130)	Amount Budgeted:	64,000
New Shelter Construction		64,000

Animal Control Services (6280)	Amount Budgeted:	317,200
Animal Services Contract		317,200

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Proposed Budget
FISCAL YEAR 2021-22

Police
Traffic
103047

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4326	Towing Fee	-	-	-	24,000
4327	Storage Fee	-	-	-	62,000
4328	Lien Fee	-	-	-	15,000
4333	Vehicle Impound/Releases	-	-	-	19,000
4334	DUI Vehicle Release Fee	-	-	-	18,000
4405	Veh Code Fines (Moving)	-	-	-	84,000
4410	City Ord Fines (Parking)	-	-	-	290,000
TOTAL REVENUES		-	-	-	512,000
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	373,455	424,313	458,300	457,700
5005	Salaries/Part-Time	46,229	31,249	93,900	100,000
5015	Overtime	10,142	29,035	30,000	30,000
5020	Leave Accrual Payout	2,043	1,056	-	-
5022	Alternative H&W Payout	-	-	-	3,300
5095	Salary Savings	-	-	(26,900)	(20,700)
5105	Health Insurance Allocation	80,508	72,439	94,100	88,600
5110	Life Ins Allocation	337	71	-	1,100
5115	Dental Ins Allocation	4,312	4,574	-	6,300
5120	Optical Ins Allocation	996	956	1,100	1,200
5125	LTD Ins Allocation	1,041	138	-	1,900
5126	STD Ins Allocation	-	-	-	1,700
5135	Medicare	6,696	7,463	6,700	6,700
5141	Employers' PARS/ARS	1,734	1,181	-	-
5144	Employer CalPERS UAL	-	150,602	-	-
5145	Employer CalPERS Retire NC	181,753	67,230	283,300	68,200
5159	Employee Medical Opt Out Plan	-	6,877	-	7,300
5175	Leave Buyback	9,385	14,836	9,000	9,800
5199	Other Employee Benefits	-	-	-	1,200
TOTAL SALARIES & BENEFITS		718,631	812,018	949,500	764,300
MATERIALS, SUPPLIES & SERVICES					
6060	Instructional Services	707	-	-	-
6137	Repair Maint/Equipment	277	1,517	1,200	1,500
6181	Towing Services	51,279	18,679	40,000	40,000
6182	Lien Services	4,025	2,670	5,000	5,000
6183	CSUF PD Reimburse Impound Fees	40,471	12,923	30,000	30,000
6230	Printing & Binding	7,385	7,532	6,500	11,000
6250	Staff Training	590	23	1,000	1,000
6255	Dues & Memberships	-	-	200	200
6290	Dept. Contract Services	80,963	61,224	87,300	98,300
6301	Special Department Supplies	1,295	9,230	2,000	2,000
6320	Books & Periodicals	151	-	300	300
6360	Uniforms	9,058	5,138	9,000	7,000
TOTAL MATERIALS, SUPPLIES & SERVICES		196,202	118,937	182,500	196,300
EXPENDITURES GRAND TOTAL		914,833	930,955	1,132,000	960,600
NET CHANGE IN POSITION		(914,833)	(930,955)	(1,132,000)	(448,600)

POLICE - TRAFFIC (103047)
BUDGET DISCUSSION
FISCAL YEAR 2020-21

TOTAL BUDGET		960,600
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SALARIES & BENEFITS		
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Salaries & Benefits (5001-5199)	Amount Budgeted:	764,300
Full Time	FTE	
Police Sergeant	1.00	
Police Officer (Motor)	2.00	
Community Services Officer	1.00	
Parking Control Officer	2.00	
Total	6.00	664,300
Part-Time		
Police Services Supervisor	1.00	55,000
Cadet	2.00	45,000
<hr/>		
MATERIALS, SUPPLIES & SERVICES		
<hr/>		
Repair Maintenance/Equipment (6137)	Amount Budgeted:	1,500
LIDAR Calibration & Maintenance		1,000
Batteries		500
<hr/>		
Impound Towing (6181)	Amount Budgeted:	40,000
Pass-Through Towing Fees (Impound Lot)		40,000
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Impound Lien Sales (6182)	Amount Budgeted:	5,000
Pass-Through Lien Costs		5,000
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CSUF PD Reimbursement (6183)	Amount Budgeted:	30,000
Pass-Through Cost		
Towing Fees & Lien Costs		30,000
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Printing & Binding (6230)	Amount Budgeted:	11,000
Citations		5,000
Parking Permits		5,000
Misc. Forms		1,000
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Staff Training (6250)	Amount Budgeted:	1,000
POST Mandated Training		1,000
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Dues & Memberships (6255)	Amount Budgeted:	200
OC Traffic Officer's Association		200

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Department Contract Services (6290)	Amount Budgeted:	98,300
Crossing Guard Services	72,100	
Parking Citation Processing	22,000	
Parking Citation Hearing Officer	2,000	
Electronic Ticket Writer Software	2,200	
Special Department Supplies (6301)	Amount Budgeted:	2,000
PAS Device Mouthpieces, DUI Trailer, TCA Equipment	2,000	
Books & Periodicals (6320)	Amount Budgeted:	300
CA Vehicle Code DMV	300	
Uniforms (6360)	Amount Budgeted:	7,000
Uniforms (Class A)	3,000	
Uniforms (Motor Safety Equipment)	4,000	

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PLACENTIA
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FIRE AND LIFE SAFETY EXPENDITURES

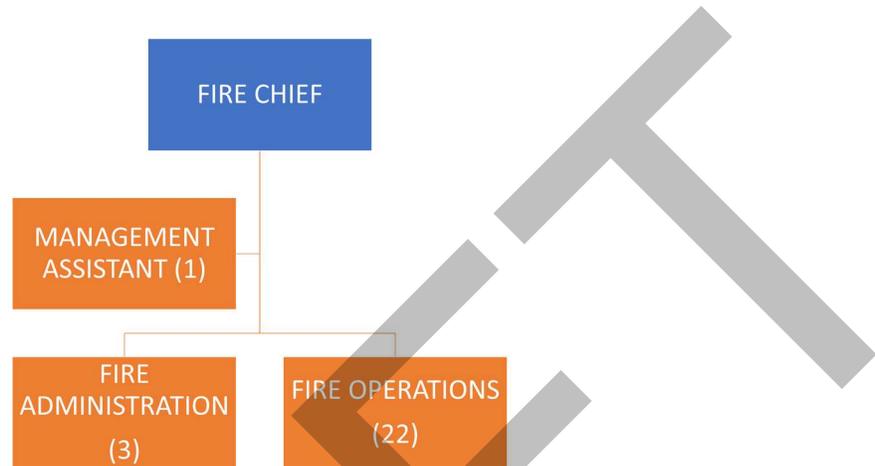


General Fund Budget
FISCAL YEAR 2021-22

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FIRE AND LIFE SAFETY DEPARTMENT

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

Administration

The Placentia Fire and Life Safety Department (PFLSD) officially began serving the City of Placentia on July 1, 2020. The Administration division includes the Fire Chief, Deputy Chief, Training Officer, and two administrative staff. Administration oversees operations, strategic planning, policies, procedures, oversight of the department budget, and personnel.

Goals for FY 21/22 include hosting an open house at the fire stations, increasing the registration of residents into the *Community Connects* database, and hosting workshops on ways to reduce risk and fire hazards.

Operations

The Operations division is comprised of the front-line staff that work out of Fire Stations 1 & 2. Our full-time staff include dedicated career firefighters as our full-time staff which includes three Battalion Chiefs, six captains, seven engineers, and six firefighters. The division also employs part-time and reserve firefighters.

The Department has two stations, one engine, one truck, a patrol truck, and a reserve engine. The PFLSD also works together with Lynch EMS to provide advanced life support and emergency medical services during medical-related emergency calls. Together, we have a combination of specialized training, emergency experience, and formal education that has prepared us to provide “All Risk” emergency services to the citizens of Placentia. Together we stand in our commitment to uphold our core values: “Integrity, dedication, community, and respect.”

STAFFING ANALYSIS

Salaries and benefits of \$3,357,900 fund 26 regular full-time and 33 part-time positions.

Proposed staffing changes include the additions of a Deputy Chief and Training Officer in Administration and the addition of nine part time staff in Operations.

SUMMARY OF PROPOSED 2021-22 BUDGET

Total Department Resources	<u>\$ 50,000.00</u>
Total Expenditures by Division	
Fire Administration (103065)	761,900
Fire Operations (103066)	<u>3,509,400</u>
Total	<u>\$ 4,271,300</u>
Net City Cost	<u>\$ (4,221,300)</u>

Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Fire & Life Safety

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
4399	Other Charges for Service	-	-	-	50,000
	TOTAL REVENUES	-	-	-	50,000
	SALARIES & BENEFITS				
5001	Salaries/Full-Time Regular	-	459,046	2,218,270	2,380,500
5005	Salaries/Part-Time	-	12,976	181,200	181,200
5015	Overtime	-	1,172	150,000	190,000
5016	Overtime - FSLA	-	-	-	47,600
5022	Alternative H&W Payout	-	-	-	18,500
5095	Salary Savings	-	-	(89,900)	(89,600)
5105	Health Insurance Allocation	-	59,572	531,432	443,700
5110	Life Ins Allocation	-	-	9,000	6,900
5115	Dental Ins Allocation	-	4,272	12,037	34,900
5120	Optical Ins Allocation	-	844	6,666	6,600
5125	LTD Ins Allocation	-	-	23,200	10,100
5126	STD Ins Allocation	-	-	-	9,300
5135	Medicare	-	6,871	35,162	34,700
5141	Employers' PARS/ARS	-	405	6,600	-
5145	Employer CalPERS Retire NC	-	3,420	-	12,000
5147	ICMA Defined Contribution Plan	-	37,296	211,200	224,400
5159	Employee Medical Opt Out Plan	-	3,822	-	24,000
5199	Other Employee Benefits	-	-	-	3,100
	TOTAL SALARIES & BENEFITS	-	589,695	3,294,868	3,537,900
	MATERIALS, SUPPLIES & SERVICES				
6001	Management Consulting Services	-	294,213	-	-
6045	Building Inspection Services	-	-	13,500	13,500
6099	Professional Services	-	26,028	6,000	6,000
6134	Vehicle Repair & Maintenance	-	-	53,481	80,000
6136	Software Maintenance	-	-	-	120,000
6137	Repair Maint/Equipment	-	-	12,870	13,000
6170	Equipment & Tool Rental	-	8,516	53,004	10,000
6245	Meetings & Conferences	-	-	-	3,000
6250	Staff Training	-	97,795	39,180	37,100
6255	Dues & Memberships	-	2,995	4,100	5,400
6290	Dept. Contract Services	-	176,137	119,361	66,100
6301	Special Department Supplies	-	483,716	66,433	220,800
6315	Office Supplies	-	1,166	3,603	5,000
6325	Postage	-	-	91	200
6360	Uniforms	-	84,179	47,273	34,500
6361	Personal Protection Equipment	-	-	70,665	40,000
6362	Emergency Medical Supplies	-	-	45,441	35,000
6401	Community Programs	-	-	31,400	39,400
6940	Payments to Other Agencies	-	6,045	-	-
6999	Other Expenditure	-	-	39,736	-
	TOTAL MATERIALS, SUPPLIES & SERVICES	-	1,180,789	606,136	729,000
	CIP & EQUIPMENT				
6365	Computer Software	-	-	4,400	4,400
6855	Furniture & Fixtures	-	3,000	-	-
	TOTAL CIP & EQUIPMENT	-	3,000	4,400	4,400
	EXPENDITURES GRAND TOTAL	-	1,773,484	3,905,403	4,271,300
	NET CHANGE IN POSITION	-	(1,773,484)	(3,905,403)	(4,221,300)

Proposed Budget
FISCAL YEAR 2021-22

Fire and Life Safety
Fire Administration
103065

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
	Revenues				
4399	Other Charges for Service	-	-	-	50,000
	TOTAL REVENUES	-	-	-	50,000
	SALARIES & BENEFITS				
5001	Salaries/Full-Time Regular	-	231,282	757,270	545,700
5015	Overtime	-	378	-	-
5022	Alternative H&W Payout	-	-	-	1,500
5095	Salary Savings	-	-	(23,700)	(16,500)
5105	Health Insurance Allocation	-	15,869	93,632	76,300
5110	Life Ins Allocation	-	-	2,900	1,400
5115	Dental Ins Allocation	-	1,095	3,137	5,400
5120	Optical Ins Allocation	-	276	1,366	1,100
5125	LTD Ins Allocation	-	-	7,400	2,000
5126	STD Ins Allocation	-	-	-	2,000
5135	Medicare	-	3,343	11,062	8,000
5145	Employer CalPERS Retire NC	-	3,420	-	12,000
5147	ICMA Defined Contribution Plan	-	15,725	66,100	40,900
5159	Employee Medical Opt Out Plan	-	2,400	-	4,800
5199	Other Employee Benefits	-	-	-	2,300
	TOTAL SALARIES & BENEFITS	-	273,788	919,168	686,900
	MATERIALS, SUPPLIES & SERVICES				
6099	Professional Services	-	19,346	-	-
6245	Meetings & Conferences	-	-	-	3,000
6250	Staff Training	-	-	5,000	3,000
6255	Dues & Memberships	-	-	2,900	4,200
6290	Dept. Contract Services	-	57,481	8,500	50,000
6301	Special Department Supplies	-	476	-	7,800
6315	Office Supplies	-	150	1,000	2,500
6360	Uniforms	-	400	200	4,500
6999	Other Expenditure	-	-	7,546	-
	TOTAL MATERIALS, SUPPLIES & SERVICES	-	77,853	25,146	75,000
	EXPENDITURES GRAND TOTAL	-	351,640	944,314	761,900
	NET CHANGE IN POSITION	-	(351,640)	(944,314)	(711,900)

FIRE AND LIFE SAFETY - ADMINISTRATION (103065)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		761,900
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	686,900
Full Time	FTE	
Fire Chief	1.00	
Deputy Fire Chief	1.00	
Training Officer	1.00	
Management Analyst	1.00	
Office Assistant	1.00	
Total	5.00	686,900
MATERIALS, SUPPLIES & SERVICES		
Meetings & Conferences (6245)		3,000
Fire Training/Networking Conferences		3,000
Staff Training (6250)	Amount Budgeted:	3,000
Fire Training Classes & Seminars		3,000
Dues & Memberships (6255)	Amount Budgeted:	4,200
NFPA Membership Annual Subscription		1,400
NFPA Membership - Chief & Deputy Chief		400
CA Fire Chiefs Association		1,000
International Association of Fire Chiefs		300
Women in Fire		150
MMASC		180
International Code Council		230
Fire Prevention Officers		520
Department Contracted Services (6295)	Amount Budgeted:	50,000
Fire personnel background checks		50,000
Special Department Supplies (6301)	Amount Budgeted:	7,800
Fire Station Move In Costs		6,000
Challenge Coins		1,800
Office Supplies (6315)	Amount Budgeted:	2,500
Office Supplies		2,500
Uniforms (6360)	Amount Budgeted:	4,500
Duty Uniforms		1,600
Class A Uniforms		870
Department Clothing (Shirts, polos, Admin staff)		2,000

Proposed Budget
FISCAL YEAR 2021-22

Fire and Life Safety
Fire Operations
103066

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	-	227,764	1,461,000	1,834,800
5005	Salaries/Part-Time	-	12,976	181,200	181,200
5015	Overtime	-	794	150,000	190,000
5016	Overtime - FSLA	-	-	-	47,600
5022	Alternative H&W Payout	-	-	-	17,000
5095	Salary Savings	-	-	(66,200)	(73,100)
5105	Health Insurance Allocation	-	43,703	437,800	367,400
5110	Life Ins Allocation	-	-	6,100	5,500
5115	Dental Ins Allocation	-	3,176	8,900	29,500
5120	Optical Ins Allocation	-	568	5,300	5,500
5125	LTD Ins Allocation	-	-	15,800	8,100
5126	STD Ins Allocation	-	-	-	7,300
5135	Medicare	-	3,528	24,100	26,700
5141	Employers' PARS/ARS	-	405	6,600	-
5147	ICMA Defined Contribution Plan	-	21,572	145,100	183,500
5159	Employee Medical Opt Out Plan	-	1,422	-	19,200
5199	Other Employee Benefits	-	-	-	800
TOTAL SALARIES & BENEFITS		-	315,907	2,375,700	2,851,000
MATERIALS, SUPPLIES & SERVICES					
6001	Management Consulting Services	-	294,213	-	-
6045	Building Inspection Services	-	-	13,500	13,500
6099	Professional Services	-	6,682	6,000	6,000
6134	Vehicle Repair & Maintenance	-	-	53,481	80,000
6136	Software Maintenance	-	-	-	120,000
6137	Repair Maint/Equipment	-	-	12,870	13,000
6170	Equipment & Tool Rental	-	8,516	53,004	10,000
6250	Staff Training	-	97,795	34,180	34,100
6255	Dues & Memberships	-	2,995	1,200	1,200
6290	Dept. Contract Services	-	118,656	110,861	16,100
6301	Special Department Supplies	-	483,240	66,433	213,000
6315	Office Supplies	-	1,016	2,603	2,500
6325	Postage	-	-	91	200
6360	Uniforms	-	83,779	47,073	30,000
6361	Personal Protection Equipment	-	-	70,665	40,000
6362	Emergency Medical Supplies	-	-	45,441	35,000
6401	Community Programs	-	-	31,400	39,400
6940	Payments to Other Agencies	-	6,045	-	-
6999	Other Expenditure	-	-	32,190	-
TOTAL MATERIALS, SUPPLIES & SERVICES		-	1,102,936	580,990	654,000
CIP & EQUIPMENT					
6365	Computer Software	-	-	4,400	4,400
6855	Furniture & Fixtures	-	3,000	-	-
TOTAL CIP & EQUIPMENT		-	3,000	4,400	4,400
EXPENDITURES GRAND TOTAL		-	1,421,844	2,961,090	3,509,400
NET CHANGE IN POSITION		-	(1,421,844)	(2,961,090)	(3,509,400)

FIRE AND LIFE SAFETY - OPERATIONS (103066)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		3,509,400
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	2,851,000
Full Time	FTE	
Fire Battalion Chief	3	
Fire Captain	6.00	
Fire Engineer	6.00	
Patrol Engineer	1.00	
Firefighter	6.00	
Total	19.00	2,669,800
Part Time		
Fire Captian	7.00	
Engineer	7.00	
Firefighter	7.00	
Reserve	17.00	
Total	38.00	181,200
MATERIALS, SUPPLIES & SERVICES		
Building Inspection Services (6045)	Amount Budgeted:	13,500
Fire Investigation Services		13,500
Professional Services (6099)	Amount Budgeted:	6,000
Subscription to OCCHMERA (HazMat JPA)		6,000
Vehicle Repair & Maintenance (6134)	Amount Budgeted:	80,000
Apparatus Maintenance Plans		25,000
Vehicle Repairs/Maintenance		15,000
Upgrades to Apparatus/Vehicles (Diamond Plate Tool Boxes)		15,000
Additional Seat		25,000
Software Maintenance (6316)	Amount Budgeted:	120,000
Mark 43		40,000
WestNet		5,000
ImageTrend		2,000
First Due		20,000
Emergency Reporting		6,000
CentralSquare CAD2CAD		20,000
Lexipol		10,000
Kronos/Telestaff		10,000
Priority Dispatch		5,000
Knox Box		500
Cradlepoint Cloud Management Software		300
Misc. Software		1,200

FIRE AND LIFE SAFETY - OPERATIONS (103066)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

Repair & Maintenance/Equipment (6137)	Amount Budgeted:	13,000
800 MHz Annual Communications & Partnership Costs	13,000	
Equipment & Tool Rental (6170)	Amount Budgeted:	10,000
Equipment Rental Services	10,000	
Staff Training (6250)	Amount Budgeted:	34,100
Staff Training, Seminars, Conferences	8,000	
Training Equipment Replacement/Repair	2,500	
Fire Studio Software	900	
Specialized State Fire Training Guest Speakers	5,000	
Misc. Training Equip./Books	2,000	
Continuing Education for EMTs	6,000	
Academy Material Supplies	6,000	
Fire Rescue TV	3,700	
MATERIALS, SUPPLIES & SERVICES (CONTINUED)		
Dues & Memberships (6255)	Amount Budgeted:	1,200
NFPA Memberships-Battalion Chiefs (3)	600	
Commission on Fire Accreditation Fees	600	
Department Contracted Services (6295)	Amount Budgeted:	16,100
National Fire Operations Reporting System	5,000	
PPE Cleaning Service	2,500	
National Testing Network (Membership)	600	
Oxygen Tank Refill Service	8,000	
Special Department Supplies (6301)	Amount Budgeted:	213,000
Fire Station Maintenance Supplies	8,000	
Batteries/Chargers	1,000	
Backfill tools/Hose	30,000	
Miscellaneous Tools	8,000	
Specialty Soap for Extractor	4,000	
Exercise Equipment	8,000	
Radios (VHF Portables, Motorola Mobile, Kenwood VHF Mobiles)	118,000	
Fire MDCs	6,000	
Fire Hose Tester	9,000	
Hose coupling repair equipment/supplies	10,000	
Hose Cart (2)	5,000	
Storage shelves/racks	3,000	
Office Supplies	2,500	
Postage (6325)	Amount Budgeted:	200
Postage	200	
Uniforms (6360)	Amount Budgeted:	30,000
Duty Uniforms	27,500	
Department Clothing (Shirts, polos, hats, etc.)	2,500	

FIRE AND LIFE SAFETY - OPERATIONS (103066)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

Personal Protection Equipment (6361)	Amount Budgeted:		40,000
Firefighter PPE/All Weather Uniforms (9 PT)		27,900	
Firefighter PPE/All Weather Uniforms (10 Reserves)		12,100	
Emergency Medical Supplies (6362)	Amount Budgeted:		35,000
Emergency Medical Supplies		35,000	
Computer Software (6365)	Amount Budgeted:		4,400
Virtual Community Risk Reduction Program		4,400	
Community Programs (6401)	Amount Budgeted:		39,400
Fire Education Teaching Aids		2,000	
Smoke Alarms for Placentia Residents		4,400	
Fire Academy Scholarship for City HS/Residents		25,000	
Outreach Materials		8,000	

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PUBLIC WORKS DEPARTMENT EXPENDITURES

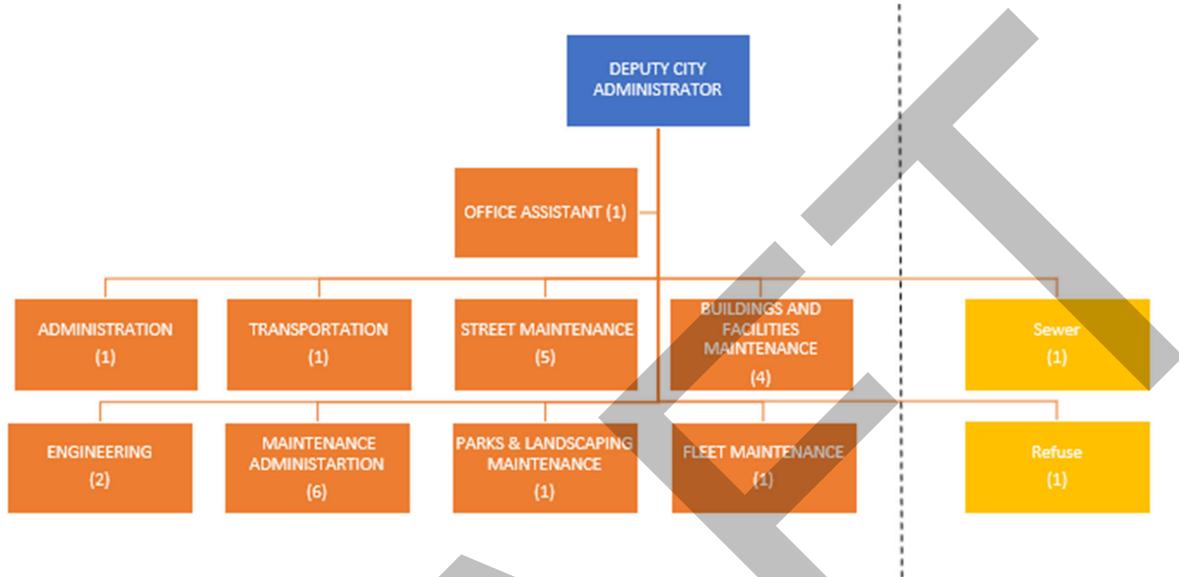


General Fund Budget
FISCAL YEAR 2021-22

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PUBLIC WORKS DEPARTMENT

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The mission of the Public Works Department is to improve and maintain the community's infrastructure to preserve and enhance the quality of life for our residents and facilitate economic development opportunities within the City.

The Department provides for the routine maintenance and improvement of public streets, landscapes, facilities, sewer collection systems, along with providing transportation management services, engineering services, and recycling/environmental programs. The Department is comprised of seven divisions: Administration, Building and Facility Maintenance, Fleet Maintenance, Engineering Services, Landscape Maintenance, Transportation Services, and Streets and Sanitation Maintenance. The Public Works Department accomplishes its mission by effectively defining and implementing needed capital improvements and maintenance programs. Maintenance work and capital improvement projects are completed utilizing a combination of City staff and contract services. The department also responds daily to citizen inquiries and requests.

Administration

The Administration Division of the Public Works Department is responsible for the overall management and leadership of the Department. Division staff are responsible for preparing and managing the Department budget, contracts and financial services, department payroll support, City Council agenda report coordination and management of recycling and environmental programs.

Engineering

The Engineering Division manages the City's Capital Improvement Program and oversees

the construction of major capital projects. The Division is also responsible for coordinating and performing plan check reviews for all private development projects in the City and provides technical engineering support to other departments and NPDES/stormwater program management and inspection compliance. In addition, the Division is also responsible for managing the public right-of-way by processing encroachment permit applications, provide inspection services on City CIP projects and encroachment permit inspections as well as issuing transportation permits.

Transportation Services

The Transportation Services Division of the Department is responsible for managing and maintaining the City's traffic signal system infrastructure and the City's Traffic Management Center. In addition, Division staff oversee and deliver traffic-related capital improvement projects, provide Citywide and neighborhood traffic and parking management services, review traffic impact analysis reports prepared for private development projects, provide traffic control plan check reviews and act as the City's ADA Coordinator.

Environmental Services

Under the supervision of the Administration Division, Environmental Services staff oversee the City's solid waste and recycling program and Fats, Oils, and Grease Program. Staff are responsible for ensuring the City is compliant with State recycling regulations and mandates and as part of that effort conduct site investigations and inspections, maintain extensive records and prepare annual recycling reports to the State, ensure compliance with the City's new recycling ordinance, and oversee City Shred and E-Waste Collection and Compost giveaway events.

Streets and Sanitation Maintenance

The Streets and Sanitation Maintenance Division provides for the maintenance and repair of streets, sidewalks/curb & gutter, storm drains, sewers, and public right-of-way areas. Street Maintenance is also responsible for pavement markings, weed abatement, dead animal collection, sign installation and maintenance, and graffiti removal services.

Building and Facilities Maintenance

The Building and Facility Maintenance Division performs and coordinates maintenance repairs and preventative maintenance for all City-owned buildings and facilities and administers maintenance contracts for heating, ventilation, and air conditioning systems, park restroom janitorial services, elevator maintenance and carpet cleaning. The division constructs office renovations and build-outs, provide plumbing and electrical system repairs, and complete repairs to lighting systems and roofs.

Landscape Maintenance

The Landscape Maintenance Division maintains all City-owned landscaping through a combination of City staff and contract services. The Division is responsible for planning and constructing renovations to landscaped medians and parkways and it oversees the maintenance, preservation, and expansion of the City's Urban Forest. In addition, the Division is responsible for landscape maintenance work at various City facilities and property in Old Town.

Fleet Maintenance

The Fleet Operations Division provides support to all City departments through the preventive maintenance and repair of vehicles and equipment used Citywide. The division manages the vehicle replacement program and maintains accurate repair records for all City vehicles and equipment. This division is responsible for City compliance with all State and County laws and regulations regarding vehicles, equipment, and fueling systems.

STAFFING ANALYSIS

Salaries and benefits of \$2,314,100 fund 25 regular full-time and 12 part-time positions. Proposed staffing changes include change of one engineering aide from part time to full time, change of one equipment mechanic from part time to full time and 2 additional part time Maintenance Workers for one fiscal year.

Additionally, Public works also has 2 new regular full-time employees that will be fully funded by Sewer and refuse funds.

SUMMARY OF PROPOSED 2021-22 BUDGET

Total Department Resources	\$ 410,000.00
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Total Expenditures by Division	
Public Works Administration (103550)	335,400
Public Works Engineering (103551)	601,600
Public Works Transportation (103590)	324,600
Environmental Services (103593)	195,700
Maintenance Services Admin (103650)	438,700
Maint Svcs Street Maint (103652)	681,200
Maint Svcs Facilities Maint (103654)	707,400
Maint Svcs Park Maint (103655)	333,400
Maint Svcs Fleet Operations (103658)	539,600
Total	<u>\$ 4,157,600</u>
Net City Cost	<u>\$ (3,747,600)</u>

Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Public Works

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4155	Encroachment Permits	-	-	-	145,000
4172	Transportation Permit	-	-	-	5,000
4310	Engineering Fees	-	-	-	160,000
4399	Other Charges for Service	-	-	-	100,000
TOTAL REVENUES		-	-	-	410,000
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	832,016	996,457	1,271,900	1,418,100
5005	Salaries/Part-Time	159,283	163,553	325,500	285,500
5015	Overtime	44,743	45,765	35,500	36,200
5020	Leave Accrual Payout	21,509	14,521	-	-
5022	Alternative H&W Payout	250	-	-	16,300
5095	Salary Savings	-	-	(74,600)	(59,200)
5105	Health Insurance Allocation	236,145	245,838	314,500	358,400
5110	Life Ins Allocation	1,327	256	800	3,700
5115	Dental Ins Allocation	15,425	16,097	(100)	21,700
5120	Optical Ins Allocation	3,148	3,363	4,500	4,900
5125	LTD Ins Allocation	2,165	363	-	6,300
5126	STD Ins Allocation	-	-	-	5,700
5135	Medicare	16,233	19,007	21,400	21,600
5141	Employers' PARS/ARS	11,927	11,541	20,500	14,300
5144	Employer CalPERS UAL	-	361,832	-	-
5145	Employer CalPERS Retire NC	305,152	90,803	616,100	133,200
5159	Employee Medical Opt Out Plan	1,010	12,982	2,800	8,600
5163	Life Insurance Premiums	1,192	-	-	-
5170	Sick Leave Buyback	4,250	3,752	4,500	-
5175	Leave Buyback	49,206	63,792	54,500	27,300
5199	Other Employee Benefits	-	-	-	10,800
TOTAL SALARIES & BENEFITS		1,704,980	2,049,923	2,597,800	2,313,400
MATERIALS, SUPPLIES & SERVICES					
6015	Engineering Services	25,030	3,359	13,950	17,000
6099	Professional Services	293,948	324,767	316,822	504,700
6115	Landscaping	290,537	351,441	337,400	62,000
6116	Tree Maintenance	110,651	219,083	126,000	130,000
6127	Alarm Monitoring	23,207	9,098	10,000	9,100
6130	Repair & Maint/Facilities	79,026	192,949	176,400	133,500
6132	Repair & Maintenance/Streets	33,093	34,757	27,000	36,000
6134	Vehicle Repair & Maintenance	92,072	96,197	133,900	100,000
6136	Software Maintenance	-	893	900	19,500
6137	Repair Maint/Equipment	37,198	7,383	14,400	25,000
6170	Equipment & Tool Rental	1,596	13,838	18,000	19,500
6225	Advertising/Promotional	-	1,388	-	-
6230	Printing & Binding	100	108	400	400
6245	Meetings & Conferences	3,249	4,817	2,960	3,800
6255	Dues & Memberships	2,393	2,057	4,300	3,700

Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Public Works

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
MATERIALS, SUPPLIES & SERVICES (CONTINUED)					
6257	Licenses & Permits	92,044	105,967	122,792	110,000
6285	Hazardous Materials Disposal	-	1,389	4,300	2,200
6290	Dept. Contract Services	241,992	206,081	289,200	261,700
6301	Special Department Supplies	118,222	127,851	120,659	119,000
6305	Traffic Control Devices	1,945	1,956	2,000	2,100
6310	Street Signs	5,159	14,713	17,000	17,500
6315	Office Supplies	2,295	991	2,500	2,800
6320	Books & Periodicals	44	-	-	-
6325	Postage	79	135	300	200
6345	Gasoline & Diesel Fuel	150,355	149,843	215,000	215,000
6350	Small Tools/Equipment	842	3,542	4,000	4,000
6360	Uniforms	3,559	7,622	7,300	8,600
6999	Other Expenditure	-	9,761	10,000	10,000
TOTAL MATERIALS, SUPPLIES & SERVICES		1,608,636	1,891,985	1,977,483	1,817,300
CIP & EQUIPMENT					
6365	Computer Software	-	-	9,200	11,900
6840	Machinery & Equipment	7,200	-	-	15,000
6855	Furniture & Fixtures	-	1,425	-	-
TOTAL CIP & EQUIPMENT		7,200	1,425	9,200	26,900
EXPENDITURES GRAND TOTAL		3,320,816	3,943,333	4,584,483	4,157,600
NET CHANGE IN POSITION		(3,320,816)	(3,943,333)	(4,584,483)	(3,747,600)

Proposed Budget
FISCAL YEAR 2021-22

Public Works
Public Works Administration
103550

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	172,745	126,724	224,500	224,000
5005	Salaries/Part-Time	13,426	-	-	-
5015	Overtime	-	285	-	-
5020	Leave Accrual Payout	-	1,600	-	-
5022	Alternative H&W Payout	-	-	-	1,400
5095	Salary Savings	-	-	(8,600)	(8,300)
5105	Health Insurance Allocation	22,207	12,823	20,800	23,700
5110	Life Ins Allocation	143	53	800	300
5115	Dental Ins Allocation	1,441	832	-	1,500
5120	Optical Ins Allocation	288	170	400	400
5125	LTD Ins Allocation	-	(9)	-	800
5126	STD Ins Allocation	-	-	-	900
5135	Medicare	2,915	2,168	3,200	3,300
5141	Employers' PARS/ARS	6,049	6,190	12,800	12,400
5144	Employer CalPERS UAL	-	467	-	-
5145	Employer CalPERS Retire NC	13,603	11,453	20,500	20,200
5159	Employee Medical Opt Out Plan	1,010	976	2,800	3,800
5163	Life Insurance Premiums	1,192	-	-	-
5175	Leave Buyback	19,370	24,494	24,000	12,400
5199	Other Employee Benefits	-	-	-	6,800
TOTAL SALARIES & BENEFITS		254,388	188,226	301,200	303,600
MATERIALS, SUPPLIES & SERVICES					
6015	Engineering Services	3,536	-	9,000	9,000
6099	Professional Services	-	3,410	24,100	14,800
6225	Advertising/Promotional	-	1,388	-	-
6230	Printing & Binding	100	108	400	400
6245	Meetings & Conferences	3,183	4,817	2,760	3,500
6255	Dues & Memberships	1,780	1,617	3,400	2,500
6257	Licenses & Permits	-	3,724	3,900	-
6290	Dept. Contract Services	82,839	-	-	-
6301	Special Department Supplies	458	-	-	-
6315	Office Supplies	1,493	703	1,000	1,400
6320	Books & Periodicals	44	-	-	-
6325	Postage	79	135	200	200
TOTAL MATERIALS, SUPPLIES & SERVICES		93,512	15,903	44,760	31,800
EXPENDITURES GRAND TOTAL		347,900	204,129	345,960	335,400
NET CHANGE IN POSITION		(347,900)	(204,129)	(345,960)	(335,400)

PUBLIC WORKS - ADMINISTRATION (103550)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		335,400
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	303,600
Full Time	FTE	
City Engineer	0.85	
Engineering Aide	1.00	
Public Works Inspector	1.00	
	2.85	303,600
MATERIALS, SUPPLIES & SERVICES		
Engineering Services (6015)	Amount Budgeted:	9,000
On-Call Engineering Studies		9,000
Professional Services (6099)	Amount Budgeted:	14,800
Old Town CFD Nexus Study (carryover FY 19-20)		14,800
Printing and Binding (6230)	Amount Budgeted:	400
Employee Business Cards & Department		400
Meetings and Conferences (6245)	Amount Budgeted:	3,500
ICSC Western Division Conference DCA		3,500
League of California Cities Conference		
OC City Engineer Association Monthly Meetings - DCA		
Misc Meetings and Conferences		
Dues and Memberships (6255)	Amount Budgeted:	2,500
ICMA Membership for Deputy City Administrator		2,500
APWA Memberships for Department Staff Members		
ICSC Membership for Deputy City Administrator		
Office Supplies (6315)	Amount Budgeted:	1,400
Office Supplies		1,400
Postage (6325)	Amount Budgeted:	200
Mailings Using FedEx and UPS to External Agencies		200

Proposed Budget
FISCAL YEAR 2021-22

Public Works
Public Works Engineering
103551

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4155	Encroachment Permits	-	-	-	145,000
4172	Transportation Permit	-	-	-	5,000
4310	Engineering Fees	-	-	-	160,000
4399	Other Charges for Service	-	-	-	100,000
TOTAL REVENUES		-	-	-	410,000
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	-	95,308	195,500	229,900
5005	Salaries/Part-Time	-	16,276	75,900	-
5022	Alternative H&W Payout	-	-	-	2,400
5095	Salary Savings	-	-	(9,300)	(7,600)
5105	Health Insurance Allocation	-	25,705	41,100	59,000
5110	Life Ins Allocation	-	11	-	700
5115	Dental Ins Allocation	-	1,836	-	4,000
5120	Optical Ins Allocation	-	326	600	700
5125	LTD Ins Allocation	-	9	-	1,000
5126	STD Ins Allocation	-	-	-	900
5135	Medicare	-	1,908	2,900	3,400
5141	Employers' PARS/ARS	-	610	-	-
5144	Employer CalPERS UAL	-	169	-	-
5145	Employer CalPERS Retire NC	-	6,850	15,300	17,800
5175	Leave Buyback	-	13,998	5,000	-
5199	Other Employee Benefits	-	-	-	1,000
TOTAL SALARIES & BENEFITS		-	163,007	327,000	313,200
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	73,437	112,112	30,416	210,000
6255	Dues & Memberships	360	300	700	500
6290	Dept. Contract Services	27,442	15,760	75,000	75,000
TOTAL MATERIALS, SUPPLIES & SERVICES		101,238	128,172	106,116	285,500
CIP & EQUIPMENT					
6365	Computer Software	-	-	-	2,900
TOTAL CIP & EQUIPMENT		-	-	-	2,900
EXPENDITURES GRAND TOTAL		101,238	291,179	433,116	601,600
NET CHANGE IN POSITION		(101,238)	(291,179)	(433,116)	(191,600)

PUBLIC WORKS - ENGINEERING (103551)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		601,600
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SALARIES & BENEFITS		
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Salaries & Benefits (5001-5199)	Amount Budgeted:	313,200
Full Time	FTE	
City Engineer	1.00	
Public Works Inspector	1.00	
Engineering Aide	1.00	
	3.00	313,200
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MATERIALS, SUPPLIES & SERVICES		
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Professional Services (6099)	Amount Budgeted:	210,000
On-Call Special Engineering Studies		10,000
Contract Sci-Fi Public Works Inspector		200,000
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Dues and Memberships (6255)	Amount Budgeted:	500
PE License Renewal for City Engineer		200
American Society of Civil Engineers (ASCE) Membership		300
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Department Contract Services (6290)	Amount Budgeted:	75,000
Plan Check Services		75,000
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Computer Software (6365)	Amount Budgeted:	2,900
AutoCAD		2,900

Proposed Budget
FISCAL YEAR 2021-22

Public Works
Public Works Transportation
103590

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	-	74,875	103,400	121,800
5005	Salaries/Part-Time	-	2,125	-	-
5095	Salary Savings	-	-	(4,400)	(4,200)
5105	Health Insurance Allocation	-	10,883	18,700	22,600
5110	Life Ins Allocation	-	-	-	400
5115	Dental Ins Allocation	-	490	(100)	1,600
5120	Optical Ins Allocation	-	47	200	300
5125	LTD Ins Allocation	-	-	-	500
5126	STD Ins Allocation	-	-	-	500
5135	Medicare	-	1,121	1,600	1,800
5144	Employer CalPERS UAL	-	149	-	-
5145	Employer CalPERS Retire NC	-	5,433	8,300	9,500
5199	Other Employee Benefits	-	-	-	1,000
TOTAL SALARIES & BENEFITS		-	95,122	127,700	155,800
MATERIALS, SUPPLIES & SERVICES					
6015	Engineering Services	21,494	3,359	4,950	8,000
6099	Professional Services	133,019	123,116	122,606	126,000
6245	Meetings & Conferences	30	-	-	300
6255	Dues & Memberships	-	140	200	500
6290	Dept. Contract Services	-	30,720	50,000	25,000
TOTAL MATERIALS, SUPPLIES & SERVICES		154,543	157,335	177,756	159,800
CIP & EQUIPMENT					
6365	Computer Software	-	-	7,700	9,000
6855	Furniture & Fixtures	-	1,425	-	-
TOTAL CIP & EQUIPMENT		-	1,425	7,700	9,000
EXPENDITURES GRAND TOTAL		154,543	253,882	313,156	324,600
NET CHANGE IN POSITION		(154,543)	(253,882)	(313,156)	(324,600)

PUBLIC WORKS - TRANSPORTATION SERVICES (103590)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		324,600
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	155,800
Full Time	FTE	
Transportation Manager	1.00	155,800
MATERIALS, SUPPLIES & SERVICES		
Engineering Services (6015)	Amount Budgeted:	8,000
On-Call Traffic Engineering Services & Traffic Counts		8,000
Professional Services (6099)	Amount Budgeted:	126,000
Citywide Traffic Signal Maintenance		120,000
Shared Traffic Signal Maintenance Costs		6,000
Meetings and Conferences (6245)	Amount Budgeted:	300
OCTEC Monthly Meetings for Transportation Manager		300
Dues and Memberships (6255)	Amount Budgeted:	500
ITE Membership		250
State Board TE License Renewal		200
OCTEC Membership for Transportation Manager		50
Department Contract Services (6290)	Amount Budgeted:	25,000
On-Call Traffic Engineering/Plan Check Services		25,000
Computer Software (6365)		9,000
City Traffic Server Software (Econolite Centracs)		9,000

Proposed Budget
FISCAL YEAR 2021-22

Public Works
Environmental Services
103593

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	56,532	49,468	89,000	90,000
6245	Meetings & Conferences	-	-	200	-
6255	Dues & Memberships	253	-	-	200
6257	Licenses & Permits	90,173	100,265	113,000	105,000
6315	Office Supplies	148	-	-	500
6325	Postage	-	-	100	-
TOTAL MATERIALS, SUPPLIES & SERVICES		147,106	149,733	202,300	195,700
EXPENDITURES GRAND TOTAL		147,106	149,733	202,300	195,700
NET CHANGE IN POSITION		(147,106)	(149,733)	(202,300)	(195,700)

PUBLIC WORKS - ENVIRONMENTAL SERVICES (103593)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		195,700
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MATERIALS, SUPPLIES & SERVICES		
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Professional Services (6099)	Amount Budgeted:	90,000
Fats, Oils, and Grease Program (FOG) Inspection & Program Management Services	15,000	
NPDES Program Management Services	75,000	
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Dues and Member (6255)	Amount Budgeted:	200
Southern California Waste Management Forum	200	
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License and Permit (6257)	Amount Budgeted:	105,000
County of Orange NPDES Permit Shared Cost	70,000	
County of Orange TMDL Agreement	5,200	
County of Orange Water Quality Implementation Agreement	800	
SWRCB Discharge Annual Permit Fee	3,000	
SWRCB Discharge Annual Permit Fee - Golden Avenue Bridge	2,000	
SWRCB NPDES Annual Permit Fee	24,000	
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Office Supplies (6315)	Amount Budgeted:	500
Office Supplies	500	
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Proposed Budget
FISCAL YEAR 2021-22

Public Works
Maintenance Services Admin
103650

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	284,405	303,379	241,900	272,600
5005	Salaries/Part-Time	15,823	5,683	24,200	24,200
5015	Overtime	17,420	16,428	12,500	17,000
5020	Leave Accrual Payout	-	8,419	-	-
5022	Alternative H&W Payout	250	-	-	4,000
5095	Salary Savings	-	-	(14,300)	(11,700)
5105	Health Insurance Allocation	94,592	79,214	79,100	73,300
5110	Life Ins Allocation	466	87	-	700
5115	Dental Ins Allocation	6,831	5,851	-	5,000
5120	Optical Ins Allocation	1,196	1,077	900	900
5125	LTD Ins Allocation	777	142	-	1,300
5126	STD Ins Allocation	-	-	-	1,100
5135	Medicare	4,947	5,143	3,500	4,000
5141	Employers' PARS/ARS	593	213	-	-
5144	Employer CalPERS UAL	-	135,350	-	-
5145	Employer CalPERS Retire NC	111,340	27,567	142,400	27,200
5159	Employee Medical Opt Out Plan	-	4,837	-	-
5170	Sick Leave Buyback	2,240	-	2,000	-
5175	Leave Buyback	14,362	11,875	12,000	8,600
5199	Other Employee Benefits	-	-	-	1,000
TOTAL SALARIES & BENEFITS		555,242	605,265	504,200	429,200
MATERIALS, SUPPLIES & SERVICES					
6245	Meetings & Conferences	36	-	-	-
6315	Office Supplies	654	288	1,500	900
6360	Uniforms	3,559	7,622	7,300	8,600
TOTAL MATERIALS, SUPPLIES & SERVICES		4,249	7,910	8,800	9,500
EXPENDITURES GRAND TOTAL		559,491	613,174	513,000	438,700
NET CHANGE IN POSITION		(559,491)	(613,174)	(513,000)	(438,700)

PUBLIC WORKS - MAINTENANCE ADMINISTRATION (103650)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		438,700
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	429,200
Full Time	FTE	
Public Works Supervisor	1.45	
Maintenance Worker	2.85	
	4.30	405,000
Part time		
Clerical Aide (1)		24,200
MATERIALS, SUPPLIES & SERVICES		
Office Supplies (6315)	Amount Budgeted:	900
Office Supplies		900
Uniforms (6360)	Amount Budgeted:	8,600
Uniforms and Safety Apparel		8,600

Proposed Budget
FISCAL YEAR 2021-22

Public Works
Maint Svcs Street Maint
103652

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	146,568	164,903	233,600	235,100
5005	Salaries/Part-Time	-	76,551	146,200	142,500
5015	Overtime	16,728	17,939	13,000	18,000
5020	Leave Accrual Payout	36	3,588	-	-
5022	Alternative H&W Payout	-	-	-	3,200
5095	Salary Savings	-	-	(18,800)	(13,600)
5105	Health Insurance Allocation	44,836	46,569	63,600	72,300
5110	Life Ins Allocation	364	57	-	500
5115	Dental Ins Allocation	2,096	1,396	-	1,800
5120	Optical Ins Allocation	695	613	900	900
5125	LTD Ins Allocation	722	115	-	1,100
5126	STD Ins Allocation	-	-	-	900
5135	Medicare	2,516	4,022	5,400	3,500
5141	Employers' PARS/ARS	549	2,123	5,500	-
5144	Employer CalPERS UAL	-	106,098	-	-
5145	Employer CalPERS Retire NC	70,124	17,188	203,400	24,700
5170	Sick Leave Buyback	2,011	3,752	2,000	-
5175	Leave Buyback	7,906	8,473	8,500	6,300
5199	Other Employee Benefits	-	-	-	700
TOTAL SALARIES & BENEFITS		295,152	453,386	663,300	497,900
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	30,960	35,282	50,700	63,900
6115	Landscaping	-	12,056	-	-
6116	Tree Maintenance	-	121,000	-	-
6132	Repair & Maintenance/Streets	33,093	34,757	27,000	36,000
6136	Software Maintenance	-	-	-	9,300
6170	Equipment & Tool Rental	464	9,459	15,000	14,500
6301	Special Department Supplies	40,300	50,420	29,500	40,000
6305	Traffic Control Devices	1,945	1,956	2,000	2,100
6310	Street Signs	5,159	14,713	17,000	17,500
TOTAL MATERIALS, SUPPLIES & SERVICES		111,921	279,643	141,200	183,300
CIP & EQUIPMENT					
6365	Computer Software	-	-	1,500	-
TOTAL CIP & EQUIPMENT		-	-	1,500	-
EXPENDITURES GRAND TOTAL		407,074	733,028	806,000	681,200
NET CHANGE IN POSITION		(407,074)	(733,028)	(806,000)	(681,200)

PUBLIC WORKS - STREETS AND SANITATION MAINTENANCE (103652)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		681,200
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	497,900
Full Time	FTE	
Public Works Superintendent	0.55	
Maintenance Worker	3.15	
	3.70	355,400
Part Time		
Maintenance Aide (6)		142,500
MATERIALS, SUPPLIES & SERVICES		
Professional Services (6099)	Amount Budgeted:	63,900
Annual Stormwater Pump Station Maintenance		38,000
Stormwater Pump Station Repairs		25,900
Repair & Maintenance/Streets (6132)	Amount Budgeted:	36,000
Annual Pavement Striping: Contracted Services for Pavement Striping and Marking.		36,000
Software Maintenance (6136)	Amount Budgeted:	9,300
Annual software maintenance		9,300
Equipment & Tool Rental (6170)	Amount Budgeted:	14,500
Tool Rental of Specialized Devices Such As Grinders, Concrete Cutters and Other Supplies		14,500
Special Department Supplies (6301)	Amount Budgeted:	40,000
Traffic Paint, Asphalt, Concrete Traffic Safety Devices, Sand, Gravel, Chemicals , Graffiti Removal Materials and Other Supplies		40,000
Traffic Control Devices (6305)	Amount Budgeted:	2,100
Cones, Traffic Barricades, Caution Tape, Roadflares, Signs, and Safety Warning Devices for School Zones		2,100
Street Signs (6310)	Amount Budgeted:	17,500
Signs, Sign Posts, Sign Material, Sign Brackets, Bolts, Nuts, and Washers		17,500

Proposed Budget
FISCAL YEAR 2021-22

Public Works
Maint Svcs Facilities Maint
103654

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	172,912	173,383	212,600	220,400
5005	Salaries/Part-Time	115,388	33,795	22,000	118,800
5015	Overtime	7,135	10,527	10,000	-
5020	Leave Accrual Payout	21,333	913	-	-
5022	Alternative H&W Payout	-	-	-	4,000
5095	Salary Savings	-	-	(13,700)	(10,600)
5105	Health Insurance Allocation	64,063	51,840	71,000	62,400
5110	Life Ins Allocation	354	49	-	700
5115	Dental Ins Allocation	4,332	4,261	-	4,700
5120	Optical Ins Allocation	848	881	1,200	1,100
5125	LTD Ins Allocation	665	107	-	1,000
5126	STD Ins Allocation	-	-	-	900
5135	Medicare	4,787	3,374	3,100	3,900
5141	Employers' PARS/ARS	4,176	1,305	-	1,900
5144	Employer CalPERS UAL	-	83,876	-	-
5145	Employer CalPERS Retire NC	82,520	16,457	170,200	22,900
5159	Employee Medical Opt Out Plan	-	7,170	-	4,800
5170	Sick Leave Buyback	-	-	500	-
5175	Leave Buyback	7,568	4,952	5,000	-
5199	Other Employee Benefits	-	-	-	200
TOTAL SALARIES & BENEFITS		486,082	392,890	481,900	437,100
MATERIALS, SUPPLIES & SERVICES					
6127	Alarm Monitoring	23,207	9,098	10,000	9,100
6130	Repair & Maint/Facilities	65,003	159,090	144,100	100,000
6137	Repair Maint/Equipment	29,431	4,956	4,400	15,000
6170	Equipment & Tool Rental	-	2,657	-	3,000
6257	Licenses & Permits	1,872	1,977	3,500	2,500
6290	Dept. Contract Services	75,191	94,051	96,200	93,700
6301	Special Department Supplies	34,969	43,153	44,159	34,000
6350	Small Tools/Equipment	-	2,607	3,000	3,000
6999	Other Expenditure	-	9,761	10,000	10,000
TOTAL MATERIALS, SUPPLIES & SERVICES		229,672	327,350	315,359	270,300
CIP & EQUIPMENT					
6840	Machinery & Equipment	7,200	-	-	-
TOTAL CIP & EQUIPMENT		7,200	-	-	-
EXPENDITURES GRAND TOTAL		722,953	720,240	797,259	707,400
NET CHANGE IN POSITION		(722,953)	(720,240)	(797,259)	(707,400)

PUBLIC WORKS - BUILDINGS AND FACILITIES MAINTENANCE (103654)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		707,400
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	437,100
Full Time	FTE	
Facility Maintenance Technician	2.00	
Custodian	2.00	
	4.00	318,300
Part Time		
Maintenance Aide (5)		118,800
MATERIALS, SUPPLIES & SERVICES		
Alarm Monitoring (6127)	Amount Budgeted:	9,100
Alarm Monitoring Services for City Facilities		9,100
Repair & Maintenance/Facilities (6130)	Amount Budgeted:	100,000
Building Maintenance and Repairs for City-Owned Buildings		100,000
Repair & Maintenance/Equipment (6137)	Amount Budgeted:	15,000
Repairs and Maintenance of Building Equipment		15,000
Equipment and Tool Rental (6170)	Amount Budgeted:	3,000
Rental of Equipment Including Scissor Lifts, Scaffolding, and Other Specialized Equipment		3,000
Licenses & Permits (6257)	Amount Budgeted:	2,500
Regulatory Permits for Bradford Bridge Elevators, Grade Separation Pump Stations, and City Corporation Yard		2,500
Department Contract Services (6290)	Amount Budgeted:	93,700
HVAC Preventative Maintenance Services		38,300
Maintenance Services for City Pools		32,400
Maintenance for Elevators at Bradford Bridge		7,500
Maintenance Services for City Hall Fountain		7,200
Quarterly Pest Control Services		5,300
On-Call Services for Repairs for City Pools & Elevators		3,000

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MATERIALS, SUPPLIES & SERVICES (CONTINUED)

Special Department Supplies (6301)	Amount Budgeted:		34,000
Janitorial Supplies for All City Facilities		34,000	
Small Tools & Furnishing (6350)	Amount Budgeted:		3,000
Purchase of Maintenance Tools including but not limited to Hammers, Screwdrivers, Saws, Nail Guns, Brooms and Vacuums, Carpet Cleaning, Machines and Floor Buffers		3,000	
Other Expenditures (6999)	Amount Budgeted:		10,000
Rental of Holiday Decorations for Old Town Placentia		10,000	

Proposed Budget
FISCAL YEAR 2021-22

Public Works
Maint Svcs Park Maint
103655

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5005	Salaries/Part-Time	-	5,380	24,000	-
5095	Salary Savings	-	-	(700)	-
5135	Medicare	-	78	400	-
5141	Employers' PARS/ARS	-	202	900	-
TOTAL SALARIES & BENEFITS		-	5,660	24,600	-
MATERIALS, SUPPLIES & SERVICES					
6115	Landscaping	290,537	339,384	337,400	62,000
6116	Tree Maintenance	110,651	98,083	126,000	130,000
6130	Repair & Maint/Facilities	14,012	33,858	32,300	33,500
6136	Software Maintenance	-	893	900	900
6170	Equipment & Tool Rental	1,132	1,722	3,000	2,000
6290	Dept. Contract Services	56,520	65,550	68,000	68,000
6301	Special Department Supplies	17,036	10,682	23,200	22,000
TOTAL MATERIALS, SUPPLIES & SERVICES		489,890	550,173	590,800	318,400
CIP & EQUIPMENT					
6840	Machinery & Equipment	-	-	-	15,000
TOTAL CIP & EQUIPMENT		-	-	-	15,000
EXPENDITURES GRAND TOTAL		489,890	555,833	615,400	333,400
NET CHANGE IN POSITION		(489,890)	(555,833)	(615,400)	(333,400)

PUBLIC WORKS - LANDSCAPE MAINTENANCE (103655)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		333,400
SALARIES & BENEFITS		
MATERIALS, SUPPLIES & SERVICES		
Landscaping (6115)	Amount Budgeted:	62,000
Contract Landscape Services for Parkways & Medians	62,000	
Tree Maintenance (6116)	Amount Budgeted:	130,000
Contract Tree Trimming Services	69,000	
Tree Removals, Plantings and Emergency Services	30,000	
Arterial Vine Trimming	31,000	
Repair & Maintenance/Facilities (6130)	Amount Budgeted:	33,500
Repairs and Maintenance of City Parks Amenities including Shelters, Benches, Playground Equipment and Lighting Replacement	18,000	
	15,500	
Software Maintenance (6138)	Amount Budgeted:	900
HydroPoint Software	900	
Equipment & Tool Rental (6170)	Amount Budgeted:	2,000
Rental of Specialized Equipment Such As Cement Mixers, Water Trucks	2,000	
Department Contract Services (6290)	Amount Budgeted:	68,000
Contract Janitorial Services for City Parks	63,000	
Backflow Testing, Irrigation Valves and Other Services	5,000	
Special Department Supplies (6301)	Amount Budgeted:	22,000
Purchase of Irrigation and Landscape Supplies such as Plants, Flags, Herbicides, Fertilizers and Other Supplies	12,000	
Replacement of Irrigation Controllers & Meter Boxes	10,000	
Machinery & Equipment (6840)	Amount Budgeted:	15,000
Landscaping equipment	15,000	

Proposed Budget
FISCAL YEAR 2021-22

Public Works
Maint Svcs Fleet Operations
103658

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	55,385	57,885	60,400	114,300
5005	Salaries/Part-Time	14,646	23,744	33,200	-
5015	Overtime	3,460	586	-	1,200
5020	Leave Accrual Payout	141	-	-	-
5022	Alternative H&W Payout	-	-	-	1,300
5095	Salary Savings	-	-	(4,800)	(3,200)
5105	Health Insurance Allocation	10,446	18,803	20,200	45,100
5110	Life Ins Allocation	-	-	-	400
5115	Dental Ins Allocation	724	1,430	-	3,100
5120	Optical Ins Allocation	120	249	300	600
5125	LTD Ins Allocation	-	-	-	600
5126	STD Ins Allocation	-	-	-	500
5135	Medicare	1,068	1,193	1,300	1,700
5141	Employers' PARS/ARS	559	898	1,300	-
5144	Employer CalPERS UAL	-	35,723	-	-
5145	Employer CalPERS Retire NC	27,567	5,854	56,000	10,900
5199	Other Employee Benefits	-	-	-	100
TOTAL SALARIES & BENEFITS		114,116	146,367	167,900	176,600
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	-	1,379	-	-
6134	Vehicle Repair & Maintenance	92,072	96,197	133,900	100,000
6136	Software Maintenance	-	-	-	9,300
6137	Repair Maint/Equipment	7,768	2,427	10,000	10,000
6257	Licenses & Permits	-	-	2,392	2,500
6285	Hazardous Materials Disposal	-	1,389	4,300	2,200
6301	Special Department Supplies	25,459	23,597	23,800	23,000
6345	Gasoline & Diesel Fuel	150,355	149,843	215,000	215,000
6350	Small Tools/Equipment	842	935	1,000	1,000
TOTAL MATERIALS, SUPPLIES & SERVICES		276,495	275,767	390,392	363,000
EXPENDITURES GRAND TOTAL		390,611	422,134	558,292	539,600
NET CHANGE IN POSITION		(390,611)	(422,134)	(558,292)	(539,600)

PUBLIC WORKS - FLEET MAINTENANCE (103658)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		539,600
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	176,600
Full Time	FTE	
Equipment Mechanic	2.00	176,600
MATERIALS, SUPPLIES & SERVICES		
Repair & Maintenance/Vehicles (6134)	Amount Budgeted:	100,000
Repair and Maintenance of City Fleet Including Parts, Tires, Batteries and Oil As Well As Special Maintenance		100,000
Software Maintenance (6136)	Amount Budgeted:	9,300
Fuel Management Software (EJWard)		7,800
Vehicle Diagnostic Software (All Data)		1,500
Repair & Maintenance/Equipment (6137)	Amount Budgeted:	10,000
Repairs and Maintenance of Fleet Shop Equipment, Machines, Welders, Grinders, Compressors, Vehicle Lifts, Overhead Reels, and Other Equipment		10,000
Licenses & Permits (6257)	Amount Budgeted:	2,500
County Annual Inspection Fee of City's Underground Fuel Storage Tanks		2,500
Hazardous Material Disposal (6285)	Amount Budgeted:	2,200
Disposal of Waste Oil, Antifreeze, Solvents, Other Hazardous Materials		2,200
Special Department Supplies (6301)	Amount Budgeted:	23,000
Brake Cleaners, Chemical Agents, Degreasers, Floor Sweep, Oxygen/Acetylene, Soaps, and Other Supplies		23,000
Gasoline & Diesel Fuel (6345)	Amount Budgeted:	215,000
Purchase of Gasoline and Fuel for City Fleet		215,000
Small Tools & Furnishing (6350)	Amount Budgeted:	1,000
Shop Tools Including Air Hoses, Saw Blades, Grinding Wheels, Diagnostic Meters, and Specialty Hand Tools		1,000

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PLACENTIA
Rich Heritage, Bright Future

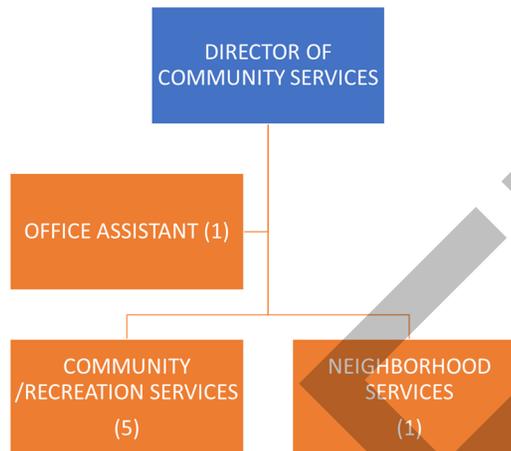
COMMUNITY SERVICES DEPARTMENT EXPENDITURES



General Fund Budget
FISCAL YEAR 2021-22

COMMUNITY SERVICES DEPARTMENT

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Community Services Department's primary roles are to manage and coordinate the delivery of recreation services, cultural arts programs, sports programs, and senior services, programs to the community. The Department also oversees the operations of the Family Neighborhood Services Office and the general maintenance and renovation of City parks, facilities, and athletic fields. Additionally, the Department oversees the contracted services responsible for the management and operations of the Placentia Navigation Center.

To achieve this end, the Department serves as liaison to the Parks, Arts, and Recreation Commission, Heritage Festival Committee, Chamber of Commerce/Santa Fe Merchants Association, Sports Advisory Committee, Placentia Community Chorus, Placentia Community Foundation, the Navigation Center Advisory Board, and the Senior Citizens Advisory Committee. The Department also partner with non-profit organizations to assist with special programs and events. The purpose of each division is detailed below:

Recreation Services Division

Provides educational, recreational, and leisure opportunities for the residents of the community by coordinating, planning, and implementing after-school activities for youth and teens, providing classes for all ages, sports programs for youths and adults, and community wide special events. The Division works closely with the School District and several community organizations to plan programs, events, and services in a cost effective manner while at the same time avoiding duplication of services. Major community wide events include the Heritage Festival and Parade, and Movies in the Park. The Division manages reservations for City Buildings and picnic shelters as well as schedules, processes, and coordinates athletic field permits and operations for fields in the City. The division also oversees general maintenance and manages renovation projects of City facilities, parks, and athletic fields. The Division is also responsible for the preparation and publication of the City's newsletter, *The Placentia Quarterly*, and social media and webpage management.

Neighborhood Services Division

Coordinates the implementation of family support services and programs for all ages. The Division operates at the Whitten Community Center and provides emergency food programs, translation services, referrals to medical and mental health providers, nutrition education programs, and fitness classes. The Division is also responsible for the planning, coordination, and implementation of the annual Thanksgiving Basket Food giveaway, and the Holiday Food Giveaway programs.

Cultural Arts Division

Coordinates the implementation of cultural and fine arts activities, events, and projects throughout the community. Special programs provided include the Photography Contest, Cultural Arts Projects for Every Student (CAPES) Scholarship Program. The Division's most high profile and successful activity is the Summer Concerts in the Parks series. The series is held on a weekly basis during the months of July and August. The Recreation Division serves as liaison to the Parks, Arts, and Recreation Commission who provides direction and programming assistance to ensure the program's ultimate success.

Senior Services Division

Coordinates the implementation of senior citizen programs and oversees the daily operations of the Senior Center. The Division also plans and organizes the Senior Center annual Health Fair and various special events. The Division also works closely with local food providers, medical services providers, and food banks to provide congregate and shelf stable meals to the senior citizen community.

STAFFING ANALYSIS

Salaries and benefits of \$1,649,200 fund 8 regular full-time and approximately 30 to 50 part-time positions for various events and programs. Proposed staffing changes include an addition on one Maintenance Worker for parks.

SUMMARY OF PROPOSED 2021-22 BUDGET

Total Department Resources	<u>\$ 439,600.00</u>
Total Expenditures by Division	
Comm Svc Administration (104070)	279,200
Comm Svc/Recreation Svc (104071)	1,744,800
Neighborhood Services (104072)	159,100
Comm Svc/Cultural Arts (104074)	14,000
Heritage Festival (104078)	88,700
Senior Services (104079)	71,300
Total	<u>\$ 2,357,100</u>
Net City Cost	<u>\$ (1,917,500)</u>

Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Community Services

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4340	Recreation Programs	-	-	-	214,300
4342	Special Events	-	-	-	9,900
4346	Heritage Festival	-	-	-	33,000
4347	Memorial Bench Program	-	-	-	1,000
4384	Athletic Field Light Fees	-	-	-	53,000
4385	Facility Rental	-	-	-	123,500
4705	Donations & Contributions	-	-	5,000	4,900
TOTAL REVENUES		-	-	5,000	439,600
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	444,508	404,324	567,400	602,500
5005	Salaries/Part-Time	398,358	505,796	639,600	866,800
5015	Overtime	10,195	18,623	19,200	20,200
5020	Leave Accrual Payout	329	22,242	-	-
5022	Alternative H&W Payout	-	-	-	5,100
5095	Salary Savings	-	-	(42,000)	(41,600)
5105	Health Insurance Allocation	49,531	51,923	70,500	88,500
5110	Life Ins Allocation	553	153	1,100	1,600
5115	Dental Ins Allocation	4,043	4,410	-	6,700
5120	Optical Ins Allocation	814	868	1,200	1,400
5125	LTD Ins Allocation	604	105	-	2,500
5126	STD Ins Allocation	-	-	-	2,300
5135	Medicare	12,578	14,025	15,300	8,900
5141	Employers' PARS/ARS	23,186	19,513	30,000	7,300
5144	Employer CalPERS UAL	-	90,845	-	-
5145	Employer CalPERS Retire NC	97,295	36,093	150,400	52,000
5159	Employee Medical Opt Out Plan	15,446	11,790	12,100	12,100
5163	Life Insurance Premiums	1,391	-	-	-
5170	Sick Leave Buyback	-	-	500	-
5175	Leave Buyback	13,637	7,200	10,000	4,000
5199	Other Employee Benefits	-	-	-	8,900
TOTAL SALARIES & BENEFITS		1,072,468	1,187,911	1,475,300	1,649,200
MATERIALS, SUPPLIES & SERVICES					
6025	Third Party Administration	4,348	2,620	10,300	10,000
6060	Instructional Services	25,543	10,791	7,700	21,400
6099	Professional Services	37,015	107,995	57,650	55,100
6130	Repair & Maint/Facilities	-	-	80,000	355,300
6230	Printing & Binding	27,488	21,206	31,948	29,500
6245	Meetings & Conferences	916	7,512	-	16,300
6250	Staff Training	3,548	1,151	4,300	5,000
6255	Dues & Memberships	1,970	1,700	4,100	4,100
6265	Entertainment Services	-	5,998	6,000	6,000
6270	Excursions	6,961	8,191	-	-
6275	Officiating	3,808	4,536	-	4,600
6299	Other Purchased Services	65,025	73,599	60,300	75,900

Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Community Services

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
MATERIALS, SUPPLIES & SERVICES (CONTINUED)					
6301	Special Department Supplies	74,867	79,958	102,900	98,300
6315	Office Supplies	1,796	1,680	7,300	3,400
6325	Postage	11,210	14,823	10,000	15,300
6360	Uniforms	6,288	7,698	7,700	7,700
TOTAL MATERIALS, SUPPLIES & SERVICES		270,783	349,458	390,198	707,900
EXPENDITURES GRAND TOTAL		1,343,251	1,537,369	1,865,498	2,357,100
NET CHANGE IN POSITION		(1,343,251)	(1,537,369)	(1,860,498)	(1,917,500)

Proposed Budget
FISCAL YEAR 2021-22

Community Services
Comm Svc Administration
104070

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	142,454	108,878	203,500	186,700
5020	Leave Accrual Payout	-	19,019	-	-
5022	Alternative H&W Payout	-	-	-	300
5095	Salary Savings	-	-	(7,000)	(6,200)
5105	Health Insurance Allocation	13,242	7,961	11,000	8,700
5110	Life Ins Allocation	119	51	1,100	300
5115	Dental Ins Allocation	872	656	-	600
5120	Optical Ins Allocation	139	106	200	100
5125	LTD Ins Allocation	-	-	-	500
5126	STD Ins Allocation	-	-	-	600
5135	Medicare	1,969	1,781	2,800	2,800
5141	Employers' PARS/ARS	8,863	2,282	13,100	5,100
5144	Employer CalPERS UAL	-	827	-	-
5145	Employer CalPERS Retire NC	11,607	7,404	18,200	14,500
5159	Employee Medical Opt Out Plan	19	-	-	-
5163	Life Insurance Premiums	1,391	-	-	-
5175	Leave Buyback	2,264	-	3,000	-
5199	Other Employee Benefits	-	-	-	8,500
TOTAL SALARIES & BENEFITS		182,941	148,964	245,900	222,500
MATERIALS, SUPPLIES & SERVICES					
6025	Third Party Administration	4,348	2,620	10,300	10,000
6099	Professional Services	11,241	83,063	1,400	1,400
6230	Printing & Binding	19,714	18,131	26,748	23,200
6245	Meetings & Conferences	916	2,931	-	3,100
6250	Staff Training	2,000	-	-	-
6255	Dues & Memberships	1,150	1,015	2,000	2,000
6299	Other Purchased Services	10,125	-	-	-
6315	Office Supplies	1,667	1,543	7,000	1,700
6325	Postage	11,210	14,801	10,000	15,300
TOTAL MATERIALS, SUPPLIES & SERVICES		62,371	124,103	57,448	56,700
EXPENDITURES GRAND TOTAL		245,312	273,067	303,348	279,200
NET CHANGE IN POSITION		(245,312)	(273,067)	(303,348)	(279,200)

COMMUNITY SERVICES - ADMINISTRATION (104070)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		279,200
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	222,500
Full Time	FTE	
Director of Community Services	1.00	
Total	1.00	222,500
MATERIALS, SUPPLIES & SERVICES		
Third Party Administration Fees (6025)	Amount Budgeted:	10,000
Registration Software Monthly Transaction and Processing Fees	10,000	
Other Professional Services (6099)	Amount Budgeted:	1,400
Online Scheduling Program for All Part Time Staff	1,400	
Printing and Binding (6230)	Amount Budgeted:	23,200
Contract for the Palm Quarterly Newsletter Includes Printing, Collating, Binding, and Bundling of Over 18,500 Copies	23,200	
Meetings and Conferences (6245)	Amount Budgeted:	3,100
Registration, travel, lodging, and meal expenses for Director to attend NRPA and CPRS educational conferences	3,100	
Dues and Memberships (6255)	Amount Budgeted:	2,000
Membership Dues for Director (NRPA, CRPS, MMASC)	2,000	
Office Supplies (6315)	Amount Budgeted:	1,700
Materials and Office Supplies for All Department Programs and Events	1,700	
Postage (6325)	Amount Budgeted:	15,300
Mailings for All Recreation Programs and Events Palm Quarterly Newsletter Mailing to Approximately 18,500 Homes	15,300	

Proposed Budget
FISCAL YEAR 2021-22

Community Services
Comm Svc/Recreation Svc
104071

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4340	Recreation Programs	-	-	-	214,300
4342	Special Events	-	-	-	9,900
4347	Memorial Bench Program	-	-	-	1,000
4384	Athletic Field Light Fees	-	-	-	53,000
4385	Facility Rental	-	-	-	123,500
TOTAL REVENUES		-	-	-	401,700
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	302,282	294,177	305,400	357,000
5005	Salaries/Part-Time	372,828	413,307	499,700	705,200
5015	Overtime	7,743	10,180	12,000	9,500
5020	Leave Accrual Payout	329	3,224	-	-
5022	Alternative H&W Payout	-	-	-	3,500
5095	Salary Savings	-	-	(28,800)	(29,000)
5105	Health Insurance Allocation	35,914	43,119	51,700	71,100
5110	Life Ins Allocation	433	102	-	1,100
5115	Dental Ins Allocation	3,171	3,754	-	5,900
5120	Optical Ins Allocation	675	762	900	1,200
5125	LTD Ins Allocation	604	105	-	1,700
5126	STD Ins Allocation	-	-	-	1,400
5135	Medicare	10,206	10,762	11,600	5,200
5141	Employers' PARS/ARS	13,457	13,787	16,900	2,200
5144	Employer CalPERS UAL	-	90,018	-	-
5145	Employer CalPERS Retire NC	85,517	28,603	127,500	32,900
5159	Employee Medical Opt Out Plan	15,428	11,790	12,100	12,100
5170	Sick Leave Buyback	-	-	500	-
5175	Leave Buyback	11,373	7,200	7,000	4,000
5199	Other Employee Benefits	-	-	-	300
TOTAL SALARIES & BENEFITS		859,958	930,891	1,016,500	1,185,300
MATERIALS, SUPPLIES & SERVICES					
6060	Instructional Services	25,543	10,791	7,700	21,400
6099	Professional Services	13,308	13,090	44,250	41,700
6130	Repair & Maint/Facilities	-	-	80,000	355,300
6230	Printing & Binding	1,270	1,493	3,600	4,700
6245	Meetings & Conferences	-	4,581	-	13,200
6250	Staff Training	1,548	1,151	4,300	5,000
6255	Dues & Memberships	820	685	2,100	2,100
6270	Excursions	6,961	8,191	-	-
6275	Officiating	3,808	4,536	-	4,600
6299	Other Purchased Services	24,876	36,886	24,600	35,800
6301	Special Department Supplies	43,268	52,685	72,600	68,000
6315	Office Supplies	-	-	100	-
6360	Uniforms	6,288	7,698	7,700	7,700
TOTAL MATERIALS, SUPPLIES & SERVICES		127,690	141,787	246,950	559,500
EXPENDITURES GRAND TOTAL		987,648	1,072,678	1,263,450	1,744,800
NET CHANGE IN POSITION		(987,648)	(1,072,678)	(1,263,450)	(1,343,100)

COMMUNITY SERVICES - RECREATION (104071)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		1,744,800
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	1,185,300
Full Time (5001)	FTE	
Community Services Supervisor	1.00	
Community Services Coordinator	3.00	
Maintenance Working	1.00	
Office Assistant	1.00	
Total	6.00	470,600
Full Time (5015)		
Overtime		9,500
Part-Time (5005)		
Approximately 30-40 Part-Time Staff to Assist With Various Programs and Events		705,200
Approximately 30 Seasonal Summer (June-August) Staff, Such As Lifeguards for Aquatic Programs		
MATERIALS, SUPPLIES & SERVICES		
Instructional Services (6060)	Amount Budgeted:	21,400
Contract Recreation Class Instructors		21,400
Senior Center Programming Class Instructors		
Other Professional Services (6099)	Amount Budgeted:	41,700
Design and Layout of the Placentia Palm Quarterly Newsletter		14,800
Facility Security Systems (Monitoring/Hosting)		6,000
Player Space Software		800
Tree Lighting Event Performers		1,000
Tree Lighting Event (Rentals)		15,600
Tree Lighting Event (Decor Package and Tree Purchase)		3,500
Repair and Facilities Maintenance (6130)	Amount Budgeted:	355,300
Parks, Facilities, and Athletic Fields repairs, maintenance, and irrigation		355,300
Printing and Binding (6230)	Amount Budgeted:	4,700
Marketing Pieces, Banners, Date Changes, Program and Event Flyers for Youth Basketball, Concerts, Movies, Let's Dance, and Special Events		4,700
Meeting and Conferences (6245)	Amount Budgeted:	13,200
NRPA for Dept. Supervisor (Registration, Travel, Lodging)		13,200
CPRS for 6 Dept. Staff (Registration and misc items)		

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MATERIALS, SUPPLIES & SERVICES (CONTINUED)

Staff Training (6250)	Amount Budgeted:	5,000
Required Certifications and Trainings for All Recreation Staff and Training Supplies and Materials for Various Programs Including: CPR, CPR PRO, First Aid, CPRS Trainings/SCMAF Meetings, SCPPOA Meetings and Active Net/Red Cross Trainings. CPSI Exam Course for Full Time personnel	1,200 1,600 1,500 700	
Dues and Memberships (6255)	Amount Budgeted:	2,100
CPRS Membership for Staff Members Includes Agency Membership SCMAF Agency Membership SCPPOA Agency Membership NAYS Membership Dues Turf Management Association	1,100 300 100 400 200	
Officiating (6275)	Amount Budgeted:	4,600
Placentia Youth Basketball League Officials	4,600	
Other Purchased Services (6299)	Amount Budgeted:	35,800
Licensing Fees for Movies in the Park American Red Cross Authorization Fee to Provide Swim Lessons School District Learn-To-Swim Facility User Fees Let's Dance Entertainment Services Let's Dance Special Event Performances Teen Center Programming Applications Musco Lighting Software-Yearly Pup Up park	5,500 800 13,300 1,700 1,500 900 900 11,200	
Special Department Supplies (6301)	Amount Budgeted:	68,000
Supplies and Materials for Various Programs Including: Special Event Supplies for All Department Events Facilities Supplies Program Supplies for All Department Programs Equipment Replacement Supplies Tiny Tots Pup Up Dog Park Halloween Hunt	15,000 3,000 31,600 3,000 4,500 7,100 3,800	
Uniforms (6360)	Amount Budgeted:	7,700
Aquatics Staff Uniforms Recreation Staff Uniforms Full Time Personnel Uniforms Field Ambassador Uniforms	3,800 2,900 500 500	

Proposed Budget
FISCAL YEAR 2021-22

Community Services
Neighborhood Services
104072

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
4705	Donations & Contributions	-	-	5,000	4,900
TOTAL REVENUES		-	-	5,000	4,900
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	(228)	815	58,500	58,800
5005	Salaries/Part-Time	16,855	32,227	67,900	80,100
5015	Overtime	-	-	-	2,500
5022	Alternative H&W Payout	-	-	-	1,300
5095	Salary Savings	-	-	(3,900)	(4,100)
5105	Health Insurance Allocation	0	-	7,800	8,700
5110	Life Ins Allocation	-	-	-	200
5115	Dental Ins Allocation	-	-	-	200
5120	Optical Ins Allocation	-	-	100	100
5125	LTD Ins Allocation	-	-	-	300
5126	STD Ins Allocation	-	-	-	300
5135	Medicare	241	480	900	900
5141	Employers' PARS/ARS	552	1,222	-	-
5145	Employer CalPERS Retire NC	148	35	4,700	4,600
5199	Other Employee Benefits	-	-	-	100
TOTAL SALARIES & BENEFITS		17,568	34,779	136,000	154,000
MATERIALS, SUPPLIES & SERVICES					
6299	Other Purchased Services	-	933	1,200	2,000
6301	Special Department Supplies	824	1,012	1,600	1,600
6315	Office Supplies	-	-	-	1,500
TOTAL MATERIALS, SUPPLIES & SERVICES		824	1,944	2,800	5,100
EXPENDITURES GRAND TOTAL		18,392	36,723	138,800	159,100
NET CHANGE IN POSITION		(18,392)	(36,723)	(133,800)	(154,200)

COMMUNITY SERVICES - NEIGHBORHOOD SERVICES (104072)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		159,100
<hr/>		
SALARIES & BENEFITS		
<hr/>		
Salaries & Benefits (5001-5199)	Amount Budgeted:	154,000
<hr/>		
Full Time	FTE	
Community Services Coordinator	1.00	
Total	1.00	73,900
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Part-Time Hours	PTE	
Program Coordinator	1.00	19,200
Clerical Aide	2.00	48,700
Recreation Leaders (Food Programs)	2.00	12,200
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MATERIALS, SUPPLIES & SERVICES		
<hr/>		
Other Purchased Services (6299)	Amount Budgeted:	2,000
Water Delivery for Whitten Center		2,000
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Special Department Supplies (6301)	Amount Budgeted:	1,600
Supplies for Neighborhood Services Events and Programs Such As Food Distribution, Health Fair, Parenting Classes, Health Services, Programs, Community Outreach, Christmas Basket Event Supplies, Thanksgiving Event Supplies		1,600
<hr/>		
Office Supplies (6315)	Amount Budgeted:	1,500
Office Supplies for Neighborhood Services programs		1,500
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Proposed Budget
FISCAL YEAR 2021-22

Community Services
Comm Svc/Cultural Arts
104074

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
SALARIES & BENEFITS					
5005	Salaries/Part-Time	-	113	-	-
5135	Medicare	-	2	-	-
5141	Employers' PARS/ARS	-	4	-	-
TOTAL SALARIES & BENEFITS		-	119	-	-
MATERIALS, SUPPLIES & SERVICES					
6265	Entertainment Services	-	5,998	6,000	6,000
6299	Other Purchased Services	5,400	4,900	2,800	6,000
6301	Special Department Supplies	180	93	2,000	2,000
TOTAL MATERIALS, SUPPLIES & SERVICES		5,580	10,990	10,800	14,000
EXPENDITURES GRAND TOTAL		5,580	11,109	10,800	14,000
NET CHANGE IN POSITION		(5,580)	(11,109)	(10,800)	(14,000)

COMMUNITY SERVICES - CULTURAL ARTS (104074)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		14,000
<hr/>		
MATERIALS, SUPPLIES & SERVICES		
<hr/>		
Entertainment Services (6265)	Amount Budgeted:	6,000
Sound Services for Concerts in the Park Events	6,000	
<hr/>		
Other Purchased Services (6299)	Amount Budgeted:	6,000
Contract Entertainment for Concerts in the Park Events	6,000	
<hr/>		
Special Department Supplies (6301)	Amount Budgeted:	2,000
Concerts in the Park Banner Replacement	2,000	
Cultural Arts Events and Program General Supplies		

Proposed Budget
FISCAL YEAR 2021-22

Community Services
Heritage Festival
104078

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
	Revenues				
4346	Heritage Festival	-	-	-	33,000
	TOTAL REVENUES	-	-	-	33,000
	SALARIES & BENEFITS				
5005	Salaries/Part-Time	8,675	13,385	15,000	18,000
5015	Overtime	2,452	8,191	7,200	8,200
5095	Salary Savings	-	-	(700)	(700)
5105	Health Insurance Allocation	376	753	-	-
5110	Life Ins Allocation	0	-	-	-
5135	Medicare	161	313	-	-
5141	Employers' PARS/ARS	314	475	-	-
5145	Employer CalPERS Retire NC	23	-	-	-
	TOTAL SALARIES & BENEFITS	12,001	23,118	21,500	25,500
	MATERIALS, SUPPLIES & SERVICES				
6099	Professional Services	12,467	11,843	12,000	12,000
6230	Printing & Binding	6,504	1,582	1,600	1,600
6299	Other Purchased Services	23,235	29,463	29,900	29,900
6301	Special Department Supplies	24,994	19,057	19,500	19,500
6315	Office Supplies	129	138	200	200
6325	Postage	-	22	-	-
	TOTAL MATERIALS, SUPPLIES & SERVICES	67,329	62,104	63,200	63,200
	EXPENDITURES GRAND TOTAL	79,330	85,221	84,700	88,700
	NET CHANGE IN POSITION	(79,330)	(85,221)	(84,700)	(55,700)

COMMUNITY SERVICES - HERITAGE FESTIVAL (104078)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		88,700
SALARIES & BENEFITS		
Salaries & Benefits (5001-5199)	Amount Budgeted:	25,500
Full Time		
Full Time Overtime		8,200
Part-Time		
Various Part Time Staff to Assist in the Pre Event Preparation, Event Planning, Set-Up and Clean-Up of the Event		17,300
MATERIALS, SUPPLIES & SERVICES		
Other Professional Services (6099)	Amount Budgeted:	12,000
Entertainers, Contractors, and Hired Agents for Event Including Band Review Judges from SCSBOA, Shuttles Services, and Sound Services		12,000
Printing and Binding (6230)	Amount Budgeted:	1,600
Event Flyer, Posters, Banners, Advertisements, Date Changes, Updates, Sponsor Banner, and Design Costs		1,600
Other Purchased Services (6299)	Amount Budgeted:	29,900
Rentals of Event Equipment Including Electrical Generators, Street Closure Equipment, Tables, Chairs, Canopies, and Porta Potties for Park and Parade Locations		29,900
Special Department Supplies (6301)	Amount Budgeted:	19,500
Special Event Supplies		19,500
Includes Small Tools, Small Equipment Rentals, Car Show and Band Review Supplies and Awards, Committee Supplies, Plaques, Parade/Band Trophies, Lunch, Snacks, Waters for All City Staff and Event Volunteers		

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MATERIALS, SUPPLIES & SERVICES (CONTINUED)

Office Supplies (6315)	Amount Budgeted:	200
Event Office Supplies Includes Paper, Poster Boards, Pens, Pencils, Markers, File Boxes and File Folders		200

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Proposed Budget
FISCAL YEAR 2021-22

Community Services
Senior Services
104079

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	-	454	-	-
5005	Salaries/Part-Time	-	46,013	57,000	63,500
5015	Overtime	-	251	-	-
5095	Salary Savings	-	-	(1,600)	(1,600)
5105	Health Insurance Allocation	-	89	-	-
5135	Medicare	-	677	-	-
5141	Employers' PARS/ARS	-	1,715	-	-
5145	Employer CalPERS Retire NC	-	51	-	-
TOTAL SALARIES & BENEFITS		-	49,251	55,400	61,900
MATERIALS, SUPPLIES & SERVICES					
6299	Other Purchased Services	1,388	1,418	1,800	2,200
6301	Special Department Supplies	5,601	7,111	7,200	7,200
TOTAL MATERIALS, SUPPLIES & SERVICES		6,990	8,529	9,000	9,400
EXPENDITURES GRAND TOTAL		6,990	57,780	64,400	71,300
NET CHANGE IN POSITION		(6,990)	(57,780)	(64,400)	(71,300)

COMMUNITY SERVICES - SENIOR SERVICES (104079)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		71,300
SALARIES & BENEFITS		
Salaries & Benefits (5005)	Amount Budgeted:	61,900
Part Time (5005)		61,900
Various Part Time Staff to Assist With Senior Prog		
MATERIALS, SUPPLIES & SERVICES		
Other Purchased Services (6299)	Amount Budgeted:	2,200
Senior Center program subscriptions, classes, and instructors		2,200
Special Department Supplies (6301)	Amount Budgeted:	7,200
Food Program eExpenses and Senior Center Programs, Events, and Excursions		7,200

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PLACENTIA
Rich Heritage, Bright Future

GENERAL GOVERNMENT



General Fund Budget
FISCAL YEAR 2021-22

Proposed Budget
FISCAL YEAR 2021-22

General Government
General Government
109595

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
SALARIES & BENEFITS					
5022	Alternative H&W Payout	69,667	67,020	75,000	-
5023	Signing Bonus Payout	-	50,040	-	-
5095	Salary Savings	-	-	(12,400)	-
5105	Health Insurance Allocation	10,147	15,821	-	-
5110	Life Ins Allocation	4	10,234	-	-
5125	LTD Ins Allocation	13	9	-	-
5135	Medicare	9,879	1,680	-	-
5140	Employers' Social Security	1,225	-	-	-
5150	Tuition Reimbursement	9,725	26,910	30,000	30,000
5169	STD Ins Premium	81,092	105,480	100,000	-
TOTAL SALARIES & BENEFITS		181,751	277,193	192,600	30,000
MATERIALS, SUPPLIES & SERVICES					
6025	Third Party Administration	-	721	-	-
6137	Repair Maint/Equipment	22,119	23,712	25,000	30,000
6175	Office Equipment Rental	41,252	43,432	45,000	53,400
6215	Telephone	195,099	212,765	215,814	230,000
6230	Printing & Binding	686	2,121	2,200	2,200
6250	Staff Training	(135)	-	-	-
6295	City Admin Services	2,307,227	2,216,547	2,711,500	2,542,800
6301	Special Department Supplies	53,738	49,717	83,350	70,000
6315	Office Supplies	8,774	8,610	9,000	9,000
6325	Postage	22,778	15,199	21,800	21,800
6330	Electricity	516,275	469,996	448,500	722,600
6335	Water	370,003	447,351	425,000	437,800
6340	Natural Gas	9,689	6,903	10,000	10,000
6410	Property Taxes	8,877	8,590	10,000	10,000
6999	Other Expenditure	189,678	150,503	125,000	125,000
TOTAL MATERIALS, SUPPLIES & SERVICES		3,746,060	3,656,167	4,132,164	4,264,600
CIP & EQUIPMENT					
6899	Other Capital Outlay	287,928	-	-	-
TOTAL CIP & EQUIPMENT		287,928	-	-	-
EXPENDITURES GRAND TOTAL		4,215,740	3,933,360	4,324,764	4,294,600
NET CHANGE IN POSITION		(4,215,740)	(3,933,360)	(4,324,764)	(4,294,600)

**GENERAL GOVERNMENT (109595)
BUDGET DISCUSSION
FISCAL YEAR 2021-22**

TOTAL BUDGET		4,294,600
SALARIES & BENEFITS		
Tuition Reimbursement (5150)	Amount Budgeted:	30,000
Tuition Reimbursement	30,000	
MATERIALS, SUPPLIES & SERVICES		
Repair & Maint/Equipment (6137)	Amount Budgeted:	30,000
Print Management Program	30,000	
Office Equipment Rental (6175)	Amount Budgeted:	53,400
Postage Equipment Lease	8,000	
Copy Machines	45,400	
Telephone (6215)	Amount Budgeted:	230,000
Telephone Services Including Data Lines	230,000	
Printing & Binding (6230)	Amount Budgeted:	2,200
Printing of Forms, Business Cards, Envelopes	2,200	
City Admin Service Fees (6295)	Amount Budgeted:	2,542,800
Employee Health & Welfare Fund	947,900	
Risk Management Fund	1,594,900	
Special Departmental Supplies (6301)	Amount Budgeted:	70,000
Public Service Recognition Week	5,000	
Employee Holiday Luncheon	5,500	
Employee Appreciation Luncheon	3,300	
Sparkletts Water, Coffee Supplies, etc.	41,000	
Refreshments-Council Meetings & Misc. Meetings	3,000	
Brown Bags	5,000	
Employee Snack Program (City Hall, PW & PD)	7,200	

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MATERIALS, SUPPLIES & SERVICES (CONTINUED)

Office Supplies (6315)	Amount Budgeted:	9,000
Copy Paper, Other Citywide Office Supplies		9,000
Postage (6325)	Amount Budgeted:	21,800
Citywide Postage		21,800
Electricity (6330)	Amount Budgeted:	722,600
Electricity		722,600
Water (6335)	Amount Budgeted:	437,800
Water		437,800
Natural Gas (6340)	Amount Budgeted:	10,000
Natural Gas		10,000
Property Tax (6410)	Amount Budgeted:	10,000
Property Tax on Property Leased for Non-Governmental Purposes		10,000
Other Expenditures (6999)	Amount Budgeted:	125,000
Contingency for Unanticipated Expenditures		125,000

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PLACENTIA
Rich Heritage, Bright Future

DEBT SERVICE



General Fund Budget
FISCAL YEAR 2021-22

Proposed Budget
FISCAL YEAR 2021-22

Debt Service
General Fund/Debt Service
105525

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
MATERIALS, SUPPLIES & SERVICES					
6030	Trustee Fees	7,550	3,100	2,000	4,000
6905	Principal/Bonds/COP's/Leases	1,545,000	320,000	779,500	998,800
6906	CalPERS-Fire Term. Principal	-	127,449	348,400	355,300
6915	Interest/Bonds/COP's/Leases	251,173	165,142	335,400	282,800
6916	CalPERS-Fire Term Interest	-	5,878	31,600	24,800
6935	Lease Expenditure	35,000	-	-	3,082,600
TOTAL MATERIALS, SUPPLIES & SERVICES		1,838,723	621,570	1,496,900	4,748,300
EXPENDITURES GRAND TOTAL		1,838,723	621,570	1,496,900	4,748,300
NET CHANGE IN POSITION		(1,838,723)	(621,570)	(1,496,900)	(4,748,300)

GENERA FUND DEBT SERVICE (105525)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		4,748,300
MATERIALS, SUPPLIES & SERVICES		
Trustee Fees (6030)	Amount Budgeted:	4,000
Provides for Fiscal Agent Services	4,000	
Principal/Bonds/COP's/Leases (6905)	Amount Budgeted:	998,800
2003 COPS	350,000	
BBT - Fire Loan 1	331,000	
BBT - Fire Loan 2	173,900	
Motorola Radios	143,900	
CalPERS Principal Payment (6906)	Amount Budgeted:	355,300
Contract Buyout - Year 1 (Principal)	355,300	
Interest For Bonds/COP's/Leases (6915)	Amount Budgeted:	282,800
2003 COPS	135,200	
BBT - Fire Loan 1	81,700	
BBT - Fire Loan 2	42,200	
Motorola Radios	23,700	
CalPERS Interest Payment (6916)	Amount Budgeted:	24,800
Contract Buyout - Year 1 (Interest)	24,800	
Lease Expenditure	Amount Budgeted:	3,082,600
2020A PPFA Lease Revenue bond		
Principal	1,060,000	
Interest	2,022,600	

Proposed Budget
FISCAL YEAR 2021-22

Debt Service
GF CIP Debt Service
105500

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
6905	MATERIALS, SUPPLIES & SERVICES				
	Principal/Bonds/COP's/Leases	-	-	-	428,800
	TOTAL MATERIALS, SUPPLIES & SERVICES	-	-	-	428,800
	EXPENDITURES GRAND TOTAL	-	-	-	428,800
	NET CHANGE IN POSITION	-	-	-	(428,800)

GENEARL FUND CIP DEBT SERVICE (105500)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		428,000
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MATERIALS, SUPPLIES & SERVICES		
Principal/Bonds/COP's/Leases (6905)	Amount Budgeted:	428,000
Public Safety Facility	428,000	

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PLACENTIA
Rich Heritage, Bright Future

CAPITAL IMPROVEMENT PROGRAM



General Fund Budget
FISCAL YEAR 2021-22

Proposed Budget
FISCAL YEAR 2021-22

Summary of Proposed 2021-22 Budget
Capital Improvement Program

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
MATERIALS, SUPPLIES & SERVICES					
6905	Principal/Bonds/COP's/Leases	-	135,165	-	-
6915	Interest/Bonds/COP's/Leases	-	32,305	-	-
TOTAL MATERIALS, SUPPLIES & SERVICES		-	167,470	-	-
6185	Construction Services	466,772	354,298	432,150	-
6770	Infrastructure - Major Studies	-	-	-	50,000
6840	Machinery & Equipment	-	686,784	318,165	110,400
6842	Vehicles	-	4,454,039	66,630	282,000
6850	Building & Facilities	-	-	-	87,000
6899	Other Capital Outlay	47,496	-	-	-
EXPENDITURES GRAND TOTAL		514,268	5,662,591	816,945	529,400
NET CHANGE IN POSITION		(514,268)	(5,662,591)	(816,945)	(529,400)

CAPITAL IMPROVEMENT PROGRAM (10XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		529,400
CAPITAL IMPROVEMENT PROGRAM		
Infrastructure - Major Studies	Amount Budgeted:	50,000
Citywide Wayfinding Signage Program Design	50,000	
Machinery & Equipment (6840)	Amount Budgeted:	110,400
Additional Fire Radios	110,400	
Vehicles (6842)	Amount Budgeted:	282,000
Community Services Ford Ranger	38,000	
Tesla PD Patrol Unit Pilot Program and related infrastructure	244,000	
Buildings & Facilities (6850)	Amount Budgeted:	87,000
Civic Center Pergola Replacement	87,000	

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PLACENTIA
Rich Heritage, Bright Future

INTERFUND TRANSFERS



General Fund Budget
FISCAL YEAR 2021-22

Proposed Budget
FISCAL YEAR 2021-22

General Government
General Fund Transfers
109999

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
	TRANSFERS				
8028	Trf Out to Lighting Dist	226,098	270,300	275,000	53,000
	TOTAL TRANSFERS	226,098	270,300	275,000	53,000
	EXPENDITURES GRAND TOTAL	226,098	270,300	275,000	53,000
	NET CHANGE IN POSITION	(226,098)	(270,300)	(275,000)	(53,000)

INTERFUND TRANSERS - TRANSFERS OUT (109999)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		53,000
TRANSFERS OUT		
Transfers Out - Street Lighting Fund (8028)	Amount Budgeted:	53,000
General Fund Subsidy	53,000	

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PLACENTIA
Rich Heritage, Bright Future

SPECIAL REVENUE FUNDS



Special Revenue Funds Budget
FISCAL YEAR 2021-22

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Measure U Fund (0079)
Fund 117

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4062	Measure U Sales Taxes	-	6,278,995	6,757,000	7,007,000
4080	State Gas Tax (2105)	-	-	-	-
4601	Interest Revenue	-	45,688	-	-
	TOTAL REVENUES	-	6,324,682	6,757,000	7,007,000
	TOTAL TRANSFERS	-	-	-	-
	GRAND TOTAL RESOURCES	-	6,324,682	6,757,000	7,007,000
6165	Vehicle Rental	-	-	9,201	-
6301	Special Department Supplies	-	135,836	14,249	-
	TOTAL MATERIALS, SUPPLIES & SERVICES	-	135,836	23,450	-
	CIP & EQUIPMENT				
6185	Construction Services	-	1,331,806	2,914,285	-
6740	Infrastructure - Streets & Streetscapes	-	-	-	2,433,600
6751	Infrastructure - Storm Drain	-	-	-	250,000
6760	Infrastructure - Parks	-	-	-	844,200
6840	Machinery & Equipment	-	321,532	793,643	327,000
6842	Vehicles	-	186,168	277,778	230,000
6850	Building & Facilities	-	-	-	212,500
	TOTAL CIP & EQUIPMENT	-	1,839,506	3,985,707	4,297,300
8010	Transfer Out to GF	-	3,082,386	3,437,800	2,802,800
	TOTAL TRANSFERS	-	3,082,386	3,437,800	2,802,800
	EXPENDITURES GRAND TOTAL	-	5,057,728	7,446,957	7,100,100
	NET CHANGE IN POSITION	-	1,266,954	(689,957)	(93,100)
	Estimated Available Fund Balance				1,211,884
	Net Change in Position				(93,100)
	Estimated Budget Ending Balance				<u>1,118,784</u>

SPECIAL REVENUE - MEASURE U FUND (79XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		7,100,100
CAPITAL IMPROVEMENT PROGRAMS		
	Amount Budgeted:	4,297,300
Infrastructure - Streets & Streetscapes (6740)		
FY 2020-21 Roadway Rehab Project	2,103,600	
FY 2021-22 Slurry Seal Project	250,000	
FY 2021-22 Concrete Repair Program	80,000	
Infrastructure - Storm Drain (6751)		
Storm Drain Master Plan	250,000	
Buildings & Facilities (6850)		
Refurbish PD Watch Commander Office	25,000	
Bradford Pedestrian Bridge Repainting Project	125,000	
Oberle Gym Floor Resurfacing Project	62,500	
Machinery & Equipment (6840)		
Purchase Opticom Units for Police Patrol Units	42,000	
Bitech Finance System Software Upgrade Phase II	150,000	
Security Cameras for Civic Center Campus	135,000	
Infrastructure - Parks (6760)		
Playground Equipment Replacement	600,000	
Paint Backs Building Rooms 6&7	10,000	
Replace Park Benches	81,000	
Replace Park BBQs	10,000	
Replace Park Picnic Tables	49,500	
Replace Park Trash Cans	43,700	
Replace Park Drinking Fountains	50,000	
Vehicles (6842)		
Public Works Arrowboard Truck Replacement	40,000	
Public Works 6-Wheel Dump Truck Replacement	90,000	
Public Works Facility Maintenance Technician Truck	50,000	
Community Services Stakebed Truck Replacement	50,000	
TRANSFERS OUT (790000-8010)		
	Amount Budgeted:	2,802,800
General Fund - Employee Retention	2,102,100	
General Fund - OBEB	700,700	

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
State Gas Tax (0017)
Fund 205

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4079	State Gas Tax (2103)	-	360,855	385,051	462,300
4080	State Gas Tax (2105)	-	266,955	267,170	301,200
4082	State Gas Tax (2106)	-	169,742	176,182	186,400
4083	State Gas Tax - TCRF Loan	-	58,834	58,834	-
4084	State Gas Tax (2107)	-	337,082	333,705	383,400
4086	State Gas Tax (2107.5)	-	7,500	7,500	7,500
4601	Interest Revenue	-	1,996	2,000	2,000
	TOTAL REVENUES	-	1,202,964	1,230,442	1,342,800
	TOTAL TRANSFERS	-	-	-	-
	GRAND TOTAL RESOURCES	-	1,202,964	1,230,442	1,342,800
6099	Professional Services	-	-	-	50,000
6115	Landscaping	109,715	97,659	109,800	109,800
6116	Tree Maintenance	100,000	-	121,000	141,000
	TOTAL MATERIALS, SUPPLIES & SERVICES	209,715	97,659	230,800	300,800
	CIP & EQUIPMENT				
6185	Construction Services	-	-	3,993	-
	TOTAL CIP & EQUIPMENT	-	-	3,993	-
8010	Transfer Out to GF	347,350	620,900	600,000	600,000
8052	Transfer Out to GTBF	478,339	484,500	484,500	409,500
	TOTAL TRANSFERS	825,689	1,105,400	1,084,500	1,009,500
	EXPENDITURES GRAND TOTAL	1,035,404	1,203,059	1,319,293	1,310,300
	NET CHANGE IN POSITION	(1,035,404)	(95)	(88,851)	32,500

Estimated Available Fund Balance

-

Net Change in Position

32,500

Estimated Budget Ending Balance

32,500

SPECIAL REVENUE FUND - GAS TAX FUND (17xxxx)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		1,310,300
<hr/>		
MATERIALS, SUPPLIES & SERVICES		
Professional Services (6099)	Amount Budgeted:	50,000
Traffic Signal Repairs		50,000
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Landscaping	Amount Budgeted:	109,800
Contract Services for Parkways & Medians		109,800
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Tree Maintenance	Amount Budgeted:	141,000
Contract Tree Trimming Services for City		121,000
Streets & Arterials		
Street Tree Planting/Replacements		20,000
<hr/>		
TRANSFERS OUT	Amount Budgeted:	1,009,500
General Fund		600,000
Gas Tax Bond		409,500
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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Measure M (0018)
Fund 210

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4080	State Gas Tax (2105)	-	-	-	-
4092	Measure M - Turnback	-	851,141	736,200	807,000
4210	County Grants	-	219,016	-	-
4601	Interest Revenue	-	12,815	8,000	8,000
TOTAL REVENUES		-	1,082,972	744,200	815,000
GRAND TOTAL RESOURCES		-	1,082,972	744,200	815,000
6015	Engineering Services	-	28,640	27,000	-
6099	Professional Services	-	(1,929)	-	-
6401	Community Programs	45,285	32,511	80,476	55,800
6905	Principal/Bonds/COP's/Leases	255,188	279,207	246,000	246,000
6915	Interest/Bonds/COP's/Leases	62,578	45,240	32,600	32,600
TOTAL MATERIALS, SUPPLIES & SERVICES		363,051	383,670	386,076	334,400
CIP & EQUIPMENT					
6185	Construction Services	-	500,996	502,783	-
6740	Infrastructure - Streets & Streetscapes	-	-	-	676,200
TOTAL CIP & EQUIPMENT		-	500,996	502,783	676,200
EXPENDITURES GRAND TOTAL		363,051	884,666	888,859	1,010,600
NET CHANGE IN POSITION		(363,051)	198,305	(144,659)	(195,600)
Estimated Available Fund Balance					657,171
Net Change in Position					(195,600)
Estimated Budget Ending Balance					<u>461,571</u>

SPECIAL REVENUE FUND - MEASURE M FUND (18xxxx)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		1,010,600
MATERIALS, SUPPLIES & SERVICES		
Community Programs	Amount Budgeted:	55,800
Senior Mobility Program	55,800	
Principal for Bonds / COP's / Leases	Amount Budgeted:	246,000
Measure M Advance Debt Service	246,000	
Interest for Bonds / COP's / Leases	Amount Budgeted:	32,600
Measure M Advance Debt Service	32,600	
CAPITAL IMPROVEMENT PROGRAMS		
	Amount Budgeted:	676,200
FY 2021-22 Roadway Rehab Project	676,200	

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Air Quality Management (0019)
Fund 215

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4220	AB2766 Air Quality	-	48,095	66,000	66,000
4601	Interest Revenue	-	3,124	3,000	3,000
4710	Reimbursements/Other Revenue	-	14,318	-	-
	TOTAL REVENUES	-	65,537	69,000	69,000
GRAND TOTAL RESOURCES		-	65,537	69,000	69,000
6401	Community Programs	11,321	8,128	20,144	13,800
6905	Principal/Bonds/COP's/Leases	50,192	50,389	11,500	-
6915	Interest/Bonds/COP's/Leases	428	231	-	-
	TOTAL MATERIALS, SUPPLIES & SERVICES	61,941	58,747	31,644	13,800
CIP & EQUIPMENT					
6185	Construction Services	-	-	148,248	-
6741	Infrastructure - Traffic and Transportation	-	-	-	53,000
6840	Machinery & Equipment	-	-	10,000	-
6842	Vehicles	-	76,000	-	-
	TOTAL CIP & EQUIPMENT	-	76,000	158,248	53,000
	EXPENDITURES GRAND TOTAL	61,941	134,747	189,892	66,800
	NET CHANGE IN POSITION	(61,941)	(69,210)	(120,892)	2,200
Estimated Available Fund Balance					20,313
Net Change in Position					2,200
Estimated Budget Ending Balance					<u>22,513</u>

SPECIAL REVENUE FUND - AIR QUALITY FUND (19xxxx)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		66,800
MATERIALS ,SUPPLIES & SERVICES		
Community Programs (194315-6401)	Amount Budgeted:	13,800
Senior Mobility Program	13,800	
Infrastructure - Traffic & Transportation (6741)	Amount Budgeted:	53,000
Rose/Tustin Regional Traffic Signal Synchronization	53,000	

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Asset Seizure (0021)
Fund 225

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4420	Asset Seizure Funds	-	376,748	-	-
4425	Asset Seizure - State	-	23,350	-	-
4601	Interest Revenue	-	9,372	-	-
TOTAL REVENUES		-	409,470	-	-
SALARIES & BENEFITS					
5015	Overtime	151	11,325	-	-
5105	Health Insurance Allocation	3	1,238	-	-
5110	Life Ins Allocation	0	0	-	-
5115	Dental Ins Allocation	-	69	-	-
5120	Optical Ins Allocation	-	19	-	-
5125	LTD Ins Allocation	0	-	-	-
5135	Medicare	2	164	-	-
TOTAL SALARIES & BENEFITS		157	12,816	-	-
MATERIALS, SUPPLIES & SERVICES					
6137	Repair Maint/Equipment	-	-	2,500	50,000
6250	Staff Training	(8)	30,137	100,000	100,000
6301	Special Department Supplies	4,892	-	29,701	-
TOTAL MATERIALS, SUPPLIES & SERVICES		4,884	30,137	132,201	150,000
CIP & EQUIPMENT					
6840	Machinery & Equipment	20,360	74,958	115,200	155,000
6850	Building & Facilities	-	-	-	25,000
TOTAL CIP & EQUIPMENT		20,360	74,958	115,200	180,000
EXPENDITURES GRAND TOTAL		25,401	117,912	247,401	330,000
NET CHANGE IN POSITION		(25,401)	291,558	(247,401)	(330,000)
Estimated Available Fund Balance					342,836
Net Change in Position					(330,000)
Estimated Budget Ending Balance					<u>12,836</u>

SPECIAL REVENUE FUNDS - ASSET SEIZURE FUND (21xxxx)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		330,000
MATERIALS, SUPPLIES & SERVICES		
Repair & Maint /Equipment (6137)	Amount Budgeted:	50,000
Gas Masks	50,000	
Staff Training (6250)	Amount Budgeted:	100,000
Training Fund	100,000	
CAPITAL IMPROVEMENT PROGRAMS		
Machinery & Equipment (6840)	Amount Budgeted:	155,000
Computers	50,000	
E-Cite	55,000	
Purchase new Desktops for Police Department	50,000	
Building & Facilities	Amount Budgeted:	25,000
Briefing Room Furniture	25,000	

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**Proposed Budget
FISCAL YEAR 2021-22**

**Special Revenue Fund
Supplemental Law Enforcement (0022)
Fund 230**

	2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Estimated Available Fund Balance				151,436
Net Change in Position				-
Estimated Budget Ending Balance				<u>151,436</u>

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**Proposed Budget
FISCAL YEAR 2021-22**

**Special Revenue Fund
Park Development (0023)
Fund 235**

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
4601	Revenues				
	Interest Revenue	-	376	-	-
	TOTAL REVENUES	-	376	-	-
	GRAND TOTAL RESOURCES	-	376	-	-
	NET CHANGE IN POSITION	-	376	-	-
	Estimated Available Fund Balance				20,072
	Net Change in Position				-
	Estimated Budget Ending Balance				<u>20,072</u>

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**Proposed Budget
FISCAL YEAR 2021-22**

**Special Revenue Fund
Sewer Construction (0024)
Fund 240**

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
4601	Revenues				
	Interest Revenue	-	405	-	-
	TOTAL REVENUES	-	405	-	-
	GRAND TOTAL RESOURCES	-	405	-	-
	NET CHANGE IN POSITION	-	405	-	-
	Estimated Available Fund Balance				21,890
	Net Change in Position				-
	Estimated Budget Ending Balance				<u>21,890</u>

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Storm Drain Constrction (0025)
Fund 245

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4601	Interest Revenue	-	463	-	-
	TOTAL REVENUES	-	463	-	-
CIP & EQUIPMENT					
6185	Construction Services	-	-	20,000	-
	TOTAL CIP & EQUIPMENT	-	-	20,000	-
	EXPENDITURES GRAND TOTAL	-	-	20,000	-
	NET CHANGE IN POSITION	-	463	(20,000)	-
Estimated Available Fund Balance					4,423
Net Change in Position					-
Estimated Budget Ending Balance					<u>4,423</u>

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Thoroughfare Constction (0026)
Fund 250

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
	Revenues				
4601	Interest Revenue	-	492	-	-
	TOTAL REVENUES	-	492	-	-
	CIP & EQUIPMENT				
6185	Construction Services	-	-	25,100	-
	TOTAL CIP & EQUIPMENT	-	-	25,100	-
	EXPENDITURES GRAND TOTAL	-	-	25,100	-
	NET CHANGE IN POSITION	-	492	(25,100)	-
	Estimated Available Fund Balance				496
	Net Change in Position				-
	Estimated Budget Ending Balance				<u>496</u>

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Street Lighting District (0028)
Fund 260

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4501	Street Light Assessments	-	136,307	135,000	135,000
TOTAL REVENUES		-	136,307	135,000	135,000
TRANSFERS IN					
7010	Transfer in from GF	-	270,300	276,000	53,000
TOTAL TRANSFERS		-	270,300	276,000	53,000
GRAND TOTAL RESOURCES		-	406,607	411,000	188,000
MATERIALS, SUPPLIES & SERVICES					
6015	Engineering Services	9,056	9,482	9,800	10,100
6225	Advertising/Promotional	669	1,256	800	800
6330	Electricity	370,731	406,174	400,000	160,000
TOTAL MATERIALS, SUPPLIES & SERVICES		380,456	416,912	410,600	170,900
EXPENDITURES GRAND TOTAL		380,456	416,912	410,600	170,900
NET CHANGE IN POSITION		(380,456)	(10,306)	400	17,100
Estimated Available Fund Balance					(9,105)
Net Change in Position					17,100
Estimated Budget Ending Balance					<u>7,995</u>

SPECIAL REVENUE FUND - STREET LIGHTING DISTRICT FUND (28xxxx)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		170,900
<hr/>		
MATERIALS, SUPPLIES & SERVICES		
<hr/>		
Engineering Services (286560-6015)	Amount Budgeted:	10,100
Engineering Services for Annual Engineer's Report & Levy Assesment	10,100	
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Advertising (296561-6225)	Amount Budgeted:	800
Legal Notice Advertising for Public Hearing	800	
<hr/>		
Electricity (286560-6330)	Amount Budgeted:	160,000
Electrical Utility Costs for Street Light Poles	160,000	
<hr/>		

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Landscape Maintenance (0029)
Fund 265

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4520	Landscape Maint Assessments	-	443,982	447,500	417,300
TOTAL REVENUES		-	443,982	447,500	417,300
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	88,926	119,886	65,100	65,300
5015	Overtime	3,932	3,447	-	-
5020	Leave Accrual Payout	6	2,283	-	-
5021	Extraordinary Leave Buydown	23	-	-	-
5022	Alternative H&W Payout	-	-	-	600
5105	Health Insurance Allocation	17,082	17,647	19,000	21,200
5110	Life Ins Allocation	127	36	200	100
5115	Dental Ins Allocation	1,102	1,055	-	1,500
5120	Optical Ins Allocation	242	251	300	300
5125	LTD Ins Allocation	178	29	-	300
5126	STD Ins Allocation	-	-	-	300
5135	Medicare	1,327	1,806	1,000	1,000
5141	Employers' PARS/ARS	2,474	4,339	500	600
5144	Employer CalPERS UAL	-	21,558	-	-
5145	Employer CalPERS Retire NC	22,528	10,050	52,200	7,100
5159	Employee Medical Opt Out Plan	982	1,572	200	200
5169	STD Ins Premium	-	-	700	-
5170	Sick Leave Buyback	310	-	-	-
5175	Leave Buyback	6	-	-	1,900
5199	Other Employee Benefits	-	-	-	900
TOTAL SALARIES & BENEFITS		139,243	183,958	139,200	101,300
MATERIALS, SUPPLIES & SERVICES					
6015	Engineering Services	9,056	9,482	9,800	10,100
6099	Professional Services	239	-	900	900
6115	Landscaping	72,088	72,488	73,000	73,000
6130	Repair & Maint/Facilities	11,884	13,461	15,000	15,000
6215	Telephone	9,334	9,058	7,000	7,000
6225	Advertising/Promotional	678	1,266	800	-
6301	Special Department Supplies	218	-	-	-
6330	Electricity	18,792	16,004	20,000	20,000
6335	Water	177,273	166,183	180,000	190,000
TOTAL MATERIALS, SUPPLIES & SERVICES		299,562	287,942	306,500	316,000
EXPENDITURES GRAND TOTAL		438,805	471,901	445,700	417,300
NET CHANGE IN POSITION		(438,805)	(27,918)	1,800	-
Estimated Available Fund Balance					3,249
Net Change in Position					-
Estimated Budget Ending Balance					<u>3,249</u>

SPECIAL REVENUE FUND - LANDSCAPE MAINTENANCE DISTRICT FUND (29xxxx)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		417,300
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SALARIES & BENEFITS		
<hr/>		
Salaries & Benefits	Amount Budgeted:	101,300
	FTE	
Deputy City Administrator	0.02	
Public Works Supervisor	0.25	
Management Analyst	0.02	
Director of Finance	0.01	
Accounting Technician	0.02	
Maintenance Worker	0.65	
	0.97	101,300
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MATERIALS, SUPPLIES & SERVICES		
<hr/>		
Engineering Services (296561-6015)	Amount Budgeted:	10,100
Engineering Services for Annual Engineer's Report & Levy Assesment		10,100
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Professional Services(296561-6009)	Amount Budgeted:	900
Financial Consulting Services		900
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Landscaping (296561-6115)	Amount Budgeted:	73,000
Landscaping Services for LMD District		73,000
<hr/>		
Repair/Maintenance Facilities (296561-6130)	Amount Budgeted:	15,000
Repairs and Maintenance of Landscape, Irrigation Systems, Sport Fields and Hardscape Areas		15,000
<hr/>		
Telephone (296561-6215)	Amount Budgeted:	7,000
Telephone Utility Cost for Irrigation Controllers		7,000
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Electricity (296561-6330)	Amount Budgeted:	20,000
Electrical Utilities to Power Irrigation Controllers		20,000
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Water (296561-6335)	Amount Budgeted:	190,000
Water Utility Costs for Irrigation		190,000
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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
CDBG Fund (0030)
Fund 270

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
	Revenues				
4201	Federal Grants	-	316,344	1,971,555	352,000
	TOTAL REVENUES	-	316,344	1,971,555	352,000
	MATERIALS, SUPPLIES & SERVICES				
6401	Community Programs	131,567	232,777	1,252,129	171,100
	TOTAL MATERIALS, SUPPLIES & SERVICES	131,567	232,777	1,252,129	171,100
	CIP & EQUIPMENT				
6185	Construction Services	-	-	412,200	-
6760	Infrastructure - Parks	-	-	-	141,700
	TOTAL CIP & EQUIPMENT	-	-	412,200	141,700
	TRANSFERS				
8010	Transfer Out to GF	75,359	91,800	97,700	39,100
	TOTAL TRANSFERS	75,359	91,800	97,700	39,100
	EXPENDITURES GRAND TOTAL	206,926	324,577	1,762,029	351,900
	NET CHANGE IN POSITION	(206,926)	(8,233)	209,526	100
	Estimated Available Fund Balance				(0)
	Net Change in Position				100
	Estimated Budget Ending Balance				<u>100</u>

SPECIAL REVENUE FUND - CDBG FUND (30XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		351,900
MATERIALS, SUPPLIES & SERVICES		
Community Programs (302535-6401)	Amount Budgeted:	171,100
Neighborhood Services - Program Coordinator	37,900	
Senior Center	20,700	
Housing Rehabilitation Grant	52,500	
Façade Improvement Program	60,000	
CAPITAL IMPROVEMENT PROGRAMS		
Infrastructure - Parks (6760)	Amount Budgeted:	141,700
Jaycee Parkette ADA Improvements	141,700	
TRANSFERS OUT (300000-8010)		
	Amount Budgeted:	39,100
General Fund - Salaries	39,100	

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Afford Housing In-Lieu (0034)
Fund 405

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
	Revenues				
4601	Interest Revenue	-	1,041	-	-
	TOTAL REVENUES	-	1,041	-	-
	MATERIALS, SUPPLIES & SERVICES				
6099	Professional Services	3,487	-	53,500	53,500
	TOTAL MATERIALS, SUPPLIES & SERVICES	3,487	-	53,500	53,500
	EXPENDITURES GRAND TOTAL	3,487	-	53,500	53,500
	NET CHANGE IN POSITION	(3,487)	1,041	(53,500)	(53,500)
	Estimated Available Fund Balance				134,659
	Net Change in Position				(53,500)
	Estimated Budget Ending Balance				<u>81,159</u>

SPECIAL REVENUE FUND - AFFORDABLE HOUSING IN-LIEU FUND (34XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		53,500
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MATERIALS, SUPPLIES & SERVICES		
<hr/>		
Professional Services (340000-6099)	Amount Budgeted:	53,500
Appraisal, Environmental & Title Reports	8,500	
Baker Street Real Estate Advisory Services	45,000	
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**Proposed Budget
FISCAL YEAR 2021-22**

**Special Revenue Fund
Community Fac District (0047)
Fund 715**

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4040	Prop Tax/Penalty & Interest	-	72	-	-
4601	Interest Revenue	-	926	-	-
TOTAL REVENUES		-	997	-	-
NET CHANGE IN POSITION		-	997	-	-
Estimated Available Fund Balance					48,678
Net Change in Position					-
Estimated Budget Ending Balance					<u><u>48,678</u></u>

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Misc Grants Fund (0050)
Fund 280

	2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues				
4201	-	17,965	72,300	-
4205	-	(17,395)	1,123,837	276,600
4210	-	61,267	52,500	-
4705	-	-	-	125,500
4760	-	-	65,000	75,000
	-	61,837	1,313,637	477,100
SALARIES & BENEFITS				
5001	221	1,534	-	175,800
5005	63,089	66,161	39,000	-
5015	81,868	43,852	42,100	-
5022	-	-	-	1,500
5105	8,527	2,985	-	34,000
5110	66	-	-	300
5115	736	314	-	2,200
5120	164	73	-	400
5125	172	11	-	800
5126	-	-	-	700
5135	2,105	1,618	600	2,600
5141	2,366	2,538	2,000	-
5145	0	-	-	32,600
5199	-	-	-	3,600
	159,315	119,085	83,700	254,500
MATERIALS, SUPPLIES & SERVICES				
6017	-	-	210,000	-
6099	7,425	-	33,500	-
6135	4,000	954	5,000	-
6215	1,332	1,444	1,300	-
6290	3,855	-	-	-
6301	8,523	20,657	4,100	-
6315	2,610	902	2,000	-
6499	-	-	5,000	-
	27,745	23,956	260,900	-
CIP & EQUIPMENT				
6185	-	-	740,000	-
6840	8,000	-	462,037	16,000
6850	-	-	-	200,500
	8,000	-	1,202,037	216,500
	195,060	143,041	1,546,637	471,000
	NET CHANGE IN POSITION	(81,205)	(233,000)	6,100

Estimated Available Fund Balance

(99,506)

Net Change in Position

6,100

Estimated Budget Ending Balance

(93,406)

SPECIAL REVENUE FUND - MISCELLANENOUS GRANT FUND (50XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		471,000
SALARIES & BENEFITS		
Salaries & Benefits (503040 - STRONG Grant)	Amount Budgeted:	254,500
	FTE	
Police Captian	0.19	
Police Officer	0.83	
Senior Management Analyst	0.55	
Total	1.57	254,500
MATERIALS, SUPPLIES & SERVICES		
Machinery & Equipment (503040-6840)	Amount Budgeted:	16,000
GETAC Computers	16,000	
CAPITAL IMPROVEMENT PROGRAMS		
Building & Facilities (6850)	Amount Budgeted:	200,500
Oberle Gym Floor Resurfacing Project	137,500	
Pergola replacement for Civic Center	63,000	

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Traffic Offender Fund (0051)
Fund 226

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4601	Interest Revenue	-	87	-	-
	TOTAL REVENUES	-	87	-	-
CIP & EQUIPMENT					
6840	Machinery & Equipment	48,864	-	-	-
	TOTAL CIP & EQUIPMENT	48,864	-	-	-
	EXPENDITURES GRAND TOTAL	48,864	-	-	-
	NET CHANGE IN POSITION	(48,864)	87	-	-
Estimated Available Fund Balance					5,669
Net Change in Position					-
Estimated Budget Ending Balance					<u>5,669</u>

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Housing Successor Agency (0053)
Fund 207

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4601	Interest Revenue	-	5,294	-	-
4710	Reimbursements/Other Revenue	-	157,750	48,600	95,800
4711	Lease Revenue	-	8,100	9,600	6,000
TOTAL REVENUES		-	171,144	58,200	101,800
MATERIALS, SUPPLIES & SERVICES					
6890	Loss on Disposal of Assets	39,357	-	-	-
6915	Interest/Bonds/COP's/Leases	-	3,810	-	-
TOTAL MATERIALS, SUPPLIES & SERVICES		39,357	3,810	-	-
EXPENDITURES GRAND TOTAL		39,357	3,810	-	-
NET CHANGE IN POSITION		(39,357)	167,334	58,200	101,800
Estimated Available Fund Balance					553,100
Net Change in Position					101,800
Estimated Budget Ending Balance					<u>654,900</u>

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Sccssr Agency Ret Oblg (0054)
Fund 208

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4601	Interest Revenue	-	3,024	4,000	-
4710	Reimbursements/Other Revenue	-	2,229,812	1,954,100	2,102,500
	TOTAL REVENUES	-	2,232,836	1,958,100	2,102,500
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	141,315	117,957	157,700	68,400
5015	Overtime	-	2	-	-
5020	Leave Accrual Payout	-	1,674	-	-
5022	Alternative H&W Payout	-	-	-	1,000
5105	Health Insurance Allocation	9,274	8,397	9,700	10,000
5110	Life Ins Allocation	125	42	1,600	100
5115	Dental Ins Allocation	652	663	-	600
5120	Optical Ins Allocation	132	140	200	200
5125	LTD Ins Allocation	59	10	1,200	400
5126	STD Ins Allocation	-	-	-	300
5135	Medicare	1,681	1,677	1,700	1,000
5141	Employers' PARS/ARS	2,513	3,840	900	2,200
5144	Employer CalPERS UAL	-	11,250	-	-
5145	Employer CalPERS Retire NC	15,598	8,363	23,700	6,400
5159	Employee Medical Opt Out Plan	1,776	1,761	1,900	300
5175	Leave Buyback	-	313	-	3,600
5199	Other Employee Benefits	-	-	-	1,900
	TOTAL SALARIES & BENEFITS	173,124	156,088	198,600	96,400
MATERIALS, SUPPLIES & SERVICES					
6005	Legal Services	785	1,798	26,300	14,000
6010	Accounting & Auditing Service	-	-	2,400	2,400
6030	Trustee Fees	3,750	3,750	4,000	2,300
6099	Professional Services	12,230	10,671	42,237	21,500
6130	Repair & Maint/Facilities	-	-	3,000	3,000
6136	Software Maintenance	-	-	3,800	3,800
6175	Office Equipment Rental	-	-	2,400	2,400
6201	Liability Insurance Premiums	-	-	1,700	1,700
6215	Telephone	-	-	5,400	5,400
6315	Office Supplies	-	-	400	400
6325	Postage	-	-	500	500
6330	Electricity	-	-	5,500	5,500
6405	Contributions/Donations	37,268	-	-	-
6499	Other Program Expenditures	-	-	-	478,700
6905	Principal/Bonds/COP's/Leases	-	-	-	635,000
6915	Interest/Bonds/COP's/Leases	440,465	417,348	404,000	379,500
6935	Lease Expenditure	330,457	138,361	132,200	417,300
6999	Other Expenditure	-	-	-	25,400
	TOTAL MATERIALS, SUPPLIES & SERVICES	824,954	571,928	633,837	1,998,800

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Sccssr Agency Ret Oblg (0054)
Fund 208

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
8010	TRANSFERS				
	Transfer Out to GF	76,091	19,000	-	-
	TOTAL TRANSFERS	76,091	19,000	-	-
	EXPENDITURES GRAND TOTAL	1,074,169	747,015	832,437	2,095,200
	NET CHANGE IN POSITION	(1,074,169)	1,485,821	1,125,663	7,300
	Estimated Available Fund Balance				(4,007,111)
	Net Change in Position				7,300
	Estimated Budget Ending Balance				<u><u>(3,999,811)</u></u>

**SPECIAL REVENUE FUND - SUCCESSOR AGENCY RETIREMENT OBLIGATION FUND
BUDGET DISCUSSION
FISCAL YEAR 2020-21**

TOTAL BUDGET		2,095,200
SALARIES & BENEFITS		
Salaries & Benefits (ROPS Administration)	Amount Budgeted:	96,400
	FTE	
City Administrator	0.05	
Deputy City Administrator	0.02	
Deputy City Clerk	0.03	
Finance Director	0.05	
Accounting Manager	0.08	
Assist CA / Economic Dev Manager	0.13	
Senior Financial Analyst	0.10	
Accounting Technician	0.04	
Executive Assistant	0.03	
	<u>0.52</u>	96,400
MATERIALS, SUPPLIES & SERVICES		
Legal Services (547525-6005) (ROPS Administration)	Amount Budgeted:	14,000
Successor Agency Attorney Services	14,000	
Professional Services (547525-6099) (ROPS Administration)	Amount Budgeted:	21,500
Kosmont Companies - Advisory Services	20,000	
Kosmont Companies - Continuing Disclosure	1,500	
Trustee Fees (547525-6030) (ROPS Item# 9 & 19)	Amount Budgeted:	2,300
2013 TARB Trustee Fees (ROPS Item# 9)	2,300	
Other Program Expenditures (547525-6499)	Amount Budgeted:	478,700
312 S Melrose (ROPS #36)	239,350	
110 S Bradford Ave (ROPS #37)	239,350	
Principal for Bonds (547525-6905) (ROPS Item# 29)	Amount Budgeted:	635,000
2013 TARB Interest Payments	635,000	

Interest for Bonds (547525-6915) (ROPS Item# 29)	Amount Budgeted:	379,500
2013 TARB Interest Payments	379,500	
Lease Expenditures (547525-6935) (ROPS Item# 4)	Amount Budgeted:	417,300
2003 COP Principal Component Payments to City	306,300	
2003 COP Interest Component Payments to City	111,000	
Other ROPS Administration	Amount Budgeted:	50,500
Accounting and Auditing (547525-6010) (ROPS Administration)	2,400	
Repair and Maintenance/Facilities (547525-6130) (ROPS Administration)	3,000	
Software Maintenance (547525-6136) (ROPS Administration)	3,800	
Office Equipment Rental (547525-6175) (ROPS Administration)	2,400	
Liability Insurance Premiums (547525-6201) (ROPS Administration)	1,700	
Telephone (547525-6215) (ROPS Administration)	5,400	
Office Supplies (547525-6315) (ROPS Administration)	400	
Postage (547525-6325) (ROPS Administration)	500	
Electricity (547525-6330) (ROPS Administration)	5,500	
Other Expenditures (547525-6999) (ROPS Administration)	25,400	

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Public Safety CFD (0055)
Fund 261

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4505	CFD Assessments	-	36,267	22,000	-
4601	Interest Revenue	-	405	-	-
TOTAL REVENUES		-	36,672	22,000	-
MATERIALS, SUPPLIES & SERVICES					
6015	Engineering Services	4,000	4,133	4,700	-
6099	Professional Services	126	-	-	-
TOTAL MATERIALS, SUPPLIES & SERVICES		4,126	4,133	4,700	-
6185	Construction Services	-	32,000	-	-
6842	Vehicles	-	-	30,000	-
EXPENDITURES GRAND TOTAL		4,126	36,133	34,700	-
NET CHANGE IN POSITION		(4,126)	540	(12,700)	-
Estimated Available Fund Balance					27,731
Net Change in Position					-
Estimated Budget Ending Balance					<u><u>27,731</u></u>

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Public Safety Mitigat (0057)
Fund 241

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
7046	TRANSFERS IN				
	Transfer-in from Fund 67	-	-	36,500	-
	GRAND TOTAL RESOURCES	-	-	36,500	-
	NET CHANGE IN POSITION	-	-	36,500	-
	Estimated Available Fund Balance				2,371
	Net Change in Position				-
	Estimated Budget Ending Balance				<u>2,371</u>

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
PEG Fund (0058)
Fund 211

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4321	PEG Cable Fees	-	84,697	80,000	80,000
4601	Interest Revenue	-	-	2,000	2,000
TOTAL REVENUES		-	84,697	82,000	82,000
TRANSFERS IN					
7081	Transfer in from Covid Relief	-	-	-	83,100
TOTAL TRANSFERS		-	-	-	83,100
GRAND TOTAL RESOURCES		-	84,697	82,000	165,100
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	-	-	-	52,800
5105	Health Insurance Allocation	-	-	-	22,600
5110	Life Ins Allocation	-	-	-	200
5115	Dental Ins Allocation	-	-	-	1,600
5120	Optical Ins Allocation	-	-	-	300
5125	LTD Ins Allocation	-	-	-	300
5126	STD Ins Allocation	-	-	-	300
5135	Medicare	-	-	-	800
5145	Employer CalPERS Retire NC	-	-	-	4,100
5199	Other Employee Benefits	-	-	-	100
TOTAL SALARIES & BENEFITS		-	-	-	83,100
6099	Professional Services	27,900	54,495	58,800	-
6136	Software Maintenance	18,712	18,456	26,985	24,700
6290	Dept. Contract Services	2,583	2,766	3,500	3,500
6301	Special Department Supplies	5,680	7,525	9,000	9,000
TOTAL MATERIALS, SUPPLIES & SERVICES		54,874	83,241	98,285	37,200
EXPENDITURES GRAND TOTAL		54,874	83,241	98,285	120,300
NET CHANGE IN POSITION		(54,874)	1,456	(16,285)	44,800
Estimated Available Fund Balance					(44,547)
Net Change in Position					44,800
Estimated Budget Ending Balance					<u>253</u>

SPECIAL REVENUE FUND - PEG ACCESS FUND (58XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		120,300
SALARIES & BENEFITS		
Salaries & Benefits	Amount Budgeted:	83,100
	FTE	
Development Services Coordinator	1.00	
Total	1.00	83,100
MATERIALS, SUPPLIES & SERVICES		
Software Maintenance (581573-6136)	Amount Budgeted:	24,700
Hosting & Maintenance of City Website		7,200
Hosting & Maintenance of Granicus		17,500
Dept. Contract Services (581573-6290)	Amount Budgeted:	3,500
Music License Agreements/Website Domain		3,500
Special Dept. Supplies (581573-6301)	Amount Budgeted:	9,000
Cable Operations Supplies		9,000

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Rehab Reimbursements Fd (0059)
Fund 116

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
	Revenues				
4601	Interest Revenue	-	3,095	-	-
	TOTAL REVENUES	-	3,095	-	-
	CIP & EQUIPMENT				
6185	Construction Services	2,023	-	-	-
	TOTAL CIP & EQUIPMENT	2,023	-	-	-
	EXPENDITURES GRAND TOTAL	2,023	-	-	-
	NET CHANGE IN POSITION	(2,023)	3,095	-	-
	Estimated Available Fund Balance				3,095
	Net Change in Position				-
	Estimated Budget Ending Balance				<u><u>3,095</u></u>

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
State Gas Tax - RMRA (0060)
Fund 209

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4085	Rd Maint RehabAcct(RMRA)(2031)	-	906,401	871,649	1,022,800
4601	Interest Revenue	-	12,496	8,500	-
TOTAL REVENUES		-	918,897	880,149	1,022,800
CIP & EQUIPMENT					
6185	Construction Services	-	1,158,065	1,566,576	-
6740	Infrastructure - Streets & Streetscapes	-	-	-	772,900
TOTAL CIP & EQUIPMENT		-	1,158,065	1,566,576	772,900
EXPENDITURES GRAND TOTAL		-	1,158,065	1,566,576	772,900
NET CHANGE IN POSITION		-	(239,168)	(686,427)	249,900
Estimated Available Fund Balance					120,178
Net Change in Position					249,900
Estimated Budget Ending Balance					<u><u>370,078</u></u>

**SPECIAL REVENUE FUND - SUCCESSOR AGENCY RETIREMENT OBLIGATION FUND
BUDGET DISCUSSION
FISCAL YEAR 2021-22**

TOTAL BUDGET		772,900
CAPITAL IMPROVEMENT PROGRAMS		
	Amount Budgeted:	772,900
FY 2021-22 Roadway Rehab Project	272,900	
FY 2021-22 Slurry Seal Project	500,000	

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
NOC-Public Safety Grant(0061)
Fund 228

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4205	State Grants	-	310,000	324,000	-
	TOTAL REVENUES	-	310,000	324,000	-
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	97,713	99,864	96,000	-
5005	Salaries/Part-Time	10,056	474	14,000	-
5015	Overtime	51,075	31,088	72,000	-
5020	Leave Accrual Payout	1,985	1,034	-	-
5105	Health Insurance Allocation	26,992	24,222	23,600	-
5110	Life Ins Allocation	155	19	-	-
5115	Dental Ins Allocation	1,184	1,053	-	-
5120	Optical Ins Allocation	302	282	300	-
5125	LTD Ins Allocation	481	66	500	-
5135	Medicare	2,332	1,923	200	-
5141	Employers' PARS/ARS	201	18	500	-
5144	Employer CalPERS UAL	-	50,341	77,900	-
5145	Employer CalPERS Retire NC	62,045	21,543	22,400	-
5169	STD Ins Premium	-	-	600	-
	TOTAL SALARIES & BENEFITS	254,522	231,926	308,000	-
MATERIALS, SUPPLIES & SERVICES					
6250	Staff Training	1,307	504	4,000	-
6301	Special Department Supplies	1,116	-	2,000	-
6360	Uniforms	9,917	245	5,000	-
	TOTAL MATERIALS, SUPPLIES & SERVICES	12,339	750	11,000	-
CIP & EQUIPMENT					
6840	Machinery & Equipment	23,276	-	5,000	-
6842	Vehicles	173,936	-	-	-
	TOTAL CIP & EQUIPMENT	197,213	-	5,000	-
	EXPENDITURES GRAND TOTAL	464,074	232,676	324,000	-
	NET CHANGE IN POSITION	(464,074)	77,324	-	-
Estimated Available Fund Balance					172,614
Net Change in Position					-
Estimated Budget Ending Balance					<u>172,614</u>

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Comm Trans Hous Grant (0062)
Fund 229

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	228,851	324,827	-	-
5005	Salaries/Part-Time	15,376	18,089	-	-
5015	Overtime	47,363	61,254	7,600	-
5020	Leave Accrual Payout	11,072	7,223	-	-
5105	Health Insurance Allocation	35,220	51,091	-	-
5110	Life Ins Allocation	284	100	-	-
5115	Dental Ins Allocation	1,838	3,011	-	-
5120	Optical Ins Allocation	448	692	-	-
5125	LTD Ins Allocation	80	-	-	-
5135	Medicare	4,389	5,988	-	-
5141	Employers' PARS/ARS	577	678	-	-
5144	Employer CalPERS UAL	-	173	-	-
5145	Employer CalPERS Retire NC	41,518	39,241	-	-
5159	Employee Medical Opt Out Plan	1,964	-	-	-
5175	Leave Buyback	-	1,558	-	-
TOTAL SALARIES & BENEFITS		388,978	513,925	7,600	-
MATERIALS, SUPPLIES & SERVICES					
6250	Staff Training	494	-	-	-
6401	Community Programs	-	261,700	261,400	-
TOTAL MATERIALS, SUPPLIES & SERVICES		494	261,700	261,400	-
EXPENDITURES GRAND TOTAL		389,472	775,625	269,000	-
NET CHANGE IN POSITION		(389,472)	(775,625)	(269,000)	-
Estimated Available Fund Balance					(104,192)
Net Change in Position					-
Estimated Budget Ending Balance					<u><u>(104,192)</u></u>

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Parks & Rec Impact Fees (0063)
Fund 236

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4306	Development Impact Fees	-	525,505	2,144,100	100,000
4601	Interest Revenue	-	10,356	-	-
TOTAL REVENUES		-	535,861	2,144,100	100,000
CIP & EQUIPMENT					
6185	Construction Services	-	-	1,645,000	-
6840	Machinery & Equipment	-	-	750,000	-
TOTAL CIP & EQUIPMENT		-	-	2,395,000	-
EXPENDITURES GRAND TOTAL		-	-	2,395,000	-
NET CHANGE IN POSITION		-	535,861	(250,900)	100,000
Estimated Available Fund Balance					146,801
Net Change in Position					100,000
Estimated Budget Ending Balance					<u>246,801</u>

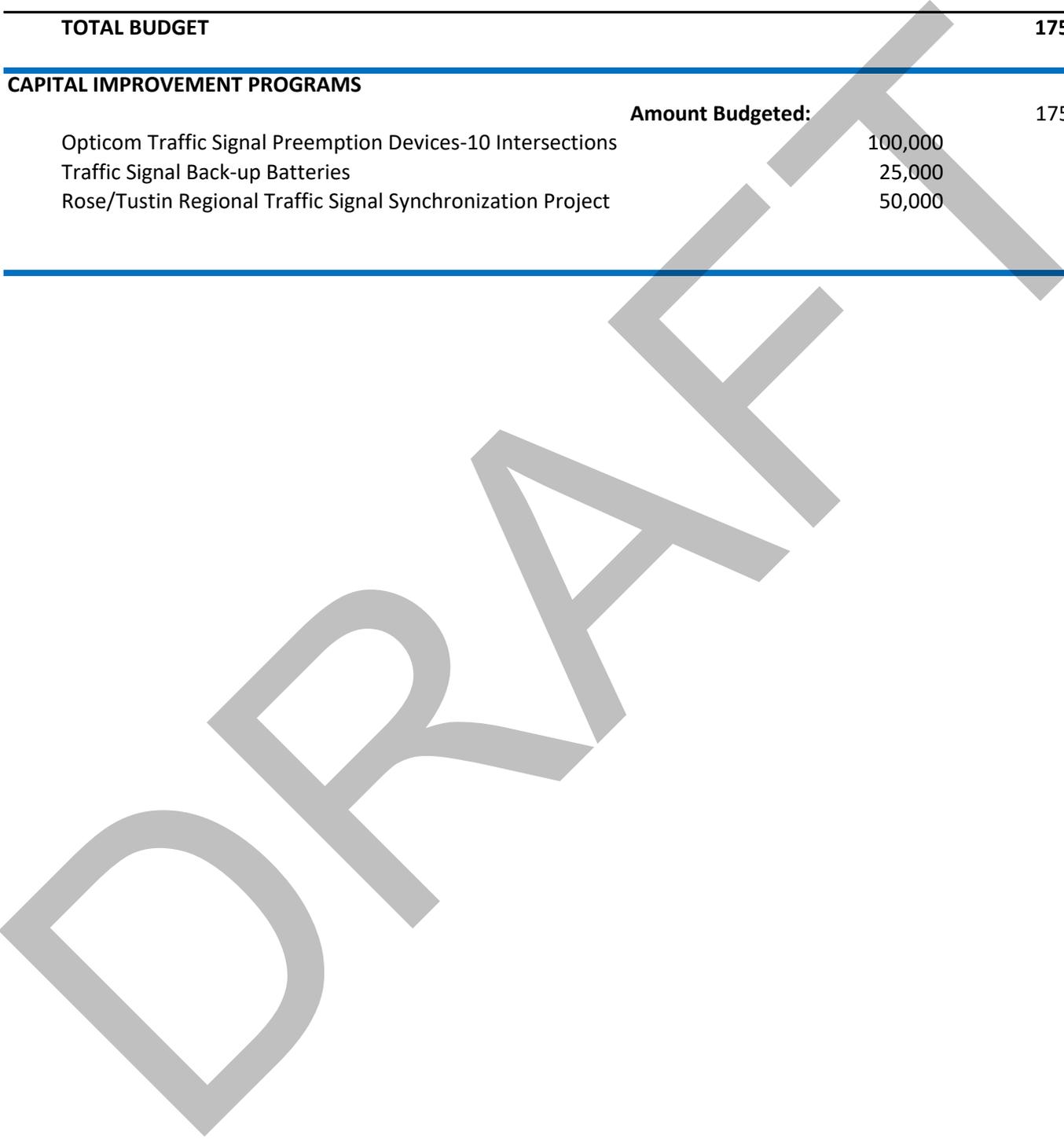
Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
City Traffic Impct Fees (0065)
Fund 238

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4306	Development Impact Fees	-	4,577	475,200	10,000
4601	Interest Revenue	-	87	-	-
TOTAL REVENUES		-	4,664	475,200	10,000
CIP & EQUIPMENT					
6185	Construction Services	-	-	8,000	-
6741	Infrastructure - Traffic and Transportation Ope	-	-	-	175,000
6840	Machinery & Equipment	-	-	115,000	-
TOTAL CIP & EQUIPMENT		-	-	123,000	175,000
EXPENDITURES GRAND TOTAL		-	-	123,000	175,000
NET CHANGE IN POSITION		-	4,664	352,200	(165,000)
Estimated Available Fund Balance					177,538
Net Change in Position					(165,000)
Estimated Budget Ending Balance					<u>12,538</u>

SPECIAL REVENUE FUND - CITYWIDE TRAFFIC IMPACT FEE FUND (65XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		175,000
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CAPITAL IMPROVEMENT PROGRAMS		
	Amount Budgeted:	175,000
Opticom Traffic Signal Preemption Devices-10 Intersections	100,000	
Traffic Signal Back-up Batteries	25,000	
Rose/Tustin Regional Traffic Signal Synchronization Project	50,000	
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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
City Pub Sfty Impct Fee (0067)
Fund 242

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4306	Development Impact Fees	-	52,471	693,900	10,000
4601	Interest Revenue	-	694	-	-
	TOTAL REVENUES	-	53,166	693,900	10,000
MATERIALS, SUPPLIES & SERVICES					
6137	Repair Maint/Equipment	21,063	-	-	-
	TOTAL MATERIALS, SUPPLIES & SERVICES	21,063	-	-	-
CIP & EQUIPMENT					
6185	Construction Services	-	-	174,000	-
6840	Machinery & Equipment	-	-	441,600	-
	TOTAL CIP & EQUIPMENT	-	-	615,600	-
TRANSFERS					
8055	Transfer out to Fund 57	-	-	36,500	-
	TOTAL TRANSFERS	-	-	36,500	-
	EXPENDITURES GRAND TOTAL	21,063	-	652,100	-
	NET CHANGE IN POSITION	(21,063)	53,166	41,800	10,000
	Estimated Available Fund Balance				(35,825)
	Net Change in Position				10,000
	Estimated Budget Ending Balance				<u>(25,825)</u>

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
CW Aford House ImpactFee(0068)
Fund 244

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
4306	Revenues				
	Development Impact Fees	-	-	2,114,000	50,000
	TOTAL REVENUES	-	-	2,114,000	50,000
	NET CHANGE IN POSITION	-	-	2,114,000	50,000
	Estimated Available Fund Balance				1,344,000
	Net Change in Position				50,000
	Estimated Budget Ending Balance				<u>1,394,000</u>

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
City Quimby In Lieu Fee (0069)
Fund 243

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4201	Federal Grants	-	-	280,000	-
4306	Development Impact Fees	-	505,130	919,000	50,000
4601	Interest Revenue	-	9,748	-	-
TOTAL REVENUES		-	514,878	1,199,000	50,000
CIP & EQUIPMENT					
6185	Construction Services	-	-	350,000	-
6760	Infrastructure - Parks	-	-	-	927,500
TOTAL CIP & EQUIPMENT		-	-	350,000	927,500
EXPENDITURES GRAND TOTAL		-	-	350,000	927,500
NET CHANGE IN POSITION		-	514,878	849,000	(877,500)
Estimated Available Fund Balance					849,224
Net Change in Position					(877,500)
Estimated Budget Ending Balance					<u><u>(28,276)</u></u>

SPECIAL REVENUE FUND - QUIMBY IN LIEU FEE PROGRAM FUND (69XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		927,500
CAPITAL IMPROVEMENT PROGRAMS		
Infrastructure - Parks	Amount Budgeted:	927,500
Kraemer Park Memorial Fountain and Plaza Restoration and ADA Improvement	607,500	
Playground Resurfacing (Various Parks)	150,000	
Tennis Courts Resurfacing	10,000	
McFadden Pergola Replacement	50,000	
Koch Picnic Shelter Replacement	100,000	
Replace Carpet - Backs Building Room 6 & 7	10,000	

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
TOD Traffic Impact Fees (0070)
Fund 246

Revenues

4306 Development Impact Fees

4601 Interest Revenue

TOTAL REVENUES

NET CHANGE IN POSITION

Estimated Available Fund Balance

Net Change in Position

Estimated Budget Ending Balance

	2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
	-	221,132	535,000	-
	-	4,281	-	-
	-	225,413	535,000	-
	-	225,413	535,000	-

749,379

-

749,379

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
TOD Sewer Impact Fees (0071)
Fund 247

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4306	Development Impact Fees	-	310,545	1,442,700	-
4601	Interest Revenue	-	1,331	-	-
4999	Other Financing Sources	-	-	1,557,300	-
TOTAL REVENUES		-	311,876	3,000,000	-
CIP & EQUIPMENT					
6185	Construction Services	-	67,507	2,991,093	-
TOTAL CIP & EQUIPMENT		-	67,507	2,991,093	-
EXPENDITURES GRAND TOTAL		-	67,507	2,991,093	-
NET CHANGE IN POSITION		-	244,369	8,907	-
Estimated Available Fund Balance					182,176
Net Change in Position					-
Estimated Budget Ending Balance					<u><u>182,176</u></u>

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Gen Plan Update Fees (0074)
Fund 233

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4302	General Plan Update Fee	-	270,093	100,000	120,000
4303	Technology Fee	-	14	-	-
4601	Interest Revenue	-	4,484	-	-
TOTAL REVENUES		-	274,590	100,000	120,000
MATERIALS, SUPPLIES & SERVICES					
6017	Special Studies	-	12,477	157,523	-
TOTAL MATERIALS, SUPPLIES & SERVICES		-	12,477	157,523	-
TRANSFERS					
8010	Transfer Out to GF	-	-	-	75,000
TOTAL TRANSFERS		-	-	-	75,000
EXPENDITURES GRAND TOTAL		-	12,477	157,523	75,000
NET CHANGE IN POSITION		-	262,113	(57,523)	45,000
Estimated Available Fund Balance					556,146
Net Change in Position					45,000
Estimated Budget Ending Balance					<u>601,146</u>

SPECIAL REVENUE FUND - GENERAL PLAN UPDATE FUND (74XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		75,000
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Transfer out to General Fund (8010)	Amount Budgeted:	75,000
General Fund	75,000	

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Technology Impact Fees (0075)
Fund 234

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4302	General Plan Update Fee	-	82	-	-
4303	Technology Fee	-	147,184	50,000	60,000
4601	Interest Revenue	-	3,298	-	-
	TOTAL REVENUES	-	150,564	50,000	60,000
MATERIALS, SUPPLIES & SERVICES					
6136	Software Maintenance	-	-	-	60,000
	TOTAL MATERIALS, SUPPLIES & SERVICES	-	-	-	60,000
CIP & EQUIPMENT					
6840	Machinery & Equipment	-	-	-	158,000
	TOTAL CIP & EQUIPMENT	-	-	-	158,000
TRANSFERS					
8010	Transfer Out to GF	-	35,000	85,000	-
	TOTAL TRANSFERS	-	35,000	85,000	-
	EXPENDITURES GRAND TOTAL	-	35,000	85,000	218,000
	NET CHANGE IN POSITION	-	115,564	(35,000)	(158,000)
	Estimated Available Fund Balance				324,209
	Net Change in Position				(158,000)
	Estimated Budget Ending Balance				<u>166,209</u>

SPECIAL REVENUE FUND - TECHNOLOGY IMPACT FEE FUND (75XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		218,000
Software Maintenance (6136)	Amount Budgeted:	60,000
Annual Software renewal	60,000	
Machinery & Equipment (6840)	Amount Budgeted:	158,000
Permit Tracking Software	80,000	
<u>Development Services Microfiche Conversion Project</u>	78,000	

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Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Explorer Grant NOC (0076)
Fund 227

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
	Revenues				
4205	State Grants	-	-	80,000	-
	TOTAL REVENUES	-	-	80,000	-
	SALARIES & BENEFITS				
5001	Salaries/Full-Time Regular	1,874	0	-	-
5015	Overtime	16,045	14,724	30,000	-
5105	Health Insurance Allocation	736	720	-	-
5110	Life Ins Allocation	12	7	-	-
5115	Dental Ins Allocation	41	30	-	-
5120	Optical Ins Allocation	13	9	-	-
5125	LTD Ins Allocation	13	1	-	-
5135	Medicare	260	213	-	-
5145	Employer CalPERS Retire NC	237	-	-	-
	TOTAL SALARIES & BENEFITS	19,230	15,704	30,000	-
	MATERIALS, SUPPLIES & SERVICES				
6235	Travel	-	-	5,000	-
6250	Staff Training	4,237	2,927	5,000	-
6255	Dues & Memberships	424	-	3,000	-
6301	Special Department Supplies	7,827	42	5,000	-
6360	Uniforms	7,344	14,654	10,000	-
	TOTAL MATERIALS, SUPPLIES & SERVICES	19,833	17,622	28,000	-
	CIP & EQUIPMENT				
6840	Machinery & Equipment	-	581	22,000	-
6842	Vehicles	61,332	-	-	-
	TOTAL CIP & EQUIPMENT	61,332	581	22,000	-
	EXPENDITURES GRAND TOTAL	100,395	33,908	80,000	-
	NET CHANGE IN POSITION	(100,395)	(33,908)	-	-
	Estimated Available Fund Balance				150,416
	Net Change in Position				-
	Estimated Budget Ending Balance				<u>150,416</u>

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**Proposed Budget
FISCAL YEAR 2021-22**

**Special Revenue Fund
OCATT Fund (0077)
Fund 281**

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
	Revenues				
4210	County Grants	-	-	122,800	-
	TOTAL REVENUES	-	-	122,800	-
	SALARIES & BENEFITS				
5001	Salaries/Full-Time Regular	-	-	76,600	-
5015	Overtime	-	-	10,000	-
5105	Health Insurance Allocation	-	-	23,800	-
5120	Optical Ins Allocation	-	-	300	-
5125	LTD Ins Allocation	-	-	400	-
5135	Medicare	-	-	1,100	-
5144	Employer CalPERS UAL	-	83	-	-
5145	Employer CalPERS Retire NC	-	-	10,100	-
5169	STD Ins Premium	-	-	500	-
	TOTAL SALARIES & BENEFITS	-	83	122,800	-
	EXPENDITURES GRAND TOTAL	-	83	122,800	-
	NET CHANGE IN POSITION	-	(83)	-	-
	Estimated Available Fund Balance				122,140
	Net Change in Position				-
	Estimated Budget Ending Balance				<u>122,140</u>

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Placentia Reg Nav Cent(0078)
Fund 231

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4080	State Gas Tax (2105)	-	-	-	-
4093	County Contribution	-	-	625,000	625,000
4095	NSPA Cities Operating Contrib	-	-	1,165,439	402,300
4097	SB2 Construction Funds	-	-	286,863	-
4098	SB2 Operating Funds	-	-	432,543	635,200
4205	State Grants	-	2,813,906	-	-
4210	County Grants	-	625,000	-	-
4212	SB2 Direct Funds to City	-	-	428,525	-
4213	SB2 Direct Funds to City - 5% Admin	-	-	10,739	-
4601	Interest Revenue	-	37,634	-	-
TOTAL REVENUES		-	3,476,539	2,949,109	1,662,500
TRANSFERS IN					
7072	Transfer In from HSA	-	87,770	-	-
TOTAL TRANSFERS		-	87,770	-	-
GRAND TOTAL RESOURCES		-	3,564,309	2,949,109	1,662,500
MATERIALS, SUPPLIES & SERVICES					
6001	Management Consulting Services	7,820	36,875	-	-
6005	Legal Services	19,171	11,098	11,000	-
6127	Alarm Monitoring	-	21,575	-	-
6215	Telephone	-	1,757	2,000	-
6290	Dept. Contract Services	-	880,613	1,629,655	1,600,000
6301	Special Department Supplies	-	423	-	-
6311	SB2 Allocations NSPA - Const	-	95,597	-	-
6312	SB2 Allocations to NSPA - Oper	-	89,248	107,118	-
6313	Program Cost Contribution	-	87,770	22,971	-
6330	Electricity	-	4,289	-	4,500
6335	Water	-	20,991	-	-
6935	Lease Expenditure	-	-	19,010	19,000
6999	Other Expenditure	-	-	-	39,000
TOTAL MATERIALS, SUPPLIES & SERVICES		26,991	1,250,237	1,791,754	1,662,500
CIP & EQUIPMENT					
6830	Land Acquisition	2,809,103	608	-	-
6840	Machinery & Equipment	-	-	100,000	-
6899	Other Capital Outlay	-	3,106,056	440,898	-
TOTAL CIP & EQUIPMENT		2,809,103	3,106,664	540,898	-
TRANSFERS					
8010	Transfer Out to GF	-	-	10,739	-
TOTAL TRANSFERS		-	-	10,739	-

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Placentia Reg Nav Cent(0078)
Fund 231

	2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
EXPENDITURES GRAND TOTAL	2,836,094	4,356,901	2,343,391	1,662,500
NET CHANGE IN POSITION	(2,836,094)	(792,592)	605,718	-
Estimated Available Fund Balance				1,584,609
Net Change in Position				-
Estimated Budget Ending Balance				<u><u>1,584,609</u></u>

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SPECIAL REVENUE FUND - PLACENTIA REGIONAL NAVIGATION CENTER FUND (78XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		1,662,500
MATERIALS, SUPPLIES & SERVICES		
Department Contracted Services (784070-6290)	Amount Budgeted:	1,600,000
Facilities Operation Contract with PATH	1,600,000	
Electricity (784040-6330)	Amount Budgeted:	4,500
Electricity	4,500	
Lease Expense (784070-6935)	Amount Budgeted:	19,000
FLOCK Camera's lease	19,000	
Other Expenditures (784070-6999)	Amount Budgeted:	39,000
Miscellaneous Purchases	39,000	

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
COVID-19 Relief Fund (0081)
Fund 118

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4211	COVID-19 Relief Funds	-	-	635,803	4,800,000
	TOTAL REVENUES	-	-	635,803	4,800,000
TRANSFERS					
8010	Transfer Out to GF	-	-	635,803	2,755,500
8058	Transfer Out to PEG	-	-	-	83,100
	TOTAL TRANSFERS	-	-	635,803	2,838,600
	EXPENDITURES GRAND TOTAL	-	-	635,803	2,838,600
	NET CHANGE IN POSITION	-	-	-	1,961,400
Estimated Available Fund Balance					2,755,463
Net Change in Position					1,961,400
Estimated Budget Ending Balance					<u>4,716,863</u>

SPECIAL REVENUE - COVID RELIEF FUND (79XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		2,838,600
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TRANSFERS OUT		
	Amount Budgeted:	2,838,600
General Fund - ARPA	2,755,500	
PEG Fund	83,100	
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DEBT SERVICE FUND



Debt Service Fund Budget **FISCAL YEAR 2021-22**

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Gas Tax Bond Fund (0052)
Fund 206

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4080	State Gas Tax (2105)	-	-	-	-
4601	Interest Revenue	-	5,654	-	-
	TOTAL REVENUES	-	5,654	-	-
7017	Transfer In From Gas Tax	-	484,500	484,500	409,500
	TOTAL TRANSFERS	-	484,500	484,500	409,500
	GRAND TOTAL RESOURCES	-	490,154	484,500	409,500
MATERIALS, SUPPLIES & SERVICES					
6030	Trustee Fees	3,637	3,936	5,000	4,500
6905	Principal/Bonds/COP's/Leases	255,000	265,000	275,000	351,000
6915	Interest/Bonds/COP's/Leases	225,744	215,544	204,500	54,000
	TOTAL MATERIALS, SUPPLIES & SERVICES	484,381	484,480	484,500	409,500
	EXPENDITURES GRAND TOTAL	484,381	484,480	484,500	409,500
	NET CHANGE IN POSITION	(484,381)	5,674	-	-
	Estimated Available Fund Balance				8,370
	Net Change in Position				-
	Estimated Budget Ending Balance				<u><u>8,370</u></u>

DEBT SERVICE FUND - Gas Tax Bond (52XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		409,500
MATERIALS, SUPPLIES & SERVICES		
Trustee Fees (525525-6030)	Amount Budgeted:	4,500
Provides for Fiscal Agent Services		4,500
Principal (525525-6905)	Amount Budgeted:	351,000
2021 Installment Sale Agreement (Refunded 2011A Gas Tax Bond)		351,000
Interest (525525-6915)	Amount Budgeted:	54,000
2021 Installment Sale Agreement (Refunded 2011A Gas Tax Bond)		54,000

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PLACENTIA
Rich Heritage, Bright Future

ENTERPRISE FUNDS



Enterprise Fund Budget
FISCAL YEAR 2019/20

Proposed Budget
FISCAL YEAR 2021-22

Special Revenue Fund
Refuse Administration (0037)
Fund 501

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4354	City Admin Fee	-	414,010	424,200	424,200
4358	Contractor	-	2,838,331	3,300,000	3,300,000
4601	Interest Revenue	-	4,223	3,000	3,000
TOTAL REVENUES		-	3,256,565	3,727,200	3,727,200
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	117,196	121,318	144,500	194,000
5015	Overtime	-	34	-	-
5020	Leave Accrual Payout	372	974	-	-
5021	Extraordinary Leave Buydown	23	-	-	-
5022	Alternative H&W Payout	-	-	-	1,100
5105	Health Insurance Allocation	9,954	11,939	12,900	37,500
5110	Life Ins Allocation	140	40	400	300
5115	Dental Ins Allocation	699	745	-	2,500
5120	Optical Ins Allocation	186	195	300	500
5125	LTD Ins Allocation	119	18	1,500	900
5126	STD Ins Allocation	-	-	-	800
5135	Medicare	1,666	1,819	2,100	2,900
5141	Employers' PARS/ARS	4,746	5,600	6,200	7,500
5144	Employer CalPERS UAL	-	18,568	-	-
5145	Employer CalPERS Retire NC	91,852	26,505	29,300	17,500
5146	OPEB Expense	(8,171)	378,541	-	-
5159	Employee Medical Opt Out Plan	3,928	3,870	3,300	4,500
5170	Sick Leave Buyback	466	-	-	-
5175	Leave Buyback	8	-	-	8,000
5199	Other Employee Benefits	-	-	-	3,700
TOTAL SALARIES & BENEFITS		223,181	570,166	200,500	281,700
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	669	-	25,000	-
6101	Disposal	2,740,154	2,824,488	3,309,900	4,000,000
6225	Advertising/Promotional	-	-	-	160,000
6255	Dues & Memberships	-	-	1,600	-
6285	Hazardous Materials Disposal	3,047	100	-	-
6290	Dept. Contract Services	179,930	146,140	147,100	147,100
6299	Other Purchased Services	7,089	10,306	12,500	13,500
TOTAL MATERIALS, SUPPLIES & SERVICES		2,930,890	2,981,035	3,496,100	4,320,600
EXPENDITURES GRAND TOTAL		3,154,070	3,551,200	3,696,600	4,602,300
NET CHANGE IN POSITION		(3,154,070)	(294,636)	30,600	(875,100)

Estimated Available Fund Balance
Net Change in Position
Estimated Budget Ending Balance

270,317
(875,100)
(604,783)

ENTERPRISE FUND - REFUSE ADMINISTRATION FUND (37xxxx)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		4,602,300
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SALARIES & BENEFITS		
<hr/>		
Salaries & Benefits	Amount Budgeted:	281,700
	FTE	
ACCOUNTING TECHNICIAN	0.07	
CITY ADMINISTRATOR	0.07	
DEPUTY CITY ADMINISTRATOR	0.15	
DIRECTOR OF FINANCE	0.07	
EXEC ASST TO CITY ADMINISTRTR	0.10	
MANAGEMENT ANALYST	0.45	
OFFICE ASSISTANT	0.12	
PW SUPERINTENDENT	0.15	
SENIOR FINANCIAL ANALYST	0.05	
ENVIRONMENTAL COMPLIANCE OFCR	1.00	
	<hr/>	
	2.23	281,700
<hr/>		
MATERIALS, SUPPLIES AND SERVICES		
<hr/>		
Contract Disposal Services (374386-6101)	Amount Budgeted:	4,000,000
Franchise Agreement with Republic Services	4,000,000	
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Advertising & Promotional (374836-6225)	Amount Budgeted:	160,000
Costs for Publishing of Annual Public Hearing Notice	160,000	
<hr/>		
Contract Services (374386-6290)	Amount Budgeted:	147,100
Street Sweeping Services	145,000	
Annual Levy Administration Services	2,100	
<hr/>		
Other Purchased Services (374386-6299)	Amount Budgeted:	13,500
Prop 218 Mailings	6,000	
Citywide Shredding Services	6,000	
Bi-Annual Community Shreding Events	1,500	
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Proposed Budget
FISCAL YEAR 2021-22

Enterprise Funds
Sewer Maintenance (0048)
Fund 275

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4388	Sewer Maintenance Fee	-	722,959	704,000	904,000
4389	Sewer Capital Fee	-	-	-	1,305,600
4601	Interest Revenue	-	22,447	30,000	5,300
TOTAL REVENUES		-	745,406	734,000	2,214,900
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	386,590	368,940	245,200	295,800
5015	Overtime	12,080	11,645	3,300	-
5020	Leave Accrual Payout	14	1,767	-	-
5021	Extraordinary Leave Buydown	23	-	-	-
5022	Alternative H&W Payout	-	-	-	4,300
5105	Health Insurance Allocation	71,709	77,982	49,900	68,800
5110	Life Ins Allocation	538	123	600	400
5115	Dental Ins Allocation	4,562	4,285	-	3,800
5120	Optical Ins Allocation	1,077	1,045	800	1,000
5125	LTD Ins Allocation	701	121	2,500	1,500
5126	STD Ins Allocation	-	-	-	1,200
5135	Medicare	5,399	5,743	1,500	4,300
5141	Employers' PARS/ARS	7,030	4,539	3,300	3,800
5144	Employer CalPERS UAL	-	131,023	-	-
5145	Employer CalPERS Retire NC	474,732	341,829	122,700	27,100
5146	OPEB Expense	(66,658)	3,073,926	-	-
5159	Employee Medical Opt Out Plan	3,928	4,475	1,100	1,700
5170	Sick Leave Buyback	2,731	-	-	-
5175	Leave Buyback	28	-	-	8,500
5199	Other Employee Benefits	-	-	-	4,200
TOTAL SALARIES & BENEFITS		904,484	4,027,443	430,900	426,400
MATERIALS, SUPPLIES & SERVICES					
6099	Professional Services	478	(190)	24,500	-
6120	R & M/Sewer & Storm Drain	113,784	221,862	251,770	225,500
6122	Sewer User Fees	32,846	39,286	41,200	41,200
6250	Staff Training	395	275	100	100
6255	Dues & Memberships	188	-	200	200
6257	Licenses & Permits	-	-	2,600	2,600
6297	Billing Services	11,590	11,983	16,000	16,000
6301	Special Department Supplies	2,314	2,643	2,200	2,200
6999	Other Expenditure	-	-	12,000	-
TOTAL MATERIALS, SUPPLIES & SERVICES		161,595	275,860	350,570	287,800
CIP & EQUIPMENT					
6185	Construction Services	-	316,313	483,687	-
6895	Depreciation	527,316	527,316	-	-
TOTAL CIP & EQUIPMENT		527,316	843,629	483,687	-

Proposed Budget
FISCAL YEAR 2021-22

Enterprise Funds
Sewer Maintenance (0048)
Fund 275

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
8010	TRANSFERS				
	Transfer Out to GF	192,000	192,000	104,600	176,700
	TOTAL TRANSFERS	192,000	192,000	104,600	176,700
	EXPENDITURES GRAND TOTAL	1,785,395	5,338,932	1,369,756	890,900
	NET CHANGE IN POSITION	(1,785,395)	(4,593,526)	(635,756)	1,324,000
	Estimated Available Fund Balance				132,369
	Net Change in Position				1,324,000
	Estimated Budget Ending Balance				<u>1,456,369</u>

ENTERPRISE FUND - SEWER MAINTENANCE FUND (48xxxx)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		890,900
SALARIES & BENEFITS		
Salaries & Benefits	Amount Budgeted:	426,400
	FTE	
Direct Personnel		
ACCOUNTING MANAGER	0.02	
ACCOUNTING TECHNICIAN	0.04	
CITY ADMINISTRATOR	0.05	
CITY ENGINEER	0.15	
DEPUTY CITY ADMINISTRATOR	0.10	
DIRECTOR OF FINANCE	0.02	
MAINTENANCE WORKER	0.30	
MANAGEMENT ANALYST	0.15	
OFFICE ASSISTANT	0.05	
ASSOCIATE CIVIL ENGINEER	1.00	
MAIN WORKER Y	0.20	
MAINTENANCE WORKER	0.85	
PUBLIC WORKS SUPERVISOR	0.30	
PW SUPERINTENDENT	0.30	
SENIOR ACCOUNTANT	0.02	
SENIOR FINANCIAL ANALYST	0.02	
Total	3.57	426,400
MATERIALS, SUPPLIES AND SERVICES		
Professional Services (484356-6099)	Amount Budgeted:	-
Professional Consulting Services - Sewer Rate Study		-
R & M/Sewers/Storm Drains (484356-6120)	Amount Budgeted:	225,500
Annual Sewer Maintenance & Repair Services	200,000	
Annual Sewer Manhole Maintenance Services	25,500	
Sewer User Fees (484356-6122)	Amount Budgeted:	41,200
OCSD Sewer User Fee for City Facilities	41,200	
Staff Training (484356-6250)	Amount Budgeted:	100
CWEA Certificate Training for PW Supervisor	100	
Dues & Memberships(484356-6255)	Amount Budgeted:	200
California Water Environment Association Membership	200	

ENTERPRISE FUND - SEWER MAINTENANCE FUND (48xxxx)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

Licenses & Permits (484356-6257)	Amount Budgeted:	2,600
City's Waste Discharge Requirements (WDR) Permits		2,600
<hr/>		
Billing Services (484356-6297)	Amount Budgeted:	16,000
Billing Collections Services for City Sewer Fee (Golden State Water & Yorba Linda Water District)		16,000
<hr/>		
Special Department Supplies (484356-6301)	Amount Budgeted:	2,200
Maintenance Fee for DigAlert Services & Overflow Response Equipment.		2,200
<hr/>		
TRANSFERS OUT (790000-8010)	Amount Budgeted:	176,700
General Fund - Overhead		176,700

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INTERNAL SERVICE FUNDS



Internal Service Funds Budget FISCAL YEAR 2021-22

Proposed Budget
FISCAL YEAR 2021-22

Internal Service Funds
Employee Health & Wlfre (0039)
Fund 601

	2018-19	2019-20	FY20-21	FY21-22	
	Actuals	Actuals	Amended	Proposed	
Revenues					
4399	Other Charges for Service	-	1,156,200	1,143,500	1,013,900
4601	Interest Revenue	-	463	-	-
4715	ISF Health Ins Reimbursement	-	(41,556)	-	-
4720	ISF Dental Ins Reimbursement	-	98,754	-	129,500
4725	ISF Life Ins Reimbursements	-	2,820	-	-
4730	ISF LTD Ins Reimbursements	-	2,505	-	-
4740	ISF Employee Optical Costs	-	2,317	-	-
TOTAL REVENUES		-	1,221,503	1,143,500	1,143,400
SALARIES & BENEFITS					
5001	Salaries/Full-Time Regular	(40,650)	(10,303)	-	-
5005	Salaries/Part-Time	(841)	(310)	-	-
5015	Overtime	-	(409)	-	-
5022	Alternative H&W Payout	(303)	-	-	-
5130	Dental Claim	147,425	112,269	142,000	142,000
5145	Employer CalPERS Retire NC	-	(78,991)	-	-
5161	Health Insurance Premiums	947,780	956,314	966,000	946,000
5162	Dental Insurance Premiums	11,010	10,289	12,000	12,000
5163	Life Insurance Premiums	7,197	5,398	9,000	9,000
5164	Optical Insurance Premiums	12,749	16,067	17,000	17,000
5168	Pers Survivor Premiums	7,135	9,125	7,400	7,400
TOTAL SALARIES & BENEFITS		1,091,502	1,019,450	1,153,400	1,133,400
MATERIALS, SUPPLIES & SERVICES					
6025	Third Party Administration	8,786	7,388	9,000	9,000
6055	Medical Services	-	-	1,000	1,000
TOTAL MATERIALS, SUPPLIES & SERVICES		8,786	7,388	10,000	10,000
EXPENDITURES GRAND TOTAL		1,100,288	1,026,838	1,163,400	1,143,400
NET CHANGE IN POSITION		(1,100,288)	194,665	(19,900)	-
Estimated Available Fund Balance					-
Net Change in Position					-
Estimated Budget Ending Balance					-

INTERNAL SERVICE FUND - HEALTH & WELFARE FUND (39XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		1,143,400
SALARIES & BENEFITS		
Dental Claim (395083-5130)	Amount Budgeted:	142,000
Dental PPO - Self Insured Claims	142,000	
Health Insurance Premiums (395083-5161)	Amount Budgeted:	946,000
Retiree Health Benefits	946,000	
Dental Insurance Premiums (395083-5162)	Amount Budgeted:	12,000
Retiree Dental Benefits	12,000	
Life Insurance Premiums (395083 - 5163)	Amount Budgeted:	9,000
Retiree Life Insurance Benefits	9,000	
Optical Insurance Premiums (395083-5164)	Amount Budgeted:	17,000
Retiree Vision Benefits	17,000	
PERS Survivor Premiums (395083-5168)	Amount Budgeted:	7,400
	7,400	
MATERIALS, SUPPLIES & SERVICES		
Third Party Administration (395083-6025)	Amount Budgeted:	9,000
	9,000	
Medical Services (395083-6055)	Amount Budgeted:	1,000
Management Health Annual Physicals	1,000	

Proposed Budget
FISCAL YEAR 2021-22

Internal Service Funds
Risk Management (0040)
Fund 605

		2018-19	2019-20	FY20-21	FY21-22
		Actuals	Actuals	Amended	Proposed
Revenues					
4080	State Gas Tax (2105)	-	-	-	-
4399	Other Charges for Service	-	1,056,000	1,551,102	1,594,900
4699	Other Interest Earnings	-	4,169	-	-
4710	Reimbursements/Other Revenue	-	1,014	-	-
	TOTAL REVENUES	-	1,061,183	1,551,102	1,594,900
	TOTAL TRANSFERS	-	-	-	-
	GRAND TOTAL RESOURCES	-	1,061,183	1,551,102	1,594,900
SALARIES & BENEFITS					
5155	Employee Insurance Claims	17,393	46,919	14,000	14,000
5165	Workers' Compensation Claims	713,861	(132,608)	323,700	340,700
5166	Workers' Comp Premiums	193,972	203,377	219,013	225,000
	TOTAL SALARIES & BENEFITS	925,226	117,688	556,713	579,700
MATERIALS, SUPPLIES & SERVICES					
6006	Litigation	-	1,983	30,201	37,000
6025	Third Party Administration	61,029	68,466	338,200	105,000
6201	Liability Insurance Premiums	414,180	390,753	670,467	730,500
6210	Liability Claims	(41,783)	251,485	63,832	137,700
6301	Special Department Supplies	3,146	2,489	5,000	5,000
	TOTAL MATERIALS, SUPPLIES & SERVICES	436,572	715,176	1,107,700	1,015,200
	EXPENDITURES GRAND TOTAL	1,361,798	832,864	1,664,413	1,594,900
	NET CHANGE IN POSITION	(1,361,798)	228,319	(113,311)	-

Estimated Available Fund Balance
Net Change in Position
Estimated Budget Ending Balance

1,870,875

-

1,870,875

INTERNAL SERVICE FUND - RISK MANAGEMENT FUND (40XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		1,594,900
SALARIES & BENEFITS		
Employee Insurance Claims (404581-5155)	Amount Budgeted:	14,000
Funds Required to Pay for Unemployment Claims Paid to EDD	14,000	
Worker's Compensation Claims (404580-5165)	Amount Budgeted:	340,700
Cost Associated with Workers Comp Claims	340,700	
Worker's Compensation Premiums (404580-5166)	Amount Budgeted:	225,000
LAWCX Annual Premiums	225,000	
MATERIALS, SUPPLIES & SERVICES		
Litigation (404582-6006)	Amount Budgeted:	37,000
Legal Costs Related to Lawsuits Filed Against the City	37,000	
Third Party Administration (4045XX-6025)	Amount Budgeted:	105,000
Workers Comp (404580-6025) - Admsure	78,000	
Unemployment (404581-6025)	7,000	
Liability (404582-6025) - Carl Warren 1,603/Mo.	20,000	
Liability Insurance Premiums (404582-6201)	Amount Budgeted:	730,500
PARSAC	480,100	
Earthquake Insurance	72,800	
Property Premium	146,400	
Crime Bond Premium Program	6,100	
Bradford House Insurance Premium	7,500	
Pollution Coverage Premium	800	
Special Event Liability Coverage (Heritage, Tamale, Tree, Movies)	16,800	
Liability Claims (404582-6210)	Amount Budgeted:	137,700
Provides Funds for Claim Settlement	137,700	
Special Department Supplies (404580-6301)	Amount Budgeted:	5,000
Ergonomic Chairs and Computer Equipment	5,000	

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PLACENTIA
Rich Heritage, Bright Future

FIDUCIARY FUND



Fiducary Fund Budget **FISCAL YEAR 2021-22**

Proposed Budget
FISCAL YEAR 2021-22

Fiducary Fund
Placentia Financing Authority (0082)
Fund 302

		2018-19 Actuals	2019-20 Actuals	FY20-21 Amended	FY21-22 Proposed
Revenues					
4711	Lease Revenue	-	-	-	3,086,600
4985	Bond Proceeds	-	-	700,000	700,000
TOTAL REVENUES		-	-	700,000	3,786,600
TRANSFERS IN					
7010	Transfer in from GF	-	-	1,118,005	-
TOTAL TRANSFERS		-	-	1,118,005	-
GRAND TOTAL RESOURCES		-	-	1,818,005	3,786,600
MATERIALS, SUPPLIES & SERVICES					
6030	Trustee Fees	-	-	-	4,000
6905	Principal/Bonds/COP's/Leases	-	-	-	1,060,000
6915	Interest/Bonds/COP's/Leases	-	-	1,118,005	2,022,600
6925	Cost of Issuance	-	-	700,000	700,000
TOTAL MATERIALS, SUPPLIES & SERVICES		-	-	1,818,005	3,786,600
EXPENDITURES GRAND TOTAL		-	-	1,818,005	3,786,600
NET CHANGE IN POSITION		-	-	-	-
Estimated Available Fund Balance					-
Net Change in Position					-
Estimated Budget Ending Balance					-

FIDUCIARY FUND - Placentia Public Financing Authority (82XXXX)
BUDGET DISCUSSION
FISCAL YEAR 2021-22

TOTAL BUDGET		3,786,600
MATERIALS, SUPPLIES & SERVICES		
Trustee Fees (825525-6030)	Amount Budgeted:	4,000
Provides for Fiscal Agent Services		4,000
Principal (825525-6905)	Amount Budgeted:	1,060,000
2021 Lease Revenue Bond (Pension Obligation Bond)		1,060,000
Interest (825525-6915)	Amount Budgeted:	2,022,600
2021 Lease Revenue Bond (Pension Obligation Bond)		2,022,600
Cost of Issuance (825525-6925)	Amount Budgeted:	700,000
Cost of issuance for anticipated new bonds		700,000

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PLACENTIA
Rich Heritage, Bright Future

CAPITAL PROJECTS FUND



Capital Projects Fund Budget
FISCAL YEAR 2021-22

FY 2021-22 CIP BY CATEGORY

06/08/2021

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
STREETS & STREETSCAPES			
1101	FY 2020-21 Arterial Roadway Rehab Project	Measure U Fund (0079)	2,103,600
		Total Project No. 1101	2,103,600
1201	FY 2021-22 Roadway Rehab Project	State Gas Tax - RMRA (0060) Measure M (0018)	272,900 676,200
		Total Project No. 1201	949,100
1202	FY 2021-22 Slurry Seal Project	Measure U Fund (0079) State Gas Tax - RMRA (0060)	250,000 500,000
		Total Project No. 1202	750,000
1203	FY 2021-22 Concrete Repair Program	Measure U Fund (0079)	80,000
		Total Project No. 1203	80,000
1204	Crowther Avenue Street Resurfacing Project	Measure U Fund (0079)	120,000
		Total Project No. 1204	120,000
		Total Streets & Streetscapes CIP	\$ 4,002,700

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
TRAFFIC OPERATIONS			
2201	Opticom Traffic Signal Preemption Devices - 10 intersections	City Traffic Impct Fees (0065)	100,000
		Total Project No. 2201	100,000
2202	Traffic Signal Back-Up Batteries	City Traffic Impct Fees (0065)	25,000
		Total Project No. 2202	25,000
2203	Rose/Tustin Regional Traffic Signal Synchronization Project	Air Quality Management (0019) City Traffic Impct Fees (0065)	53,000 50,000
		Total Project No. 2203	103,000
2204	Crowther Avenue Parking Lot Landscape Improvements	TOD Strscape Impct Fee (0072)	50,000
		Total Project No. 2204	50,000
		Total Traffic Operations	\$ 278,000

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
STORM DRAIN			
4201	Storm Drain Master Plan	Measure U Fund (0079)	250,000
		Total Project No. 4201	250,000
		Total Storm Drain	\$ 250,000

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
CITY BUILDINGS & FACILITIES			
5202	Refurbish PD Briefing/Break Room	Measure U Fund (0079)	25,000
		Total Project No. 5202	25,000
5203	Refurbish PD Watch Commander Office	Asset Seizure (0021)	25,000
		Total Project No. 5203	25,000

FY 2021-22 CIP BY CATEGORY

06/08/2021

5204	Bradford Pedestrian Bridge Repainting Project	Measure U Fund (0079)	125,000
		Total Project No. 5204	125,000
5205	Oberle Gym Floor Resurfacing Project	Measure U Fund (0079)	62,500
		Misc Grants Fund (0050)	137,500
		Total Project No. 5205	200,000
5206	Pergola replacement for Civic Center	General Fund (0010)	87,000
		Misc Grants Fund (0050)	63,000
		Total Project No. 5206	150,000
		Total City Buildings & Facilities \$	525,000

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
TECHNOLOGY & EQUIPMENT			
6201	Permit Tracking Software	Technology Impact Fees (0075)	80,000
		Total Project No. 6201	80,000
6202	Purchase Opticom Units for Police Patrol Units	Measure U Fund (0079)	42,000
		Total Project No. 6202	42,000
6203	Purchase New Desktop Computers for Police De	Asset Seizure (0021)	50,000
		Total Project No. 6203	50,000
6204	Bitech Finance System Software Upgrade Phase	Measure U Fund (0079)	150,000
		Total Project No. 6204	150,000
6205	Development Services Microfiche Conversion Pr	Technology Impact Fees (0075)	78,000
		Total Project No. 6205	78,000
6206	Security Cameras for Civic Center Campus	Measure U Fund (0079)	135,000
		Total Project No. 6206	135,000
6207	Additional Fire Radios	General Fund (0010)	110,400
		Total Project No. 6207	110,400
		Total Technology & Equipment Total \$	645,400

FY 2021-22 CIP BY CATEGORY

06/08/2021

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
PARKS			
7201	Jaycee Parquette Improvement Project	CDBG Fund (0030)	141,800
		Total Project No. 7201	141,800
7202	Kraemer Park Memorial Fountain and Plaza Res:	Measure U Fund (0079)	607,500
		Total Project No. 7202	607,500
7203	Playground Equipment Replacement	Measure U Fund (0079)	600,000
		Total Project No. 7103	600,000
7204	Paint Backs Building Rooms 6&7	Measure U Fund (0079)	10,000
		Total Project No. 7204	10,000

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
PARKS (CONTINUED)			
7205	Replace Park Benches	Measure U Fund (0079)	81,000
		Total Project No. 7205	81,000
7206	Replace Park BBQs	Measure U Fund (0079)	10,000
		Total Project No. 7206	10,000
7207	Replace Park Picnic Tables	Measure U Fund (0079)	49,500
		Total Project No. 7207	49,500
7208	Replace Park Trash Cans	Measure U Fund (0079)	43,700
		Total Project No. 7208	43,700
7209	Replace Park Drinking Fountains	Measure U Fund (0079)	50,000
		Total Project No. 7103	50,000
7210	Playground Resurfacing (Various Parks)	City Quimby In Lieu Fee (0069)	150,000
		Total Project No. 7210	150,000
7211	Tennis Courts Resurfacing	City Quimby In Lieu Fee (0069)	10,000
		Total Project No. 7211	10,000
7212	McFadden Pergola Replacement	City Quimby In Lieu Fee (0069)	50,000
		Total Project No. 7212	50,000
7213	Koch Picnic Shelter Replacement	City Quimby In Lieu Fee (0069)	100,000
		Total Project No. 7213	100,000
7214	Replace Carpet - Backs Building Room 6 & 7	City Quimby In Lieu Fee (0069)	10,000
		Total Project No. 7214	10,000

Total Parks \$ 1,913,500

FY 2021-22 CIP BY CATEGORY

06/08/2021

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
VEHICLES			
8201	Public Works Arrowboard Truck Replacement	Measure U Fund (0079)	40,000
		Total Project No. 8201	40,000
8202	Public Works 6-Wheel Dump Truck Replacemen	Measure U Fund (0079)	90,000
		Total Project No. 8202	90,000
8203	Public Works Facility Maintenance Technician Ti	Measure U Fund (0079)	50,000
		Total Project No. 8203	50,000
8204	Community Services Stakebed Truck Replaceme	Measure U Fund (0079)	50,000
		Total Project No. 8204	50,000
8205	Community Services Ford Ranger	General Fund (0010)	38,000
		Total Project No. 8205	38,000
8206	Tesla Pilot Program and related infrastructure	General Fund (0010)	244,000
		Total Project No. 8206	244,000
		Total Vehicles	512,000
NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
MAJOR STUDIES			
9201	Citywide Wayfinding Signage Program Design	General Fund (0010)	50,000
		TOD Strscape Impct Fee (0072)	50,000
		Total Project No. 9201	100,000
		Total Major Studies \$	100,000
Total FY 2020-21 CIP Budget \$			8,226,600

**FY 2021-22
CIP BY FUNDING SOURCE**

06/08/2021

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
GENERAL FUND			
8205	Community Services Ford Ranger	Vehicles	38,000
		Total Project No. 8205	38,000
8206	Tesla Pilot Program and related infrastructure	Vehicles	244,000
		Total Project No. 8206	244,000
9201	Citywide Wayfinding Signage Program Design	Major Studies	50,000
		Total Project No. 9201	50,000
5206	Pergola replacement for Civic Center	City Buildings & Streetscapes	87,000
		Total Project No. 5206	87,000
6207	Additional Fire Radios	Technology & Equipment	110,400
		Total Project No. 6207	110,400
		Total CIP Funded by General Fund	529,400

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
MEASURE U			
1101	FY 2020-21 Roadway Rehab Project	Streets & Streetscapes	2,103,600
		Total Project No. 1101	2,103,600
1202	FY 2021-22 Slurry Seal Project	Streets & Streetscapes	250,000
		Total Project No. 1202	250,000
1203	FY 2021-22 Concrete Repair Program	Streets & Streetscapes	80,000
		Total Project No. 1203	80,000
4201	Storm Drain Master Plan	Storm Drain	250,000
		Total Project No. 4201	250,000
5203	Refurbish PD Watch Commander Office	City Buildings & Streetscapes	25,000
		Total Project No. 5203	25,000
5204	Bradford Pedestrian Bridge Repainting Project	City Buildings & Streetscapes	125,000
		Total Project No. 5204	125,000
5205	Oberle Gym Floor Resurfacing Project	City Buildings & Streetscapes	62,500
		Total Project No. 5205	62,500
6202	Purchase Opticom Units for Police Patrol Units	Technology & Equipment	42,000
		Total Project No. 6202	42,000
6204	Bitech Finance System Software Upgrade Phase II	Technology & Equipment	150,000
		Total Project No. 6204	150,000
6206	Security Cameras for Civic Center Campus	Technology & Equipment	135,000
		Total Project No. 6206	135,000
7203	Playground Equipment Replacement	Parks	600,000
		Total Project No. 7203	600,000
7204	Paint Backs Building Rooms 6&7	Parks	10,000
		Total Project No. 7204	10,000

**FY 2021-22
CIP BY FUNDING SOURCE**

06/08/2021

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
MEASURE U (Cont.)			
7205	Replace Park Benches	Parks	81,000
		Total Project No. 7205	81,000
7206	Replace Park BBQs	Parks	10,000
		Total Project No. 7206	10,000
7207	Replace Park Picnic Tables	Parks	49,500
		Total Project No. 7207	49,500
7208	Replace Park Trash Cans	Parks	43,700
		Total Project No. 7208	43,700
7209	Replace Park Drinking Fountains	Parks	50,000
		Total Project No. 7209	50,000
8201	Public Works Arrowboard Truck Replacement	Vehicles	40,000
		Total Project No. 8201	40,000
8202	Public Works 6-Wheel Dump Truck Replacement	Vehicles	90,000
		Total Project No. 8202	90,000
8203	Public Works Facility Maintenance Technician Truck	Vehicles	50,000
		Total Project No. 8203	50,000
8204	Community Services Stakebed Truck Replacement	Vehicles	50,000
		Total Project No. 8204	50,000
		Total CIP Funded by Measure U	4,297,300

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
ASSET SEIZURE			
5202	Refurbish PD Briefing/Break Room	City Buildings & Streetscapes	25,000
		Total Project No. 5202	25,000
6203	Purchase New Desktop Computers for Police Departm	Technology & Equipment	50,000
		Total Project No. 6203	50,000
		Total CIP Funded by Asset Seizure Fund	75,000

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
TECHNOLOGY IMPACT FEES			
6201	Permit Tracking Software	Technology & Equipment	80,000
		Total Project No. 6201	80,000
6205	Development Services Microfiche Conversion Project	Technology & Equipment	78,000
		Total Project No. 6205	78,000
		Total CIP Funded by Technology Impact Fees	158,000

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
Measure M (M2)			
1201	FY 2021-22 Roadway Rehab Project	Streets & Streetscapes	676,200
		Total Project No. 1201	676,200
		Total CIP Funded by M2 Fund	676,200

**FY 2021-22
CIP BY FUNDING SOURCE**

06/08/2021

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
MISCELLANEOUS GRANT FUND			
5205	Oberle Gym Floor Resurfacing Project	City Buildings & Streetscapes	137,500
		Total Project No. 5205	137,500
5206	Pergola replacement for Civic Center	City Buildings & Streetscapes	63,000
		Total Project No. 5206	63,000
		Total CIP Funded by Miscellaneous Grant Fund	200,500

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
CITY TRAFFIC IMPACT FEES			
2201	Opticom Traffic Signal Preemption Devices - 10 interse	Traffic Operations	100,000
		Total Project No. 2201	100,000
2202	Traffic Signal Back-Up Batteries	Traffic Operations	25,000
		Total Project No. 2202	25,000
2203	Rose/Tustin Regional Traffic Signal Synchronization Pr	Traffic Operations	50,000
		Total Project No. 2203	50,000
		Total CIP Funded by City Traffic Impact Fees	175,000

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
RMRA			
1201	FY 2021-22 Roadway Rehab Project	Streets & Streetscapes	272,900
		Total Project No. 1201	272,900
1202	FY 2021-22 Slurry Seal Project	Streets & Streetscapes	500,000
		Total Project No. 1202	500,000
		Total CIP Funded by RMRA Fund	772,900

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
TOD STREETScape IMPACT FEE			
1204	Crowther Avenue Street Resurfacing Project	Streets & Streetscapes	120,000
		Total Project No. 1204	120,000
2204	Crowther Avenue Parking Lot Landscape Improvement	Traffic Operations	50,000
		Total Project No. 2204	50,000
9201	Citywide Wayfinding Signage Program Design	Major Studies	50,000
		Total Project No. 9201	50,000
		Total CIP Funded by TOD Streetscape Impact Fee	220,000

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
AQMD			
2203	Rose/Tustin Regional Traffic Signal Synchronization Pr	Traffic Operations	53,000
		Total Project No. 2203	53,000
		Total CIP Funded by AQMD	53,000

CIP BY FUNDING SOURCE

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
CITY QUIMBY IN LIEU FEE			
7202	Kraemer Park Memorial Fountain and Plaza Restoratio	Parks	607,500
Total Project No. 7202			607,500
7210	Playground Resurfacing (Various Parks)	Parks	150,000
Total Project No. 7210			150,000
7211	Tennis Courts Resurfacing	Parks	10,000
Total Project No. 7211			10,000
7212	McFadden Pergola Replacement	Parks	50,000
Total Project No. 7212			50,000
7213	Koch Picnic Shelter Replacement	Parks	100,000
Total Project No. 7213			100,000
7214	Replace Carpet - Backs Building Room 6 & 7	Parks	10,000
Total Project No. 7214			10,000
Total CIP Funded by City Quimby In Lieu Fee Fund			927,500

NO.	PROJECT NAME	FUNDING SOURCE	AMOUNT
ALL OTHER FUNDING SOURCES			
CDBG			
7201	Jaycee Parquette Improvement Project	Parks	141,800
Total Project No. 7201			141,800
Total CIP Funded by Other Sources			141,800
Total FY 2020-21 CIP Budget \$			8,226,600

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PLACENTIA
Rich Heritage, Bright Future

POSITION ALLOCATION AND COMPENSATION PLAN



**Position Allocation &
Compensation Plan**
FISCAL YEAR 2021-22

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2021-22**

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
LEGISLATIVE				
MAYOR	1	1	1	1
CITY COUNCIL	4	4	4	4
PLANNING COMMISSION	7	7	7	7
CULTURAL ARTS COMMISSION	5	5	5	5
RECREATION & PARKS COMMISSION	7	7	7	7
TRAFFIC SAFETY COMMISSION	7	7	7	7
CITY CLERK	1	1	1	1
CITY TREASURER	1	1	1	1
TOTALS	33	33	33	33

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
ADMINISTRATION				
CITY ADMINISTRATOR	1	1	1	1
DEPUTY CITY ADMINISTRATOR	0	0	1	1
DIRECTOR OF ADMINISTRATIVE SERVICES	1	1	0	0
DEPUTY DIRECT. OF ADMIN. SRVCS./CHIEF DEPUTY CITY CLERK	0	0	0	0
ASSISTANT TO THE CA/ECONOMIC DEVELOPMENT MANAGER	0.5	0.5	0.45	0.45
MANAGEMENT ANALYST (IT)	1	1	1	1
HUMAN RESOURCES MANAGER	0	0	0	0
HUMAN RESOURCES ANALYST	1	2	2	2
EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE CA	1	1	1	1
DEPUTY CITY CLERK	1	1	1	1
HUMAN RESOURCES TECHNICIAN	1	1	1	1
INFORMATION TECHNOLOGY TECHNICIAN	0	0	0	0
OFFICE SPECIALIST	0	0	0	0
OFFICE ASSISTANT	2	2.5	2	2
SENIOR MANAGEMENT ANALYST (EMERGENCY AND HEALTH SERVICES MANAGER)	0	0	1	1
PUBLIC SAFETY COMMUNICATIONS MANAGER	0	0	1	1
PUBLIC SAFETY COMMUNICATIONS SUPERVISOR	0	0	2	3
PUBLIC SAFETY DISPATCHER (1 OVER HIRE)	0	0	11	13
TOTALS	9.5	11	25.45	28.45

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2021-22**

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
FINANCE				
DIRECTOR OF FINANCE	1	1	1	1
ACCOUNTING MANAGER	0	1	1	1
SENIOR ACCOUNTANT	1	0	1	1
SR. FINANCIAL ANALYST	0	1	1	1
SR. MANAGEMENT ANALYST	1	0	0	0
ACCOUNTANT	1	1	0	0
ACCOUNTING TECHNICIAN	2	3	3	3
ACCOUNT CLERK	1	2	2	2
OFFICE ASSISTANT	1	0	0	0
TOTALS	8	9	9	9

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
DEVELOPMENT SERVICES				
DIRECTOR OF DEVELOPMENT SERVICES	1	1	1	1
OFFICE ASSISTANT	1	0	1	1
ADMINISTRATIVE ASSISTANT	0	1	0	0
ASSISTANT TO THE CA/ECONOMIC DEVELOPMENT MANAGER	0.5	0.5	0.55	0.55
SENIOR PLANNER	1	1	1	1
COMMUNICATIONS & MARKETING ANALYST	1	1	1	1
SR. CODE ENFORCEMENT OFFICER	0	1	1	1
CODE ENFORCEMENT OFFICER	1	0	0	0
BUILDING INSPECTOR	1	1	1	1
DEVELOPMENT SERVICES COORDINATOR	0	0	0	0
PLANNING TECHNICIAN	1	0	0	0
ASSOCIATE PLANNER	0	0	0	1
ASSISTANT PLANNER	0	1	1	1
BUILDING PERMIT TECHNICIAN	1	1	1	1
TOTALS	8.5	8.5	8.55	9.55

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
POLICE SERVICES				
CHIEF OF POLICE	1	1	1	1
CAPTAIN	2	2	2	2
LIEUTENANT	3	3	3	3
SERGEANT	9	9	9	9
IT SERGEANT	0	0	1	1
SR. MANAGEMENT ANALYST	1	1	1	1
MANAGEMENT ANALYST	1	1	0	0
DISPATCH MANAGER	0	1	0	0
CRIME ANALYST	1	1	1	1
SR. CODE ENFORCEMENT OFFICER	0	0	0	0
POLICE OFFICER (3 OVER HIRES)	35	39	39	38
POLICE SERVICES SUPERVISOR	2	4	2	3
POLICE DISPATCHER / RECORDS CLERK (MOVED TO ADMIN)	10	11	0	0
CODE ENFORCEMENT OFFICER	0	0	0	0

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2021-22**

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
POLICE SERVICES				
PARKING CONTROL OFFICER	2	2	2	2
ADMINISTRATIVE ASSISTANT	1	0	0	0
SR. ADMINISTRATIVE ASSISTANT	0	1	1	1
POLICE CIVILIAN INVESTIGATOR	2	2	3	3
MANAGEMENT ASSISTANT	0	0	0	0
PROPERTY TECHNICIAN	1	1	1	1
POLICE ACADEMY TRAINEE	1	1	1	1
POLICE SERVICES OFFICER	3	2	2	2
COMMUNITY SERVICES OFFICER	1	2	1	1
OFFICE ASSISTANT	0	0	0	0
OFFICE SPECIALIST - RECORDS	0	0	2	2
TOTALS	76	84	72	72

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
FIRE & LIFE SAFETY				
FIRE CHIEF	0	1	1	1
DEPUTY FIRE CHIEF	0	0	1	1
BATTALION CHIEF	0	3	3	3
TRAINING OFFICER	0	0	1	1
MANAGEMENT ANALYST	0	1	1	1
OFFICE ASSISTANT	0	0	1	1
FIRE CAPTAIN	0	6	6	6
FIRE ENGINEER	0	6	6	6
PATROL ENGINEER	0	0	1	1
FIREFIGHTER	0	6	6	6
TOTALS	0	23	27	27

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
PUBLIC WORKS				
DEPUTY CITY ADMINISTRATOR	1	1	1	1
CITY ENGINEER	1	1	1	1
ENGINEERING AIDE	0	0	0	1
ENVIRONMENTAL COMPLIANCE OFFICER (REFUSE)	0	0	0	1
ASSOCIATE CIVIL ENGINEER (SEWER)	0	0	0	1
MANAGEMENT ANALYST	1	1	1	1
TRAFFIC ENGINEER	0	0	0	0
TRANSPORTATION MANAGER	0	1	1	1
PUBLIC WORKS SUPERINTENDENT	1	1	1	1
PUBLIC WORKS SUPERVISOR	2	2	2	2
PUBLIC WORKS INSPECTOR	0	1	1	1
MECHANIC	1	1	1	2
FACILITY MAINTENANCE TECHNICIAN	2	2	2	2
MAINTENANCE WORKER	8	8	8	8
CUSTODIAN	2	2	2	2
OFFICE ASSISTANT	1	1.5	1	1
TOTALS	20	22.5	22	26

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2021-22**

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
COMMUNITY SERVICES				
DIRECTOR OF COMMUNITY SERVICES	1	1	1	1
OFFICE ASSISTANT	1	1	1	1
COMMUNITY SERVICES SUPERVISOR	1	1	1	1
MANAGEMENT ANALYST	0	0	0	0
COMMUNITY SERVICES COORDINATOR	4	4	4	4
MAINTENANCE WORKER	0	0	0	1
TOTALS	7	7	7	8

SUMMARY				
FULL-TIME PERSONNEL	129	165	171	180
ELECTED & APPOINTED PERSONNEL	33	33	33	33

*Includes 4 over hires

Special Notes:

1. Dispatch moved from Police to Admin during FY2019-20

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Placentia City Employees Association (PCEA)
Job Class and Salary Schedule
June 28, 2020

SAL SCH	STEP	HOURLY	BIWEEKLY	MONTHLY	ANNUALLY	
20.64	A	16.72447	1,337.96	2,898.91	34,786.90	Office Assistant
	B	17.62759	1,410.21	3,055.45	36,665.39	
	C	18.57948	1,486.36	3,220.44	38,645.32	
	D	19.58277	1,566.62	3,394.35	40,732.16	
	E	20.64024	1,651.22	3,577.64	42,931.70	
21.19	A	17.17192	1,373.75	2,976.47	35,717.59	Engineering Aide/ Planning Aide
	B	18.09920	1,447.94	3,137.19	37,646.34	
	C	19.07656	1,526.12	3,306.60	39,679.24	
	D	20.10669	1,608.54	3,485.16	41,821.92	
	E	21.19245	1,695.40	3,673.36	44,080.30	
22.10	A	17.91037	1,432.83	3,104.46	37,253.57	Custodian/ Parking Control Officer
	B	18.87753	1,510.20	3,272.11	39,265.26	
	C	19.89692	1,591.75	3,448.80	41,385.59	
	D	20.97135	1,677.71	3,635.03	43,620.41	
	E	22.10380	1,768.30	3,831.33	45,975.90	
22.88	A	18.53709	1,482.97	3,213.10	38,557.15	Account Clerk
	B	19.53809	1,563.05	3,386.60	40,639.23	
	C	20.59315	1,647.45	3,569.48	42,833.75	
	D	21.70518	1,736.41	3,762.23	45,146.77	
	E	22.87726	1,830.18	3,965.39	47,584.70	
24.37	A	19.74580	1,579.66	3,422.61	41,071.26	Office Specialist
	B	20.81207	1,664.97	3,607.43	43,289.11	
	C	21.93592	1,754.87	3,802.23	45,626.71	
	D	23.12046	1,849.64	4,007.55	48,090.56	
	E	24.36896	1,949.52	4,223.95	50,687.44	
25.54	A	20.69346	1,655.48	3,586.87	43,042.40	Community Svcs. Officer/ Police Services Officer
	B	21.81091	1,744.87	3,780.56	45,366.69	
	C	22.98870	1,839.10	3,984.71	47,816.50	
	D	24.23009	1,938.41	4,199.88	50,398.59	
	E	25.53851	2,043.08	4,426.68	53,120.10	
26.21	A	21.23631	1,698.90	3,680.96	44,171.52	Crime Prevention Officer/ Maintenance Worker
	B	22.38307	1,790.65	3,879.73	46,556.79	
	C	23.59176	1,887.34	4,089.24	49,070.86	
	D	24.86572	1,989.26	4,310.06	51,720.70	
	E	26.20847	2,096.68	4,542.80	54,513.62	
26.73	A	21.65914	1,732.73	3,754.25	45,051.01	GIS Specialist/ Administrative Assistant
	B	22.82873	1,826.30	3,956.98	47,483.76	
	C	24.06148	1,924.92	4,170.66	50,047.88	
	D	25.36080	2,028.86	4,395.87	52,750.46	
	E	26.73028	2,138.42	4,633.25	55,598.98	

**Placentia City Employees Association (PCEA)
Job Class and Salary Schedule
June 28, 2020**

<u>SAL</u> <u>SCH</u>	<u>STEP</u>	<u>HOURLY</u>	<u>BIWEEKLY</u>	<u>MONTHLY</u>	<u>ANNUALLY</u>	
26.88	A	21.77769	1,742.22	3,774.80	45,297.60	Building Permit Tech/ Planning Tech/ Accounting Tech
	B	22.95369	1,836.30	3,978.64	47,743.68	
	C	24.19319	1,935.46	4,193.49	50,321.84	
	D	25.49962	2,039.97	4,419.93	53,039.21	
	E	26.87660	2,150.13	4,658.61	55,903.33	
28.61	A	23.18043	1,854.43	4,017.94	48,215.29	Community Svcs Coord./ City Clerk Specialist
	B	24.43217	1,954.57	4,234.91	50,818.91	
	C	25.75151	2,060.12	4,463.60	53,563.14	
	D	27.14209	2,171.37	4,704.63	56,455.55	
	E	28.60776	2,288.62	4,958.68	59,504.14	
28.73	A	23.28161	1,862.53	4,035.48	48,425.75	Facility Maintenance Tech.
	B	24.53882	1,963.11	4,253.40	51,040.75	
	C	25.86392	2,069.11	4,483.08	53,796.95	
	D	27.26057	2,180.85	4,725.17	56,701.99	
	E	28.73264	2,298.61	4,980.32	59,763.89	
28.90	A	23.41664	1,873.33	4,058.88	48,706.61	Equipment Mechanic
	B	24.68114	1,974.49	4,278.06	51,336.77	
	C	26.01392	2,081.11	4,509.08	54,108.95	
	D	27.41867	2,193.49	4,752.57	57,030.83	
	E	28.89928	2,311.94	5,009.21	60,110.50	
29.49	A	23.89418	1,911.53	4,141.66	49,699.89	Maintenance Crew Leader
	B	25.18447	2,014.76	4,365.31	52,383.70	
	C	26.54443	2,123.55	4,601.03	55,212.41	
	D	27.97783	2,238.23	4,849.49	58,193.89	
	E	29.48863	2,359.09	5,111.36	61,336.35	
30.11	A	24.40087	1,952.07	4,229.48	50,753.81	HR Technician/ IT Technician/ Management Assistant/ Senior Accounting Tech.
	B	25.71852	2,057.48	4,457.88	53,494.52	
	C	27.10732	2,168.59	4,698.60	56,383.23	
	D	28.57112	2,285.69	4,952.33	59,427.93	
	E	30.11396	2,409.12	5,219.75	62,637.04	
30.35	A	24.59340	1,967.47	4,262.86	51,154.27	Facilities Maint. Tech. II/ Senior Engineering Aide
	B	25.92144	2,073.72	4,493.05	53,916.60	
	C	27.32120	2,185.70	4,735.67	56,828.10	
	D	28.79654	2,303.72	4,991.40	59,896.80	
	E	30.35155	2,428.12	5,260.94	63,131.22	
31.27	A	25.33812	2,027.05	4,391.94	52,703.29	Code Enforcement Officer/ Dev. Svcs. Coordinator/ Senior Administrative Asst.
	B	26.70638	2,136.51	4,629.11	55,549.27	
	C	28.14852	2,251.88	4,879.08	58,548.92	
	D	29.66854	2,373.48	5,142.55	61,710.56	
	E	31.27064	2,501.65	5,420.24	65,042.93	

**Placentia City Employees Association (PCEA)
Job Class and Salary Schedule
June 28, 2020**

<u>SAL</u> <u>SCH</u>	<u>STEP</u>	<u>HOURLY</u>	<u>BIWEEKLY</u>	<u>MONTHLY</u>	<u>ANNUALLY</u>	
31.60	A	25.60744	2,048.60	4,438.62	53,263.48	Police Property Technician
	B	26.99024	2,159.22	4,678.31	56,139.70	
	C	28.44771	2,275.82	4,930.94	59,171.24	
	D	29.98389	2,398.71	5,197.21	62,366.49	
	E	31.60302	2,528.24	5,477.86	65,734.28	
32.07	A	25.98329	2,078.66	4,503.77	54,045.24	Environ. Compliance Officer
	B	27.38639	2,190.91	4,746.97	56,963.69	
	C	28.86526	2,309.22	5,003.31	60,039.74	
	D	30.42398	2,433.92	5,273.49	63,281.88	
	E	32.06687	2,565.35	5,558.26	66,699.09	
32.48	A	26.31983	2,105.59	4,562.10	54,745.25	Assistant Planner
	B	27.74110	2,219.29	4,808.46	57,701.49	
	C	29.23912	2,339.13	5,068.11	60,817.37	
	D	30.81803	2,465.44	5,341.79	64,101.50	
	E	32.48220	2,598.58	5,630.25	67,562.98	
32.72	A	26.51102	2,120.88	4,595.24	55,142.92	Exec. Asst. to the City Admin.
	B	27.94262	2,235.41	4,843.39	58,120.65	
	C	29.45152	2,356.12	5,104.93	61,259.16	
	D	31.04190	2,483.35	5,380.60	64,567.15	
	E	32.71816	2,617.45	5,671.15	68,053.77	
33.68	A	27.28654	2,182.92	4,729.67	56,756.00	Public Works Inspector
	B	28.76001	2,300.80	4,985.07	59,820.82	
	C	30.31305	2,425.04	5,254.26	63,051.14	
	D	31.94995	2,556.00	5,537.99	66,455.90	
	E	33.67525	2,694.02	5,837.04	70,044.52	
34.12	A	27.64823	2,211.86	4,792.36	57,508.32	Building Inspector/ Senior Code Enf. Officer
	B	29.14123	2,331.30	5,051.15	60,613.76	
	C	30.71486	2,457.19	5,323.91	63,886.91	
	D	32.37346	2,589.88	5,611.40	67,336.80	
	E	34.12163	2,729.73	5,914.42	70,972.99	
34.51	A	27.96349	2,237.08	4,847.00	58,164.06	Senior Building Inspector
	B	29.47352	2,357.88	5,108.74	61,304.92	
	C	31.06509	2,485.21	5,384.62	64,615.39	
	D	32.74260	2,619.41	5,675.38	68,104.61	
	E	34.51070	2,760.86	5,981.85	71,782.26	
34.74	A	28.14855	2,251.88	4,879.08	58,548.98	Public Safety Dispatcher
	B	29.66857	2,373.49	5,142.55	61,710.63	
	C	31.27067	2,501.65	5,420.25	65,042.99	
	D	32.95929	2,636.74	5,712.94	68,555.32	
	E	34.73909	2,779.13	6,021.44	72,257.31	

**Placentia City Employees Association (PCEA)
Job Class and Salary Schedule
June 28, 2020**

<u>SAL</u> <u>SCH</u>	<u>STEP</u>	<u>HOURLY</u>	<u>BIWEEKLY</u>	<u>MONTHLY</u>	<u>ANNUALLY</u>	
35.40	A	28.68141	2,294.51	4,971.44	59,657.33	Police Civilian Investigator
	B	30.23021	2,418.42	5,239.90	62,878.84	
	C	31.86264	2,549.01	5,522.86	66,274.29	
	D	33.58322	2,686.66	5,821.09	69,853.10	
	E	35.39671	2,831.74	6,135.43	73,625.16	
37.17	A	30.11721	2,409.38	5,220.32	62,643.80	Police Services Supervisor
	B	31.74354	2,539.48	5,502.21	66,026.56	
	C	33.45769	2,676.62	5,799.33	69,592.00	
	D	35.26441	2,821.15	6,112.50	73,349.97	
	E	37.16869	2,973.50	6,442.57	77,310.88	
39.03	A	31.62307	2,529.85	5,481.33	65,775.99	Public Safety Communication Supervisor - Dispatch
	B	33.33072	2,666.46	5,777.32	69,327.90	
	C	35.13058	2,810.45	6,089.30	73,071.61	
	D	37.02763	2,962.21	6,418.12	77,017.47	
	E	39.02712	3,122.17	6,764.70	81,176.41	

**PLACENTIA POLICE OFFICER ASSOCIATION (PPOA)
SALARY SCHEDULE
JUNE 28, 2020**

<u>STEP</u>	<u>HOURLY</u>	<u>BIWEEKLY</u>	<u>MONTHLY</u>	<u>ANNUALLY</u>
A	34.49473	2,759.58	5,979.09	71,749.04
B	36.35745	2,908.60	6,301.96	75,623.50
C	38.32075	3,065.66	6,642.26	79,707.16
D	40.39007	3,231.21	7,000.95	84,011.35
E	42.57113	3,405.69	7,379.00	88,547.95
	22.84	1,827.50	3,959.59	47,515.04

Police Officer

Police Academy Trainee

**PLACENTIA POLICE MANAGEMENT ASSOCIATION (PPMA)
SALARY SCHEDULE
Effective JUNE 28, 2020**

<u>STEP</u>	<u>HOURLY</u>	<u>BIWEEKLY</u>	<u>MONTHLY</u>	<u>ANNUALLY</u>	
A	45.72332	3,657.87	7,925.38	95,104.51	
B	48.19239	3,855.39	8,353.35	100,240.16	
C	50.79478	4,063.58	8,804.43	105,653.14	IT Sergeant
D	53.53769	4,283.02	9,279.87	111,358.40	
E	56.42873	4,514.30	9,780.98	117,371.76	
A	43.54602	3,483.68	7,547.98	90,575.72	
B	45.89751	3,671.80	7,955.57	95,466.82	
C	48.37598	3,870.08	8,385.17	100,622.04	Sergeant
D	50.98828	4,079.06	8,837.97	106,055.62	
E	53.74165	4,299.33	9,315.22	111,782.63	
A	55.53139	4,442.51	9,625.44	115,505.29	
B	58.53009	4,682.41	10,145.22	121,742.59	
C	61.69071	4,935.26	10,693.06	128,316.68	Lieutenant
D	65.02201	5,201.76	11,270.48	135,245.78	
E	68.53320	5,482.66	11,879.09	142,549.06	
A	64.45090	5,156.07	11,171.49	134,057.87	
B	67.93125	5,434.50	11,774.75	141,297.00	
C	71.59954	5,727.96	12,410.59	148,927.04	Captain
D	75.46592	6,037.27	13,080.76	156,969.11	
E	79.54108	6,363.29	13,787.12	165,445.45	

**PLACENTIA FIRE DEPARTMENT EMPLOYEES
SALARY SCHEDULE
Effective November 19, 2019**

Hourly	Job Class	STEPS				
		A	B	C	D	E
	Fire Chief	71.00096	74.55096	78.27837	82.19231	86.30192
	Division Chief / Deputy Fire Chief	60.45000	63.47260	66.64615	69.97885	73.47740
	Battalion Chief ¹	38.29670	40.36470	42.54430	44.84169	47.26305
	Fire Captain ¹	27.25000	28.72150	30.27232	31.90694	33.62981
	Fire Training Officer	38.15000	40.21010	42.38125	44.66971	47.08173
	Fire (Apparatus) Engineer ¹	23.38393	24.64663	25.97768	27.38049	28.85886
	Patrol Engineer ²	27.28125	28.75441	30.30729	31.94391	33.66867
	Firefighter ¹	20.55151	21.66140	22.83104	24.06387	25.36332

NOTE:

1. Position hourly rates are based on a 56 hour work week (2,912 annual work hours)
2. Position is based on 48 hour work week on a 4/12 schedule (2,496 annual work hours)

Annual	Job Class	STEPS				
		A	B	C	D	E
	Fire Chief	147,682.00	155,066.00	162,819.00	170,960.00	179,508.00
	Division Chief / Deputy Fire Chief	125,736.00	132,023.00	138,624.00	145,556.00	152,833.00
	Battalion Chief ¹	111,520.00	117,542.00	123,889.00	130,579.00	137,630.00
	Fire Captain ¹	79,352.00	83,637.00	88,153.00	92,913.00	97,930.00
	Fire Training Officer	79,352.00	83,637.00	88,153.00	92,913.00	97,930.00
	Fire (Apparatus) Engineer ¹	68,094.00	71,771.00	75,647.00	79,732.00	84,037.00
	Patrol Engineer ²	68,094.00	71,771.00	75,647.00	79,732.00	84,037.00
	Firefighter ¹	59,846.00	63,078.00	66,484.00	70,074.00	73,858.00

NOTE:

1. Position hourly rates are based on a 56 hour work week (2,912 annual work hours)
2. Position is based on 48 hour work week on a 4/12 schedule (2,496 annual work hours)

Monthly	Job Class	STEPS				
		A	B	C	D	E
	Fire Chief	12,306.83	12,922.17	13,568.25	14,246.67	14,959.00
	Division Chief / Deputy Fire Chief	10,478.00	11,001.92	11,552.00	12,129.67	12,736.08
	Battalion Chief ¹	9,293.33	9,795.17	10,324.08	10,881.58	11,469.17
	Fire Captain ¹	6,612.67	6,969.75	7,346.08	7,742.75	8,160.83
	Fire Training Officer	6,612.67	6,969.75	7,346.08	7,742.75	8,160.83
	Fire (Apparatus) Engineer ¹	5,674.50	5,980.92	6,303.92	6,644.33	7,003.08
	Patrol Engineer ²	5,674.50	5,980.92	6,303.92	6,644.33	7,003.08
	Firefighter ¹	4,987.17	5,256.50	5,540.33	5,839.50	6,154.83

NOTE:

1. Position hourly rates are based on a 56 hour work week (2,912 annual work hours)
2. Position is based on 48 hour work week on a 4/12 schedule (2,496 annual work hours)

**PLACENTIA UNREPRESENTED EMPLOYEES
SALARY SCHEDULE
Effective June 28, 2020**

Executive Management Staff

City Administrator	126.52418
--------------------	-----------

STEPS

Job Class	A	B	C	D	E
Deputy City Administrator	88.40755	92.82793	97.46932	102.34279	107.45993
Police Chief	79.25731	83.22018	87.38119	91.75025	96.33776
Director of Administrative Services	71.00070	74.55073	78.27827	82.19218	86.30179
Director of Community Services	71.00070	74.55073	78.27827	82.19218	86.30179
Director of Development Services	71.00070	74.55073	78.27827	82.19218	86.30179
Director of Finance	71.00070	74.55073	78.27827	82.19218	86.30179
Director of Public Works	71.00070	74.55073	78.27827	82.19218	86.30179
Fire Chief	71.00070	74.55073	78.27827	82.19218	86.30179

Mid-Management Staff**STEPS**

Job Class	A	B	C	D	E
Accountant	31.23707	32.79892	34.43887	36.16081	37.96885
Accounting Manager	45.58102	47.86007	50.25308	52.76573	55.40402
Assistant to the C.A./Econ. Dev. Mgr.	50.53035	53.05686	55.70971	58.49519	61.41995
Associate Civil Engineer	39.52680	41.50314	43.57830	45.75722	48.04508
Associate Planner	34.28157	35.99565	37.79543	39.68520	41.66947
Chief Building Official	47.48790	49.86230	52.35541	54.97318	57.72184
Chief Deputy City Clerk	38.73909	40.67604	42.70985	44.84534	47.08761
City Engineer	57.01416	59.86486	62.85811	66.00101	69.30106
Code Enforcement Manager	38.99425	40.94396	42.99116	45.14071	47.39775
Communications & Marketing Mgr.	38.99425	40.94396	42.99116	45.14071	47.39775
Community Services Supervisor	33.22906	34.89051	36.63503	38.46679	40.39012
Crime Analyst	33.22906	34.89051	36.63503	38.46679	40.39012
Deputy Chief of Police	74.36521	78.08347	81.98765	86.08703	90.39138
Deputy City Clerk	30.27831	31.79223	33.38184	35.05093	36.80348
Deputy Director of A.S./Chief Dep. CC	50.53035	53.05686	55.70971	58.49519	61.41995
Dispatch Manager	47.48790	49.86230	52.35541	54.97318	57.72184
Economic Development Manager	38.99425	40.94396	42.99116	45.14071	47.39775
Finance Services Manager	45.58102	47.86007	50.25308	52.76573	55.40402
Human Resources Analyst	33.22906	34.89051	36.63503	38.46679	40.39012
Human Resources Manager	38.99425	40.94396	42.99116	45.14071	47.39775
Management Analyst	33.22906	34.89051	36.63503	38.46679	40.39012
Neighborhood Services Manager	38.99425	40.94396	42.99116	45.14071	47.39775
Public Works Manager	51.83101	54.42256	57.14369	60.00087	63.00092
Public Works Superintendent	38.99425	40.94396	42.99116	45.14071	47.39775
Public Works Supervisor	31.23707	32.79892	34.43887	36.16081	37.96885
Senior Accountant	38.40904	40.32950	42.34597	44.46327	46.68643
Senior Accountant II	43.63177	45.81336	48.10402	50.50922	53.03469
Senior Financial Analyst	38.73909	40.67604	42.70985	44.84534	47.08761
Senior Management Analyst	38.73909	40.67604	42.70985	44.84534	47.08761
Senior Planner	43.63177	45.81336	48.10402	50.50922	53.03469
Traffic Engineer	47.48790	49.86230	52.35541	54.97318	57.72184
Transportation Manager	47.48790	49.86230	52.35541	54.97318	57.72184

NOTE:

1. All job classes on this salary schedule are ineligible for overtime.
2. The City Administrator base rate is set by contract with City Council.

**PART-TIME
SALARY SCHEDULE
EFFECTIVE January 1, 2021**

SECTION 1

The compensation of part-time employees of the City of Placentia shall be set forth in the table herein below:

CLASS TITLE	STEPS			
	A	B	C	D
Admin. Intern.	14.70	14.99	15.29	15.60
Clerical Aide	17.30	17.65	18.00	18.36
Production Coordinator	18.20	18.56	18.94	19.31
Production Assistant	14.00	14.28	14.57	14.86
Maintenance Aide	14.70	14.99	15.29	15.60
Police Cadet	14.70	14.99	15.29	15.60
Pol Reserve Off – Level 1	20.00	21.30	22.60	24.00
Lifeguard	15.15	15.45	15.76	16.08
Instructor Guard	16.40	16.73	17.06	17.40
Sr. Instr. Guard	18.38	18.75	19.12	19.51
Pool Manager	19.43	19.82	20.21	20.62
Com. Serv. Leader	14.00	14.28	14.57	14.86
Sr. Com. Serv. Leader	15.15	15.45	15.76	16.08
Com. Serv. Specialist	16.40	16.73	17.06	17.40
Sr. Com. Serv. Specialist	17.76	18.12	18.48	18.85
Program Coordinator	18.20	18.56	18.94	19.31

SECTION 2

Part-time employees may progress to the next salary step after satisfactorily completing a minimum of four hundred (400) hours of work at the current salary step and one year of service. An evaluation of the employee's performance should be completed prior to the salary change.

SECTION 3

The following classes are elected or appointed by City Council:

CLASS TITLE	SALARY
Mayor/Councilmembers	150.00
City Clerk	150.00
City Treasurer	50.00



GANN APPROPRIATIONS



GANN APPROPRIATIONS FISCAL YEAR 2021-22

CITY OF PLACENTIA
Appropriation Limit, Appropriations Subject to Limit, &
Appropriations Margin
FY 2012-13 THROUGH FY 2021-22

FISCAL YEAR	PRIOR YEAR'S APPROPRIATION LIMIT	CITY'S POPULATION GROWTH	COUNTY'S POPULATION GROWTH	CALIF. PER CAPITA INCOME GROWTH	% CHANGE NON-RESID. CONSTR.	ADJUSTED LIMIT
2012-13	\$65,895,395	0.84%	0.89%	3.77%	N/A	\$68,988,230
2013-14	\$68,988,230	1.29%	0.78%	5.12%	N/A	\$73,086,087
2014-15	\$73,086,087	0.37%	0.93%	-0.23%	N/A	\$73,187,786
2015-16	\$73,187,786	0.66%	1.08%	3.82%	N/A	\$76,804,182
2016-17	\$76,804,182	0.75%	0.99%	5.37%	N/A	\$81,729,759
2017-18	\$81,729,759	-0.05%	0.69%	3.69%	N/A	\$85,330,332
2018-19	\$85,330,332	-0.03%	0.69%	3.67%	N/A	\$89,074,258
2019-20	\$89,074,258	-0.51%	0.29%	3.85%	N/A	\$92,770,169
2020-21	\$92,770,169	-0.49%	0.04%	3.73%	N/A	\$96,507,787
2021-22	\$96,507,787	-0.77%	-0.84%	5.73%	N/A	\$101,180,364

Calculation: 0.9916 (County's Population Growth) \times 1.0573 (Calif. Per Capita Income Growth) = 1.0484 (Growth Factor)
 $\$96,507,787$ (PY Limit) \times 1.0484 (Growth Factor) = $\$101,180,364$ (FY21-22 Appropriation Limit)

CITY OF PLACENTIA
Appropriation Limit, Appropriations Subject to Limit, &
Appropriations Margin

FY 2011-12 THROUGH FY 2021-22

FISCAL YEAR	APPROPRIATION LIMIT	APPROPRIATIONS SUBJECT TO LIMIT	MARGIN
2011-12	65,895,395	20,709,740	45,185,655
2012-13	68,988,230	21,930,541	47,057,689
2013-14	73,086,087	21,811,162	51,274,925
2014-15	73,187,786	22,470,336	50,717,450
2015-16	76,804,182	23,831,435	52,972,747
2016-17	81,729,759	25,656,021	56,073,738
2017-18	85,330,332	26,181,882	59,148,450
2018-19	89,074,258	26,461,886	62,612,372
2019-20	92,770,169	32,051,457	60,718,712
2020-21	96,507,787	38,729,536	57,778,251
2021-22	101,180,364	52,588,004	48,592,361

Worksheet #1 - Proceeds of Taxes

City **PLACENTIA**FY **2021-22**

Revenue Source	a Proceeds of	b Non-Proceeds	c Total
Taxes			
Property Tax	16,081,500		16,081,500
Sales and Use Tax	6,829,000		6,829,000
Transactions and Use Tax	7,007,000		7,007,000
Business License Tax	1,000,000		1,000,000
Utility User Tax	2,362,300		2,362,300
Transient Occupancy Tax	767,500		767,500
Documentary or Real Property Transfer Taxes	215,000		215,000
Parcel Taxes			-
Other Taxes	40,000		40,000
Fees			
	2,063,020	5,897,440	7,960,460
Benefit Assessments			
Franchises (Cable/Video, Solid Waste, Electric/Gas, etc.)		1,899,300	1,899,300
Fines, Forfeitures and Penalties		2,380,000	2,380,000
Rents, Royalties and Concessions		444,200	444,200
Gifts		1,684,900	1,684,900
Licenses and Permits		9,900	9,900
<i>Include regulatory licenses and permits as regulatory fees in Worksheet 2.</i>			
<i>Include public property, facility or equipment rental licenses/permits in "rents" above.</i>			
<i>Include business license taxes in "taxes" above.</i>			
From State			
Motor Vehicle License Fee			-
Homeowners Property Tax Relief Reimb. Williamson Act	35,000		35,000
Motor Vehicle Fuel (gasoline) Tax		2,363,600	2,363,600
Proposition 42 Gasoline Sales Tax			-
Citizens Option for Public Safety (COPS)		-	-
Proposition 172 Public Safety Sales Tax		305,800	305,800
State Mandate Reimbursements	6,902,500		6,902,500
Other discretionary state grants and aid	1,699,500		1,699,500
Other non-discretionary state grants and aid			-
Repealed Subventions			-
Criminal Justice Fee (Booking Fee) Relief			-
Discretionary Local Assistance (1999-00, 2000-01)			-
Police Technology Grants (CLEEP)			-
Liquor License Fees			-
Highway Carriers Uniform Business Tax			-
Financial Aid to Local Agencies			-
Business Inventory Exemption Reimbursement			-
Trailer Coach / Mobile Home VLF			-
1978-79 Bailout Funds			-
Other Governments			
Federal General Revenue Sharing			-
Federal CDBG		352,000	352,000
Housing (HUD)			-
Disaster Reimbursement			-
Other		1,782,500	1,782,500
Other Miscellaneous			
Sale of property (See "Qualified Capital Outlays")	60,000		60,000
Interfund transfers	7,470,400	-	7,470,400
1 Sub-Total non-interest revenues			
	52,532,720	17,119,640	69,652,360
2 Interest Earnings			
	55,284	18,016	73,300
3 Reserve Withdrawals			
		-	-
4 Total			
	52,588,004	17,137,656	69,725,660
Total revenue plus reserve withdrawals (1c + 3c)			69,652,360

Worksheet #2 - Regulatory Fees, User Fees & Charges

City PLACENTIA FY 2021-22

a i ii b=i+ii c=b-a d

Program Area	Fee Revenue	Direct Costs	Allocated Overhead	Total Costs	Costs minus Revenues	Revs > Costs? C=negative
1 General Gov't - Management/Support	35,100	139,940	6,698	146,638	111,538	-
2 Police - Law Enforcement	293,000	9,085,939	2,891,258	11,977,198	11,684,198	-
3 Transportation - Public Works	5,000	585,359	52,713	638,072	633,072	-
4 Planning and Development	354,400	1,776,519	387,996	2,164,515	1,810,115	-
5 Building, Construction and Fire Safety	869,900	-	-	-	(869,900)	869,900
6 Parks and Recreation, museums, etc.	258,200	1,612,186	629,969	2,242,155	1,983,955	-
7 Water	-	-	-	-	-	-
8 Sewer	2,273,560	890,900	251,540	1,142,440	(1,131,120)	1,131,120
9 Solid Waste	3,589,300	3,673,300	156,070	3,829,370	240,070	-
10 Other	62,000	-	-	-	(62,000)	62,000
11 Development Impact Fees	220,000	-	-	220,000	-	-
12	-	-	-	-	-	-
13	-	-	-	-	-	-
14	-	-	-	-	-	-
15	-	-	-	-	-	-

16 Proceeds of Taxes => 2,063,020
 = sum of column d
 Non-Proceeds of taxes => 5,897,440

Do not include: rents, entrance fees, royalties, concessions, franchises, fines, forfeitures, penalties, or assessments on real property

Worksheet #3 - Excluded Appropriations	
City	PLACENTIA
FY	2021-22
<u>Amount</u>	
Court Orders	
sub-total	-
Federal Mandates	
sub-total	-
Qualified Capital Outlay	
sub-total	-
Qualified Debt Service	
sub-total	-
Total Exclusions	-
	To Worksheets 4 and 8

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Worksheet #4 - Interest Allocation

City FY

	Amount	Source
a) Non-interest Tax Proceeds	52,532,720	from Worksheet #1
b) Minus Exclusions	-	from Worksheet #3
c) Net invested proceeds from taxes	52,532,720	a-b
d) Total revenue plus reserve withdrawals	69,652,360	from Worksheet #1
e) Proceeds of taxes as a percentage of revenues	0.754213066	c / d
f) Interest earnings - Total	73,300	To Worksheet 1
g) Amount of interest earned from "proceeds of taxes"	55,284	To Worksheet 1 e * f

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Worksheet #5 - Population Changes

City

For	Jan 1	City	Countywide	Jan 1	City	Countywide	City %	County
1988-89	1987			1988				
1989-90	1988	-	-	1989				
1990-91	1989	-	-	1990				
1991-92	1990	-	-	1991				
1992-93	1991	-	-	1992				
1993-94	1992	-	-	1993				
1994-95	1993	-	-	1994				
1995-96	1994	-	-	1995				
1996-97	1995	-	-	1996				
1997-98	1996	-	-	1997				
1998-99	1997	-	-	1998				
1999-00	1998	-	-	1999				
2000-01	1999	-	-	2000				
2001-02	2000	-	-	2001				
2002-03	2001	-	-	2002				
2003-04	2002	-	-	2003				
2004-05	2003	-	-	2004				
2005-06	2004	-	-	2005				
2006-07	2005	-	-	2006				
2007-08	2006	-	-	2007				
2008-09	2007	-	-	2008				
2009-10	2008	-	-	2009				
2010-11	2009	-	-	2010				
2011-12	2010	-	-	2011				
2012-13	2011	-	-	2012				
2013-14	2012	-	-	2013				
2014-15	2013	-	-	2014				
2015-16	2014	-	-	2015				
2016-17	2015	-	-	2016				
2017-18	2016	-	-	2017	52,772	3,198,224		
2018-19	2017	52,772	3,198,224	2018	52,602	3,212,533	-0.3%	0.4%
2019-20	2018	52,602	3,212,533	2019	52,333	3,221,790	-0.51%	0.29%
2020-21	2019	52,333	3,192,279	2020	51,494	3,194,332	-1.60%	0.06%
2021-22	2020	51,569	3,180,440	2021	51,173	3,153,718	-0.77%	-0.84%

Select highest population factor for the year (column e or f) to Worksheet 7

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Worksheet #6 - Cost of Living Adjustment Factors

City

Factors	a		b		c		d	
	<u>Percentage</u>	<u>published</u>	<u>Dollar Value</u>	<u>from ...</u>	<u>AR_{py} Total</u>	<u>for ...</u>	<u>Change in</u>	<u>assessment</u>
	<i>Source: Calif Dept of Finance</i>		<i>Source: County</i>		<i>Source: County</i>		<i>= b ÷ c</i>	
1988-89	4.66%	May 1, 1988		1987 to 1988		1987		
1989-90	5.19%	May 1, 1989		1988 to 1989		1988		
1990-91	4.21%	May 1, 1990		1989 to 1990		1989		
1991-92	4.14%	May 1, 1991		1990 to 1991		1990		
1992-93	-0.64%	May 1, 1992		1991 to 1992		1991		
1993-94	2.72%	May 1, 1993		1992 to 1993		1992		
1994-95	0.71%	May 1, 1994		1993 to 1994		1993		
1995-96	4.72%	May 1, 1995		1994 to 1995		1994		
1996-97	4.67%	May 1, 1996		1995 to 1996		1995		
1997-98	4.67%	May 1, 1997		1996 to 1997		1996		
1998-99	4.15%	May 1, 1998		1997 to 1998		1997		
1999-00	4.53%	May 1, 1999		1998 to 1999		1998		
2000-01	4.91%	May 1, 2000		1999 to 2000		1999		
2001-02	7.82%	May 1, 2001		2000 to 2001		2000		
2002-03	-1.27%	May 1, 2002		2001 to 2002		2001		
2003-04	2.31%	May 1, 2003		2002 to 2003		2002		
2004-05	3.28%	May 1, 2004		2003 to 2004		2003		
2005-06	5.26%	May 1, 2005		2004 to 2005		2004		
2006-07	3.96%	May 1, 2006		2005 to 2006		2005		
2007-08	4.42%	May 1, 2007		2006 to 2007		2006		
2008-09	4.29%	May 1, 2008		2007 to 2008		2007		
2009-10	0.62%	May 1, 2009		2008 to 2009		2008		
2010-11	-2.54%	May 1, 2010		2009 to 2010		2009		
2011-12	2.51%	May 1, 2011		2010 to 2011		2010		
2012-13	3.77%	May 1, 2012		2011 to 2012		2011		
2013-14	5.12%	May 1, 2013		2012 to 2013		2012		
2014-15	-0.23%	May 1, 2014		2013 to 2014		2013		
2015-16	3.82%	May 1, 2015		2014 to 2015		2014		
2016-17	5.37%	May 1, 2016		2015 to 2016		2015		
2017-18	3.69%	May 1, 2017		2016 to 2017		2016		
2018-19	3.67%	May 1, 2018		2017 to 2018		2017		
2019-20	3.85%	May 1, 2019		2018 to 2019		2018		
2020-21	3.73%	May 1, 2020		2019 to 2020		2019		
2021-22	5.73%	May 1, 2020		2019 to 2020		2019		

Select highest factor for the year (column a or d) to Worksheet 7

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Worksheet #7 - Appropriations Limit

City FY

		Amount	Source
a) Prior Year Appropriations Limit		96,507,787	Prior year schedules
b) Adjustment Factors		percent ratio	
1) Population Change	-0.84%	0.9916	Select from Worksheet 5 "city" or "county"
Population in city or county?		County	
2) Cost of Living	5.73%	1.0573	Select from Worksheet 6 "CPI" or "%new non-resid AV"
State CPI or % New non-residential?		CPI	
3) Combined adjustment factor		1.0484	b1 * b2
c) Adjusted Limit		101,180,364	a * b3
d) Alterations			
Transfer of Financial Responsibility			
Transfer to Fees			
Emergency			
Voter Override			
Total Alterations		-	sum of d
e) Appropriations Limit - Current Year		101,180,364	c + d

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Worksheet #8 - Appropriations Subject to Limitation

City **PLACENTIA** FY **2021-22**

	<u>Amount</u>	<u>Source</u>
a) Proceeds of Taxes	52,588,004	Worksheet #1
b) Exclusions	-	Worksheet #3
c) Appropriations Subject to Limitation	52,588,004	a-b
d) Appropriations Limit (current year)	101,180,364	Worksheet #7
e) Under (Over) Limit	48,592,361	d-c

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RESOLUTION NO. R-2021-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, TAKING ACTIONS NECESSARY TO ADOPT THE FISCAL YEAR 2021-22 ANNUAL BUDGET; TAKING ACTIONS NECESSARY TO ADOPT THE FISCAL YEAR 2021-22 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET WITH AN APPROPRIATION OF \$8,226,600; AND AUTHORIZING THE POSITION ALLOCATION PLAN AND COMPENSATION PLAN FOR FISCAL YEAR 2021-22

A. Recitals

(i) The City Administrator, in accordance with Article XII, Sections 1202 and 1203 of the City Charter, has prepared and submitted a proposed annual budget for Fiscal Year 2021-22.

(ii) The City Council has reviewed the proposed budget and conducted a Public Hearing on said budget.

(iii) The Capital Improvement Program on file with the City Clerk incorporates the various anticipated revenues and expenditures of the City of Placentia for the Fiscal Year 2021-22 as known at this time, and the same would constitute a proper budget for the City for such period.

(iv) The Capital Improvement Program was presented to Planning Commission at the regularly scheduled meeting on May 11, 2021. Said Planning Commission found the Capital Improvement Program to be in conformance with the City's adopted General Plan.

(v) The City of Placentia Position Allocation Plan and Compensation Plan, effective June 28, 2018 for the PCEA, PPOA, PPMA, FIRE employees and unrepresented employees including the City Administrator, Executive Management, and Mid-Management employees; effective November 19, 2019 for Fire and Life Safety employees and effective December 29, 2019 for part-time employees, are components of the annual budget process.

(vi) The City Council desires to amend said Position Allocation Plan and Compensation Plan in accordance with the provisions of the Fiscal Year 2021-22 Budget, effective July 1, 2021.

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

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. In All respects as set forth in the Recitals, Part A., of this Resolution.

2. The City Council of the City of Placentia does hereby approve and adopt the Fiscal Year 2021-22 Budget, a full, true, and correct copy of which is on file in the Office of the City Clerk, hereby is adopted as such budget for such period.

3. The Capital Improvement Program for the City of Placentia for Fiscal Year 2021-22, including appropriations in the amount of \$8,226,600, as set forth in the budget on file with the City Clerk and made a part hereof, is hereby adopted as such budget for such period.

4. The Position Allocation Plan and Compensation Plan are being updated to reflect approved changes by the City Council in the context of the Fiscal Year 2021-22 Annual Budget. When the City Council approves a new position or the City Administrator amends a position between updates of the Plan, such a change shall constitute a revision to the City's Position Allocation Plan that shall be reflected in the next update of the Resolution adopting the Plan. Compensation and benefits not specifically amended by this Resolution shall remain in full force and effect.

5. The proposed Position Allocation Plan for positions in City services for Fiscal Year 2021-22 is attached hereto as Appendix "A" (Position Allocation Plan) and the proposed Compensation Plan - Salary Schedule is attached hereto as Appendix "B" and hereby are approved.

PASSED, ADOPTED AND APPROVED this 15th day of June 2021.

Craig S. Green, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of The City of Placentia, California, do hereby certify that the foregoing Resolution, was duly passed, approved and adopted by City Council, approved and signed by the Mayor and attested by the City Clerk, all at the regular meeting of the said City Council held on the 15th day of June 2021, and the same was passed and adopted by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2021-22**

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
LEGISLATIVE				
MAYOR	1	1	1	1
CITY COUNCIL	4	4	4	4
PLANNING COMMISSION	7	7	7	7
CULTURAL ARTS COMMISSION	5	5	5	5
RECREATION & PARKS COMMISSION	7	7	7	7
TRAFFIC SAFETY COMMISSION	7	7	7	7
CITY CLERK	1	1	1	1
CITY TREASURER	1	1	1	1
TOTALS	33	33	33	33

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
ADMINISTRATION				
CITY ADMINISTRATOR	1	1	1	1
DEPUTY CITY ADMINISTRATOR	0	0	1	1
DIRECTOR OF ADMINISTRATIVE SERVICES	1	1	0	0
DEPUTY DIRECT. OF ADMIN. SRVCS./CHIEF DEPUTY CITY CLERK	0	0	0	0
ASSISTANT TO THE CA/ECONOMIC DEVELOPMENT MANAGER	0.5	0.5	0.45	0.45
MANAGEMENT ANALYST (IT)	1	1	1	1
HUMAN RESOURCES MANAGER	0	0	0	0
HUMAN RESOURCES ANALYST	1	2	2	2
EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE CA	1	1	1	1
DEPUTY CITY CLERK	1	1	1	1
HUMAN RESOURCES TECHNICIAN	1	1	1	1
INFORMATION TECHNOLOGY TECHNICIAN	0	0	0	0
OFFICE SPECIALIST	0	0	0	0
OFFICE ASSISTANT	2	2.5	2	2
SENIOR MANAGEMENT ANALYST (EMERGENCY AND HEALTH SERVICES MANAGER)	0	0	1	1
PUBLIC SAFETY COMMUNICATIONS MANAGER	0	0	1	1
PUBLIC SAFETY COMMUNICATIONS SUPERVISOR	0	0	2	3
PUBLIC SAFETY DISPATCHER (1 OVER HIRE)	0	0	11	13
TOTALS	9.5	11	25.45	28.45

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2021-22**

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
FINANCE				
DIRECTOR OF FINANCE	1	1	1	1
ACCOUNTING MANAGER	0	1	1	1
SENIOR ACCOUNTANT	1	0	1	1
SR. FINANCIAL ANALYST	0	1	1	1
SR. MANAGEMENT ANALYST	1	0	0	0
ACCOUNTANT	1	1	0	0
ACCOUNTING TECHNICIAN	2	3	3	3
ACCOUNT CLERK	1	2	2	2
OFFICE ASSISTANT	1	0	0	0
TOTALS	8	9	9	9

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
DEVELOPMENT SERVICES				
DIRECTOR OF DEVELOPMENT SERVICES	1	1	1	1
OFFICE ASSISTANT	1	0	1	1
ADMINISTRATIVE ASSISTANT	0	1	0	0
ASSISTANT TO THE CA/ECONOMIC DEVELOPMENT MANAGER	0.5	0.5	0.55	0.55
SENIOR PLANNER	1	1	1	1
COMMUNICATIONS & MARKETING ANALYST	1	1	1	1
SR. CODE ENFORCEMENT OFFICER	0	1	1	1
CODE ENFORCEMENT OFFICER	1	0	0	0
BUILDING INSPECTOR	1	1	1	1
DEVELOPMENT SERVICES COORDINATOR	0	0	0	0
PLANNING TECHNICIAN	1	0	0	0
ASSOCIATE PLANNER	0	0	0	1
ASSISTANT PLANNER	0	1	1	1
BUILDING PERMIT TECHNICIAN	1	1	1	1
TOTALS	8.5	8.5	8.55	9.55

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2021-22**

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
POLICE SERVICES				
CHIEF OF POLICE	1	1	1	1
CAPTAIN	2	2	2	2
LIEUTENANT	3	3	3	3
SERGEANT	9	9	9	9
IT SERGEANT	0	0	1	1
SR. MANAGEMENT ANALYST	1	1	1	1
MANAGEMENT ANALYST	1	1	0	0
DISPATCH MANAGER	0	1	0	0
CRIME ANALYST	1	1	1	1
SR. CODE ENFORCEMENT OFFICER	0	0	0	0
POLICE OFFICER (3 OVER HIRES)	35	39	39	39
POLICE SERVICES SUPERVISOR	2	4	2	3
POLICE DISPATCHER / RECORDS CLERK (MOVED TO ADMIN)	10	11	0	0
CODE ENFORCEMENT OFFICER	0	0	0	0
	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
POLICE SERVICES				
PARKING CONTROL OFFICER	2	2	2	2
ADMINISTRATIVE ASSISTANT	1	0	0	0
SR. ADMINISTRATIVE ASSISTANT	0	1	1	1
POLICE CIVILIAN INVESTIGATOR	2	2	3	3
MANAGEMENT ASSISTANT	0	0	0	0
PROPERTY TECHNICIAN	1	1	1	1
POLICE ACADEMY TRAINEE	1	1	1	1
POLICE SERVICES OFFICER	3	2	2	2
COMMUNITY SERVICES OFFICER	1	2	1	1
OFFICE ASSISTANT	0	0	0	0
OFFICE SPECIALIST - RECORDS	0	0	2	2
TOTALS	76	84	72	73

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2021-22**

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
FIRE & LIFE SAFETY				
FIRE CHIEF	0	1	1	1
DEPUTY FIRE CHIEF	0	0	1	1
BATTALION CHIEF	0	3	3	3
TRAINING OFFICER	0	0	1	1
MANAGEMENT ANALYST	0	1	1	1
OFFICE ASSISTANT	0	0	1	1
FIRE CAPTAIN	0	6	6	6
FIRE ENGINEER	0	6	6	6
PATROL ENGINEER	0	0	1	1
FIREFIGHTER	0	6	6	6
TOTALS	0	23	27	27

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
PUBLIC WORKS				
DEPUTY CITY ADMINISTRATOR	1	1	1	1
CITY ENGINEER	1	1	1	1
ENGINEERING AIDE	0	0	0	1
ENVIRONMENTAL COMPLIANCE OFFICER (REFUSE)	0	0	0	1
ASSOCIATE CIVIL ENGINEER (SEWER)	0	0	0	1
MANAGEMENT ANALYST	1	1	1	1
TRAFFIC ENGINEER	0	0	0	0
TRANSPORTATION MANAGER	0	1	1	1
PUBLIC WORKS SUPERINTENDENT	1	1	1	1
PUBLIC WORKS SUPERVISOR	2	2	2	2
PUBLIC WORKS INSPECTOR	0	1	1	1
MECHANIC	1	1	1	2
FACILITY MAINTENANCE TECHNICIAN	2	2	2	2
MAINTENANCE WORKER	8	8	8	8
CUSTODIAN	2	2	2	2
OFFICE ASSISTANT	1	1.5	1	1
TOTALS	20	22.5	22	26

**CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2021-22**

	Approved 2018-19	Amended 2019-20	Amended 2020-21	Adopted 2021-22
COMMUNITY SERVICES				
DIRECTOR OF COMMUNITY SERVICES	1	1	1	1
OFFICE ASSISTANT	1	1	1	1
COMMUNITY SERVICES SUPERVISOR	1	1	1	1
MANAGEMENT ANALYST	0	0	0	0
COMMUNITY SERVICES COORDINATOR	4	4	4	4
MAINTENANCE WORKER	0	0	0	1
TOTALS	7	7	7	8

SUMMARY				
FULL-TIME PERSONNEL	129	165	171	181
ELECTED & APPOINTED PERSONNEL	33	33	33	33

*Includes 4 over hires

**Placentia City Employees Association (PCEA)
Job Class and Salary Schedule
June 28, 2020**

SAL SCH	STEP	HOURLY	BIWEEKLY	MONTHLY	ANNUALLY	
20.64	A	16.72447	1,337.96	2,898.91	34,786.90	Office Assistant
	B	17.62759	1,410.21	3,055.45	36,665.39	
	C	18.57948	1,486.36	3,220.44	38,645.32	
	D	19.58277	1,566.62	3,394.35	40,732.16	
	E	20.64024	1,651.22	3,577.64	42,931.70	
21.19	A	17.17192	1,373.75	2,976.47	35,717.59	Engineering Aide/ Planning Aide
	B	18.09920	1,447.94	3,137.19	37,646.34	
	C	19.07656	1,526.12	3,306.60	39,679.24	
	D	20.10669	1,608.54	3,485.16	41,821.92	
	E	21.19245	1,695.40	3,673.36	44,080.30	
22.10	A	17.91037	1,432.83	3,104.46	37,253.57	Custodian/ Parking Control Officer
	B	18.87753	1,510.20	3,272.11	39,265.26	
	C	19.89692	1,591.75	3,448.80	41,385.59	
	D	20.97135	1,677.71	3,635.03	43,620.41	
	E	22.10380	1,768.30	3,831.33	45,975.90	
22.88	A	18.53709	1,482.97	3,213.10	38,557.15	Account Clerk
	B	19.53809	1,563.05	3,386.60	40,639.23	
	C	20.59315	1,647.45	3,569.48	42,833.75	
	D	21.70518	1,736.41	3,762.23	45,146.77	
	E	22.87726	1,830.18	3,965.39	47,584.70	
24.37	A	19.74580	1,579.66	3,422.61	41,071.26	Office Specialist
	B	20.81207	1,664.97	3,607.43	43,289.11	
	C	21.93592	1,754.87	3,802.23	45,626.71	
	D	23.12046	1,849.64	4,007.55	48,090.56	
	E	24.36896	1,949.52	4,223.95	50,687.44	
25.54	A	20.69346	1,655.48	3,586.87	43,042.40	Community Svcs. Officer/ Police Services Officer
	B	21.81091	1,744.87	3,780.56	45,366.69	
	C	22.98870	1,839.10	3,984.71	47,816.50	
	D	24.23009	1,938.41	4,199.88	50,398.59	
	E	25.53851	2,043.08	4,426.68	53,120.10	
26.21	A	21.23631	1,698.90	3,680.96	44,171.52	Crime Prevention Officer/ Maintenance Worker
	B	22.38307	1,790.65	3,879.73	46,556.79	
	C	23.59176	1,887.34	4,089.24	49,070.86	
	D	24.86572	1,989.26	4,310.06	51,720.70	
	E	26.20847	2,096.68	4,542.80	54,513.62	
26.73	A	21.65914	1,732.73	3,754.25	45,051.01	GIS Specialist/ Administrative Assistant
	B	22.82873	1,826.30	3,956.98	47,483.76	
	C	24.06148	1,924.92	4,170.66	50,047.88	
	D	25.36080	2,028.86	4,395.87	52,750.46	
	E	26.73028	2,138.42	4,633.25	55,598.98	

**Placentia City Employees Association (PCEA)
Job Class and Salary Schedule
June 28, 2020**

SAL SCH	STEP	HOURLY	BIWEEKLY	MONTHLY	ANNUALLY	
26.88	A	21.77769	1,742.22	3,774.80	45,297.60	Building Permit Tech/ Planning Tech/ Accounting Tech
	B	22.95369	1,836.30	3,978.64	47,743.68	
	C	24.19319	1,935.46	4,193.49	50,321.84	
	D	25.49962	2,039.97	4,419.93	53,039.21	
	E	26.87660	2,150.13	4,658.61	55,903.33	
28.61	A	23.18043	1,854.43	4,017.94	48,215.29	Community Svcs Coord./ City Clerk Specialist
	B	24.43217	1,954.57	4,234.91	50,818.91	
	C	25.75151	2,060.12	4,463.60	53,563.14	
	D	27.14209	2,171.37	4,704.63	56,455.55	
	E	28.60776	2,288.62	4,958.68	59,504.14	
28.73	A	23.28161	1,862.53	4,035.48	48,425.75	Facility Maintenance Tech.
	B	24.53882	1,963.11	4,253.40	51,040.75	
	C	25.86392	2,069.11	4,483.08	53,796.95	
	D	27.26057	2,180.85	4,725.17	56,701.99	
	E	28.73264	2,298.61	4,980.32	59,763.89	
28.90	A	23.41664	1,873.33	4,058.88	48,706.61	Equipment Mechanic
	B	24.68114	1,974.49	4,278.06	51,336.77	
	C	26.01392	2,081.11	4,509.08	54,108.95	
	D	27.41867	2,193.49	4,752.57	57,030.83	
	E	28.89928	2,311.94	5,009.21	60,110.50	
29.49	A	23.89418	1,911.53	4,141.66	49,699.89	Maintenance Crew Leader
	B	25.18447	2,014.76	4,365.31	52,383.70	
	C	26.54443	2,123.55	4,601.03	55,212.41	
	D	27.97783	2,238.23	4,849.49	58,193.89	
	E	29.48863	2,359.09	5,111.36	61,336.35	
30.11	A	24.40087	1,952.07	4,229.48	50,753.81	HR Technician/ IT Technician/ Management Assistant/ Senior Accounting Tech.
	B	25.71852	2,057.48	4,457.88	53,494.52	
	C	27.10732	2,168.59	4,698.60	56,383.23	
	D	28.57112	2,285.69	4,952.33	59,427.93	
	E	30.11396	2,409.12	5,219.75	62,637.04	
30.35	A	24.59340	1,967.47	4,262.86	51,154.27	Facilities Maint. Tech. II/ Senior Engineering Aide
	B	25.92144	2,073.72	4,493.05	53,916.60	
	C	27.32120	2,185.70	4,735.67	56,828.10	
	D	28.79654	2,303.72	4,991.40	59,896.80	
	E	30.35155	2,428.12	5,260.94	63,131.22	
31.27	A	25.33812	2,027.05	4,391.94	52,703.29	Code Enforcement Officer/ Dev. Svcs. Coordinator/ Senior Administrative Asst.
	B	26.70638	2,136.51	4,629.11	55,549.27	
	C	28.14852	2,251.88	4,879.08	58,548.92	
	D	29.66854	2,373.48	5,142.55	61,710.56	
	E	31.27064	2,501.65	5,420.24	65,042.93	

**Placentia City Employees Association (PCEA)
Job Class and Salary Schedule
June 28, 2020**

SAL	SCH	STEP	HOURLY	BIWEEKLY	MONTHLY	ANNUALLY	
31.60		A	25.60744	2,048.60	4,438.62	53,263.48	Police Property Technician
		B	26.99024	2,159.22	4,678.31	56,139.70	
		C	28.44771	2,275.82	4,930.94	59,171.24	
		D	29.98389	2,398.71	5,197.21	62,366.49	
		E	31.60302	2,528.24	5,477.86	65,734.28	
32.07		A	25.98329	2,078.66	4,503.77	54,045.24	Environ. Compliance Officer
		B	27.38639	2,190.91	4,746.97	56,963.69	
		C	28.86526	2,309.22	5,003.31	60,039.74	
		D	30.42398	2,433.92	5,273.49	63,281.88	
		E	32.06687	2,565.35	5,558.26	66,699.09	
32.48		A	26.31983	2,105.59	4,562.10	54,745.25	Assistant Planner
		B	27.74110	2,219.29	4,808.46	57,701.49	
		C	29.23912	2,339.13	5,068.11	60,817.37	
		D	30.81803	2,465.44	5,341.79	64,101.50	
		E	32.48220	2,598.58	5,630.25	67,562.98	
32.72		A	26.51102	2,120.88	4,595.24	55,142.92	Exec. Asst. to the City Admin.
		B	27.94262	2,235.41	4,843.39	58,120.65	
		C	29.45152	2,356.12	5,104.93	61,259.16	
		D	31.04190	2,483.35	5,380.60	64,567.15	
		E	32.71816	2,617.45	5,671.15	68,053.77	
33.68		A	27.28654	2,182.92	4,729.67	56,756.00	Public Works Inspector
		B	28.76001	2,300.80	4,985.07	59,820.82	
		C	30.31305	2,425.04	5,254.26	63,051.14	
		D	31.94995	2,556.00	5,537.99	66,455.90	
		E	33.67525	2,694.02	5,837.04	70,044.52	
34.12		A	27.64823	2,211.86	4,792.36	57,508.32	Building Inspector/ Senior Code Enf. Officer
		B	29.14123	2,331.30	5,051.15	60,613.76	
		C	30.71486	2,457.19	5,323.91	63,886.91	
		D	32.37346	2,589.88	5,611.40	67,336.80	
		E	34.12163	2,729.73	5,914.42	70,972.99	
34.51		A	27.96349	2,237.08	4,847.00	58,164.06	Senior Building Inspector
		B	29.47352	2,357.88	5,108.74	61,304.92	
		C	31.06509	2,485.21	5,384.62	64,615.39	
		D	32.74260	2,619.41	5,675.38	68,104.61	
		E	34.51070	2,760.86	5,981.85	71,782.26	
34.74		A	28.14855	2,251.88	4,879.08	58,548.98	Public Safety Dispatcher
		B	29.66857	2,373.49	5,142.55	61,710.63	
		C	31.27067	2,501.65	5,420.25	65,042.99	
		D	32.95929	2,636.74	5,712.94	68,555.32	
		E	34.73909	2,779.13	6,021.44	72,257.31	

**Placentia City Employees Association (PCEA)
Job Class and Salary Schedule
June 28, 2020**

SAL SCH	STEP	HOURLY	BIWEEKLY	MONTHLY	ANNUALLY	
35.40	A	28.68141	2,294.51	4,971.44	59,657.33	Police Civilian Investigator
	B	30.23021	2,418.42	5,239.90	62,878.84	
	C	31.86264	2,549.01	5,522.86	66,274.29	
	D	33.58322	2,686.66	5,821.09	69,853.10	
	E	35.39671	2,831.74	6,135.43	73,625.16	
37.17	A	30.11721	2,409.38	5,220.32	62,643.80	Police Services Supervisor
	B	31.74354	2,539.48	5,502.21	66,026.56	
	C	33.45769	2,676.62	5,799.33	69,592.00	
	D	35.26441	2,821.15	6,112.50	73,349.97	
	E	37.16869	2,973.50	6,442.57	77,310.88	
39.03	A	31.62307	2,529.85	5,481.33	65,775.99	Public Safety Communication Supervisor - Dispatch
	B	33.33072	2,666.46	5,777.32	69,327.90	
	C	35.13058	2,810.45	6,089.30	73,071.61	
	D	37.02763	2,962.21	6,418.12	77,017.47	
	E	39.02712	3,122.17	6,764.70	81,176.41	

**PLACENTIA POLICE OFFICER ASSOCIATION (PPOA)
SALARY SCHEDULE
JUNE 28, 2020**

<u>STEP</u>	<u>HOURLY</u>	<u>BIWEEKLY</u>	<u>MONTHLY</u>	<u>ANNUALLY</u>	
A	34.49473	2,759.58	5,979.09	71,749.04	
B	36.35745	2,908.60	6,301.96	75,623.50	
C	38.32075	3,065.66	6,642.26	79,707.16	Police Officer
D	40.39007	3,231.21	7,000.95	84,011.35	
E	42.57113	3,405.69	7,379.00	88,547.95	
	22.84	1,827.50	3,959.59	47,515.04	Police Academy Trainee

**PLACENTIA POLICE MANAGEMENT ASSOCIATION (PPMA)
SALARY SCHEDULE
Effective JUNE 28, 2020**

<u>STEP</u>	<u>HOURLY</u>	<u>BIWEEKLY</u>	<u>MONTHLY</u>	<u>ANNUALLY</u>	
A	45.72332	3,657.87	7,925.38	95,104.51	
B	48.19239	3,855.39	8,353.35	100,240.16	
C	50.79478	4,063.58	8,804.43	105,653.14	IT Sergeant
D	53.53769	4,283.02	9,279.87	111,358.40	
E	56.42873	4,514.30	9,780.98	117,371.76	
A	43.54602	3,483.68	7,547.98	90,575.72	
B	45.89751	3,671.80	7,955.57	95,466.82	
C	48.37598	3,870.08	8,385.17	100,622.04	Sergeant
D	50.98828	4,079.06	8,837.97	106,055.62	
E	53.74165	4,299.33	9,315.22	111,782.63	
A	55.53139	4,442.51	9,625.44	115,505.29	
B	58.53009	4,682.41	10,145.22	121,742.59	
C	61.69071	4,935.26	10,693.06	128,316.68	Lieutenant
D	65.02201	5,201.76	11,270.48	135,245.78	
E	68.53320	5,482.66	11,879.09	142,549.06	
A	64.45090	5,156.07	11,171.49	134,057.87	
B	67.93125	5,434.50	11,774.75	141,297.00	
C	71.59954	5,727.96	12,410.59	148,927.04	Captain
D	75.46592	6,037.27	13,080.76	156,969.11	
E	79.54108	6,363.29	13,787.12	165,445.45	

**PLACENTIA FIRE DEPARTMENT EMPLOYEES
SALARY SCHEDULE
Effective November 19, 2019**

Hourly

STEPS

Job Class	A	B	C	D	E
Fire Chief	71.00070	74.55073	78.27827	82.19218	86.30179
Division Chief / Deputy Fire Chief	60.45000	63.47250	66.64613	69.97843	73.47735
Battalion Chief ¹	38.29636	40.36436	42.54396	44.84135	47.26271
Fire Captain ¹	27.24966	28.72116	30.27198	31.90660	33.62947
Fire Training Officer	38.14952	40.20960	42.38092	44.66949	47.08164
Fire (Apparatus) Engineer ¹	23.38359	24.64630	25.97734	27.38016	28.85852
Patrol Engineer ²	27.30775	28.74500	30.18225	31.69136	33.27593
Firefighter ¹	20.55117	21.66106	22.83071	24.06354	25.36299

NOTE:

1. Position hourly rates are based on a 56 hour work week (2,912 annual work hours)
2. Position is based on 48 hour work week on a 4/12 schedule (2,496 annual work hours)

Annual

STEPS

Job Class	A	B	C	D	E
Fire Chief	147,682.00	155,066.00	162,819.00	170,960.00	179,508.00
Division Chief / Deputy Fire Chief	125,736.00	132,023.00	138,624.00	145,556.00	152,833.00
Battalion Chief ¹	111,520.00	117,542.00	123,889.00	130,579.00	137,630.00
Fire Captain ¹	79,352.00	83,637.00	88,153.00	92,913.00	97,930.00
Fire Training Officer	79,352.00	83,636.00	88,153.00	92,913.00	97,930.00
Fire (Apparatus) Engineer ¹	68,094.00	71,771.00	75,647.00	79,732.00	84,037.00
Patrol Engineer ²	68,161.00	71,748.00	75,335.00	79,102.00	83,057.00
Firefighter ¹	59,846.00	63,078.00	66,484.00	70,074.00	73,858.00

NOTE:

1. Position hourly rates are based on a 56 hour work week (2,912 annual work hours)
2. Position is based on 48 hour work week on a 4/12 schedule (2,496 annual work hours)

Monthly

STEPS

Job Class	A	B	C	D	E
Fire Chief	12,306.83	12,922.17	13,568.25	14,246.67	14,959.00
Division Chief / Deputy Fire Chief	10,478.00	11,001.92	11,552.00	12,129.67	12,736.08
Battalion Chief ¹	9,293.33	9,795.17	10,324.08	10,881.58	11,469.17
Fire Captain ¹	6,612.67	6,969.75	7,346.08	7,742.75	8,160.83
Fire Training Officer	6,612.67	6,969.67	7,346.08	7,742.75	8,160.83
Fire (Apparatus) Engineer ¹	5,674.50	5,980.92	6,303.92	6,644.33	7,003.08
Patrol Engineer ²	5,680.08	5,979.00	6,277.92	6,591.83	6,921.42
Firefighter ¹	4,987.17	5,256.50	5,540.33	5,839.50	6,154.83

NOTE:

1. Position hourly rates are based on a 56 hour work week (2,912 annual work hours)
2. Position is based on 48 hour work week on a 4/12 schedule (2,496 annual work hours)

**PLACENTIA UNREPRESENTED EMPLOYEES
SALARY SCHEDULE
Effective June 28, 2020**

Executive Management Staff

City Administrator	126.52418
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STEPS

Job Class	A	B	C	D	E
Deputy City Administrator	88.40755	92.82793	97.46932	102.34279	107.45993
Police Chief	79.25731	83.22018	87.38119	91.75025	96.33776
Director of Administrative Services	71.00070	74.55073	78.27827	82.19218	86.30179
Director of Community Services	71.00070	74.55073	78.27827	82.19218	86.30179
Director of Development Services	71.00070	74.55073	78.27827	82.19218	86.30179
Director of Finance	71.00070	74.55073	78.27827	82.19218	86.30179
Director of Public Works	71.00070	74.55073	78.27827	82.19218	86.30179
Fire Chief	71.00070	74.55073	78.27827	82.19218	86.30179

Mid-Management Staff

STEPS

Job Class	A	B	C	D	E
Accountant	31.23707	32.79892	34.43887	36.16081	37.96885
Accounting Manager	45.58102	47.86007	50.25308	52.76573	55.40402
Assistant to the C.A./Econ. Dev. Mgr.	50.53035	53.05686	55.70971	58.49519	61.41995
Associate Civil Engineer	39.52680	41.50314	43.57830	45.75722	48.04508
Associate Planner	34.28157	35.99565	37.79543	39.68520	41.66947
Chief Building Official	47.48790	49.86230	52.35541	54.97318	57.72184
Chief Deputy City Clerk	38.73909	40.67604	42.70985	44.84534	47.08761
City Engineer	57.01416	59.86486	62.85811	66.00101	69.30106
Code Enforcement Manager	38.99425	40.94396	42.99116	45.14071	47.39775
Communications & Marketing Mgr.	38.99425	40.94396	42.99116	45.14071	47.39775
Community Services Supervisor	33.22906	34.89051	36.63503	38.46679	40.39012
Crime Analyst	33.22906	34.89051	36.63503	38.46679	40.39012
Deputy Chief of Police	74.36521	78.08347	81.98765	86.08703	90.39138
Deputy City Clerk	30.27831	31.79223	33.38184	35.05093	36.80348
Deputy Director of A.S./Chief Dep. CC	50.53035	53.05686	55.70971	58.49519	61.41995
Dispatch Manager	47.48790	49.86230	52.35541	54.97318	57.72184
Economic Development Manager	38.99425	40.94396	42.99116	45.14071	47.39775
Finance Services Manager	45.58102	47.86007	50.25308	52.76573	55.40402
Human Resources Analyst	33.22906	34.89051	36.63503	38.46679	40.39012
Human Resources Manager	38.99425	40.94396	42.99116	45.14071	47.39775
Management Analyst	33.22906	34.89051	36.63503	38.46679	40.39012
Neighborhood Services Manager	38.99425	40.94396	42.99116	45.14071	47.39775
Public Works Manager	51.83101	54.42256	57.14369	60.00087	63.00092
Public Works Superintendent	38.99425	40.94396	42.99116	45.14071	47.39775
Public Works Supervisor	31.23707	32.79892	34.43887	36.16081	37.96885
Senior Accountant	38.40904	40.32950	42.34597	44.46327	46.68643
Senior Accountant II	43.63177	45.81336	48.10402	50.50922	53.03469
Senior Financial Analyst	38.73909	40.67604	42.70985	44.84534	47.08761
Senior Management Analyst	38.73909	40.67604	42.70985	44.84534	47.08761
Senior Planner	43.63177	45.81336	48.10402	50.50922	53.03469
Traffic Engineer	47.48790	49.86230	52.35541	54.97318	57.72184
Transportation Manager	47.48790	49.86230	52.35541	54.97318	57.72184

NOTE:

1. All job classes on this salary schedule are ineligible for overtime.
2. The City Administrator base rate is set by contract with City Council.

**PART-TIME
SALARY SCHEDULE
EFFECTIVE January 1, 2021**

SECTION 1

The compensation of part-time employees of the City of Placentia shall be set forth in the table herein below:

STEPS

CLASS TITLE	A	B	C	D
Admin. Intern.	14.70	14.99	15.29	15.60
Clerical Aide	17.30	17.65	18.00	18.36
Production Coordinator	18.20	18.56	18.94	19.31
Production Assistant	14.00	14.28	14.57	14.86
Maintenance Aide	14.70	14.99	15.29	15.60
Police Cadet	14.70	14.99	15.29	15.60
Pol Reserve Off – Level 1	20.00	21.30	22.60	24.00
Lifeguard	15.15	15.45	15.76	16.08
Instructor Guard	16.40	16.73	17.06	17.40
Sr. Instr. Guard	18.38	18.75	19.12	19.51
Pool Manager	19.43	19.82	20.21	20.62
Com. Serv. Leader	14.00	14.28	14.57	14.86
Sr. Com. Serv. Leader	15.15	15.45	15.76	16.08
Com. Serv. Specialist	16.40	16.73	17.06	17.40
Sr. Com. Serv. Specialist	17.76	18.12	18.48	18.85
Program Coordinator	18.20	18.56	18.94	19.31

SECTION 2

Part-time employees may progress to the next salary step after satisfactorily completing a minimum of four hundred (400) hours of work at the current salary step and one year of service. An evaluation of the employee's performance should be completed prior to the salary change.

SECTION 3

The following classes are elected or appointed by City Council:

CLASS TITLE	SALARY
Mayor/Councilmembers	150.00
City Clerk	150.00
City Treasurer	50.00

RESOLUTION NO. R-2021-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2021-22 IN THE AMOUNT OF \$101,180,364

A. Recitals.

(i) The voters of California on November 6, 1979, added Article XIII B to the State Constitution placing various limitations on the appropriations of the State and local governments; and

(ii) Article XIII B, as amended in 1990, provides that the appropriations limit for the Fiscal Year 2020-21 is calculated by adjusting the base year appropriations of Fiscal Year 1986-87 for changes in the cost of living and population; and

(iii) The City of Placentia has complied with all the provisions of Article XIII B in determining the appropriations limit for the Fiscal Year 2021-22.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. That the appropriations limit in Fiscal Year 2021-22 shall be based on the 2020-21 appropriation limit of \$96,507,787 as established by Resolution No. R-2020-39 and adjusted based on Proposition 111 guidelines by the California Per Capita Personal Income change of +5.73% and the Orange County population change of -0.84% as reported by the State Department of Finance during May 2021, thus creating a new appropriations limit for Fiscal Year 2021-22 in the amount of \$101,180,364.

PASSED, ADOPTED AND APPROVED this 15th day of June 2021.

Craig S. Green, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, California, do hereby certify that the foregoing Resolution, was duly passed, approved and adopted by City Council, approved and signed by the Mayor and attested by the City Clerk, all at the regular meeting of the said City Council held on the 15th day of June 2021 and the same was passed and adopted by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney



PLACENTIA

Rich Heritage, Bright Future

Proposed Citywide Budget Fiscal Year 2021-22 June 15, 2021





Citywide Summary





Citywide Summary - All Funds

\$76.9M

Proposed Revenues

\$74.6M

Proposed Expenditures

\$2.2M

Net Increase to Fund Balance

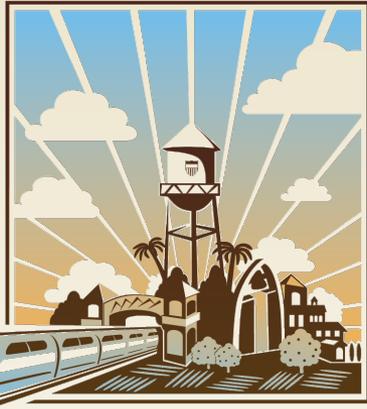




2021-22 Citywide Summary – All Funds

Fund Type	Est. Beg. Fund Balance	Revenues & Transfers In	Expenditures & Transfers Out	Net Incr/(Decr)	Est. Ending Fund Balance
General Fund	17,313,350	43,062,400	41,697,800	1,364,600	18,677,950
Special Revenue	10,297,704	20,922,900	20,487,400	435,500	10,733,204
Debt Service	8,370	409,500	409,500	-	8,370
Enterprise	402,685	5,942,100	5,493,200	448,900	851,585
Internal Service	2,224,430	2,738,300	2,738,300	-	2,224,430
Fiduciary	-	3,786,600	3,786,600	-	-
Total	30,246,539	76,861,800	74,612,800	2,249,000	32,495,539





PLACENTIA
Rich Heritage, Bright Future

Proposed General Fund Budget





2021-22 General Fund Proposed Budget Summary

\$43.1M

Proposed Revenues

\$41.7M

Proposed Expenditures

\$1.4M

Net Increase to Fund Balance





2021-22 General Fund Revenue

\$40.7M

2020-21 Amended Budgeted Revenues

**\$2.4M or
5.8%**

Proposed Increase

\$43.1M

2021-22 Proposed Budget (includes ARPA)





2021-22 General Fund Revenue

	2020-21 Amended	2021-22 Proposed	Variance
REVENUE			
Property Taxes	16,470,800	17,545,700	6.5%
Sales & Use Taxes	6,845,647	7,134,800	4.2%
Other Taxes	6,508,000	6,684,800	2.7%
Permits	1,230,000	874,900	-28.9%
Fines & Forfeitures	444,000	444,200	0.0%
Intergovernmental	365,000	265,000	-27.4%
Charges for Services	1,041,000	1,278,200	22.8%
Miscellaneous	2,739,399	2,285,700	-16.6%
Total Revenues	35,643,846	36,513,300	2.4%
Transfers In	1,623,103	990,800	-39.0%
ARPA Transfers In	-	2,755,500	N/A
Measure U Transfers-In			
Reserve Contribution	1,351,400	-	-100.0%
Employee Retention	1,351,588	2,102,100	55.5%
OPEB	735,000	700,700	-4.7%
Total Transfers-In	5,061,091	6,549,100	29.4%
Total Sources	40,704,937	43,062,400	5.8%





2021-22 General Fund Expenditures

\$39.6M

2020-21 Amended Budgeted Expenditures

**\$2.1M or
5.2%**

Proposed Increase

\$41.7M

2021-22 Proposed Budget





2021-22 Proposed Budget General Fund Expenditures

	2020-21 Amended	2021-22 Proposed	Variance
Legislative	1,080,100	1,074,400	-0.5%
Administration	5,032,456	5,372,800	6.8%
Finance	1,180,085	1,249,500	5.9%
Development Services	1,251,285	1,351,000	8.0%
Public Safety - Police	12,654,799	11,810,000	-6.7%
Fire & Life Safety	3,940,404	4,271,300	8.4%
Public Works	4,587,082	4,157,600	-9.4%
Community Services	1,865,498	2,357,100	26.4%
General Government	4,323,414	4,294,600	-0.7%
Debt Service	2,614,905	4,748,300	81.6%
Total Department	38,530,028	40,686,600	5.6%
Capital Improvement Program	816,945	529,400	-35.2%
Transfers Out	275,000	53,000	-80.7%
Public Safety Facility Debt Service	-	428,800	N/A
Total Requirements	39,621,974	41,697,800	5.2%





2021-22 Personnel Changes Summary

Department	2020-21 Amended	2021-22 Proposed	Variance
Legislative ⁽¹⁾	7.00	7.00	-
Administration	25.00	27.00	2.00
Finance	9.00	9.00	-
Development Services ⁽²⁾	9.00	11.00	2.00
Police ⁽²⁾	68.00	69.00	1.00
Fire	27.00	27.00	-
Public Works ⁽³⁾	22.00	26.00	4.00
Community Services	7.00	8.00	1.00
Total	174.00	184.00	10.00
<p>⁽¹⁾ Positions represent part-time elected officials</p> <p>⁽²⁾ Includes one position programmed in special revenue funds</p> <p>⁽³⁾ Includes two (2) positions programmed in enterprise funds</p>			





2021-22 Proposed General Fund Balance

Estimated Beginning Fund Balance 7/1/21	17,313,350
2021-22 Budget	
Revenue	36,513,300
Transfers In	990,800
Transfers In Measure U	2,802,800
Estimated ARPA Funds	2,755,500
Less: Expenditures	40,687,300
Less: Capital Improvement Program	529,400
Less: Transfers Out	53,000
Less: Public Safety Facility (One-Time)	<u>428,800</u>
Change in Fund Balance	1,363,900

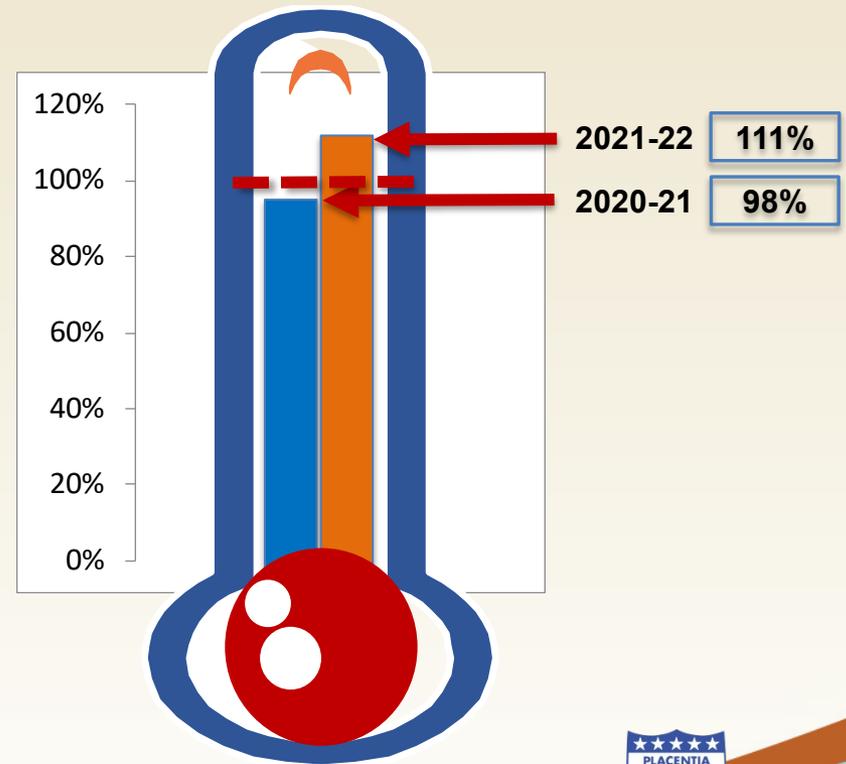


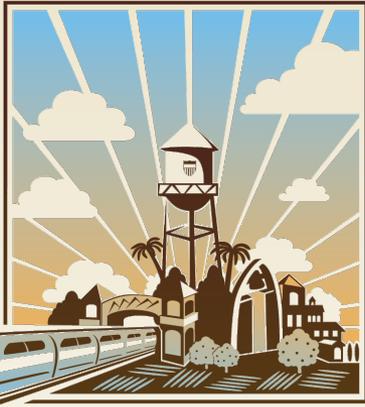


2021-22 Proposed General Fund Balance

Contingency Reserve/Unassigned Fund Balance

Estimated Ending Fund Balance 6/30/2022	18,677,950
Fund Balance Designations	
Nonspendable	2,209,112
Restricted	522,982
Committed - Metrolink Station	3,400,000
Committed - TOD Sewer	2,600,000
Section 115 Trust	152,100
Contingency Reserve	8,854,700
Unassigned	939,055
2021-22 Fund Balance Target	
Budgeted Operating Expenditures	35,418,800
25% FB Target	8,854,700
Percent of Target Met	111%





PLACENTIA
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Other Funds



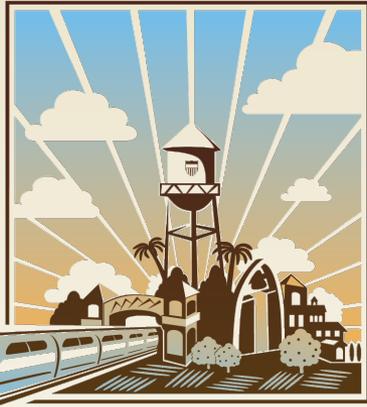


2021-22 Proposed Budget

Other Funds

Fund Type	Est. Beg. Fund Balance	Revenues & Transfers In	Expenditures & Transfers Out	Net Incr/(Decr)	Est. Ending Fund Balance
Special Revenue	10,297,704	20,922,900	20,487,400	435,500	10,733,204
Debt Service	8,370	409,500	409,500	-	8,370
Enterprise	402,685	5,942,100	5,493,200	448,900	851,585
Internal Service	2,224,430	2,738,300	2,738,300	-	2,224,430
Fiduciary	-	3,786,600	3,786,600	-	-
Total	12,933,189	33,799,400	32,915,000	884,400	13,817,589





PLACENTIA
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Capital Improvement Program (CIP)

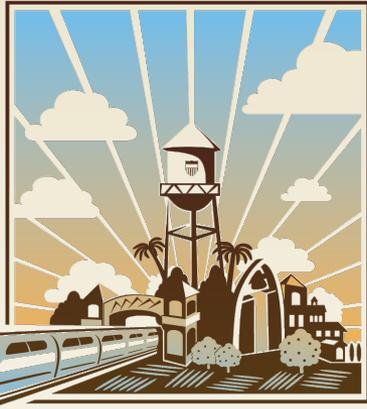




2021-22 Proposed CIP Budget Summary

Category	Amount
Streets & Streetscapes	4,002,700
Traffic Operations	278,000
Storm Drain	250,000
City Buildings & Facilities	525,000
Technology & Equipment	645,400
Parks	1,913,500
Vehicles	512,000
Major Studies	100,000
Total	8,226,600





PLACENTIA
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Annual Appropriation Limit



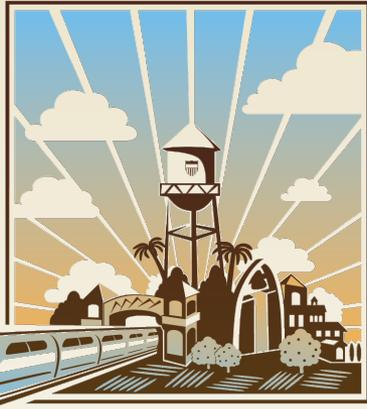


Annual Appropriation Limit

- Gann Limit (Prop 13): passed by voters in 1979
- Establishes a maximum spending amount or appropriation limit for tax-funded services
- Adjusted each year based upon the percentage change in population and per capita personal income
 - Population change: $-.84\%$
 - Per Capita Personal Income Change: $+5.73\%$

Fiscal Year	Appropriation Limit
2020-21	96,507,787
2021-22	101,180,364
Increase	4,672,577
2021-22 Proposed Budget	41,697,800
Over/(Under) Gann Limit	(59,482,564)





PLACENTIA
Rich Heritage, Bright Future

Staff's Recommendations





Recommendations

1. Conduct the Public Hearing concerning the City of Placentia Budget for Fiscal Year 2021-22 and Capital Improvement Program (CIP) for Fiscal Year 2021-22; and
2. Adopt Resolution No. R-2021- XX, a Resolution of the City Council of the City of Placentia, California, to approve and adopt the City's Fiscal Year 2021-22 Annual Budget and Capital Improvement Program (CIP) Budget including total appropriation, operating transfers out, contributions to reserves/net position, available reserves, and budgeted staffing, and authorization for adjustments for final fund balance; and authorize the Position Allocation Plan and Compensation Plan for Fiscal Year 2021-22; and
3. Authorize the City Administrator to release appropriation controls for the General Government Department and Risk Management fund outside of the normal quarterly process, as necessary.
4. Approve the use of the County's population growth and California per capita income growth as determined by the State Department of Finance for the calculation of the Fiscal Year 2021-22 Annual Appropriation Limit; and
5. Adopt a Resolution of the City Council of the City of Placentia, California, approving and adopting the Annual Appropriations Limit for the Fiscal Year 2021-22 in the amount of \$101,180,364.



Questions?



PLACENTIA
Rich Heritage, Bright Future



CITY OF PLACENTIA
Appropriation Limit, Appropriations Subject to Limit, &
Appropriations Margin
FY 2012-13 THROUGH FY 2021-22

FISCAL YEAR	PRIOR YEAR'S APPROPRIATION LIMIT	CITY'S POPULATION GROWTH	COUNTY'S POPULATION GROWTH	CALIF. PER CAPITA INCOME GROWTH	% CHANGE NON-RESID. CONSTR.	ADJUSTED LIMIT
2012-13	\$65,895,395	0.84%	0.89%	3.77%	N/A	\$68,988,230
2013-14	\$68,988,230	1.29%	0.78%	5.12%	N/A	\$73,086,087
2014-15	\$73,086,087	0.37%	0.93%	-0.23%	N/A	\$73,187,786
2015-16	\$73,187,786	0.66%	1.08%	3.82%	N/A	\$76,804,182
2016-17	\$76,804,182	0.75%	0.99%	5.37%	N/A	\$81,729,759
2017-18	\$81,729,759	-0.05%	0.69%	3.69%	N/A	\$85,330,332
2018-19	\$85,330,332	-0.03%	0.69%	3.67%	N/A	\$89,074,258
2019-20	\$89,074,258	-0.51%	0.29%	3.85%	N/A	\$92,770,169
2020-21	\$92,770,169	-0.49%	0.04%	3.73%	N/A	\$96,507,787
2021-22	\$96,507,787	-0.77%	-0.84%	5.73%	N/A	\$101,180,364

*Calculation: 0.9916 (County's Population Growth) x 1.0573 (Calif. Per Capita Income Growth) = 1.0484 (Growth Factor)
 \$96,507,787 (PY Limit) x 1.0484 (Growth Factor) = \$101,180,364 (FY21-22 Appropriation Limit)*

CITY OF PLACENTIA
Appropriation Limit, Appropriations Subject to Limit, &
Appropriations Margin

FY 2011-12 THROUGH FY 2021-22

FISCAL YEAR	APPROPRIATION LIMIT	APPROPRIATIONS SUBJECT TO LIMIT	MARGIN
2011-12	65,895,395	20,709,740	45,185,655
2012-13	68,988,230	21,930,541	47,057,689
2013-14	73,086,087	21,811,162	51,274,925
2014-15	73,187,786	22,470,336	50,717,450
2015-16	76,804,182	23,831,435	52,972,747
2016-17	81,729,759	25,656,021	56,073,738
2017-18	85,330,332	26,181,882	59,148,450
2018-19	89,074,258	26,461,886	62,612,372
2019-20	92,770,169	32,051,457	60,718,712
2020-21	96,507,787	38,729,536	57,778,251
2021-22	101,180,364	52,588,004	48,592,361

Worksheet #1 - Proceeds of Taxes

 City **PLACENTIA**

 FY **2021-22**

	a	b	c
Revenue Source	Proceeds of	Non-Proceeds	Total
Taxes			
Property Tax	16,081,500		16,081,500
Sales and Use Tax	6,829,000		6,829,000
Transactions and Use Tax	7,007,000		7,007,000
Business License Tax	1,000,000		1,000,000
Utility User Tax	2,362,300		2,362,300
Transient Occupancy Tax	767,500		767,500
Documentary or Real Property Transfer Taxes	215,000		215,000
Parcel Taxes			-
Other Taxes	40,000		40,000
Fees	2,063,020	5,897,440	7,960,460
Benefit Assessments		1,899,300	1,899,300
Franchises (Cable/Video, Solid Waste, Electric/Gas, etc.)		2,380,000	2,380,000
Fines, Forfeitures and Penalties		444,200	444,200
Rents, Royalties and Concessions		1,684,900	1,684,900
Gifts		9,900	9,900
Licenses and Permits			
<i>Include regulatory licenses and permits as regulatory fees in Worksheet 2.</i>			
<i>Include public property, facility or equipment rental licenses/permits in "rents" above.</i>			
<i>Include business license taxes in "taxes" above.</i>			
From State			
Motor Vehicle License Fee			-
Homeowners Property Tax Relief Reimb.	35,000		35,000
Williamson Act			-
Motor Vehicle Fuel (gasoline) Tax		2,363,600	2,363,600
Proposition 42 Gasoline Sales Tax			-
Citizens Option for Public Safety (COPS)		-	-
Proposition 172 Public Safety Sales Tax		305,800	305,800
State Mandate Reimbursements	6,902,500		6,902,500
Other discretionary state grants and aid	1,699,500		1,699,500
Other non-discretionary state grants and aid			-
Repealed Subventions			
Criminal Justice Fee (Booking Fee) Relief			-
Discretionary Local Assistance (1999-00, 2000-01)			-
Police Technology Grants (CLEEP)			-
Liquor License Fees			-
Highway Carriers Uniform Business Tax			-
Financial Aid to Local Agencies			-
Business Inventory Exemption Reimbursement			-
Trailer Coach / Mobile Home VLF			-
1978-79 Bailout Funds			-
Other Governments			
Federal General Revenue Sharing			-
Federal CDBG		352,000	352,000
Housing (HUD)			-
Disaster Reimbursement			-
Other		1,782,500	1,782,500
Other Miscellaneous			
Sale of property (See "Qualified Capital Outlays")	60,000		60,000
Interfund transfers	7,470,400	-	7,470,400
1 Sub-Total non-interest revenues	52,532,720	17,119,640	69,652,360
2 Interest Earnings	55,284	18,016	73,300
3 Reserve Withdrawals		-	-
4 Total	52,588,004	17,137,656	69,725,660
Total revenue plus reserve withdrawals (1c + 3c)			69,652,360

Worksheet #3 - Excluded Appropriations

City FY

Amount

Court Orders

sub-total	-

Federal Mandates

sub-total	-

Qualified Capital Outlay

sub-total	-

Qualified Debt Service

sub-total	-

Total Exclusions

To Worksheets 4 and 8

Worksheet #4 - Interest Allocation

City PLACENTIA FY 2021-22

	Amount	Source
a) Non-interest Tax Proceeds	52,532,720	from Worksheet #1
b) Minus Exclusions	-	from Worksheet #3
c) Net invested proceeds from taxes	52,532,720	a-b
d) Total revenue plus reserve withdrawals	69,652,360	from Worksheet #1
e) Proceeds of taxes as a percentage of revenues	0.754213066	c / d
f) Interest earnings - Total	73,300	To Worksheet 1
g) Amount of interest earned from "proceeds of taxes"	55,284	To Worksheet 1
		e * f

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Worksheet #5 - Population Changes

City

<u>For</u>	<u>Jan 1</u>	<u>City</u>	<u>Countywide</u>	<u>Jan 1</u>	<u>City</u>	<u>Countywide</u>	<u>City %</u>	<u>County</u>
1988-89	1987			1988				
1989-90	1988	-	-	1989				
1990-91	1989	-	-	1990				
1991-92	1990	-	-	1991				
1992-93	1991	-	-	1992				
1993-94	1992	-	-	1993				
1994-95	1993	-	-	1994				
1995-96	1994	-	-	1995				
1996-97	1995	-	-	1996				
1997-98	1996	-	-	1997				
1998-99	1997	-	-	1998				
1999-00	1998	-	-	1999				
2000-01	1999	-	-	2000				
2001-02	2000	-	-	2001				
2002-03	2001	-	-	2002				
2003-04	2002	-	-	2003				
2004-05	2003	-	-	2004				
2005-06	2004	-	-	2005				
2006-07	2005	-	-	2006				
2007-08	2006	-	-	2007				
2008-09	2007	-	-	2008				
2009-10	2008	-	-	2009				
2010-11	2009	-	-	2010				
2011-12	2010	-	-	2011				
2012-13	2011	-	-	2012				
2013-14	2012	-	-	2013				
2014-15	2013	-	-	2014				
2015-16	2014	-	-	2015				
2016-17	2015	-	-	2016				
2017-18	2016	-	-	2017	52,772	3,198,224		
2018-19	2017	52,772	3,198,224	2018	52,602	3,212,533	-0.3%	0.4%
2019-20	2018	52,602	3,212,533	2019	52,333	3,221,790	-0.51%	0.29%
2020-21	2019	52,333	3,192,279	2020	51,494	3,194,332	-1.60%	0.06%
2021-22	2020	51,569	3,180,440	2021	51,173	3,153,718	-0.77%	-0.84%

Select highest population factor for the year (column e or f) to Worksheet 7

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Worksheet #6 - Cost of Living Adjustment Factors

City PLACENTIA

Factors	a	published	b	from ...	c	for ...	d
	Percentage Change in		NRAV Dollar Value		AR _{py} Total		= b ÷ c Change in assessment
	<i>Source: Calif Dept of Finance</i>		<i>Source: County</i>		<i>Source: County</i>		
1988-89	4.66%	May 1, 1988		1987 to 1988		1987	
1989-90	5.19%	May 1, 1989		1988 to 1989		1988	
1990-91	4.21%	May 1, 1990		1989 to 1990		1989	
1991-92	4.14%	May 1, 1991		1990 to 1991		1990	
1992-93	-0.64%	May 1, 1992		1991 to 1992		1991	
1993-94	2.72%	May 1, 1993		1992 to 1993		1992	
1994-95	0.71%	May 1, 1994		1993 to 1994		1993	
1995-96	4.72%	May 1, 1995		1994 to 1995		1994	
1996-97	4.67%	May 1, 1996		1995 to 1996		1995	
1997-98	4.67%	May 1, 1997		1996 to 1997		1996	
1998-99	4.15%	May 1, 1998		1997 to 1998		1997	
1999-00	4.53%	May 1, 1999		1998 to 1999		1998	
2000-01	4.91%	May 1, 2000		1999 to 2000		1999	
2001-02	7.82%	May 1, 2001		2000 to 2001		2000	
2002-03	-1.27%	May 1, 2002		2001 to 2002		2001	
2003-04	2.31%	May 1, 2003		2002 to 2003		2002	
2004-05	3.28%	May 1, 2004		2003 to 2004		2003	
2005-06	5.26%	May 1, 2005		2004 to 2005		2004	
2006-07	3.96%	May 1, 2006		2005 to 2006		2005	
2007-08	4.42%	May 1, 2007		2006 to 2007		2006	
2008-09	4.29%	May 1, 2008		2007 to 2008		2007	
2009-10	0.62%	May 1, 2009		2008 to 2009		2008	
2010-11	-2.54%	May 1, 2010		2009 to 2010		2009	
2011-12	2.51%	May 1, 2011		2010 to 2011		2010	
2012-13	3.77%	May 1, 2012		2011 to 2012		2011	
2013-14	5.12%	May 1, 2013		2012 to 2013		2012	
2014-15	-0.23%	May 1, 2014		2013 to 2014		2013	
2015-16	3.82%	May 1, 2015		2014 to 2015		2014	
2016-17	5.37%	May 1, 2016		2015 to 2016		2015	
2017-18	3.69%	May 1, 2017		2016 to 2017		2016	
2018-19	3.67%	May 1, 2018		2017 to 2018		2017	
2019-20	3.85%	May 1, 2019		2018 to 2019		2018	
2020-21	3.73%	May 1, 2020		2019 to 2020		2019	
2021-22	5.73%	May 1, 2020		2019 to 2020		2019	

Select highest factor for the year (column a or d) to Worksheet 7

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Worksheet #7 - Appropriations Limit

City FY

		Amount	Source
a) Prior Year Appropriations Limit		96,507,787	Prior year schedules
b) Adjustment Factors			
	percent	ratio	
1) Population Change	-0.84%	0.9916	Select from Worksheet 5
Population in city or county?		County	"city" or "county"
2) Cost of Living	5.73%	1.0573	Select from Worksheet 6
State CPI or % New non-residential?		CPI	"CPI" or "%new non-resid AV"
3) Combined adjustment factor		1.0484	b1 * b2
c) Adjusted Limit		101,180,364	a * b3
d) Alterations			
Transfer of Financial Responsibility			
Transfer to Fees			
Emergency			
Voter Override			
Total Alterations		-	sum of d
e) Appropriations Limit - Current Year		101,180,364	c + d

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Worksheet #8 - Appropriations Subject to Limitation

City PLACENTIA FY 2021-22

	<u>Amount</u>	<u>Source</u>
a) Proceeds of Taxes	52,588,004	Worksheet #1
b) Exclusions	-	Worksheet #3
c) Appropriations Subject to Limitation	52,588,004	a-b
d) Appropriations Limit (current year)	101,180,364	Worksheet #7
e) Under (Over) Limit	48,592,361	d-c

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May 2021

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2021-22 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2021.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

/s/ Erika Li

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

2021-22:

Per Capita Cost of Living Change = 5.73 percent
 Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio: $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22: $1.0573 \times 0.9954 = 1.0524$

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Alameda				
Alameda	-0.31	80,445	80,194	80,884
Albany	-9.62	18,871	17,055	17,055
Berkeley	-4.58	122,364	116,761	116,761
Dublin	-0.26	64,003	63,837	64,695
Emeryville	1.11	12,448	12,586	12,586
Fremont	0.47	233,132	234,239	234,239
Hayward	-0.74	159,266	158,089	158,089
Livermore	0.15	91,082	91,216	91,216
Newark	0.53	48,603	48,859	48,859
Oakland	0.74	432,327	435,514	435,514
Piedmont	-0.01	11,297	11,296	11,296
Pleasanton	-0.36	78,654	78,371	78,371
San Leandro	-0.63	87,840	87,289	87,289
Union City	-0.64	73,248	72,779	72,779
Unincorporated	-0.48	147,603	146,890	146,958
County Total	-0.37	1,661,183	1,654,975	1,656,591

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Alpine				
Unincorporated	-0.96	1,146	1,135	1,135
County Total	-0.96	1,146	1,135	1,135

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Amador				
Amador	-0.65	154	153	153
Ione	-0.52	3,873	3,853	7,712
Jackson	-0.73	4,655	4,621	4,621
Plymouth	-0.52	955	950	950
Sutter Creek	-0.45	2,432	2,421	2,421
Unincorporated	-0.32	21,544	21,474	21,520
County Total	-0.42	33,613	33,472	37,377

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Butte				
Biggs	-6.75	1,852	1,727	1,727
Chico	1.02	110,364	111,490	111,490
Gridley	-5.92	6,515	6,129	6,129
Oroville	-5.43	18,888	17,863	17,863
Paradise	31.21	4,608	6,046	6,046
Unincorporated	-10.96	66,724	59,414	59,414
County Total	-3.01	208,951	202,669	202,669

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Calaveras				
Angels City	-0.05	4,040	4,038	4,038
Unincorporated	0.01	40,911	40,914	40,998
County Total	0.00	44,951	44,952	45,036

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Colusa				
Colusa	1.29	6,188	6,268	6,268
Williams	0.98	5,434	5,487	5,487
Unincorporated	0.82	10,408	10,493	10,493
County Total	0.99	22,030	22,248	22,248

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2020-2021	1-1-20	1-1-21	1-1-2021
Contra Costa				
Antioch	0.55	112,236	112,848	112,848
Brentwood	1.28	65,263	66,097	66,097
Clayton	-0.19	11,290	11,268	11,268
Concord	-0.14	129,453	129,273	129,273
Danville	0.15	43,840	43,906	43,906
El Cerrito	0.04	24,835	24,846	24,846
Hercules	1.45	25,494	25,864	25,864
Lafayette	0.15	25,321	25,358	25,358
Martinez	-0.32	36,946	36,827	36,827
Moraga	0.38	16,756	16,820	16,820
Oakley	1.48	42,268	42,895	42,895
Orinda	0.50	18,984	19,078	19,078
Pinole	-0.11	19,390	19,369	19,369
Pittsburg	0.00	74,501	74,498	74,498
Pleasant Hill	0.02	34,127	34,133	34,133
Richmond	-0.14	110,288	110,130	110,130
San Pablo	-0.12	31,078	31,041	31,041
San Ramon	0.58	83,376	83,863	83,863
Walnut Creek	1.03	70,592	71,317	71,317
Unincorporated	0.35	173,731	174,339	174,423
County Total	0.35	1,149,769	1,153,770	1,153,854

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Del Norte				
Crescent City	0.15	4,067	4,073	6,282
Unincorporated	0.56	20,499	20,613	20,667
County Total	0.49	24,566	24,686	26,949

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
El Dorado				
Placerville	-0.69	10,964	10,888	10,888
South Lake Tahoe	0.81	23,210	23,398	23,398
Unincorporated	1.10	159,261	161,011	161,076
County Total	0.96	193,435	195,297	195,362

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Fresno				
Clovis	2.60	118,741	121,834	121,834
Coalinga	0.43	12,627	12,681	16,748
Firebaugh	1.13	8,035	8,126	8,126
Fowler	2.56	6,436	6,601	6,601
Fresno	0.62	543,079	546,466	546,770
Huron	1.47	7,297	7,404	7,404
Kerman	1.23	15,922	16,118	16,118
Kingsburg	1.59	12,879	13,084	13,084
Mendota	0.19	12,424	12,448	12,448
Orange Cove	0.20	9,562	9,581	9,581
Parlier	0.20	15,797	15,828	15,828
Reedley	0.44	25,974	26,087	26,087
Sanger	0.72	27,157	27,353	27,353
San Joaquin	0.19	4,137	4,145	4,145
Selma	0.34	24,405	24,487	24,487
Unincorporated	-0.52	169,978	169,102	170,067
County Total	0.68	1,014,450	1,021,345	1,026,681

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Glenn				
Orland	1.83	8,374	8,527	8,527
Willows	-0.16	6,243	6,233	6,233
Unincorporated	0.26	14,881	14,919	14,919
County Total	0.61	29,498	29,679	29,679

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Humboldt				
Arcata	-5.49	17,891	16,909	16,909
Blue Lake	-0.71	1,271	1,262	1,262
Eureka	-1.76	26,582	26,113	26,113
Ferndale	-0.58	1,376	1,368	1,368
Fortuna	-0.67	12,006	11,926	11,926
Rio Dell	0.89	3,270	3,299	3,299
Trinidad	-0.87	345	342	342
Unincorporated	-0.54	69,918	69,543	69,632
County Total	-1.43	132,659	130,762	130,851

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Imperial				
Brawley	-0.61	27,494	27,326	27,326
Calexico	-0.81	40,814	40,485	40,485
Calipatria	-1.73	3,646	3,583	6,509
El Centro	-1.13	45,509	44,997	44,997
Holtville	-1.72	6,345	6,236	6,236
Imperial	1.88	19,915	20,289	20,289
Westmorland	-1.41	2,338	2,305	2,305
Unincorporated	-2.24	35,535	34,739	37,887
County Total	-0.90	181,596	179,960	186,034

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Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Inyo				
Bishop	0.36	3,910	3,924	3,924
Unincorporated	-0.05	14,590	14,583	14,639
County Total	0.04	18,500	18,507	18,563

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Kern				
Arvin	0.31	21,947	22,014	22,014
Bakersfield	0.78	394,328	397,392	397,392
California City	0.42	12,054	12,105	14,120
Delano	0.64	44,646	44,931	51,070
Maricopa	-0.09	1,143	1,142	1,142
McFarland	4.18	13,480	14,044	14,044
Ridgecrest	0.70	29,293	29,498	29,591
Shafter	3.46	19,765	20,448	20,448
Taft	-1.44	6,866	6,767	7,142
Tehachapi	0.10	9,085	9,094	12,008
Wasco	0.79	24,112	24,303	26,815
Unincorporated	0.25	317,328	318,125	318,407
County Total	0.65	894,047	899,863	914,193

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Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Kings				
Avenal	0.73	8,956	9,021	12,354
Corcoran	1.16	13,091	13,243	20,476
Hanford	1.36	59,178	59,981	59,981
Lemoore	1.65	26,373	26,809	26,809
Unincorporated	-0.59	31,183	31,000	32,923
County Total	0.92	138,781	140,054	152,543

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Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Lake				
Clearlake	-0.11	14,008	13,993	13,993
Lakeport	-0.15	4,781	4,774	4,774
Unincorporated	-0.11	45,156	45,107	45,173
County Total	-0.11	63,945	63,874	63,940

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Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Lassen				
Susanville	-1.50	8,012	7,892	12,729
Unincorporated	-0.59	13,900	13,818	14,843
County Total	-0.92	21,912	21,710	27,572

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Los Angeles				
Agoura Hills	-0.69	20,599	20,457	20,457
Alhambra	-0.38	86,588	86,258	86,258
Arcadia	-0.28	57,820	57,660	57,660
Artesia	-0.70	16,514	16,398	16,484
Avalon	-0.80	4,005	3,973	3,973
Azusa	-0.44	49,805	49,587	49,587
Baldwin Park	-0.59	76,388	75,935	75,935
Bell	-0.43	36,475	36,319	36,319
Bellflower	-0.58	77,909	77,458	77,458
Bell Gardens	-0.67	42,518	42,233	42,233
Beverly Hills	-0.78	33,660	33,399	33,399
Bradbury	-1.04	1,056	1,045	1,045
Burbank	-0.54	104,535	103,969	103,969
Calabasas	0.76	24,157	24,341	24,341
Carson	-0.49	92,121	91,668	91,668
Cerritos	-0.43	50,262	50,048	50,048
Claremont	-0.47	35,877	35,707	35,707
Commerce	-0.74	12,888	12,792	12,792
Compton	-0.68	98,447	97,775	97,775
Covina	-0.13	48,899	48,833	48,833
Cudahy	-0.78	23,937	23,750	23,750
Culver City	0.05	39,785	39,805	39,805
Diamond Bar	-0.65	57,088	56,717	56,717
Downey	-0.68	112,186	111,425	111,425
Duarte	-0.34	21,531	21,457	21,457
El Monte	-0.35	116,876	116,465	116,465
El Segundo	-0.53	16,749	16,660	16,660
Gardena	-0.64	60,732	60,344	60,344
Glendale	-0.27	204,392	203,834	203,834
Glendora	-0.65	51,879	51,540	51,540
Hawaiian Gardens	-0.71	14,571	14,467	14,467
Hawthorne	-0.65	87,571	86,999	86,999
Hermosa Beach	-0.77	19,601	19,451	19,451
Hidden Hills	0.63	1,901	1,913	1,913
Huntington Park	-0.67	59,337	58,937	58,937
Industry	-0.23	428	427	427
Inglewood	-0.69	110,925	110,159	110,159
Irwindale	-0.07	1,442	1,441	1,441

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2020-2021	1-1-20	1-1-21	1-1-2021
La Canada Flintridge	-0.78	20,352	20,194	20,194
La Habra Heights	-0.33	5,469	5,451	5,451
Lakewood	-0.67	80,757	80,218	80,218
La Mirada	-0.65	48,947	48,631	48,631
Lancaster	-0.12	157,696	157,504	161,372
La Puente	-0.67	40,358	40,087	40,087
La Verne	-0.69	33,313	33,084	33,084
Lawndale	-0.50	32,873	32,710	32,710
Lomita	-0.73	20,582	20,431	20,431
Long Beach	-0.91	471,975	467,684	467,730
Los Angeles	-1.29	3,973,512	3,922,113	3,923,341
Lynwood	-2.13	71,399	69,880	69,880
Malibu	-0.61	11,608	11,537	11,537
Manhattan Beach	-0.67	35,294	35,058	35,058
Maywood	-0.60	27,837	27,670	27,670
Monrovia	1.36	37,964	38,479	38,479
Montebello	-0.55	63,264	62,914	62,914
Monterey Park	-0.70	60,808	60,380	60,380
Norwalk	-0.62	105,207	104,554	105,393
Palmdale	-0.53	156,910	156,074	156,074
Palos Verdes Estates	-0.68	13,377	13,286	13,286
Paramount	-0.66	55,566	55,200	55,200
Pasadena	0.17	145,061	145,306	145,306
Pico Rivera	-0.59	63,530	63,157	63,157
Pomona	-1.74	153,992	151,319	151,319
Rancho Palos Verdes	-0.70	41,835	41,541	41,541
Redondo Beach	-0.62	66,900	66,484	66,484
Rolling Hills	-0.59	1,877	1,866	1,866
Rolling Hills Estates	0.15	8,086	8,098	8,098
Rosemead	-0.44	54,471	54,229	54,229
San Dimas	-0.65	34,226	34,003	34,003
San Fernando	0.05	24,742	24,754	24,754
San Gabriel	-0.46	40,129	39,945	39,945
San Marino	-0.36	13,008	12,961	12,961
Santa Clarita	0.21	221,106	221,572	221,572
Santa Fe Springs	-0.74	18,219	18,084	18,129
Santa Monica	-0.03	92,995	92,968	92,968
Sierra Madre	-0.68	10,728	10,655	10,655
Signal Hill	-0.67	11,695	11,617	11,617
South El Monte	0.21	21,252	21,296	21,296

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
South Gate	0.42	96,147	96,553	96,553
South Pasadena	-0.72	25,853	25,668	25,668
Temple City	-0.32	36,343	36,225	36,225
Torrance	-0.65	145,783	144,832	144,832
Vernon	-0.67	297	295	295
Walnut	-0.60	30,015	29,835	29,835
West Covina	-0.58	106,209	105,593	105,593
West Hollywood	-0.60	36,344	36,125	36,125
Westlake Village	-0.74	8,241	8,180	8,180
Whittier	-0.34	86,487	86,196	86,196
Unincorporated	-1.14	1,035,457	1,023,632	1,024,204
County Total	-0.89	10,127,550	10,037,774	10,044,458

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Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Madera				
Chowchilla	0.17	12,576	12,598	17,330
Madera	0.99	65,526	66,172	66,172
Unincorporated	0.27	74,770	74,972	74,972
County Total	0.57	152,872	153,742	158,474

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January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Marin				
Belvedere	-0.58	2,078	2,066	2,066
Corte Madera	-0.55	10,084	10,029	10,029
Fairfax	-0.36	7,525	7,498	7,498
Larkspur	-0.54	12,260	12,194	12,194
Mill Valley	-0.50	14,623	14,550	14,550
Novato	-0.10	53,532	53,477	53,486
Ross	-0.35	2,556	2,547	2,547
San Anselmo	-0.41	12,741	12,689	12,689
San Rafael	-0.62	59,385	59,016	59,016
Sausalito	-0.45	7,388	7,355	7,355
Tiburon	-0.57	9,510	9,456	9,456
Unincorporated	-0.47	64,535	64,229	66,888
County Total	-0.43	256,217	255,106	257,774

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Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Mariposa				
Unincorporated	-0.02	17,993	17,989	18,037
County Total	-0.02	17,993	17,989	18,037

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Mendocino				
Fort Bragg	-0.56	7,451	7,409	7,409
Point Arena	-0.68	438	435	435
Ukiah	-2.66	15,951	15,526	15,526
Willits	-0.49	5,065	5,040	5,040
Unincorporated	-0.68	58,642	58,245	58,259
County Total	-1.02	87,547	86,655	86,669

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Fiscal Year 2021-22

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Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Merced				
Atwater	0.51	31,648	31,810	31,810
Dos Palos	0.05	5,572	5,575	5,575
Gustine	0.09	5,840	5,845	5,845
Livingston	2.25	15,108	15,448	15,448
Los Banos	2.42	41,855	42,869	42,869
Merced	3.07	88,261	90,971	90,971
Unincorporated	-2.85	93,952	91,277	92,318
County Total	0.55	282,236	283,795	284,836

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Modoc				
Alturas	-0.07	2,888	2,886	2,886
Unincorporated	-0.06	6,609	6,605	6,605
County Total	-0.06	9,497	9,491	9,491

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Mono				
Mammoth Lakes	-0.33	7,853	7,827	7,827
Unincorporated	-2.34	5,464	5,336	5,468
County Total	-1.16	13,317	13,163	13,295

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Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Monterey				
Carmel-By-The-Sea	-0.42	4,040	4,023	4,023
Del Rey Oaks	-0.42	1,677	1,670	1,670
Gonzales	-0.45	8,528	8,490	8,490
Greenfield	0.38	18,333	18,402	18,402
King City	0.94	14,838	14,977	14,977
Marina	-2.02	22,372	21,920	21,920
Monterey	0.29	26,195	26,272	28,382
Pacific Grove	-0.22	15,571	15,536	15,536
Salinas	-0.11	160,387	160,206	160,206
Sand City	3.22	373	385	385
Seaside	-4.42	33,608	32,121	32,121
Soledad	0.44	17,288	17,364	24,454
Unincorporated	-0.20	106,664	106,453	106,752
County Total	-0.48	429,874	427,819	437,318

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Napa				
American Canyon	-0.47	20,901	20,802	20,802
Calistoga	-0.22	5,352	5,340	5,340
Napa	0.48	79,016	79,397	79,397
St Helena	-0.39	6,094	6,070	6,070
Yountville	-0.05	1,960	1,959	2,642
Unincorporated	-5.69	23,655	22,310	23,386
County Total	-0.80	136,978	135,878	137,637

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Attachment B
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January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Nevada				
Grass Valley	-0.37	12,806	12,758	12,758
Nevada City	-0.64	3,101	3,081	3,081
Truckee	0.65	16,108	16,213	16,213
Unincorporated	-0.48	65,683	65,370	65,414
County Total	-0.28	97,698	97,422	97,466

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Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2020-2021	1-1-20	1-1-21	1-1-2021
Orange				
Aliso Viejo	-1.07	50,351	49,813	49,813
Anaheim	-1.01	357,042	353,451	353,468
Brea	-0.79	45,498	45,137	45,137
Buena Park	-0.86	82,336	81,626	81,626
Costa Mesa	-0.78	113,661	112,780	112,780
Cypress	-1.07	49,055	48,531	48,531
Dana Point	-0.83	33,466	33,189	33,189
Fountain Valley	-0.84	55,419	54,953	54,953
Fullerton	-1.86	142,070	139,431	139,431
Garden Grove	-0.57	173,457	172,476	172,476
Huntington Beach	-0.93	198,725	196,874	196,874
Irvine	-2.31	277,988	271,564	271,564
Laguna Beach	-0.86	22,690	22,495	22,495
Laguna Hills	-1.03	31,397	31,073	31,073
Laguna Niguel	0.94	64,559	65,168	65,168
Laguna Woods	-1.07	16,209	16,036	16,036
La Habra	-1.04	63,471	62,808	62,808
Lake Forest	-0.02	84,556	84,538	84,538
La Palma	-1.06	15,607	15,442	15,442
Los Alamitos	-0.55	11,602	11,538	11,538
Mission Viejo	-1.06	95,130	94,119	94,119
Newport Beach	-0.64	86,415	85,865	85,865
Orange	-1.53	139,504	137,366	137,366
Placentia	-0.77	51,569	51,173	51,173
Rancho Santa Margarita	-1.08	48,708	48,183	48,183
San Clemente	-0.73	64,538	64,065	64,065
San Juan Capistrano	-0.78	36,081	35,801	35,801
Santa Ana	0.02	331,304	331,369	331,369
Seal Beach	-1.09	24,683	24,414	24,443
Stanton	1.08	39,150	39,573	39,573
Tustin	-0.62	80,511	80,009	80,009
Villa Park	-1.07	5,821	5,759	5,759
Westminster	-0.51	91,931	91,466	91,466
Yorba Linda	-0.85	68,426	67,846	67,846
Unincorporated	0.22	127,510	127,787	127,787
County Total	-0.84	3,180,440	3,153,718	3,153,764

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Placer				
Auburn	0.42	14,372	14,433	14,433
Colfax	0.84	2,154	2,172	2,172
Lincoln	2.14	48,584	49,624	49,624
Loomis	0.31	6,787	6,808	6,808
Rocklin	1.10	69,702	70,469	70,469
Roseville	2.36	143,493	146,875	146,875
Unincorporated	0.61	113,923	114,613	114,613
County Total	1.50	399,015	404,994	404,994

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Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Plumas				
Portola	-0.98	1,947	1,928	1,928
Unincorporated	-0.74	16,309	16,188	16,188
County Total	-0.77	18,256	18,116	18,116

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2020-2021	1-1-20	1-1-21	1-1-2021
Riverside				
Banning	3.79	31,057	32,233	32,233
Beaumont	1.85	51,731	52,686	52,686
Blythe	-0.02	13,934	13,931	18,556
Calimesa	7.50	9,522	10,236	10,236
Canyon Lake	0.06	11,018	11,025	11,025
Cathedral City	0.91	53,445	53,934	53,973
Coachella	0.51	47,583	47,825	47,825
Corona	0.67	168,332	169,454	169,454
Desert Hot Springs	0.17	30,036	30,086	30,086
Eastvale	1.64	66,535	67,626	67,626
Hemet	0.16	84,391	84,525	84,525
Indian Wells	1.06	5,371	5,428	5,428
Indio	0.90	90,804	91,621	91,621
Jurupa Valley	1.03	107,000	108,097	108,097
Lake Elsinore	1.85	63,446	64,617	64,762
La Quinta	0.83	40,906	41,247	41,247
Menifee	2.67	97,094	99,686	99,686
Moreno Valley	0.30	208,791	209,426	209,426
Murrieta	0.55	114,541	115,172	115,172
Norco	0.02	24,038	24,043	26,107
Palm Desert	0.12	53,828	53,892	53,892
Palm Springs	0.52	47,509	47,754	47,754
Perris	0.51	78,575	78,977	78,977
Rancho Mirage	1.01	18,611	18,799	18,799
Riverside	-1.36	328,707	324,243	324,302
San Jacinto	2.12	50,207	51,269	51,269
Temecula	0.23	112,512	112,771	112,771
Wildomar	0.14	36,963	37,013	37,013
Unincorporated	1.35	384,506	389,711	389,905
County Total	0.67	2,430,993	2,447,327	2,454,453

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Sacramento				
Citrus Heights	0.03	87,788	87,811	87,811
Elk Grove	1.19	176,036	178,124	178,124
Folsom	3.15	75,561	77,942	82,303
Galt	0.42	26,006	26,116	26,116
Isleton	0.00	832	832	832
Rancho Cordova	1.70	78,333	79,662	79,662
Sacramento	0.40	513,626	515,673	515,673
Unincorporated	0.18	589,430	590,493	590,493
County Total	0.58	1,547,612	1,556,653	1,561,014

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
San Benito				
Hollister	1.53	40,762	41,386	41,386
San Juan Bautista	0.51	2,140	2,151	2,151
Unincorporated	2.07	19,584	19,989	19,989
County Total	1.66	62,486	63,526	63,526

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Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2020-2021	1-1-20	1-1-21	1-1-2021
San Bernardino				
Adelanto	0.13	35,102	35,147	35,147
Apple Valley	0.03	74,331	74,350	74,350
Barstow	-0.24	24,097	24,040	24,205
Big Bear Lake	-0.06	5,192	5,189	5,189
Chino	1.41	83,889	85,073	88,184
Chino Hills	-0.22	82,846	82,661	82,661
Colton	0.27	54,051	54,198	54,198
Fontana	1.15	211,519	213,944	213,944
Grand Terrace	-0.07	12,408	12,399	12,399
Hesperia	0.23	95,834	96,053	96,053
Highland	-0.27	55,211	55,060	55,060
Loma Linda	1.31	24,533	24,854	24,895
Montclair	0.25	39,501	39,598	39,598
Needles	-0.54	5,382	5,353	5,353
Ontario	0.67	180,788	182,004	182,004
Rancho Cucamonga	0.05	175,052	175,131	175,131
Redlands	-0.01	71,164	71,154	71,154
Rialto	-0.24	102,813	102,567	102,567
San Bernardino	-0.62	216,384	215,035	216,291
Twentynine Palms	0.09	24,380	24,402	29,967
Upland	-0.33	78,769	78,513	78,513
Victorville	0.61	123,241	123,992	127,170
Yucaipa	-0.07	55,674	55,634	55,634
Yucca Valley	0.11	22,306	22,330	22,330
Unincorporated	-0.20	303,098	302,484	303,912
County Total	0.17	2,157,565	2,161,165	2,175,909

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2020-2021	1-1-20	1-1-21	1-1-2021
San Diego				
Carlsbad	0.73	114,664	115,501	115,501
Chula Vista	0.40	273,090	274,187	274,449
Coronado	-0.33	17,778	17,720	22,357
Del Mar	-0.30	4,271	4,258	4,258
El Cajon	-0.32	103,576	103,243	103,243
Encinitas	0.07	62,243	62,289	62,289
Escondido	-0.08	151,803	151,688	151,688
Imperial Beach	-0.73	27,978	27,774	27,774
La Mesa	-0.07	59,621	59,578	59,578
Lemon Grove	-0.33	26,432	26,345	26,345
National City	0.44	57,550	57,803	62,749
Oceanside	-0.12	176,969	176,754	176,754
Poway	-0.33	49,096	48,936	48,936
San Diego	-0.69	1,405,132	1,395,448	1,411,034
San Marcos	-1.01	97,281	96,302	96,302
Santee	-1.10	57,430	56,800	56,800
Solana Beach	-0.32	13,872	13,827	13,827
Vista	0.68	102,570	103,268	103,268
Unincorporated	-0.54	481,119	478,525	498,252
County Total	-0.37	3,282,475	3,270,246	3,315,404

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
San Francisco				
San Francisco	-1.66	889,552	874,805	875,010
County Total	-1.66	889,552	874,805	875,010

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
San Joaquin				
Escalon	0.40	7,471	7,501	7,501
Lathrop	6.33	26,806	28,503	28,503
Lodi	1.09	68,011	68,751	68,751
Manteca	2.92	84,842	87,319	87,319
Ripon	3.00	15,818	16,292	16,292
Stockton	0.68	316,357	318,517	320,876
Tracy	2.86	95,861	98,601	98,601
Unincorporated	0.67	152,925	153,950	155,691
County Total	1.48	768,091	779,434	783,534

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
San Luis Obispo				
Arroyo Grande	-0.35	17,617	17,555	17,555
Atascadero	-0.83	28,900	28,660	29,623
El Paso De Robles	-0.55	31,245	31,073	31,073
Grover Beach	-0.58	13,204	13,128	13,128
Morro Bay	-0.30	10,151	10,121	10,121
Pismo Beach	-1.01	8,191	8,108	8,108
San Luis Obispo	0.31	45,916	46,058	46,058
Unincorporated	-3.66	116,697	112,430	115,506
County Total	-1.76	271,921	267,133	271,172

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Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
San Mateo				
Atherton	-0.66	6,942	6,896	6,896
Belmont	-0.75	26,669	26,470	26,470
Brisbane	-0.91	4,621	4,579	4,579
Burlingame	-1.07	30,068	29,746	29,746
Colma	-1.13	1,678	1,659	1,659
Daly City	-0.15	108,767	108,599	108,599
East Palo Alto	-0.91	30,630	30,350	30,350
Foster City	-0.55	33,025	32,842	32,842
Half Moon Bay	-0.77	12,404	12,309	12,309
Hillsborough	-0.45	11,442	11,391	11,391
Menlo Park	-0.83	34,984	34,693	34,825
Millbrae	-1.02	22,742	22,509	22,509
Pacifica	-0.99	38,267	37,890	37,890
Portola Valley	-0.83	4,598	4,560	4,560
Redwood City	-1.46	86,444	85,182	85,182
San Bruno	-1.00	45,392	44,936	44,936
San Carlos	-0.84	30,067	29,814	29,814
San Mateo	0.27	102,766	103,045	103,045
South San Francisco	-0.88	67,730	67,135	67,135
Woodside	-0.74	5,670	5,628	5,628
Unincorporated	-1.73	66,019	64,880	64,880
County Total	-0.75	770,925	765,113	765,245

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Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Santa Barbara				
Buellton	-0.22	5,447	5,435	5,435
Carpinteria	-0.54	13,268	13,196	13,196
Goleta	0.71	32,112	32,339	32,339
Guadalupe	5.03	7,946	8,346	8,346
Lompoc	-0.70	40,701	40,415	42,493
Santa Barbara	-0.18	93,225	93,055	93,055
Santa Maria	0.22	107,205	107,445	107,445
Solvang	-0.74	5,553	5,512	5,512
Unincorporated	-6.02	141,685	133,150	133,351
County Total	-1.84	447,142	438,893	441,172

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January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Santa Clara				
Campbell	-0.87	41,898	41,533	41,533
Cupertino	-0.99	59,244	58,656	58,656
Gilroy	-0.19	56,704	56,599	56,599
Los Altos	-0.79	30,754	30,510	30,510
Los Altos Hills	-0.33	8,418	8,390	8,390
Los Gatos	-0.81	31,087	30,836	30,836
Milpitas	-1.97	77,180	75,663	75,663
Monte Sereno	-0.50	3,622	3,604	3,604
Morgan Hill	2.32	46,299	47,374	47,374
Mountain View	1.86	81,302	82,814	82,814
Palo Alto	-0.71	68,125	67,642	67,657
San Jose	-1.12	1,041,466	1,029,782	1,029,782
Santa Clara	2.71	127,301	130,746	130,746
Saratoga	-0.99	30,850	30,546	30,546
Sunnyvale	-0.28	154,252	153,827	153,827
Unincorporated	-1.17	86,644	85,634	85,634
County Total	-0.56	1,945,146	1,934,156	1,934,171

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Santa Cruz				
Capitola	-0.50	10,142	10,091	10,091
Santa Cruz	-13.00	64,547	56,156	56,156
Scotts Valley	0.35	11,714	11,755	11,755
Watsonville	-0.56	51,656	51,366	51,366
Unincorporated	-0.40	132,232	131,705	131,747
County Total	-3.41	270,291	261,073	261,115

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Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Shasta				
Anderson	0.54	10,645	10,702	10,702
Redding	0.24	91,363	91,578	91,715
Shasta Lake	0.29	10,626	10,657	10,657
Unincorporated	0.00	64,678	64,677	64,723
County Total	0.17	177,312	177,614	177,797

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January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Sierra				
Loyalton	-0.13	755	754	754
Unincorporated	-0.41	2,445	2,435	2,435
County Total	-0.34	3,200	3,189	3,189

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Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Siskiyou				
Dorris	0.00	991	991	991
Dunsmuir	0.00	1,648	1,648	1,648
Etna	0.00	743	743	743
Fort Jones	0.00	670	670	670
Montague	0.15	1,351	1,353	1,353
Mount Shasta	0.18	3,402	3,408	3,408
Tulelake	-0.22	904	902	902
Weed	-2.71	2,731	2,657	2,657
Yreka	-0.05	7,750	7,746	7,746
Unincorporated	0.05	24,194	24,207	24,212
County Total	-0.13	44,384	44,325	44,330

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Solano				
Benicia	-0.01	27,114	27,111	27,111
Dixon	1.33	19,932	20,197	20,197
Fairfield	0.39	116,583	117,035	118,005
Rio Vista	0.17	10,063	10,080	10,080
Suisun City	-0.09	28,907	28,882	28,882
Vacaville	1.56	91,429	92,859	98,041
Vallejo	-0.26	118,151	117,846	117,846
Unincorporated	-3.94	19,065	18,314	18,365
County Total	0.25	431,244	432,324	438,527

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January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Sonoma				
Cloverdale	-0.43	9,172	9,133	9,133
Cotati	-1.01	7,505	7,429	7,429
Healdsburg	-0.85	11,901	11,800	11,800
Petaluma	-1.03	61,738	61,104	61,104
Rohnert Park	-0.11	42,531	42,484	42,484
Santa Rosa	-0.83	173,153	171,711	171,711
Sebastopol	-1.09	7,741	7,657	7,657
Sonoma	-0.81	11,013	10,924	10,924
Windsor	-1.01	28,140	27,855	27,855
Unincorporated	-3.15	138,258	133,908	134,110
County Total	-1.46	491,152	484,005	484,207

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Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Stanislaus				
Ceres	0.03	48,886	48,901	48,901
Hughson	0.59	7,260	7,303	7,303
Modesto	0.39	218,440	219,294	219,294
Newman	0.10	11,950	11,962	11,962
Oakdale	0.55	23,109	23,237	23,237
Patterson	0.67	23,150	23,304	23,304
Riverbank	0.22	25,133	25,189	25,189
Turlock	-0.28	75,030	74,820	74,820
Waterford	0.35	8,913	8,944	8,944
Unincorporated	-0.04	113,060	113,014	113,014
County Total	0.19	554,931	555,968	555,968

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Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Sutter				
Live Oak	1.46	9,232	9,367	9,367
Yuba City	-0.18	70,901	70,776	70,776
Unincorporated	-0.28	21,206	21,146	21,146
County Total	-0.05	101,339	101,289	101,289

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Tehama				
Corning	0.09	7,657	7,664	7,664
Red Bluff	-0.11	14,288	14,272	14,272
Tehama	0.00	448	448	448
Unincorporated	0.61	42,594	42,853	42,970
County Total	0.38	64,987	65,237	65,354

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Trinity				
Unincorporated	0.12	13,481	13,497	13,535
County Total	0.12	13,481	13,497	13,535

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Tulare				
Dinuba	2.94	25,759	26,517	26,517
Exeter	-0.24	11,023	10,997	10,997
Farmersville	-0.50	11,384	11,327	11,327
Lindsay	-0.31	13,131	13,090	13,090
Porterville	0.15	59,279	59,370	59,571
Tulare	1.75	68,058	69,246	69,246
Visalia	0.58	138,456	139,254	139,254
Woodlake	2.93	7,825	8,054	8,054
Unincorporated	-0.41	144,220	143,632	143,677
County Total	0.49	479,135	481,487	481,733

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Tuolumne				
Sonora	-1.82	4,777	4,690	4,690
Unincorporated	-0.90	47,067	46,644	48,775
County Total	-0.98	51,844	51,334	53,465

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Ventura				
Camarillo	-0.37	69,964	69,708	69,708
Fillmore	1.60	15,558	15,807	15,807
Moorpark	-0.78	36,264	35,981	35,981
Ojai	-0.19	7,450	7,436	7,436
Oxnard	-0.62	205,950	204,675	204,675
Port Hueneme	-1.02	22,963	22,728	23,374
San Buenaventura	-0.44	105,819	105,357	105,415
Santa Paula	1.00	30,386	30,691	30,691
Simi Valley	-0.39	124,953	124,468	124,468
Thousand Oaks	-0.76	126,384	125,426	125,426
Unincorporated	-2.59	94,124	91,684	92,242
County Total	-0.70	839,815	833,961	835,223

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Yolo				
Davis	0.55	68,915	69,295	69,295
West Sacramento	-0.44	54,208	53,967	53,967
Winters	4.97	7,257	7,618	7,618
Woodland	0.28	60,809	60,978	60,978
Unincorporated	-14.77	30,087	25,642	25,642
County Total	-1.71	221,276	217,500	217,500

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Yuba				
Marysville	-1.45	12,381	12,201	12,201
Wheatland	-0.30	3,621	3,610	3,610
Unincorporated	1.67	62,039	63,072	63,596
County Total	1.08	78,041	78,883	79,407

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021

County	<u>Percent Change</u> 2020-21	<u>--- Population Minus Exclusions ---</u> 1-1-20	<u>1-1-21</u>
Alameda			
Incorporated	-0.36	1,513,580	1,508,085
County Total	-0.37	1,661,183	1,654,975
Alpine			
Incorporated	0.00	0	0
County Total	-0.96	1,146	1,135
Amador			
Incorporated	-0.59	12,069	11,998
County Total	-0.42	33,613	33,472
Butte			
Incorporated	0.72	142,227	143,255
County Total	-3.01	208,951	202,669
Calaveras			
Incorporated	-0.05	4,040	4,038
County Total	0.00	44,951	44,952
Colusa			
Incorporated	1.14	11,622	11,755
County Total	0.99	22,030	22,248
Contra Costa			
Incorporated	0.35	976,038	979,431
County Total	0.35	1,149,769	1,153,770
Del Norte			
Incorporated	0.15	4,067	4,073
County Total	0.49	24,566	24,686
El Dorado			
Incorporated	0.33	34,174	34,286
County Total	0.96	193,435	195,297

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021

County	<u>Percent Change</u> 2020-21	<u>--- Population Minus Exclusions ---</u> 1-1-20	<u>1-1-21</u>
Fresno			
Incorporated	0.92	844,472	852,243
County Total	0.68	1,014,450	1,021,345
Glenn			
Incorporated	0.98	14,617	14,760
County Total	0.61	29,498	29,679
Humboldt			
Incorporated	-2.43	62,741	61,219
County Total	-1.43	132,659	130,762
Imperial			
Incorporated	-0.58	146,061	145,221
County Total	-0.90	181,596	179,960
Inyo			
Incorporated	0.36	3,910	3,924
County Total	0.04	18,500	18,507
Kern			
Incorporated	0.87	576,719	581,738
County Total	0.65	894,047	899,863
Kings			
Incorporated	1.35	107,598	109,054
County Total	0.92	138,781	140,054
Lake			
Incorporated	-0.12	18,789	18,767
County Total	-0.11	63,945	63,874
Lassen			
Incorporated	-1.50	8,012	7,892
County Total	-0.92	21,912	21,710

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Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021

County	<u>Percent Change</u> 2020-21	<u>--- Population Minus Exclusions ---</u>	
		1-1-20	1-1-21
Los Angeles			
Incorporated	-0.86	9,092,093	9,014,142
County Total	-0.89	10,127,550	10,037,774
<hr/>			
Madera			
Incorporated	0.86	78,102	78,770
County Total	0.57	152,872	153,742
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Marin			
Incorporated	-0.42	191,682	190,877
County Total	-0.43	256,217	255,106
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Mariposa			
Incorporated	0.00	0	0
County Total	-0.02	17,993	17,989
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Mendocino			
Incorporated	-1.71	28,905	28,410
County Total	-1.02	87,547	86,655
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Merced			
Incorporated	2.25	188,284	192,518
County Total	0.55	282,236	283,795
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Modoc			
Incorporated	-0.07	2,888	2,886
County Total	-0.06	9,497	9,491
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Mono			
Incorporated	-0.33	7,853	7,827
County Total	-1.16	13,317	13,163
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Monterey			
Incorporated	-0.57	323,210	321,366
County Total	-0.48	429,874	427,819
<hr/>			

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021

County	<u>Percent Change</u> 2020-21	<u>--- Population Minus Exclusions ---</u> 1-1-20	<u>1-1-21</u>
Napa			
Incorporated	0.22	113,323	113,568
County Total	-0.80	136,978	135,878
Nevada			
Incorporated	0.12	32,015	32,052
County Total	-0.28	97,698	97,422
Orange			
Incorporated	-0.88	3,052,930	3,025,931
County Total	-0.84	3,180,440	3,153,718
Placer			
Incorporated	1.86	285,092	290,381
County Total	1.50	399,015	404,994
Plumas			
Incorporated	-0.98	1,947	1,928
County Total	-0.77	18,256	18,116
Riverside			
Incorporated	0.54	2,046,487	2,057,616
County Total	0.67	2,430,993	2,447,327
Sacramento			
Incorporated	0.83	958,182	966,160
County Total	0.58	1,547,612	1,556,653
San Benito			
Incorporated	1.48	42,902	43,537
County Total	1.66	62,486	63,526
San Bernardino			
Incorporated	0.23	1,854,467	1,858,681
County Total	0.17	2,157,565	2,161,165

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021

County	<u>Percent Change</u> 2020-21	<u>--- Population Minus Exclusions ---</u> 1-1-20	<u>1-1-21</u>
San Diego			
Incorporated	-0.34	2,801,356	2,791,721
County Total	-0.37	3,282,475	3,270,246
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San Francisco			
Incorporated	-1.66	889,552	874,805
County Total	-1.66	889,552	874,805
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San Joaquin			
Incorporated	1.68	615,166	625,484
County Total	1.48	768,091	779,434
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San Luis Obispo			
Incorporated	-0.34	155,224	154,703
County Total	-1.76	271,921	267,133
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San Mateo			
Incorporated	-0.66	704,906	700,233
County Total	-0.75	770,925	765,113
<hr/>			
Santa Barbara			
Incorporated	0.09	305,457	305,743
County Total	-1.84	447,142	438,893
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Santa Clara			
Incorporated	-0.54	1,858,502	1,848,522
County Total	-0.56	1,945,146	1,934,156
<hr/>			
Santa Cruz			
Incorporated	-6.30	138,059	129,368
County Total	-3.41	270,291	261,073
<hr/>			
Shasta			
Incorporated	0.27	112,634	112,937
County Total	0.17	177,312	177,614
<hr/>			

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021

County	<u>Percent Change</u> 2020-21	<u>--- Population Minus Exclusions ---</u>	
		1-1-20	1-1-21
Sierra			
Incorporated	-0.13	755	754
County Total	-0.34	3,200	3,189
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Siskiyou			
Incorporated	-0.36	20,190	20,118
County Total	-0.13	44,384	44,325
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Solano			
Incorporated	0.44	412,179	414,010
County Total	0.25	431,244	432,324
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Sonoma			
Incorporated	-0.79	352,894	350,097
County Total	-1.46	491,152	484,005
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Stanislaus			
Incorporated	0.25	441,871	442,954
County Total	0.19	554,931	555,968
<hr/>			
Sutter			
Incorporated	0.01	80,133	80,143
County Total	-0.05	101,339	101,289
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Tehama			
Incorporated	-0.04	22,393	22,384
County Total	0.38	64,987	65,237
<hr/>			
Trinity			
Incorporated	0.00	0	0
County Total	0.12	13,481	13,497
<hr/>			
Tulare			
Incorporated	0.88	334,915	337,855
County Total	0.49	479,135	481,487
<hr/>			

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021

County	Percent Change	--- Population Minus Exclusions ---	
	2020-21	1-1-20	1-1-21
Tuolumne			
Incorporated	-1.82	4,777	4,690
County Total	-0.98	51,844	51,334
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Ventura			
Incorporated	-0.46	745,691	742,277
County Total	-0.70	839,815	833,961
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Yolo			
Incorporated	0.35	191,189	191,858
County Total	-1.71	221,276	217,500
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Yuba			
Incorporated	-1.19	16,002	15,811
County Total	1.08	78,041	78,883
<hr/>			

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

RESOLUTION NO. PPFA-2021-02

A RESOLUTION OF THE PLACENTIA PUBLIC FINANCING AUTHORITY (PPFA) BOARD OF DIRECTORS OF THE CITY OF PLACENTIA, CALIFORNIA, TAKING ACTIONS NECESSARY TO ADOPT THE PPFA'S FISCAL YEAR 2021-22 ANNUAL BUDGET

WHEREAS, the Placentia Public Financing Authority governing board shall be the members of the City Council of the City;

WHEREAS, the Placentia Public Financing Authority has prepared the Placentia Public Financing Authority budget in the amount of \$3,786,600 Revenues and \$3,786,600 of appropriations for Fiscal Year 2021-22;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Placentia Public Financing Authority, as follows:

Section 1. The proposed budget of the Placentia Public Financing Authority, as amended and modified for Fiscal Year beginning July 1, 2021, through June 30, 2022, is hereby adopted.

Section 2. Effective Date. This resolution shall take effect upon adoption.

PASSED, ADOPTED AND APPROVED this 15th day of June 2021.

Craig S. Green, Chair

ATTEST:

Robert S. McKinnell, Secretary

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, Secretary of the Placentia Public Financing Authority of The City of Placentia, California, do hereby certify that the foregoing Resolution, was duly passed, approved, and adopted by the Placentia Public Financing Authority, approved and signed by the Chair and attested by the Secretary, all at the regular meeting of the said Placentia Public Financing Authority held on the 15th day of June 2021, and the same was passed and adopted by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Robert S. McKinnell, Secretary

APPROVED AS TO FORM:

Christian L. Bettenhausen, Agency Attorney



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DEPUTY CITY ADMINISTRATOR / PUBLIC SERVICES AND INFRASTRUCTURE

DATE: JUNE 15, 2021

SUBJECT: **PUBLIC HEARING ON AMENDMENT TO THE CITY'S URBAN FOREST PROTECTION ORDINANCE**

FISCAL
IMPACT: There is no direct fiscal impact associated with the Staff recommendations.

SUMMARY:

In 2018, the City Tree Advisory Ad-Hoc Committee was established by the City Council to help manage and protect the City's urban forest through the adoption of an Urban Forest Management Program and updated, comprehensive, municipal tree protection Ordinance. In 2019, the City Council adopted the City's Urban Forest Management Program and on June 2, 2020, the City Council adopted the Urban Forest Protection Ordinance via Ordinance No. O-2020-04 which codified the Urban Forest Management Program into an enforceable citywide Ordinance. This Ordinance regulates the planting, removal, and maintenance of City trees. City trees are defined as any tree which is located in a place or area under ownership or control of the City including but without limitation to streets, parkways, open space, and City-owned property.

During this past year, Staff has been evaluating contractor safety requirements for performing tree maintenance services and is proposing an Amendment to the City's tree protection Ordinance to require the use of a presence sensing device on any wood chipper operated by the City's contractor within City limits. On June 1, 2021, the City Council continued the Public Hearing to the Regular meeting of June 15, 2021, to allow sufficient time for the City Attorney's Office to provide a legal review of the proposed Amendment to the Ordinance. Staff is presenting the proposed Amendment to the City Council for its review and consideration.

RECOMMENDATION:

1. Open the Public Hearing concerning Ordinance No. O-2021-06; and
2. Receive the Staff Report, consider all public testimony, and ask any questions of Staff; and
3. Close the Public Hearing; and

2. b.
June 15, 2021

4. Waive full reading, by title only, and introduce for first reading, Ordinance No. O-2021-06, an Ordinance of the City Council of the City of Placentia, California, amending Chapter 14.12 of the Placentia Municipal Code entitled "Urban Forestry Management and Protection Ordinance" to add provisions pertaining to contractors performing tree maintenance services in the City.

DISCUSSION:

In 2018, the City Tree Advisory Ad-Hoc Committee was established by the City Council to help manage and protect the City's urban forest through the adoption of an Urban Forest Management Program and updated, comprehensive, municipal tree protection Ordinance. In 2019, the City Council adopted the City's Urban Forest Management Program and on June 2, 2020, the City Council adopted the Urban Forest Protection Ordinance via Ordinance No. O-2020-04 which codified the Urban Forest Management Program into an enforceable citywide Ordinance. This Ordinance regulates the planting, removal, and maintenance of City trees. City trees are defined as any tree which is located in a place or area under ownership or control of the City including but without limitation to streets, parkways, open space, and City-owned property.

During this past year, Staff has been evaluating contractor safety requirements for performing tree maintenance services and is proposing an Amendment to the City's tree protection Ordinance to require the use of a presence sensing device on any woodchipper operated by the City's contractor within the City limits. Earlier this year, the City purchased and installed a presence sensing device on the City's own woodchipper to provide additional safety for its employees.

Woodchippers are mechanical devices that utilize a rotating cutting head to grind brush, branches, and other material from trees and shrubs into smaller chips. They are utilized to consolidate waste material into transportable volumes for offsite disposal. A presence sensing device on wood chippers interrupts power to the infeed rollers and stops motion before injuring an operator and is a supplemental safety device to the standard manually activated stop bar installed by chipper manufacturers. Current State safety regulations for tree maintenance work do not adequately prevent operators of woodchippers from having any part of their body from reaching areas of the chipper that would cause injury prior to manually activating the existing safety system on the wood-chipper machine.

The proposed Ordinance Amendment would require any contractor performing tree maintenance work under contract with the City to utilize a tree and brush chipper equipped with a presence sensing system designed, constructed, and arranged to create a sensing field or area that would interrupt power to the infeed rollers and stop motion before injuring the operator when conducting wood chipping operations within City limits. Staff is proposing this Amendment to ensure contractors performing tree maintenance service for the City are taking all available safety measures to prevent injuries occurring under a City contract. Additionally, the City's existing tree trimming contractor has agreed to adhere to this new requirement as part of a proposed contract term extension with the City.

Prepared by:



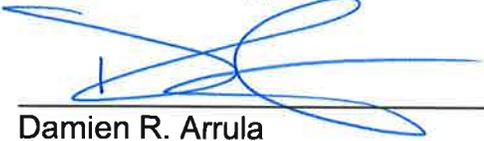
Elsa Y. Robinson
Management Analyst

Reviewed and approved:



Luis Estevez
Deputy City Administrator

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachment:

Ordinance O-2021-06; Amendment to Urban Forest Protection Ordinance

ORDINANCE NO. O-2021-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA AMENDING CHAPTER 14.12 OF THE PLACENTIA MUNICIPAL CODE ENTITLED "URBAN FORESTRY MANAGEMENT AND PROTECTION ORDINANCE" TO ADD PROVISIONS PERTAINING TO CONTRACTORS PERFORMING TREE MAINTENANCE SERVICES IN THE CITY

City Attorney's Summary

This Ordinance amends provisions of Chapter 14.12 (Urban Forest Protection Ordinance of the Placentia Municipal Code and adopts amended regulations regarding contractors performing tree maintenance services in the City.

WHEREAS, the City of Placentia adopted the Urban Forest Protection Ordinance on June 2, 2020, via Ordinance No. O-2020-04; and

WHEREAS, the City Council of the City of Placentia desires to amend this ordinance to add provisions to contractor safety requirements for performing tree maintenance services; and

NOW, THEREFORE, the City Council of the City of Placentia does hereby find, determine, and ordain as follows:

Section 1. The City Council finds that all the facts, findings, and conclusions set forth above in this Ordinance are correct.

Section 2. Chapter 14.12 of Placentia Municipal Code is hereby added to the Placentia Municipal Code by adding "City Contractor Safety Requirements" to read as follows; all other provisions remain the same:

Chapter 14.12.260 City Contractor Safety Requirements

Any contractor performing tree maintenance work under contract with the City shall be required to utilize a tree and brush chipper equipped with a presence sensing system designed, constructed, and arranged to create a sensing field or area that would interrupt power to the infeed rollers and stop motion before injuring the operator when conducting wood chipping operations within City limits.

Section 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase

thereof irrespective of the fact that anyone (1) or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional, or invalid, or ineffective, provided the basic purposes of this Ordinance and the benefits to the City and the public are not substantially impaired.

Section 4. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published and posted pursuant to the provisions of law and this Ordinance shall take effect thirty (30) days after passage.

INTRODUCED at a regular meeting of the City Council of the City of Placentia held on June 15, 2021.

PASSED, APPROVED AND ADOPTED this ____ day of ___, 2021.

Craig S. Green, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Placentia, held on the 15th day of June 2021, and adopted at a regular meeting of the City Council of the City of Placentia, held on the ____ day of ___, 2021 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF COMMUNITY SERVICES

DATE: JUNE 15, 2021

SUBJECT: **CONSIDERATION OF RESOLUTION EXPRESSING SUPPORT FOR THE PLACENTIA LIBRARY DISTRICT TO CONTINUE UNDER THE CURRENT LEADERSHIP STRUCTURE AND OPERATION MODEL**

FISCAL
IMPACT: NONE

SUMMARY:

The Placentia Library District ("PLD") Board of Trustees and the City of Placentia City Council Ad-Hoc Committee meet on a monthly basis to ensure that community needs are being met through services, special events, and shared use and programming of the Civic Center campus.

At the joint April 2021 meeting, it was brought to the attention of the City Council Ad-Hoc Committee, that there may be an indication from one Board of Trustee to change the current public staffing structure of the PLD with the possibility of privatization. Some individual PLD Board of Trustees Members have requested that the City Council consider adopting a resolution in support of continuing the current independent PLD staffing structure, instead of changing the structure to privatization.

In addition to the PLD's desire to continue within the current operational model, the American Library Association ("ALA") also opposes privatization of publicly funded libraries. ALA Policy Manual B.8.8. states "ALA affirms that publicly funded libraries should remain directly accountable to the public they serve. Therefore, the American Library Association opposes the shifting of policy making and management oversight of library services from the public to the private for-profit sector."

This item was requested by the members of the City Council Ad-Hoc Committee to seek City Council consideration and approval of a resolution expressing support for the Placentia Library District to remain under the current leadership and operation model, in alignment with the ALA policy manual.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

**3. a.
June 15, 2021**

1. Review the Staff presentation; and
2. Determine whether or not to approve the proposed Resolution; and
3. If approved, adopt proposed Resolution No. R-2021-43, a Resolution of the City Council of the City of Placentia, California expressing support for the Placentia Library District to continue under the current leadership structure and operation model.

DISCUSSION:

The Placentia Library District (“PLD”) Board of Trustees and the City of Placentia City Council Ad-Hoc Committee meet on a monthly basis to ensure that community needs are being met through services, special events, and shared use and programming of the Civic Center campus.

At the joint April 2021 meeting, it was brought to the attention of the City Council Ad-Hoc Committee, that there may be an indication from one Board of Trustee to change the current public staffing structure of the PLD with the possibility of privatization. Some individual PLD Board of Trustees Members have requested that the City Council consider adopting a resolution in support of continuing the current independent PLD staffing structure, instead of changing the structure to privatization.

This item was requested by the members of the City Council Ad-Hoc Committee to seek City Council consideration and approval of a resolution expressing support for the Placentia Library District to remain under the current public leadership and operation model, in alignment with the ALA policy manual.

The PLD was formed on September 2, 1919 and is one of 12 independent library districts in California. Under the current management and operation of the Placentia Library District, the Placentia Library (“Library”) has served thousands of residents over the years and has provided multiple services to the community. The PLD works collaboratively with the City to conduct the annual Easter Egg-Citement event as well as other events over the past few years. Additionally, under the current operation model, the Library was renovated to commemorate its 100th anniversary. The newly designed space includes a children’s area, group study rooms, new passport offices, and a makerspace.

Since 1970, libraries have applied the practices of outsourcing to a variety of internal operations, e.g., processing of library materials, cataloging systems, etc. Discussions and interests in outsourcing of the management of public libraries and the complete operations of libraries began in the mid-1980s. The American Library Association (“ALA”) opposes privatization of publicly funded libraries. ALA Policy Manual B.8.8. states “ALA affirms that publicly funded libraries should remain directly accountable to the public they serve. Therefore, the American Library Association opposes the shifting of policy making and management oversight of library services from the public to the private for-profit sector.”

Information provided but not verified by Library Director:

As of 2020, there are 2,667,950 libraries worldwide (International Federation of Library Associations and Institutions) and 116,867 in the U.S. (American Library Association). Only .0006% of total libraries in America, have opted to privatize their library services. The noted justifications for remaining an independent library district and not pursuing outsourcing of library operations are listed below:

- Transparency – The public has access to District documents through the Public Records Act
- Return on Investment – The PLD team has 349 years of collective library experience, is invested in the community, understands, and responds to the community's needs.
- Excellent Service – For over 100 years, the PLD has met or exceeded the community's informational, research, entertainment, and recreational needs. It has diligently demonstrated its fiscal responsibility as evidenced by the closing of each fiscal year with a surplus
- Philosophical – Public funds go directly to shareholders

Prepared by:


Veronica Ortiz
Community Services Supervisor

Reviewed and approved by:


Karen Crocker
Director of Community Services

Reviewed and approved:


Damien R. Arrula
City Administrator

Attachment:

Resolution No. R-2021-43 - Support for the Placentia Library District to Continue Under the Current Leadership Structure and Operation Model.

RESOLUTION NO. R-2021-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, EXPRESSING SUPPORT FOR THE PLACENTIA LIBRARY DISTRICT TO CONTINUE UNDER THE CURRENT LEADERSHIP STRUCTURE AND OPERATION MODEL

A. Recitals

(i). The Placentia Library District was formed on September 2, 1919 and is one of 12 independent library districts in California; and

(ii). The Placentia Library District Board of Trustees and the City of Placentia City Council Ad-Hoc Committee meet on a regular basis to ensure that community needs are being met through programming, services, special events, and shared infrastructure; and

(iii). At the collaborative April 2021 meeting, it was brought to the attention of the City Council Ad-Hoc Committee, that there may be an indication to change the current structure of the Placentia Library District, with the possibility of privatization; and

(iv). The City Council of the City of Placentia opposes the privatization of publicly funded libraries; and

(v). The City Council of the City of Placentia feels strongly that publicly funded libraries should remain directly accountable to the public they serve.

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The City Council of the City of Placentia is opposed to the management oversight of library services shifting from the public to the private for-profit sector.
2. The City Council of the City of Placentia expresses support for the Placentia Library District to continue under the current leadership structure and operation model.
3. The Mayor shall sign this Resolution, and the City Clerk shall attest and certify to the passage and adoption thereof.

APPROVED and ADOPTED this 15th day of June 2021.

Craig S. Green, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of June 2021 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney