

## **1. CLOSED SESSION - EXECUTIVE CONFERENCE ROOM 3RD FLOOR - 6:00 P.M.**

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### **1A. CALL TO ORDER/ROLL CALL**

Mayor Marick called the Closed Session to order at 6:00 p.m. All members were present.

### **1B. PUBLIC COMMENT**

None.

### **1C. Conference with Legal Counsel Pursuant to Government Code Section 54956.9(d)(2) - Anticipated Litigation. Significant Exposure to Litigation: 1 potential case. Facts and Circumstances: Shenkman & Hughes, PC California Voting Rights Act Claim**

**Mayor Marick adjourned the Closed Session at 6:36 p.m.**

## **2. STUDY SESSION - EXECUTIVE CONFERENCE ROOM 3RD FLOOR - 6:20 P.M.**

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### **2A. CALL TO ORDER/ROLL CALL**

Mayor Marick called the Study Session to order at 6:37 p.m. All members were present.

### **2B. PUBLIC COMMENT**

None.

### **2C. CLARIFY REGULAR MEETING TOPICS**

Council Member Simonoff requested clarification on item 6C, Professional Services Agreements for As-Needed Citywide Document Scanning Services.

City Clerk Harris-Neal provided a brief overview of the project structure and explained the need for awarding two (2) Professional Services Agreements in order to complete the scope of work in an efficient manner.

Council directed staff to ensure oversight on both agreements so that they stay within the total allocated budget for the project and requested staff provide quarterly updates to Finance Committee.

### **2D. Discussion Item - Southern California Association of Governments Annual Conference Delegate and Alternate**

The City Council appointed Councilmember Simonoff as the Delegate and Mayor Pro Tem Stewart as the Alternate for the Southern California Association of Governments Annual Conference.

### **2E. Mayor Appointments**

Mayor Marick maintained the same Council Committee assignments as the previous year and appointed Mayor Pro Tem Stewart to the Bridges at Kraemer Place Community Advisory Board.

## **2F. Affordable Housing Tenant Recertification Process Discussion**

Senior Management Analyst Dao provided a presentation and spoke about Fair Housing Laws, Acacia's Affordable Housing Agreement, the Acacia apartments, Acacia's deferred maintenance, and the City's housing funds.

Council discussed the means in which tenants are at risk of losing their eligibility; the means in which rents can be raised; the laws that govern low income housing qualifications and eviction; tenants protection; and income qualifications and household size.

Council directed staff to return back to a future meeting with language for future affordable housing agreements and review existing agreements to safeguard against over-income tenants.

## **2G. COUNCIL MEMBER REPORT/REQUESTS**

**Mayor Marick adjourned the Study Session at 7:00 p.m.**

## **3. GENERAL SESSION - COUNCIL CHAMBERS PLAZA LEVEL - 7:00 P.M.**

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### **3A. CALL TO ORDER/ROLL CALL**

Mayor Marick called the General Session to order at 7:05 p.m. All members were present.

### **3B. PLEDGE OF ALLEGIANCE: Boy Scout Troop 707**

Boy Scout Troop 707 led the Pledge of Allegiance.

### **3C. INVOCATION: Pastor Dan Crane, Formation Church**

Pastor Dan Crane, Formation Church, led the Invocation.

### **3D. PRESENTATION: Visiting Students from Brea Sister City - Anseong, Korea**

Community Services Supervisor Steyerman and Brea Korea Sister City Association Member Esther Im spoke about the relationship and exchange between the City of Brea and the City of Anseong. They also thanked the host families for hosting students visiting the City from Anseong, Korea.

Chaperone Minhee Kim spoke about the prosperous history of exchange between the City of Brea and City of Anseong and thanked the City of Brea for hosting the delegation's visit.

Mayor Marick, on behalf of the entire City Council, recognized the student delegates and presented them with Commendations memorializing their visit.

### **3E. PRESENTATION: Orange County Mosquito and Vector Control District Awareness Campaign Recognition**

Lora Young, Orange County Mosquito and Vector Control District, presented the City of Brea with an award in recognition of their top contributions to the Orange County Mosquito and Vector Control District Awareness Campaign.

### **3F. PRESENTATION: Cal Cities (League of California Cities)**

Connor Medina, Regional Public Affairs Manager for the Orange County Division of the League of California Cities (Cal Cities), provided a PowerPoint presentation and spoke about the mission of Cal Cities; Cal Cities resources and opportunities to participate; Brea's representation on policy committees; rate of return on Cal Cities investment; and 2024 legislative priorities.

### **3G. PRESENTATION: Business of the Quarter**

The City Council displayed a video presentation of the Business of the Quarter, recognizing Coldwell Banker Diamond, The Alex Horowitz Group.

### **3H. REPORT- PRIOR STUDY SESSION**

City Manager Gallardo provided a report on the prior Study Session.

### **3I. COMMUNITY ANNOUNCEMENTS**

Mayor Pro Tem Stewart announced that the Engage Brea, Understanding Your City, community engagement program will begin on March 21. He explained that Engage Brea is an eight-week program that connects residents with their local City government and provides participants with a general overview of City operations, departments, and external agencies that affect our community. He indicated that Brea residents can fill out an application for the program by visiting the City's website.

Councilmember Simonoff invited soon-to-be brides and grooms to the Brea Wedding Show on Saturday, January 27, from 11:00 a.m. to 3:00 p.m. He added that participants will be able to enjoy samples and door prizes, shop and compare among a variety of vendors that range from DJ's, bakeries, photographers, venues, travel representatives and more. He encouraged interested participants to pre-register online at [breaweddingshow.com](http://breaweddingshow.com).

Councilmember Hupp announced that the City of Brea will host its first Movies Under the Stars of 2024 on Saturday, February 3 at 6:00 p.m. on the Plaza Level of the Civic & Cultural Center, with Barbie as the featured film. She indicated there will be fun activities, photo opportunities, and hair sparkles for purchase.

Councilmember Vargas announced that Brea Gallery's Annual Made in California Juried Exhibition is now open for submissions. He explained that this exhibit strives to highlight artists in all stages of their careers and offer them a chance to compete for a number of cash prizes, as well as the opportunity for a solo show. He invited all artists in California, working in all mediums, to enter and to be part of this exciting exhibit. He indicated that the entry deadline to apply is February 9.

### **3J. MATTERS FROM THE AUDIENCE**

Teresa Ulrich spoke in support of item 5A, Waive Full Reading and Introduce Ordinance No. 1239, Prohibiting Large Truck Use of Carbon Canyon Road (State Route 142) and Approve CEQA Exemption Determination.

Gary Brattain spoke about the Planning Commission appointments in 2023 and discussions that took place during the Study Session meeting.

### **3K. RESPONSE TO PUBLIC INQUIRIES**

None.

### **4. PUBLIC HEARING**

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#### **4A. Adoption of a resolution approving the City's Fiscal Year 2024-25 Grant Application to the County of Orange for the Community Development Block Grant Program (CDBG)**

Senior Management Analyst Colacion provided a presentation and spoke about the Community Development Block Grant Program (CDBG) program history, application, recent projects, Fiscal Year 24-25 proposed project and recommendation.

Mayor Marick opened the Public Hearing.

Seeing no members of the public wishing to address the Council, Mayor Marick closed the Public Hearing.

The City Council spoke in support of the grant application.

Motion was made by Council Member Simonoff and seconded by Council Member Hupp to adopt Resolution No. 2024-001, approving the City's participation in the Fiscal Year 2024-25 Community Development Block Grant Program (CDBG) with the County of Orange. Motion passed 5-0-0.

### **5. ADMINISTRATIVE ITEMS**

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#### **5A. Waive Full Reading and Introduce Ordinance No. 1239, Prohibiting Large Truck Use of Carbon Canyon Road (State Route 142) and Approve CEQA Exemption Determination**

City Engineer Espinoza provided a presentation and spoke about California Vehicle Code requirements; City of Brea and City of Chino's joint request to prohibit vehicles or vehicle combinations with more than 4-axels on Carbon Canyon Road; existing warning signs; and removal and replacement of regulatory signs in the City of Brea. He also noted receiving community support in response to the public notification of the item; approval process through CalTrans; and timeframe for permitting and sign installation.

Council discussed the partnership between the City of Brea and the City of Chino Hills and encouraged staff to keep the forward momentum towards completing the project.

Motion was made my Council Member Simonoff and Seconded by Council Member Vargas to introduce Ordinance No. 1239, an Ordinance of the City Council of the City of Brea prohibiting large truck use of Carbon Canyon Road (State Route 142) and approving a CEQA exemption determination. Motion passed 5-0-0.

#### **5B. Presentation and Adoption of Cultural Arts Master Plan**

Community Services Department Deputy Director Hernandez introduced the item and spoke about the project background.

Cultural Arts Commissioners Shultz and Shay spoke about the importance of the Cultural Arts program in the City of Brea; the City's support for the Arts; Cultural Arts Master Plan (CAMP) goals; and process. They also honored Steering Committee Member Joan Kawase for her dedication to the Committee.

Rick Stein, President & CEO, Arts Orange County, provided a presentation and spoke about the process for collecting community input. He also provided an overview of the collected input for the Art in Public Places program, Civic and Cultural Center complex, Curtis Theatre, Brea Gallery, special events, marketing, Sister Cities, and special circumstances.

The City Council recognized the Cultural Arts Master Plan Steering Committee Members and Mayor Marick presented members in attendance with certificates in recognition of their service.

## **6. CONSENT CALENDAR**

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Motion was made by Council Member Simonoff and Seconded by Council Member Hupp to approve City Council Consent Items 6A - 6F. Motion passed 5-0-0

### **6A. December 19, 2023 City Council Regular Meeting Minutes**

The City Council approved the December 19, 2023 City Council Regular Meeting Minutes.

### **6B. Adopt Resolutions Authorizing the Director of Public Works to Prepare and File Reports Relating to Annual Maintenance Assessment in Landscape and Lighting Maintenance Districts 1 through 7**

The City Council adopted Resolution Nos. 2024-002 - 2024-008 authorizing the Director of Public Works to prepare and file reports relating to annual maintenance assessments in Landscape and Lighting Maintenance Districts 1 through 7.

### **6C. Professional Services Agreements for As-Needed Citywide Document Scanning Services**

The City Council approved Professional Services Agreements between the City of Brea and Complete Paperless Solutions and Raycom Data Technologies for as-needed Citywide Document Scanning Services in the amount not-to-exceed \$300,000 per agreement, plus up to a 10% contingency. Collectively, both agreements will not exceed the \$419,124 allocated for the project; and authorized the City Manager to approve contingency work for required changes within the above not-to-exceed total.

### **6D. Upcoming City Council Topics January – June 2024**

The City Council received and filed the report on Upcoming City Council Topics January - June 2024.

### **6E. Approval of Memorandum of Understanding Between the City of Brea and the Brea Fire Management Association**

The City Council adopted Resolution No. 2024-009, approving a Memorandum of Understanding between the City of Brea and the Brea Fire Management Association.

### **6F. Adoption of new job descriptions and salary tabled for the positions of Information Technology Supervisor, Police Records and Property & Evidence Supervisor and Combination Inspector, amend the position allocation list for FY 2023/24 to reflect the changes, and place the classifications in the appropriate bargaining units for representation purposes**

The City Council approved Resolution No. 2024-010 adopting job descriptions and salary tables for the positions of Information Technology Supervisor, Police Records / Property & Evidence Supervisor, and Combination Inspector; placing the classifications in the Administrative and Professional Employees' Association (APEA) and the Brea City Employees' Association (BCEA) bargaining units respectively for representation purposes; and amending the Position Allocation List to include these positions in the appropriate Department and/or Division.

**6G. Accept a \$77,000 Office of Traffic Safety Selective Traffic Enforcement Program Grant Award for Traffic Safety Operations**

The City Council accepted the Office of Traffic Safety Selective Traffic Enforcement Program (OTSSTEP) Grant Award which funds best practice strategies to be implemented to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors, in the amount of \$77,000, for the one-year grant period which begins October 1, 2023 and ends September 30, 2024.

**6H. December 15 & 22, 2023 and January 5, 2024 City Disbursement Registers**

The City Council received and filed the December 15 & 22, 2023 and January 5, 2024 City Disbursement Registers.

**7. CITY/SUCCESSOR AGENCY - CONSENT**

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Motion was made by Council Member Simonoff and seconded by Council Member Vargas to approve City/Successor Agency Item 7A. Motion passed 5-0-0.

**7A. December 15, 2023 Successor Agency Disbursement Register**

The City Council, as the Successor Agency, received and filed the December 15, 2023 Successor Agency Disbursement Register.

**8. ADMINISTRATIVE ANNOUNCEMENTS**

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**8A. City Manager**

City Manager Gallardo introduced newly appointed Fire Chief Mark Terrill.

**8B. City Attorney**

None.

**8C. Council Requests**

None.

**9. COUNCIL ANNOUNCEMENTS**

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**9A. Council Announcements**

Mayor Pro Tem Stewart commended Public Works Employees Chris Lopez and Edgar Esparza for going above and beyond to promote the City's parkway tree replacement program.

Council Member Vargas acknowledged Linda Shay for her work with the City's Mill's Act program.

**10. ADJOURNMENT**

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**10A. Meeting Adjournment**

Mayor Marick adjourned the General Session at 8:28 p.m. in memory of Joan Kawase.