

Tuesday, June 10, 2025, 5:00 PM
COUNCIL CHAMBER
6650 Beach Boulevard
Buena Park, CA 90621

BUENA PARK CITY COUNCIL
REGULAR MEETING AGENDA

5:00 p.m.
PUBLIC HEARINGS AT 6:00 P.M.

1. GENERAL

- 1.A. CALL TO ORDER
- 1.B. ROLL CALL
- 1.C. INVOCATION
 - Rabbi Lawrence Goldmark
- 1.D. PLEDGE OF ALLEGIANCE
 - Jessica Fewer, Senior Management Analyst
- 1.E. CITY MANAGER REPORT
 - Aaron France, City Manager

2. PRESENTATIONS

- 2.A. PROCLAMATION RECOGNIZING MAY THROUGH AUGUST 2025 AS DROWNING PREVENTION AND AWARENESS SEASON
 - Presented to Matt Schuetz, Division Chief, Orange County Fire Authority
- 2.B. PROCLAMATION RECOGNIZING MID-SUMMER THROUGH EARLY AUTUMN 2025 AS WILDFIRE AWARENESS AND PREVENTION SEASON
 - Presented to Matt Schuetz, Division Chief, Orange County Fire Authority
- 2.C. EMPLOYEE SERVICE AWARDS
 - Fifteen-Year Service
 - Kristine Vu, Police Officer, Police Department
- 2.D. GROUNDSWELL 2024 ANNUAL REPORT
 - Presentation by Eyeluta Haileleul "Lulu," Board Member, Groundswell
- 2.E. UPDATE FROM THE ASSOCIATION OF CALIFORNIA CITIES - ORANGE COUNTY (ACC-OC)
 - Presentation by Kris Murray, ACC-OC Executive Director

3. ORAL COMMUNICATIONS

3.A. ORAL COMMUNICATIONS

This is the portion of the meeting set aside to invite public comments regarding any item on the Regular Meeting Agenda only. Public comments are limited to no more than three minutes each. Those wishing to speak in-person are asked to add your information at the digital public kiosk located at the entrance of the Council Chamber.

4. CONSENT CALENDAR

The items listed under the Council Consent Calendar are considered routine business and will be voted on together by one motion unless a Council Member requests separate action. At this time the City Council or public may ask to speak on any item on the Consent Calendar.

4.A. APPROVAL OF MINUTES

— Recommended Action: Approve the Minutes of the Special and Regular City Council Meetings of May 27, 2025.

4.B. RESOLUTIONS APPROVING CLAIMS AND DEMANDS

— Recommended Action: Adopt Resolutions approving the Claims and Demands.

4.C. PROCLAMATION RECOGNIZING JUNE 19, 2025, AS JUNETEENTH

— Recommended Action: Approve proclamation.

4.D. PROCLAMATION RECOGNIZING MAY THROUGH AUGUST 2025 AS DROWNING PREVENTION AND AWARENESS SEASON

— Recommended Action: Approve proclamation.

4.E. PROCLAMATION RECOGNIZING MID-SUMMER THROUGH EARLY AUTUMN 2025 AS WILDFIRE AWARENESS AND PREVENTION SEASON

— Recommended Action: Approve proclamation.

4.F. PROFESSIONAL SERVICES AGREEMENT WITH WORKCARE, INC. (WELLNESS SOLUTIONS) FOR A CITY EMPLOYEE COMPREHENSIVE WELLNESS PROGRAM

To approve an agreement with Workcare Inc., to provide a wellness program for the Police Department and City employees. The program will enhance officer and employee wellness and resilience by providing employee health resources.

— Recommended Action: 1) Approve an agreement with Workcare Inc., to provide a comprehensive wellness program for all Buena Park Police Department and City employees; 2) Authorize a budget amendment in the amount of \$76,000; 3) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the agreement; 4) Authorize the City Manager and City Clerk to execute the agreement in the amount of \$184,610.

4.G. APPROVAL OF THE 2025-2026 MEASURE M2 SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM AND RESOLUTIONS ON CIRCULATION ELEMENT & MITIGATION FEE PROGRAM

— Recommended Action: 1) Approve the Measure M2 Seven-Year Capital Improvement Program (CIP); 2) Adopt a resolution concerning the status and update of the Circulation Element and Mitigation Fee Program for the Measure M (M2) Program; 3) Authorize the City Clerk to certify the Resolution adoption; and, 4) Authorize staff to submit the necessary documentation to the Orange County Transportation Authority (OCTA).

4.H. RESOLUTION DESIGNATING PROJECTS TO SUBMIT TO THE CALIFORNIA TRANSPORTATION COMMISSION (CTC) FOR FUNDING UNDER THE ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA) AND INCORPORATING THE DESIGNATED PROJECTS INTO THE FISCAL YEAR 2025-2026 CAPITAL IMPROVEMENT PROGRAM BUDGET

— Recommended Action: 1) Adopt a resolution designating projects to submit to the California Transportation Commission (CTC) for funding under the Road Maintenance and Rehabilitation Account (RMRA) and incorporating the designated projects into the 2025-2026 Fiscal Year Capital Improvement Program budget; and, 2) Approve a budget amendment in the amount of \$2,209,426 appropriating funds for the designated projects.

4.I. RESOLUTION ADOPTING AND APPROVING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-26

— Recommended Action: Adopt a resolution approving the annual appropriations limit for Fiscal Year 2025-26.

4.J. RESOLUTION UPDATING THE CITYWIDE RECORDS RETENTION SCHEDULE

— Recommended Action: 1) Adopt the resolution updating the Citywide Records Retention Schedule.

4.K. APPROVAL OF PARCEL MAP NO. 2023-117 FOR 6245 AUTO CENTER DRIVE

— Recommended Action: 1) Approve Parcel Map No. 2023-114 at 6245 Auto Center Drive; and, 2) Authorize the City Engineer and City Clerk to execute the parcel map.

4.L. APPROVAL OF PARCEL MAP NO. 2021-193 FOR 6644 GRAMERCY STREET

— Recommended Action: 1) Approve Parcel Map No. 2021-193 for 6644 Gramercy Street; and, 2) Authorize the City Engineer and City Clerk to execute the parcel map.

5. NEW BUSINESS

5.A. PROFESSIONAL SERVICES AGREEMENT WITH ONWARD ENGINEERING FOR THE SCE CORRIDOR TRAIL IMPROVEMENTS PHASE III PLANS (SILVERADO TRAIL), SPECIFICATIONS AND ESTIMATE

— Recommended Action: 1) Approve a Professional Services Agreement with Onward Engineering in the amount of \$172,258 for design services for the SCE Corridor Trail Improvements Phase III Project; 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the agreement; and, 3) Authorize the City Manager and City Clerk to execute the agreement.

5.B. APPROVAL OF THE CITY OF BUENA PARK'S SPEED CUSHION TRAFFIC CALMING PROGRAM AND POLICY NO. 53

— Recommended Action: 1) Approve the Speed Cushion Traffic Calming Program; and, 2) Approve the associated City Council Policy Statement No. 53.

5.C. RESOLUTION TO ADOPT A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF BUENA PARK AND THE BUENA PARK TECHNICAL, OFFICE AND PROFESSIONALS ASSOCIATION (TOPs)

— Recommended Action: 1) Adopt a resolution approving a successor Memorandum of Understanding (MOU) between the City of Buena Park and the Buena Park Technical, Office and Professionals Association (TOPs).

6. PUBLIC HEARING

No Public Hearing Items

7. COUNCIL MEMBER ANNOUNCEMENTS, CONFERENCE REPORTS AND CALENDAR REQUESTS

7.A. COUNCIL MEMBER ANNOUNCEMENTS, CONFERENCE REPORTS AND CALENDAR REQUESTS

8. RECESS

8.A. RECESS

9. STUDY SESSION

9.A. DISCUSS AND PROVIDE DIRECTION ON PROPOSED IMPROVEMENTS IN THE VICINITY OF SAN MARINO ELEMENTARY SCHOOL

9.B. DISCUSS AND PROVIDE DIRECTION REGARDING THE MICROGRID INCENTIVE PROGRAM GRANT APPLICATION SUBMISSION

9.C. DISCUSS AND PROVIDE DIRECTION ON THE USE OF THE WILLIAM PEAK PARK CLUBHOUSE BY THE FRIENDLY CENTER FOR FOOD DISTRIBUTION AND NUTRITION PROGRAMS

10. CITY MANAGER REPORT

10.A. CITY MANAGER REPORT

11. COMMISSION & COMMITTEE UPDATES

11.A. COMMISSION & COMMITTEE UPDATES

12. ADJOURNMENT

This agenda contains a brief general description of each item to be considered. Supporting documents are available for review and copying at City Hall or at www.buenapark.com. Supplementary materials distributed to the City Council less than 72 hours before the meeting are posted to the City's website at www.buenapark.com and copies are available for public inspection beginning the next regular business day in the City Clerk's Office. Video streaming of the meeting is available on the City's website. This governing body is prohibited from discussing or taking action on any item which is not included in this agenda; however, may ask clarifying questions, ask staff to follow-up, or provide other direction. The order of business as it appears on this agenda may be modified by the governing body. In compliance with the Americans with Disabilities Act, if you need accommodations to participate in this meeting, contact the City Clerk's Office at (714) 562-3750 or the California Relay Service at 711. Notification at least 48 hours prior to the meeting will enable the City to make arrangements to assure accessibility.

If you would like to participate in any matter of business on the agenda and would like translation in Korean or Spanish please contact the **City Clerk's Office at (714) 562-3750 48-hours prior to the meeting**. Residents requiring translation during Oral Communications are encouraged to bring interpreters.

시의회 목록에 있는 정식 안건에 대해 의견을 발표하고 싶으신 경우, 중국어, 한국어, 스페인어, 타갈로에 대한 통역사가 필요하시면 시미팅 48시간전 시서기 오피스로 (714-562-3750) 연락하시면 됩니다. 정식안건이 아닌 주민 발언시간에 발표하실 경우, 본인의 통역사를 직접 모시고 오시면 감사하겠습니다.

Si le gustaría participar en audiencia pública o cualquier asunto de negocios programado en la agenda y necesita traducción en chino, coreano, español, tagalo o vietnamita, comuníquese con la Oficina del Secretario de la Ciudad, 48 horas antes de la reunión al (714) 562-3750. Para participar en los comentarios públicos sobre cualquier otro asunto dentro de la jurisdicción del ayuntamiento, se les recomienda que traiga un intérprete.

I, Adria M. Jimenez, MMC, City of Buena Park, do hereby certify, under penalty of perjury under the laws of the State of California that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at Buena Park City Hall, 6650 Beach Blvd., and uploaded to the City of Buena Park website www.buenapark.com.

Adria M. Jimenez, MMC
Director of Government and Community Relations
City Clerk

Date Posted: June 5, 2025



City Council Regular Meeting Agenda Report

A. APPROVAL OF MINUTES

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4A.
Prepared By	Department Head Approval
Anna Almquist, Assistant City Clerk	Adria Jimenez, Director of Government & Community Relations/City Clerk
Presented By	
Anna Almquist, Assistant City Clerk	

RECOMMENDED ACTION

Approve the Minutes of the Special and Regular City Council Meetings of May 27, 2025.

Attachments

[2025-05-27 CC 1PM.pdf](#)

[2025-05-27 CC 330PM.pdf](#)

[2025-05-27 CC M 5PM.pdf](#)

MINUTES OF A SPECIAL MEETING
OF THE BUENA PARK CITY COUNCIL
HELD MAY 27, 2025

Vol. 54 Pg. 203

1. CALL TO ORDER

The City Council met in a special meeting on Tuesday, May 27, 2025, at 1:00 p.m., in the Council Chamber of the Civic Center, 6650 Beach Boulevard, Buena Park, California, Mayor Ahn presiding.

1A. CALL TO ORDER

1B. ROLL CALL

PRESENT: Franco, Hoque, Sonne, Traut, Ahn
ABSENT: None

Also present were: Aaron France, City Manager; Chris Cardinale, City Attorney; and Adria M. Jimenez, MMC, Director of Government and Community Relations/City Clerk.

1C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Eddie Fenton, Assistant City Manager/Director of Human Resources.

2A. ORAL COMMUNICATIONS

Mayor Ahn announced the public may at this time address the members of the City Council on any matters within the jurisdiction of the City Council. There being none, Mayor Ahn closed oral communications.

3. NEW BUSINESS

Mayor Ahn stated the need for a closed session as scheduled and ordered the meeting into closed session.

3A. DISCUSS AND PROVIDE DIRECTION ON THE FISCAL YEARS 2025-26 AND 2026-27 PROPOSED BUDGET

City Manager France provided an introduction on the budget workshop and indicated the formal adoption of the Fiscal Years (FY) 2025-26 and 2026-27 proposed budget will be held at the July 8, 2025, City Council meeting. City Manager France introduced Director of Finance Sung Hyun to present the FY 2025-27 Proposed Budget.

Director Hyun presented the City of Buena Park's Preliminary Budget and Capital Improvement Program Budget for FY 2025-27. The proposed budget is responsive to the needs of the citizens and business community of Buena Park and is designed to provide a comprehensive financial overview of City activities during FY 2025-26 and FY 2026-27. The document includes departmental functions/objectives, major accomplishments and desired service levels for the upcoming fiscal years. The Preliminary Budget has been prepared in accordance with local ordinances, state statutes and professional standards recommended by the Governmental Accounting Standards Board. Staff has returned to preparing a budget that encompasses two years. The two-year budget process will provide a basis for longer term planning and accountability. In addition, it will save staff resources during the second year of the budget process since the only items addressed will be by exception basis for those items that are new, changed, or unanticipated.

This 2025-26 and 2026-27 Preliminary Budget represents the proposed operating and capital spending plans for the General Fund, Special Revenue Funds, Capital Projects Funds, Enterprise Fund and Internal Service Funds. The total preliminary appropriations for all budgeted funds proposed for FY 2025-26 are \$165,583,590. The proposed operating appropriations on an all-funds basis are \$147,238,590 and the proposed appropriations for the Capital Improvement Program (CIP) are \$18,345,000. These preliminary appropriations represent an increase of 10.1% for operations and an increase of 29% for capital improvements over the prior year, as illustrated in the schedule.

The General Fund comprises 60.3% of the total proposed budget on an all-funds basis for 2025-26 and 62.1% in 2026-27. The proposed expenditures in the General Fund increased by \$2,003,500 or 2% in 2025-26 when compared to the adopted budget for fiscal year 2024-25 and \$2,354,510 or 2.4% in 2026-27 when compared to the proposed for fiscal year 2025-26.

The City Council received a report on each of the policy issues and voted 5-0 in support of adding the following items to the budget:

- Reclassify Code Enforcement Officer to Sr. Code Enforcement Officer
 - FY 25-26: \$12,190
 - FY 26-27: \$12,410
- Reclassify Part-Time Business License Inspector to Part-Time Code Enforcement Officer
 - FY 25-26: \$2,940
 - FY 26-27: \$4,850
- Purchase of two (2) electric golf carts with upfitting for School Resource Officers
 - FY 25-26: \$16,500
 - FY 26-27: \$16,500
- Add a Drone First Responder Program
 - FY 25-26: \$150,000
 - FY 26-27: \$307,130
- Purchase of the new UPS system
 - FY 26-27: \$130,000
- Reclassify the Water Maintenance Helper to Water Services Technician
 - FY 25-26: \$17,990
 - FY 26-27: \$19,200
- Purchase three (3) new vehicles to be utilized by the Water Services and Sewer/Storm Services Divisions.
 - FY 25-26: \$165,000

Budget highlights include:

General Fund Revenues:

Fiscal years 2025-26 and 2026-27 estimated revenues and transfers in total are \$96,845,720 and \$100,259,770, respectively. Overall, the 2025-27 revenues are projected to be flat to moderate increases as the rate of economic growth is projected to slow.

- Property Taxes
Base property tax revenues are projected to increase modestly in 2025-26 and 2026-27. However, as the ROPS process continues to wind down, the City has seen an increase to residual property tax revenues
- Sales and Use Taxes
Sales taxes are the single largest source of revenue for the General Fund and are also most susceptible to changes in economic conditions. Projections are based upon factors and estimates received from our sales tax consultant, HdL Companies. Assumptions reflect an overall decrease for 2025-26 and 2026-27, in anticipation of some economic uncertainty. Automobile and transportation and restaurants and hotels sectors make up a large portion of the City's sales tax revenues.
- Transient Occupancy Tax
This revenue source is largely affected by tourism activity for the state and the region, as well as increasing room rates. With uncertainty on the effects of federal policy on tourism, estimates for this revenue are projected to have very moderate increases for 2025-26 and 2026-27.
- Utility User Fee
This revenue source had flattened during the last economic downturn, as consumers reduced their energy consumption or were unable to pay their energy bills. However, due to the rising cost of gas and electricity, this revenue has been increasing.
- Investment Earnings
Investment earnings projections for fiscal year 2025-26 and 2026-27 reflect the Federal Reserve Bank's pause on changes to interest rates due to economic uncertainty.
- Revenue from other agencies
The City continues to see increases in Motor Vehicle In-Lieu revenue. Additionally, the City is projected to continue to receive grants and contributions for the operation of the Navigation Center.
- Licenses and Permits
Revenue projections for 2025-26 reflect a flattening of construction and development activity, followed by an increase in 2026-27.
- Fines and Forfeitures
Fines and forfeitures are projected to moderately decrease due to temporary staffing vacancies, but may be adjusted in the future, once regular enforcement activity fully resumes.
- Charges for Services
Revenue projections for 2025-26 and 2026-27 include future increases in the refuse rates. Additionally, revenues are projected to increase due to the reimbursement of Police Detail staffing.
- Transfers In
The General Fund will receive transfers in from the Economic Development Fund (\$68,000) to fund Visit Buena Park staffing and operations, Gas Tax Fund (\$7,500) for allowable reimbursement of Public Works expenditures, the Water Fund (\$72,170) to compensate the General Fund for rent for City-owned well sites, and the Housing Successor Fund (\$250,000) for Navigation Center operating costs.

General Fund Expenditures:

General Fund expenditures for fiscal years 2025-26 and 2026-27 are projected to be \$99,769,310 and \$102,123,820, respectively. This includes operating expenditures of \$96,152,060, capital equipment expenditures of \$1,052,320, capital improvement program expenditures of \$1,050,000, and transfers out of \$1,514,930, for 2025-26 and operating expenditures of \$99,060,680, capital equipment expenditures of \$818,840, capital improvement program expenditures of \$700,000, and transfers out of \$1,544,300, for 2026-27. The total requirements for 2025-26 exceed the prior year by \$2,003,500, or 2%. The total requirements for 2026-27 exceed the prior year by \$2,354,510, or 2.4%.

- Salaries and Benefits

Salaries and benefits, which represent 53.4% of total General Fund expenditures, show an increase of \$2,933,560, or 5.8% for fiscal year 2025-26. For fiscal year 2026-27, salaries and benefits represent 53.6% of total General Fund expenditures and an increase of 2.8% or \$1,480,940. The increases are due to the addition of a Principal Plan Check Engineer position, the full funding of one Sergeant and three Police Officer positions, and additional unfunded accrued liability (UAL) payments to the City's pension plans with the California Public Employees' Retirement System (CalPERS). It should be noted that the labor agreements for all labor groups are set to expire July 4, 2025, and provisions for any pending agreements are not included in this budget.

- Maintenance and Operations (M & O)

Maintenance and operations expenditures include such items as professional and contractual services, equipment maintenance/rental, supplies, memberships and subscriptions, training, utilities and a variety of other fees. For 2025-26 and 2026-27, the maintenance and operations budgets are \$42,911,950, and \$44,339,630, respectively. When compared to the respective prior year budget, the increases are \$3,436,090, or 8.7% and \$1,427,680, or 3.3%. Generally, the cost of contracts for services such as Fire, animal control, crossing guards, jail, landscape maintenance, tree trimming, traffic signal maintenance, and janitorial are projected to increase due to rising costs and wages.

Generally, the cost of contracts for services such as Fire, animal control, crossing guards, jail, landscape maintenance, tree trimming, traffic signal maintenance, and janitorial are projected to increase due to rising costs and wages.

- Capital Outlay

Capital outlay expenditures include expenditures for furniture, fixtures and equipment. The fiscal year 2025-26 budget includes capital outlay expenditures totaling \$1,052,320, an increase of \$692,860, or 192.8% from the prior year's budget. The fiscal year 2026-27 budget includes capital outlay expenditures totaling \$818,840, a decrease of \$233,480, or (22.2%) from the 2025-26 budget. Police equipment purchases make up the largest portion of the capital outlay expenditures.

- Capital Improvement Program (CIP)

The City's Capital Improvement Program (CIP) includes General Fund projects in fiscal years 2025-26 and 2026-27 in the amount of \$1,050,000 and \$700,000, respectively. Projects include new flooring at Ehlers Event Center, mandated organics and edible food recycling (grant funded), annual asset management improvements, City Yard parking lot rehabilitation, City Hall marquee replacement, HVAC units upgrade, Ehler's marquee replacement, and parks restroom doors upgrade.

- Transfers Out

The General Fund's transfers out for fiscal year 2025-26 includes \$180,730 to the Supplemental Law Enforcement Services Fund to supplement the cost of police officer positions in excess of the grant amount and \$1,334,200 to the Public Liability Self-Insurance Fund for insurance premiums and ongoing and new liability claims.

The General Fund's transfers out for fiscal year 2026-27 includes \$210,100 to the Supplemental Law Enforcement Services Fund to supplement the cost of police officer positions in excess of the grant amount and \$1,334,200 to the Public Liability Self-Insurance Fund for insurance premiums and ongoing and new liability claims.

Director Hyun also discussed the Enterprise and Special Revenue Funds and its respective purpose such as Water Enterprise Fund, Wastewater Fund, Economic Development Fund, Measure R Fund, Opioid Settlement Fund, Asset Forfeiture, Proposition 172, Supplemental Law Enforcement Services Fund, Gas Tax, Measure M2, Home Deferred Loan Fund, Community Development Block Grant (CDBG), State Orange County Auto Theft Task Force (OCATT) Fund, CalHome Program Fund, Park In-Lieu, Traffic Congestion Relief Fund, AB2766/AQMD, Successor Agency to the RDA, Housing Successor Fund, and Capital Improvement Program (CIP).

Following the presentation, the City Council complimented Director Hyun and his staff on the budget document and its completeness.

3B. STATUS OF VACANT POSITIONS AND RECRUITMENT AND RETENTION EFFORTS AS REQUIRED BY AB 2561 PURSUANT TO GOVERNMENT CODE SECTION 3502.3
Recommended Action: 1) Receive and File a report on the City of Buena Park's staffing vacancies and recruitment and retention efforts.

Human Resources Manager Valdez provided a report regarding staffing vacancies, recruitment status and retention efforts as required by AB 2561 pursuant to Government Code Section 3502.3, at least once per fiscal year prior to the adoption of the public agency's fiscal budget. Currently, the City of Buena Park has 292.5 full-time positions budgeted.

On May 10, 2025, the City had 17 vacant positions representing a 6% vacancy rate. Human Resources Manager Valdez discussed the City's five bargaining units: Buena Park City Employees' Association (CEA), Buena Park Management Unit (BPMU), Police Management Association (PMA), Police Association (PA), and the Technical, Office, and Professionals Association (TOPS), and the vacancies for each employee bargaining unit. Position vacancies are created for reasons including approval of newly budgeted positions, internal movement such as a promotion or transfer, or employee retirement, voluntary resignation, or involuntary termination. Human Resources Manager Valdez emphasized the importance for the Executive Team and the Human Resources Department to fill vacant positions to ensure continuity of services to the public, maintain operational efficiency, minimize disruptions to departmental functions, and minimize the need for overtime. Furthermore, the Human Resources Department is continuously and rigorously recruiting and onboarding new hires, including full-time and part-time personnel; and, recognizes that effective recruitment is about identifying, attracting, and hiring diverse, well-qualified people, and retention is about keeping employees who exemplify the City's Core Values while also keeping them engaged, satisfied, and committed to the organization long-term.

Received and filed.

ADJOURNMENT

There being no further business, Mayor Ahn adjourned the meeting at 2:52 p.m.

Mayor

ATTEST:

City Clerk

MINUTES OF A SPECIAL MEETING
OF THE BUENA PARK CITY COUNCIL
HELD MAY 27, 2025

Vol. 54 Pg. 203

1. CALL TO ORDER

The City Council met in a special meeting on Tuesday, May 27, 2025, at 3:30 p.m., in the Council Chamber of the Civic Center, 6650 Beach Boulevard, Buena Park, California, Mayor Ahn presiding.

1A. CALL TO ORDER

1B. ROLL CALL

PRESENT: Franco, Hoque, Sonne, Traut, Ahn
ABSENT: None

Also present were: Aaron France, City Manager; Chris Cardinale, City Attorney; and Adria M. Jimenez, MMC, Director of Government and Community Relations/City Clerk.

1C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Sung Hyun, Director of Finance.

2A. ORAL COMMUNICATIONS

Mayor Ahn announced the public may at this time address the members of the City Council on any matters within the jurisdiction of the City Council. There being none, Mayor Ahn closed oral communications.

3. CLOSED SESSION

Mayor Ahn stated the need for a closed session as scheduled and ordered the meeting into closed session.

3A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to Gov. Code Section 54956.9 (d)(4); Based on existing facts and circumstances, the City is seeking legal advice on whether to protect the City's rights and interests by initiating litigation; Number of potential cases: One

3B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to Gov. Code Section 54956.9 (d)(4); Based on existing facts and circumstances, the City is seeking legal advice on whether to protect the City's rights and interests by initiating litigation; Number of potential cases: One

3C. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Gov. Code Section 54957.6; Agency Negotiator: Eddie Fenton, Assistant City Manager/Director of Human Resources; Employee Organization: Buena Park City Employees' Association; Buena Park Technical, Office, and Professionals Association; Buena Park Management Unit; Buena Park Police Association; Buena Park Police Management Association; and, Buena Park Unrepresented Employees

RECESS/RECOVENE

Mayor Ahn recessed the meeting at 4:39 p.m. and announced the meeting would reconvene after the regular meeting to discuss Item No. 3C. It was announced that no reportable action was taken for Item Nos. 3A and 3B.

Mayor Ahn reconvened the meeting in open session at 7:05 p.m. and immediately recessed to Closed Session for Item No. 3C.

Mayor Ahn reconvened the meeting in open session and City Attorney Cardinale announced that no reportable action was taken for Item No. 3C.

ADJOURNMENT

There being no further business, Mayor Ahn adjourned the meeting at 9:30 p.m.

ATTEST:

Mayor

City Clerk

MINUTES OF CITY COUNCIL MEETING
OF THE CITY OF BUENA PARK
HELD MAY 27, 2025

Vol. 54 Pg. 142

1. GENERAL

The City Council met in a regular session on Tuesday, May 27, 2025, at 5:00 p.m. in the City Council Chamber of the Civic Center, 6650 Beach Boulevard, Buena Park, California, Mayor Ahn presiding.

1A. CALL TO ORDER

1B. ROLL CALL

PRESENT: Franco, Hoque, Sonne, Traut, Ahn
ABSENT: None

Also present were: Aaron France, City Manager; Chris Cardinale, City Attorney; and Adria M. Jimenez, MMC, Director of Government and Community Relations/City Clerk.

1C. INVOCATION

The Invocation was led by Pastor Albert Fontanez, Grace and Truth Tabernacle Church.

1D. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Connie Hurtado, Community Services Supervisor.

1E. CITY MANAGER REPORT

City Manager France commended the Community Services Department staff for a successful 44th Annual Memorial Day Remembrance Service; and, announced that the Boisseranc Park and Peak Park pools are now open to the public. Please contact the Community Services Department for inquiries regarding the summer aquatic classes and programs at (714) 562-3860.

The City Council congratulated City Manager France for being selected as the 2025-26 Cypress College Foundation Alumnus of the Year.

2. PRESENTATIONS

2A. SISTER CITY KOREA TRIP PRESENTATION

Members of the Buena Park High School Delegation thanked the City for the opportunity of visiting Buena Park's Sister City Seongbuk-Gu, South Korea, and reported on their experience of Korean culture and touring various sites.

2B. PRESENTATION OF TRASH CART CONTEST WINNERS

Sustainability Manager Thai presented awards to the Trash cART contest winners:

- 1st Place – Keith, Katelyn, Norah, and Nathan Garton
- 2nd Place – Holder Elementary W.I.N.G.S. Program students Katie, Rosemary, Ria, Penelope, and Janessa
- 3rd Place – Holder Elementary W.I.N.G.S. Program students Scarlett, Megan, Mika, Genesis, Jalayna, and Zailia

Mark Perumean, EDCO General Manager and Trash cART Contest Sponsor, spoke regarding the success of the contest and thanked the residents for their participation.

2C. PROCLAMATION RECOGNIZING MAY 22, 2025, AS HARVEY MILK DAY

Vice Mayor Traut presented a Proclamation recognizing May 22, 2025, as Harvey Milk Day to Stephanie Wade, Military Veteran and Transgender Rights Advocate.

2D. PRESENTATION BY THE ORANGE COUNTY HOPE CENTER

OC HOPE Center Executive Director George Searcy provided a presentation regarding HOPE Center's origins; mission; purpose; partner cities; use of Outreach Grid for managing incoming community, client, and police dispatch calls; hours of operation; Homeless Liaison Officers; and, January 2024 to December 2024 Data Report for the City of Buena Park.

2E. FIRE HAZARD SEVERITY ZONE MAP PRESENTATION

OCFA Division 7 Chief Schuetz introduced new Administrative Assistant Goodwin; explained the history of the fire severity zone maps in California; and, provided a presentation regarding fire hazard severity zones information and the updated Fire Hazard Severity Zone Map.

3A. ORAL COMMUNICATIONS

Mayor Ahn announced the public may at this time address the members of the City Council on any matters within the jurisdiction of the City Council.

Rosemary Portillo, Buena Park resident, spoke regarding her concerns regarding an open Code Enforcement case of her residence.

Akaljit Rai, Buena Park resident and business owner, spoke regarding cannabis retail licensing in the City of Buena Park and sought City Council's support to move forward with such program.

There being no additional requests to speak, Mayor Ahn closed oral communications.

4. CONSENT CALENDAR (4A – 4I)

Mayor Ahn announced that Consent Calendar Item Nos. 4A through 4I would be acted upon by one motion affirming the actions as recommended on the agenda and agenda bills submitted and inquired if anyone present desired to have any item removed for separate consideration. There being no additional requests for separate consideration, the following action was taken on Item Nos. 4A – 4I:

MOTION: Sonne
SECOND: Traut
AYES: Sonne, Traut, Franco, Hoque, Ahn
NOES: None

MOTION CARRIED that all actions recommended on Consent Calendar Item Nos. 4A – 4I be approved.

Minutes**4A. APPROVAL OF MINUTES**

Recommended Action: Approve the Minutes of the Special and Regular City Council Meetings of May 13, 2025.

APPROVED the recommended action.

Finance 75**4B. RESOLUTIONS APPROVING CLAIMS AND DEMANDS**

Recommended Action: Adopt Resolutions approving Claims and Demands.

ADOPTED the following titled resolutions:

RESOLUTION NO. 14981

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA PARK, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF \$1,427,828.26 DEMAND NOS. 430383 THROUGH 430581 CANCELLED NOS. 426791, 426839, 426876, 427008, 427138, 429737, AND 430191

RESOLUTION NO. 14982

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA PARK, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF \$1,094,519.54 COVERING REGULAR PAYROLL ENDING MAY 9, 2025

Reports & Studies**4C. TREASURER'S REPORT FOR THE MONTH OF APRIL 2025**

Recommended Action: Receive and file the reports.

APPROVED the recommended action.

Proclamations 119**4D. PROCLAMATION RECOGNIZING MAY 22, 2025, AS HARVEY MILK DAY**

Recommended Action: Approve proclamation.

APPROVED the recommended action.

Proclamations 119**4E. PROCLAMATION RECOGNIZING MAY 26, 2025, AS MEMORIAL DAY**

Recommended Action: Approve proclamation.

APPROVED the recommended action.

Contracts 70 C-3567 Public Works Proj. 125 PW-969**4F. FINAL PAYMENT TO AYALA ENGINEERING, INC. FOR THE 23-24/24-25 ANNUAL SEWER MANHOLE REHABILITATION PROJECT**

Recommended Action: 1) Accept the project as complete and approve a final payment to Ayala Engineering, Inc. in the amount of \$133,990; and, 2) Direct the Public Works Department to file a Notice of Completion.

APPROVED the recommended action.

Contracts 70 C-3608**4G. PROFESSIONAL SERVICES AGREEMENT WITH TRANSTECH ENGINEERS, INC. FOR ENGINEERING ENTITLEMENT PRIVATE DEVELOPMENT PLAN REVIEW SERVICES**

Recommended Action: 1) Approve a Professional Services Agreement with Transtech Engineers, Inc., to provide Engineering Entitlement Private Development Plan Review services without a guaranteed minimum and total compensation, not to exceed the value of work orders issued by the City; 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the agreement; and, 3) Authorize the City Manager and City Clerk to execute the agreement.

APPROVED the recommended action.

Contracts 70 C-3583 Budgets 47**4H. BUDGET APPROPRIATION AND APPROVAL OF CHANGE ORDER NO. 1 FOR THE 6591 BEACH BOULEVARD FIRE HYDRANT INSTALLATION PROJECT**

Recommended Action: 1) Approve an appropriation of \$122,367.53 from the undesignated Economic Development Fund balance to the project account; and, 2) Authorize Change Order No. 1 in the amount of \$10,867.63 with Big Ben Engineering, Inc.

APPROVED the recommended action.

Tracts 14.4**4I. APPROVAL OF TRACT MAP NO. 19319 AT 8030 DALE STREET**

Recommended Action: 1) Approve Tract Map No. 19319 at 8030 Dale Street.; and, 2) Authorize the City Engineer and City Clerk to execute the tract map.

APPROVED the recommended action.

END OF CONSENT CALENDAR**5. NEW BUSINESS (5A – 5D)****Codes 64****5A. ORDINANCE ADDING CHAPTER 8.14 OF THE BUENA PARK MUNICIPAL CODE FOR CONSTRUCTION AND DEMOLITION DEBRIS, FEES, AND SECURITY DEPOSITS**

Recommended Action: 1) Adopt an Ordinance adding Chapter 8.14 (Construction and Demolition Waste Recycling Program) to the Buena Park Municipal Code to codify requirements for construction and demolition debris that are mandated by California law.

Senior Management Analyst Aubuchon provided a report regarding a proposed Ordinance adding Chapter 8.14 (Construction and Demolition Waste Recycling Program) to the Buena Park Municipal Code to codify requirements for construction and demolition debris that are mandated by California law. The 2016 California Green Building Standards Code ("CALGreen") currently requires a minimum diversion of 65% of all construction and demolition ("C&D") waste generated by certain projects, a rate that is expected to be increased over time. Moreover, California's Department of Resources Recycling and Recovery, CalRecycle, can impose significant monetary penalties on cities that fail to implement source reduction and recycling programs geared towards reaching the targeted diversion rate. Senior Management Analyst Aubuchon indicated that the proposed Ordinance mirrors standards of CalRecycle's model ordinance and that from other cities has been prepared for the City Council's consideration. It would apply to a majority of demolition and construction projects in the City, except for small-scale projects that do not create significant waste such as plumbing, electrical or similar work, seismic retrofits, certain prefabricated structures, or City-contracted projects in which case the contract will govern. In 2019, the City's SB 1383 consultant, EcoNomics, Inc., conducted a survey of 34 Orange County cities and the County of Orange to determine how other agencies were ensuring C&D diversion compliance. Based on discussions with other agencies, advice from EcoNomics, Inc., the City's franchise hauler, EDCO, and the results from the survey, staff is recommending a requirement of a security deposit for covered projects. A security deposit in the amount equal to 3% of the project's valuation, with a minimum of \$200.00 and a maximum of \$10,000 would provide a monetary incentive that is more likely to compel an applicant's compliance with CALGreen's requirements for diverting C&D waste. The City currently has a pilot contract with Green Halo for access to its proprietary online reporting system of records recording the amount of construction or demolition waste generated and how it was recycled, reused, or otherwise disposed. Through a City-specific portal, construction companies, contractors, and developers are able to upload their hauled and self-hauled weight tickets. It was recommended that the City Council implement the program on July 1, 2025, to allow for modifying existing forms, finalizing procedures and processes, finalizing security deposit and application fee amounts, and developing related public education materials.

MOTION: Traut

SECOND: Sonne

AYES: Traut, Sonne, Franco, Hoque, Ahn

NOES: None

MOTION CARRIED to approve the recommended action and ADOPTED the titled ordinance:

ORDINANCE NO. 1753

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUENA PARK, CALIFORNIA, ADDING CHAPTER 8.14 (CONSTRUCTION AND DEMOLITION WASTE RECYCLING PROGRAM) TO TITLE 8 (HEALTH, SAFETY AND WELFARE) OF THE BUENA PARK MUNICIPAL CODE TO ESTABLISH RECYCLING AND DIVERSION REQUIREMENTS FOR CONSTRUCTION AND DEMOLITION WASTE MATERIAL

Contracts 70 C-3609 Budgets 47

5B. PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR THE ORANGETHORPE AVENUE COMPLETE STREETS PLANNING STUDY

Recommended Action: 1) Approve a Professional Services Agreement with Kimley-Horn and Associates, Inc. in the amount of \$349,928.77 for the Orangethorpe Avenue Complete Streets Planning Study; 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the agreement; 3) Authorize the City Manager and City Clerk to execute the agreement; and, 4) Authorize a budget transfer in the amount of \$350,000 from the undesignated Gas Tax Fund balance for this purpose.

Associate Engineer Miller provided a report regarding the award of contract for the Orangethorpe Avenue Complete Streets Planning Study. The Project aims to develop a comprehensive plan for serving multi-modal travel needs in alignment with recent and future housing developments along the 2.3-mile portion of Orangethorpe Avenue from Valley View Street to Kass Drive. It would also include robust engagement activities to gain input from community stakeholders, including disadvantaged groups, to envision an Orangethorpe Avenue that better serves multi-modal travel needs. Associate Engineer Miller explained the focus areas of the project; and its funding source which is through the federal STBG funds administered by the California Department of Transportation (Caltrans). The grant will contribute \$308,000, supplemented by a required local match of \$42,000 from the City. Staff issued a Request for Proposals (RFP) to retain a consultant to provide professional services for the project on April 17, 2025, and received four (4) proposals on May 8, 2025. Staff determined that Kimley-Horn and Associates, Inc. is the most qualified firm based on their understanding of the scope of work, project approach, project schedule, and relevant experience. Kimley-Horn has previously worked with the City on several projects, including the Buena Park Complete Streets Master Plan, which was adopted in 2017. Kimberly-Horn is currently assisting with the development of the City's Safe Routes to School (SRTS) Plan. Therefore, it was recommended that the City enter into an agreement with Kimley-Horn and Associates, Inc. for professional services, including engineering design, transportation planning, administrative tasks, and engagement activities. The planning phase is scheduled to commence in June 2025 and is anticipated to be completed by April 2027.

MOTION: Franco
SECOND: Hoque
AYES: Franco, Hoque, Sonne, Traut, Ahn
NOES: None

MOTION CARRIED to approve the recommended action.

User Fees 204 Garbage & Refuse 83**5C. RESOLUTION ESTABLISHING NEW RATES FOR THE COLLECTION, RECYCLING, AND DISPOSAL OF REFUSE AND APPROVAL OF A UTILITY BILL INSERT REGARDING THE NEW RESIDENTIAL REFUSE RATES**

Recommended Action: 1) Adopt a Resolution establishing new rates for the collection, recycling, and disposal of refuse; and, 2) Approve a utility bill insert notifying residential customers of a refuse rate adjustment effective July 1, 2025.

Public Works Manager Hunt provided a report regarding establishing new rates for the collection, recycling, and disposal of refuse, as well as approval of a utility bill insert regarding the new residential refuse rates. The request for the proposed rate increase is based on the City's existing refuse collection franchise agreement ("Agreement") with EDCO, the City's waste hauler. The Agreement provides for increases in refuse rates in the event that circumstances beyond the control of the Contractor impose or generate excessive costs in the performance of the Agreement. In this case, EDCO has seen increases to the Consumer Price Index (CPI) that impact their costs to collect, recycle, and dispose of refuse at County landfills. Cost increases include tipping fees at county landfills are increasing by \$1.11/ton (2.6%), increased cost of fuel for vehicles, compensation for employees, and the price of trucks and other equipment necessary to operate. Public Works Manager Hunt discussed EDCO's proposed increases on the commercial and residential side for waste disposal and for recycling and organics processing. Moreover, as the proposed fee increases are limited to the CPI, a public hearing and extended notice period are not required for implementation. Nevertheless, upon approval, the Finance Department will include a notice in utility bills prior to the fee being implemented. Customers will not see fee increases on their bills until August.

MOTION: Franco
SECOND: Sonne
AYES: Franco, Sonne, Hoque, Traut, Ahn
NOES: None

MOTION CARRIED to approve the recommended action and ADOPTED the following titled resolution:

RESOLUTION NO. 14983

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA PARK, CALIFORNIA, ESTABLISHING FEES AND CHARGES FOR THE COLLECTION, REMOVAL, AND DISPOSAL OF REFUSE, TRASH, RUBBISH, OR OTHER FORMS OF SOLID WASTE IN ACCORDANCE WITH THE AUTHORITY GRANTED BY SECTION 8.12.040 OF THE BUENA PARK MUNICIPAL CODE

Contracts 70 C-3560 C-3473 Budgets 47

5D. AUTHORIZE NORESCO, LLC TO PROCEED TO THE 90% INVESTMENT GRADE AUDIT PHASE, APPROVE A BUDGET APPROPRIATION, AND APPROVE AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH JBA CONSULTING DBA NV5 CONSULTANTS, INC. FOR INVESTMENT GRADE AUDIT AGREEMENT (IGAA) SUPPORT

Recommended Action: 1) Authorize NORESCO, LLC to proceed to the 90% Investment Grade Audit Phase with a cost in the amount of \$189,000; 2) Approve Amendment No. 3 to Professional Services Agreement 23-08 with JBA Consulting dba NV5 Consultants, Inc. for Investment Grade Audit Agreement (IGAA) support in the amount of \$19,262; 3) Approve a budget allocation of \$209,000 from the undesignated General Fund balance to fund the NORESCO, LLC and NV5 agreements; 4) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the agreement; and, 5) Authorize the City Manager and City Clerk to execute the agreement.

Director of Public Works/City Engineer Mikhael provided a report regarding authorizing NORESCO, LLC to proceed to the 90% Investment Grade Audit Phase. The Energy Conservation and Efficiency Project (ESCO), authorized by Government Code 4217, helps public agencies reduce their carbon footprint and energy costs. The City has retained NORESCO, LLC for the Investment Grade Audit (IGA) and preliminary design portion of the project. Director of Public Works/City Engineer Mikhael explained that the IGA of City facilities is completed in three intervals. Currently, the 50% IGA Phase has reached its milestone with presentation of the preliminary findings and recommended Energy Conservation Measures (ECMs) for City facilities, as mutually agreed upon with City staff and Owner's Representative, for City Council review and authorization to proceed into the 90% IGA Phase. If approved by the City Council, NORESCO, LLC will advance the design and development of the ECMs mutually agreed upon by NORESCO, LLC and the City. During the 90% IGA Phase, NORESCO, LLC will implement a detailed task and activity list with focus on overall project formation and ECM optimization. At the end of the 90% IGA Phase, the findings and recommendations will be shared with City staff and the Owners Representative for feedback. The review period will end with the City Council's approval to proceed with the Final IGA Report, which will have guaranteed savings and a maximum price for the chosen ECMs. Moving from the 50% phase to the 90% IGA phase will incur a fee of \$189,000 as per the agreement between the City and NORESCO, LLC. In addition, NV5 Consultants Inc. submitted a proposal requesting additional funding to complete Phase B of the project. The amendment to the agreement will include analysis of the Microgrid Incentive Program and continued stakeholder engagement. To support the completion of Phase B, an additional \$19,262 is being requested for allocation. Staff recommended that the City Council authorize NORESCO, LLC to proceed to the 90% Investment Grade Audit Phase with a cost in the amount of \$189,000; approve amendment No. 3 to Professional Services Agreement 23-08 with JBA Consulting dba NV5 Consultants, Inc. for Investment Grade Audit Agreement (IGAA) support in the amount of \$19,262; and, approve a budget allocation of \$209,000 from the undesignated General Fund balance to fund the NORESCO, LLC and NV5 agreements.

Council Member Sonne asked about the timeline in which the City Council expect staff recommendations and be able to provide directions.

Council Member Franco asked about the benefit of the project to the City.

Vice Mayor Traut emphasized on the importance of seeking City Hall staff's input prior to moving forward with the transition to LED lights as part of the project.

Director Mikhael indicated that staff will hold a working session for the City Council to review the recommendations and provide feedback and direction sometime prior to the 90% IGA Phase completion. Staff is looking to hold the working session in the next two months and anticipates the completion of the 90% IGA Phase in the Fall. Moreover, Director Mikhael explained the incentive of doing a project like this is that it pays for itself. The cost that will be spent in improvement projects in the present will eventually be recovered in its entirety. For this particular project, Director Mikhael discussed the plan to improve various aged facilities in the City by upgrading HVACs and transitioning lighting to LEDs to aid with energy conservation.

MOTION: Ahn
SECOND: Franco
AYES: Ahn, Franco, Hoque, Sonne, Traut
NOES: None

MOTION CARRIED to approve the recommended action.

6. PUBLIC HEARING

Bond Issues 43

6A. PUBLIC HEARING ON ISSUANCE OF TAX-EXEMPT BONDS FOR DORADO SENIOR APARTMENTS LOCATED AT 8622 STANTON AVENUE AND RESOLUTION APPROVING THE ISSUANCE OF BONDS

Recommended Action: 1) Conduct a Tax Equity and Fiscal Responsibility Act Hearing in consideration of the issuance of tax-exempt bond financing by the California Statewide Communities Development Authority for the benefit of Dorado Senior, LP, to provide financing for the acquisition, rehabilitation, improvement, and equipping of a 150-unit multifamily rental housing project generally known as Dorado Senior Apartments; and, 2) Adopt a resolution approving the issuance of Bonds by the California Statewide Communities Development Authority not to exceed \$30,000,000, for the benefit of Dorado Senior, LP, to provide financing for the acquisition, rehabilitation, improvement, and equipping of a 150-unit multifamily rental housing project generally known as Dorado Senior Apartments.

Mayor Ahn stated that this was the time and place for a public hearing to consider the issuance of tax-exempt bond financing by the California Statewide Communities Development Authority for the benefit of Dorado Senior, LP; and adoption of a resolution approving the issuance of Bonds by the California Statewide Communities Development Authority not to exceed \$30,000,000, for the benefit of Dorado Senior, LP, to provide financing for the acquisition, rehabilitation, improvement, and equipping of a 150-unit multifamily rental housing project generally known as Dorado Senior Apartments.

Director of Community and Economic Development Foulkes provided a report regarding the issuance of tax-exempt bonds for Dorado Senior Apartments located at 8622 Stanton Avenue and adoption of a proposed resolution approving the issuance of such bonds. Dorado Senior, LP (the "Borrower") has requested the California Statewide Communities Development Authority ("CSCDA") to issue up to \$30,000,000 in tax-exempt multi-family housing revenue bonds to finance the acquisition and rehabilitation of a 150-unit affordable housing project at 8622 Stanton Avenue, Buena Park, California. The Borrower will rehabilitate the project, ensuring affordability for an additional 55 years. On April 8, 2025, the project received a private activity bond allocation award from the California Debt Limit Allocation Committee. The City of Buena Park will not have any financial responsibility on this matter. Nevertheless, the City is required to hold a Tax Equity and Fiscal Responsibility Act (TEFRA) Hearing to provide members of the community an opportunity to speak in favor of or against the use of tax-exempt bonds for the financing of the Project in order for all or a portion of the Bonds to qualify as tax-exempt bonds. Prior to the TEFRA Hearing, reasonable notice must be provided to the members of the community; and following its closing, an "applicable elected representative" of the governmental unit hosting the Project must provide its approval of the issuance of the Bonds for the financing of the Project. Moreover, adoption of the resolution is solely for the purpose of satisfying the TEFRA, in accordance to the Internal Revenue Code and the California Government Code Section 6500 (and following).

Mayor Ahn opened the public hearing and inquired if anyone present desired to speak. There being no requests to speak, Mayor Ahn closed the public hearing.

MOTION: Sonne
SECOND: Ahn
AYES: Sonne, Ahn, Franco, Hoque, Traut
NOES: None

MOTION CARRIED to approve the recommended action and ADOPTED the following titled resolution:

RESOLUTION NO. 14984

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA PARK, CALIFORNIA, APPROVING THE ISSUANCE BY THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY OF EXEMPT FACILITY BONDS FOR A QUALIFIED RESIDENTIAL RENTAL PROJECT FOR THE DORADO SENIOR APARTMENTS

7. MAYOR/CITY COUNCIL REPORTS AND CALENDAR

7A. REPORT

Council Member Hoque reported the following:

- May 15 Tot Time Graduation
- May 17 American Legion (Buena Park Post 354) 95th Anniversary and American Asian Pacific Islander Month Celebration
- May 22 Public Works Week BBQ
- May 24 Kukkiwon California Branch Grand Opening
- May 24 Veteran's Rose Garden at Buena Park High School
- May 26 44th Annual Memorial Day Remembrance Service

Council Member Sonne reported the following:

- May 20 NOCC Business Networking Luncheon
- May 21 CivicWell Policy Committee Meetings
- May 22 Public Works Week BBQ
- May 23 Cypress College Foundation Scholarship Awards Ceremony
- May 24 Kukkiwon California Branch Grand Opening
- May 26 44th Annual Memorial Day Remembrance Service

Council Member Sonne calendared a request for the Climate Action Commission to review and make recommendations for updates on the tree policy or Urban Forestry Plan; potential pilot of mini-orchards in collaboration with community groups; and, discussion of expedited street rehabilitation project schedule through Measure R.

Council Member Franco reported the following:

- May 26 44th Annual Memorial Day Remembrance Service

Council Member Franco acknowledged the newly improved Veteran's Rose Garden at Buena Park High School through the collaboration of Buena Park High School, Public Works staff, and members of the community.

Vice Mayor Traut reported the following:

- May 20 Hunger Strike Against Medicaid Cuts
- May 22 Public Works Week BBQ

Mayor Ahn reported the following:

- May 15 Tot Time Graduation
- May 17 Congressman Min's AAPI Empowerment Summit at South Coast Chinese Cultural Center
- May 17 American Legion (Buena Park Post 354) 95th Anniversary and American Asian Pacific Islander Month Celebration
- May 19 Cal Cities Webinar – Sales and Use Tax, the Bradley-Burns and E-Commerce
- May 22 Public Works Week BBQ
- May 24 Kukkiwon California Branch Grand Opening
- May 26 44th Annual Memorial Day Remembrance Service

8. RECESS/RECONVENE

The City Council did not recess.

9. STUDY SESSION (9A)

9A. DISCUSS AND PROVIDE DIRECTION REGARDING CONSIDERATION OF A FUTURE MUNICIPAL CODE AMENDMENT TO RESTRICT UNNECESSARY COMMERCIAL VEHICLE IDLING

Director of Community and Economic Development Foulkes provided a report regarding a future municipal code amendment to restrict unnecessary commercial vehicle idling. Vehicle idling is known to cause local air pollution and greenhouse gas emissions, and impacts public health especially for children, the elderly, and those with respiratory illnesses. The California Air Resources Board (CARB) already limits idling for diesel-fueled commercial vehicles to no more than five minutes at any location to reduce exposure to diesel particulate matter and other air toxins. As a result, several cities and counties have adopted local ordinances restricting idling on public or private property with tailored exemptions for safety, health, and operational necessities. Director Foulkes emphasized that an ordinance which limits vehicle idling would be consistent with the City's upcoming Climate Action and Adaptation Plan goals. However, enforcement of the regulations will be challenging. Director Foulkes also discussed the potential ordinance components and exemptions to idling regulations; public outreach efforts; and, next steps if the City Council decides to proceed with an anti-idling ordinance. Staff sought City Council direction on the consideration of a future municipal code amendment to restrict unnecessary commercial vehicle idling.

Council Member Sonne spoke regarding the concerns expressed by residents in District 3 regarding commercial vehicle idling, and suggested to refer to the Climate Action Commission about including in the Climate Action Adaptation Plan about the state law on diesel-fueled commercial vehicle-idling.

Mayor Ahn requested staff to add information on the City website of a non-emergency hotline that residents could call to report violators.

Director Foulkes discussed pursuing education or outreach to residents and businesses in the area regarding the existing state law that restricts idling for diesel-fueled commercial vehicles to no more than five minutes at any location. Director Foulkes also suggested potential efforts to cite violators, and encouraged residents to contact the non-emergency number or the Code Enforcement Division to report specific residents or businesses in violation of the state law.

Following the discussion, the City Council referred to the Climate Action Commission about including in the Climate Action Adaptation Plan the state law on diesel-fueled commercial vehicle-idling. The City Council also directed staff to post the information on the City's website on how residents could report violators.

10. CITY MANAGER REPORT

City Manager France provided an update on the recent parking reconfiguration on Grand Avenue, and reported that staff painted red curbs to prevent further confusion.

11. COMMISSION & COMMITTEE UPDATES

Director of Government and Community Relations/City Clerk Jimenez had nothing to report.

12. ADJOURNMENT

There being no further business, Mayor Ahn adjourned the meeting at 9:00 p.m. in memory of former KTLA Broadcaster and Buena Park Mayor's Prayer Breakfast Host Ed Arnold.

ATTEST:

Mayor

City Clerk



B. RESOLUTIONS APPROVING CLAIMS AND DEMANDS

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4B.
Prepared By	Department Head Approval
Sung Hyun, Director of Finance	Sung Hyun. Director of Finance

RECOMMENDED ACTION

Adopt Resolutions approving the Claims and Demands.

Attachments

[Claims 430582-430806 reso.pdf](#)

[Claims 430582-430806 att1of2 resolist.pdf](#)

[Claims 430582-430806 att2of2 voids.pdf](#)

[Claims PR053025 reso.pdf](#)

[Claims PR053025 att1of1 resolist.pdf](#)

RESOLUTION NO _____,

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA PARK, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF \$2,015,572.30 DEMAND NOS., 430582 THROUGH 430806 CANCELLED NOS 430045, 430151, AND 430505 VOIDS SEE ATTACHED LIST

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUENA PARK DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1: That in accordance with Section 37202 of the Government Code, the Director of Finance or his designated representative hereby certify to the accuracy of the following demands and to the availability of funds for payment thereof.

Director of Finance

SECTION 2: That claims and demands Nos.430582 through 430806 the sum of \$2,015,572.30 set forth on the 17-page register attached to this resolution and made a part hereof have been audited as required by law and are hereby allowed as set forth.

PASSED AND ADOPTED this _____ day of _____ 2025 by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____
Page 2

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Buena Park held this _____ day of _____ 2025

City Clerk

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430045	V 04/09/25	00000099	OFFICE DEPOT, INC.	650302	OFFICE SUPPLIES	0.00	-107.70
1011	430045	V 04/09/25	00000099	OFFICE DEPOT, INC.	160105	OFFICE SUPPLIES	0.00	-55.29
1011	430045	V 04/09/25	00000099	OFFICE DEPOT, INC.	11	PAPER BOISE WHITE 20#	-173.10	-2,406.59
TOTAL CHECK							-173.10	-2,569.58
1011	430151	V 04/23/25	00009489	ADS ENVIRONMENTAL SERVIC	490010	MONITORING SERVICES PE	0.00	-12,680.00
1011	430505	V 05/07/25	00004380	MUNICIPAL MAINTENANCE EQ	352567	STORM DRAIN REPAIR	0.00	-919.00
1011	430582	05/21/25	10005077	JAVIER GOMEZ	731150	CFORM/WEB APP/MAY-25	0.00	400.00
1011	430583	05/21/25	00000414	A ONE TRANSMISSION SERVI	171710	OVERHAUL TRANSMISSION	0.00	3,809.79
1011	430584	05/21/25	10003451	A T & T	650302	25082759691016 MAY-25	0.00	86.02
1011	430585	05/21/25	10003451	A T & T	650302	25082912039566 MAY25	0.00	86.02
1011	430588	05/21/25	10003794	A T & T	650302	9391026090 APR-25	0.00	92.53
1011	430588	05/21/25	10003794	A T & T	650302	9391026064 APR-25	0.00	122.97
1011	430588	05/21/25	10003794	A T & T	650302	9391026059 APR-25	0.00	153.34
1011	430588	05/21/25	10003794	A T & T	650302	9391031460 APR-25	0.00	175.82
1011	430588	05/21/25	10003794	A T & T	650302	9391026074 APR-25	0.00	186.89
1011	430588	05/21/25	10003794	A T & T	650302	9391026092 APR-25	0.00	214.20
1011	430588	05/21/25	10003794	A T & T	650302	9391050226 APR-25	0.00	254.32
1011	430588	05/21/25	10003794	A T & T	650302	9391063673 APR-25	0.00	1,216.40
1011	430588	05/21/25	10003794	A T & T	650302	9391065061 APR-25	0.00	1,258.79
1011	430588	05/21/25	10003794	A T & T	650302	9391026054 APR-25	0.00	31.88
1011	430588	05/21/25	10003794	A T & T	650302	9391026099 APR-25	0.00	31.90
1011	430588	05/21/25	10003794	A T & T	650302	9391026095 APR-25	0.00	31.90
1011	430588	05/21/25	10003794	A T & T	650302	9391026080 APR-25	0.00	31.91
1011	430588	05/21/25	10003794	A T & T	650302	9391026085 APR-25	0.00	31.91
1011	430588	05/21/25	10003794	A T & T	650302	9391026065 APR-25	0.00	31.91
1011	430588	05/21/25	10003794	A T & T	650302	9391026066 APR-25	0.00	31.91
1011	430588	05/21/25	10003794	A T & T	650302	9391026075 APR-25	0.00	37.41
1011	430588	05/21/25	10003794	A T & T	170670	9391026052 APR-25	0.00	0.05
1011	430588	05/21/25	10003794	A T & T	170670	9391026086 APR-25	0.00	0.03
1011	430588	05/21/25	10003794	A T & T	170670	9391026087 APR-25	0.00	0.15
1011	430588	05/21/25	10003794	A T & T	170670	9391026078 APR-25	0.00	30.35
1011	430588	05/21/25	10003794	A T & T	170670	9391026102 APR-25	0.00	31.89
1011	430588	05/21/25	10003794	A T & T	170670	9391031461 APR-25	0.00	31.90
1011	430588	05/21/25	10003794	A T & T	170670	9391026093 APR-25	0.00	31.90
1011	430588	05/21/25	10003794	A T & T	170670	9391026060 APR-25	0.00	31.91
1011	430588	05/21/25	10003794	A T & T	170670	9391026097 APR-25	0.00	31.91
1011	430588	05/21/25	10003794	A T & T	660241	9391026081 APR-25	0.00	31.91
1011	430588	05/21/25	10003794	A T & T	170670	9391026096 APR-25	0.00	62.25
1011	430588	05/21/25	10003794	A T & T	170670	9391026079 APR-25	0.00	62.27
1011	430588	05/21/25	10003794	A T & T	170670	9391026062 APR-25	0.00	62.27
1011	430588	05/21/25	10003794	A T & T	170670	9391054287 APR-25	0.00	72.12
1011	430588	05/21/25	10003794	A T & T	170670	9391026061 APR-25	0.00	92.62
1011	430588	05/21/25	10003794	A T & T	170670	9391026111 APR-25	0.00	92.62
1011	430588	05/21/25	10003794	A T & T	860810	9391026103 APR-25	0.00	102.03
1011	430588	05/21/25	10003794	A T & T	170670	9391026082 APR-25	0.00	124.25

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430588	05/21/25	10003794	A T & T	170670	9391026050 APR-25	0.00	125.05
1011	430588	05/21/25	10003794	A T & T	170670	9391026089 APR-25	0.00	153.34
1011	430588	05/21/25	10003794	A T & T	170670	9391031459 APR-25	0.00	155.55
1011	430588	05/21/25	10003794	A T & T	170670	9391026098 APR-25	0.00	183.63
1011	430588	05/21/25	10003794	A T & T	170670	9391026083 APR-25	0.00	205.14
1011	430588	05/21/25	10003794	A T & T	732099	9391026101 APR-25	0.00	276.13
1011	430588	05/21/25	10003794	A T & T	170670	9391055764 APR-25	0.00	464.05
1011	430588	05/21/25	10003794	A T & T	170670	9391036451 APR-25	0.00	499.75
TOTAL	CHECK						0.00	6,891.06
1011	430589	05/21/25	10004247	A T & T MOBILITY	275105	287306643033 MAY-25	0.00	40.24
1011	430590	05/21/25	10004247	A T & T MOBILITY	352567	28735550627 MAR25	0.00	108.24
1011	430590	05/21/25	10004247	A T & T MOBILITY	126143	28735550627 MAR25	0.00	108.24
1011	430590	05/21/25	10004247	A T & T MOBILITY	352363	28735550627 MAR25	0.00	216.48
TOTAL	CHECK						0.00	432.96
1011	430591	05/21/25	10004247	A T & T MOBILITY	352363	287345550627 NOV24	0.00	216.48
1011	430591	05/21/25	10004247	A T & T MOBILITY	352567	287345550627 NOV24	0.00	108.24
TOTAL	CHECK						0.00	324.72
1011	430592	05/21/25	10004247	A T & T MOBILITY	126143	287345550627 DEC24	0.00	103.54
1011	430592	05/21/25	10004247	A T & T MOBILITY	352567	287345550627 DEC24	0.00	108.24
1011	430592	05/21/25	10004247	A T & T MOBILITY	352363	287345550627 DEC24	0.00	216.48
TOTAL	CHECK						0.00	428.26
1011	430593	05/21/25	00005626	ABBA TERMITE & PESTCONTR	860810	BEE SERVICE	0.00	95.00
1011	430594	05/21/25	00010359	ADMINSURE INC	107410	WKS COMP CLAIM/JUNE25	0.00	11,676.00
1011	430595	05/21/25	00009489	ADS ENVIRONMENTAL SERVIC	490010	MONITORING SERVICES	0.00	12,680.00
1011	430596	05/21/25	10012896	AGILE OCCUPATIONAL MEDIC	121110	PRE EMP PHYS/APR-25	0.00	3,680.00
1011	430596	05/21/25	10012896	AGILE OCCUPATIONAL MEDIC	121110	PRE EMP PHYS/MAY-25	0.00	1,195.00
TOTAL	CHECK						0.00	4,875.00
1011	430597	05/21/25	10013705	ALL PRO BEVERAGE, INC.	170670	EUROPEAN BLEND 5 LBS	0.00	184.36
1011	430597	05/21/25	10013705	ALL PRO BEVERAGE, INC.	170670	COFFEE MACHINE MAY25	0.00	212.06
TOTAL	CHECK						0.00	396.42
1011	430598	05/21/25	10011634	UNIVERSAL PROTECTION SER	650308	CITY JAIL CONT/APR-25	0.00	40,945.97
1011	430599	05/21/25	00006012	AMBIUS INC	170670	PLANT SERVICE/MAY-25	0.00	359.44
1011	430600	05/21/25	00009015	TAJEN GRAPHICS, INC	160105	CORRUGATED SIGNS	0.00	150.08
1011	430601	05/21/25	10006711	LAURIE AUBUCHON	115110	REIMB/WE LEAD 5/1/25	0.00	424.40
1011	430602	05/21/25	10005463	RICARDO AYALA	53	PMT#4 RET.	0.00	-8,206.25
1011	430602	05/21/25	10005463	RICARDO AYALA	499920	SEWER/MANHOLE/APR25	0.00	164,125.00
1011	430602	05/21/25	10005463	RICARDO AYALA	490010	EMG REP/DARLINGTON	0.00	11,525.00
TOTAL	CHECK						0.00	167,443.75

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 3
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430603	05/21/25	10014176	BABI, SANA	52	UB REFUND	0.00	48.79
1011	430604	05/21/25	00003499	BARR & CLARK ENVIRONMENT	190136	ASBESTOS INSPECTION RE	0.00	2,950.00
1011	430605	05/21/25	10007722	SELF INSURED SERVICES CO	73	LTD/LIFE INS/MAY-25	0.00	3,475.82
1011	430605	05/21/25	10007722	SELF INSURED SERVICES CO	73	LTD/LIFE INS/MAY-25	0.00	5,585.71
TOTAL	CHECK						0.00	9,061.53
1011	430606	05/21/25	10000360	BEACH & LA MIRADA CAR WA	171710	CAR WASHES	0.00	370.97
1011	430607	05/21/25	10013308	BEHAVIOR ANALYSIS TRAINI	650208	INVEST/INTER 6/2-6/25	0.00	575.00
1011	430608	05/21/25	10014272	RAEDA BEITUNI	11	REF/DEPOSIT#R12151	0.00	500.00
1011	430609	05/21/25	10006864	SELF INSURED SERVICES CO	73	DENTAL MAY-25	0.00	23,382.60
1011	430610	05/21/25	10011115	BLANK ROME LLP	110105	BA HOTEL/RESORT/APR25	0.00	892.50
1011	430611	05/21/25	00000011	MANHATTAN STITCHING COMP	560210	#ST651 - EMBROIDERED W	10.54	146.54
1011	430611	05/21/25	00000011	MANHATTAN STITCHING COMP	101101	#BB18601, WOMENS QUILT	11.63	161.63
1011	430611	05/21/25	00000011	MANHATTAN STITCHING COMP	275130	#ITEMS G200, COLOR: SA	81.37	1,131.37
1011	430611	05/21/25	00000011	MANHATTAN STITCHING COMP	275130	#ITEMS G200B, YOUTH SA	125.55	1,745.55
1011	430611	05/21/25	00000011	MANHATTAN STITCHING COMP	275130	SCREENS FOR ARTWORK	5.43	75.43
1011	430611	05/21/25	00000011	MANHATTAN STITCHING COMP	275130	UPCHARGE FOR 2XL	3.10	43.10
TOTAL	CHECK						237.62	3,303.62
1011	430612	05/21/25	10002369	BRINK'S INCORPORATED	11	SERVICE/APRIL-25	0.00	1,115.09
1011	430613	05/21/25	10013147	BRODMANN BROTHER'S, INC.	126128	HIP202415 CHEN	0.00	9,896.00
1011	430613	05/21/25	10013147	BRODMANN BROTHER'S, INC.	732031	HIP202426 MACARANAS	0.00	13,180.00
TOTAL	CHECK						0.00	23,076.00
1011	430614	05/21/25	10014286	CAHFS	650605	CASE#25-14093	0.00	692.00
1011	430615	05/21/25	00000021	CALIF FORENSIC PHLEBOTOM	650402	BLOOD DRAWS	0.00	2,131.08
1011	430616	05/21/25	00000407	CAMERON WELDING SUPPLY I	171710	MONTHLY RENTAL	0.00	28.00
1011	430616	05/21/25	00000407	CAMERON WELDING SUPPLY I	171710	MONTHLY RENTAL	0.00	286.00
TOTAL	CHECK						0.00	314.00
1011	430617	05/21/25	10012050	SERGIO CASTILLO	275135	YT OFFIC 4/20-5/12/25	0.00	100.00
1011	430618	05/21/25	10004469	CERRITOS DODGE CHRYSLER	171710	GAS SHOCKS	0.00	70.64
1011	430618	05/21/25	10004469	CERRITOS DODGE CHRYSLER	171710	RACK AND PINION	0.00	1,483.70
1011	430618	05/21/25	10004469	CERRITOS DODGE CHRYSLER	171710	FAN CLUTCH	0.00	315.20
1011	430618	05/21/25	10004469	CERRITOS DODGE CHRYSLER	171710	ELECTRIC FAN	0.00	630.40
1011	430618	05/21/25	10004469	CERRITOS DODGE CHRYSLER	171710	RADIATOR	0.00	535.58
TOTAL	CHECK						0.00	3,035.52
1011	430619	05/21/25	00000337	CERTIFIED FOLDER DISPLAY	995100	MO.SVC/MAR-25	0.00	562.32

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 4
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430620	05/21/25	10012931	CHARTER COMMUNICATIONS	650302	187624701 MAY-25	0.00	447.92
1011	430621	05/21/25	10012931	CHARTER COMMUNICATIONS	170670	188670701 MAY-25	0.00	825.47
1011	430622	05/21/25	10012931	CHARTER COMMUNICATIONS	650302	188676101 MAY-25	0.00	1,099.00
1011	430623	05/21/25	10012931	CHARTER COMMUNICATIONS	650302	188676401 MAY-25	0.00	12.50
1011	430624	05/21/25	10012931	CHARTER COMMUNICATIONS	170670	188676501 MAY-25	0.00	825.47
1011	430625	05/21/25	10012931	CHARTER COMMUNICATIONS	275305	222866301 MAY-25	0.00	1,099.00
1011	430626	05/21/25	10012931	CHARTER COMMUNICATIONS	650302	238915001 MAY-25	0.00	476.31
1011	430627	05/21/25	10014282	MINEKO CHISNOLM	275140	REF DEPOSIT#R12044	0.00	135.00
1011	430628	05/21/25	10013939	CT HOLDINGS, INC.	995100	ADS/APR-25	0.00	5,211.51
1011	430629	05/21/25	00005774	THE CODE GROUP, INC.	731150	DANNY RODRIGUEZ/APR25	0.00	5,700.00
1011	430630	05/21/25	00010209	COLLICUTT ENERGY SERVICE	170670	GENERATOR MAINT	0.00	2,996.46
1011	430631	05/21/25	00005336	CONTROL AIR COND CORP	106131	HVAC REPAIR	0.00	421.31
1011	430631	05/21/25	00005336	CONTROL AIR COND CORP	106131	HVAC PM	0.00	1,942.00
TOTAL CHECK								2,363.31
1011	430632	05/21/25	10012095	CORBIN & ASSOCIATES, INC	650208	BASIC SRO 6/23-27/25	0.00	396.00
1011	430633	05/21/25	00010548	CORELOGIC INFORMATION SO	631140	REALQUEST/APR-25	0.00	449.00
1011	430634	05/21/25	10014269	CORTEZ, CELIA	52	UB REFUND	0.00	247.50
1011	430635	05/21/25	10012192	COSTAR REALTY INFORMATIO	632110	COSTAR SUITE/MAY-25	0.00	438.90
1011	430636	05/21/25	10002389	COUNTY OF ORANGE TREASUR	650308	5 PK BOOKING FORMS	0.00	135.20
1011	430637	05/21/25	10002389	COUNTY OF ORANGE TREASUR	650308	AFIS BILL/APR-25	0.00	2,497.00
1011	430638	05/21/25	10002389	COUNTY OF ORANGE TREASUR	650302	ROUTER REPL/APR-25	0.00	1,129.32
1011	430639	05/21/25	10009309	CREATIVE VISION GROUP, L	105105	SUMMER-25 BP TODAY	0.00	3,107.66
1011	430640	05/21/25	00009781	CSULB FOUNDATION	650208	BKGR.INVES 7/21-24/25	0.00	466.00
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	651612	N. YASSA VOLUNTEER	0.00	153.70
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	N. NOLASCO UNIFORM	0.00	279.25
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	N. NOLASCO UNIFORM	0.00	353.37
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	LOMELI ADVISOR POLO	0.00	75.80
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	I. HERNANDEZ POLO	0.00	100.11
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	CPL TINA TRAN POLO	0.00	135.34
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	JENNY OCHOA SXIIIA	0.00	896.54
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	I. HERNANDEZ POLO	0.00	66.45

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 5
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	651612	N. YASSA VOLUNTEER	0.00	170.20
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	A. LUONG SAFARILAND	0.00	903.05
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	M. TANIGUCHI POLO	0.00	100.34
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	LOMELI ADVISOR POLO	0.00	66.45
1011	430641	05/21/25	10011541	L.N. CURTIS AND SONS	650208	R. SALAZAR BOTHELL	0.00	294.27
TOTAL	CHECK						0.00	3,594.87
1011	430642	05/21/25	10014266	DANG, AMI & EMILY	52	UB REFUND	0.00	61.89
1011	430642	05/21/25	10014266	DANG, AMI & EMILY	52	UB REFUND	0.00	496.66
TOTAL	CHECK						0.00	558.55
1011	430643	05/21/25	00003865	DAVID TAUSSIG & ASSOCIAT	11	CFD SVCS FEB-APR-2025	0.00	613.40
1011	430644	05/21/25	10009457	DAVID VOLZ DESIGN LANDSC	290150	WHITAKER PARK/APR-25	0.00	5,533.75
1011	430645	05/21/25	10008395	DEVELOPMENT COUNSELLORS	995100	PROF.SVCS/APR-25	0.00	3,183.33
1011	430645	05/21/25	10008395	DEVELOPMENT COUNSELLORS	995100	AD SPREAD/APR-25	0.00	2,274.47
TOTAL	CHECK						0.00	5,457.80
1011	430646	05/21/25	00000492	DEPARTMENT OF JUSTICE	11	FINGERPRINT/APR-25	0.00	1,720.00
1011	430647	05/21/25	00000492	DEPARTMENT OF JUSTICE	121110	FINGERPRINT/APR-25	0.00	1,141.00
1011	430648	05/21/25	10007127	CALLCASTER SERVICES CORP	731150	COPIES/BLDG PLANS	0.00	56.57
1011	430649	05/21/25	10002872	EHS INTERNATIONAL, INC.	352363	OSHA TRG/FINAL/APR-25	0.00	6,390.50
1011	430650	05/21/25	00009627	EMCOR SERVICE MESA ENERG	170670	HVAC REPAIR	0.00	4,870.00
1011	430651	05/21/25	10000458	JON EMERICK	560211	REPAIR/PAINT DAMAGE	0.00	1,280.00
1011	430652	05/21/25	00007335	EMPLOYMENT DEVELOPMENT D	196200	PE 03/31/225	0.00	1,801.00
1011	430653	05/21/25	00006560	ENTERPRISE FM TRUST, INC	650603	LEASE 4 VEH/MAY-25	0.00	1,331.52
1011	430654	05/21/25	10013499	EWING IRRIGATION PRODUCT	860810	IRRIGATION	0.00	42.78
1011	430654	05/21/25	10013499	EWING IRRIGATION PRODUCT	860810	IRRIGATION	0.00	276.02
TOTAL	CHECK						0.00	318.80
1011	430655	05/21/25	10004626	EXPEDIA, INC.	995100	ADS BANNER/APR-25	0.00	7,418.59
1011	430656	05/21/25	00008579	EXPERIAN INFORMATION SOL	650105	CIS MO CHG/APR-25	0.00	77.48
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	FILTERS	0.00	23.07
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	OIL FILTER	0.00	4.30
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	BEARING	0.00	28.92
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	FILTERS	0.00	63.81
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	ALTERNATOR	0.00	359.89
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	BRAKE PADS	0.00	69.39
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	SPARK PLUGS	0.00	110.20
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	ALTERNATOR	0.00	468.62
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	HEAD GASKET	0.00	220.12

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 6
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	FILTERS	0.00	30.11
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	GASKET	0.00	38.66
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	BEARING	0.00	26.57
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	FILTERS	0.00	5.44
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	WATER BOTTLE	0.00	50.21
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	BELT	0.00	76.36
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	PULLEY	0.00	161.10
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	SPARK PLUGS	0.00	39.57
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	BRAKE PADS	0.00	129.28
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	SWAY BAR	0.00	182.00
1011	430657	05/21/25	00000739	ELLIOTT AUTO SUPPLY COMP	171710	OIL FILTER	0.00	208.14
TOTAL	CHECK						0.00	2,295.76
1011	430658	05/21/25	10003690	FAIR HOUSING FOUNDATION	732040	REIMB/APRIL-25	0.00	1,081.28
1011	430659	05/21/25	10007059	FIVESTAR RUBBER STAMP ET	126120	FINANCE CUSTOM STAMP	0.00	20.55
1011	430660	05/21/25	10013464	JOHNNIES PAINT AND BODY	171710	BODY REPAIR	0.00	6,859.01
1011	430660	05/21/25	10013464	JOHNNIES PAINT AND BODY	171710	BODY REPAIR	0.00	2,482.79
TOTAL	CHECK						0.00	9,341.80
1011	430661	05/21/25	10003190	FOOD 4 LESS	275605	WINGS PROGRAM SUPPLY	0.00	69.03
1011	430661	05/21/25	10003190	FOOD 4 LESS	275605	WINGS PROGRAM SUPPLY	0.00	117.16
1011	430661	05/21/25	10003190	FOOD 4 LESS	275605	WINGS PROGRAM SUPPLY	0.00	155.70
TOTAL	CHECK						0.00	341.89
1011	430662	05/21/25	10001966	FORENSIC NURSE SPECIALIS	650604	#25-10992 4/9/25	0.00	1,500.00
1011	430662	05/21/25	10001966	FORENSIC NURSE SPECIALIS	650604	#25-09806 4/12/25	0.00	600.00
TOTAL	CHECK						0.00	2,100.00
1011	430663	05/21/25	00001095	FRANCHISE TAX BOARD	73	DED:0071 MISC	0.00	100.00
1011	430664	05/21/25	00000046	FULLER ENGINEERING INC	352363	CL2 KNOTT	0.00	123.98
1011	430664	05/21/25	00000046	FULLER ENGINEERING INC	352363	CL2 FREEWAY	0.00	188.14
1011	430664	05/21/25	00000046	FULLER ENGINEERING INC	352363	CL2 LINDEN	0.00	844.99
1011	430664	05/21/25	00000046	FULLER ENGINEERING INC	352363	CL2 BOISSERANC	0.00	1,891.16
TOTAL	CHECK						0.00	3,048.27
1011	430665	05/21/25	00004593	FUN ON THE FARM, INC.	275120	FUN ON THE FARM/SPR25	0.00	66.50
1011	430666	05/21/25	00006581	FURLONG & FURLONG ASSOC	650302	PD-249 ALARM INCIDENT	93.00	1,293.00
1011	430666	05/21/25	00006581	FURLONG & FURLONG ASSOC	650302	FREIGHT	0.00	87.90
1011	430666	05/21/25	00006581	FURLONG & FURLONG ASSOC	650302	PD-232 ADVISEMENT OF R	166.63	2,316.63
1011	430666	05/21/25	00006581	FURLONG & FURLONG ASSOC	650302	FREIGHT	0.00	84.10
TOTAL	CHECK						259.63	3,781.63
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860815	GRAFFITI	0.00	68.10
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860810	SUPPLIES	0.00	163.16
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860810	SUPPLIES	0.00	59.77
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860810	SMALL TOOLS	0.00	559.27
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860810	SUPPLIES	0.00	47.65
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860815	GRAFFITI	0.00	82.60

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 7
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860815	GRAFFITI	0.00	139.59
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860815	GRAFFITI	0.00	264.59
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	170670	HARDWARE	0.00	86.99
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860815	GRAFFITI	0.00	230.51
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860810	SUPPLIES	0.00	69.81
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860810	SUPPLIES	0.00	23.91
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	275150	ZIP TIES PARK BANNERS	0.00	44.55
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	171710	SHOP TOOLS	0.00	108.74
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	560231	SIGN SHOP SUPPLIES	0.00	111.93
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860810	SUPPLIES	0.00	223.39
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860815	GRAFFITI	0.00	107.09
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	860810	SUPPLIES	0.00	338.13
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	106127	LOVE BP SUPPLIES	0.00	186.93
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	452410	SSO TRAINING SUPPLIES	0.00	57.59
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	170670	HARDWARE	0.00	58.70
1011	430668	05/21/25	00002166	GANAHL LUMBER CORP	560210	KNEEPADS	0.00	48.93
TOTAL CHECK							0.00	3,081.93
1011	430669	05/21/25	00003646	GENERAL PUMP COMPANY INC	52	PMT#3 RET.	0.00	-7,761.05
1011	430669	05/21/25	00003646	GENERAL PUMP COMPANY INC	396855	HOLDER WELL/APR-25	0.00	155,221.00
TOTAL CHECK							0.00	147,459.95
1011	430670	05/21/25	10011838	GEORGE HILLS COMPANY, IN	107420	MISC EXP/DAVID RICO	0.00	342.37
1011	430671	05/21/25	10001832	GHD INC	11	6050 AUTO CTR	0.00	1,075.25
1011	430671	05/21/25	10001832	GHD INC	11	8030 DALE ST	0.00	1,814.76
1011	430671	05/21/25	10001832	GHD INC	11	8161 LA PALMA	0.00	1,950.75
1011	430671	05/21/25	10001832	GHD INC	11	7242 VALLEY VIEW	0.00	4,815.15
1011	430671	05/21/25	10001832	GHD INC	11	6302 LOS ROBLES	0.00	59.38
1011	430671	05/21/25	10001832	GHD INC	11	6870 NAOMI	0.00	157.13
1011	430671	05/21/25	10001832	GHD INC	11	7051 VALLEY VIEW	0.00	258.64
TOTAL CHECK							0.00	10,131.06
1011	430672	05/21/25	10008749	GOOGLE INC.	995100	ADS/APR-25	0.00	22,744.73
1011	430673	05/21/25	10006406	GRAFIX SYSTEMS	171710	DECALS	0.00	1,457.79
1011	430674	05/21/25	00000055	GRAINGER INC	170670	HARDWARE	0.00	199.78
1011	430674	05/21/25	00000055	GRAINGER INC	171710	TOWELS	0.00	22.24
1011	430674	05/21/25	00000055	GRAINGER INC	171710	CUTTING OIL	0.00	39.07
TOTAL CHECK							0.00	261.09
1011	430675	05/21/25	00005680	CINDY GRISWOLD	275405	CPR/1ST AID/SPRING-25	0.00	73.15
1011	430676	05/21/25	00004150	HANDS ON MAILING & FULFI	352363	CCR WATER REP-2025	0.00	951.11
1011	430676	05/21/25	00004150	HANDS ON MAILING & FULFI	352363	CCR WATER REP-2025	0.00	5,828.06
TOTAL CHECK							0.00	6,779.17
1011	430677	05/21/25	10014287	TSURUE HARRISON	107420	GEN CLAIM STLMT#25-6	0.00	7,500.00
1011	430678	05/21/25	10012288	HASA INC.	860820	CHEMICALS	0.00	34.40
1011	430678	05/21/25	10012288	HASA INC.	860820	POOL SERVICE	0.00	950.00

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 8
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430678	05/21/25	10012288	HASA INC.	860820	CHEMICALS	0.00	1,120.11
1011	430678	05/21/25	10012288	HASA INC.	860820	POOL SERVICE	0.00	1,150.00
TOTAL CHECK							0.00	3,254.51
1011	430679	05/21/25	10006460	JUDITH STEPHANIE HERZ	275210	CHORUS/APR-25	0.00	137.50
1011	430680	05/21/25	00000057	HOME DEPOT /	275160	PICKLE BALL TAPE	0.00	170.86
1011	430680	05/21/25	00000057	HOME DEPOT /	275160	VOLT MATERIALS	0.00	16.16
1011	430680	05/21/25	00000057	HOME DEPOT /	860810	SUPPLIES	0.00	328.03
1011	430680	05/21/25	00000057	HOME DEPOT /	352363	ADAPTER	0.00	21.51
1011	430680	05/21/25	00000057	HOME DEPOT /	352363	TRUCK STOCK	0.00	79.22
1011	430680	05/21/25	00000057	HOME DEPOT /	860810	SUPPLIES	0.00	43.08
1011	430680	05/21/25	00000057	HOME DEPOT /	560210	SUPPLIES	0.00	60.49
1011	430680	05/21/25	00000057	HOME DEPOT /	170670	HARDWARE	0.00	144.63
1011	430680	05/21/25	00000057	HOME DEPOT /	631140	SMALL TOOLS	0.00	40.88
1011	430680	05/21/25	00000057	HOME DEPOT /	275405	CARPET CLEANER	0.00	37.45
1011	430680	05/21/25	00000057	HOME DEPOT /	106127	LOVE BP SUPPLIES	0.00	279.78
1011	430680	05/21/25	00000057	HOME DEPOT /	560210	SUPPLIES	0.00	25.73
1011	430680	05/21/25	00000057	HOME DEPOT /	170670	HARDWARE	0.00	128.04
1011	430680	05/21/25	00000057	HOME DEPOT /	560210	SUPPLIES	0.00	10.75
1011	430680	05/21/25	00000057	HOME DEPOT /	452410	SSO TRAINING	0.00	21.44
1011	430680	05/21/25	00000057	HOME DEPOT /	170670	HARDWARE	0.00	99.04
1011	430680	05/21/25	00000057	HOME DEPOT /	352363	TRUCK STOCK	0.00	63.51
1011	430680	05/21/25	00000057	HOME DEPOT /	352363	SAMPLING BUCKETS	0.00	25.73
1011	430680	05/21/25	00000057	HOME DEPOT /	860810	SUPPLIES	0.00	160.83
1011	430680	05/21/25	00000057	HOME DEPOT /	860810	SUPPLIES	0.00	27.16
1011	430680	05/21/25	00000057	HOME DEPOT /	860810	SMALL TOOLS	0.00	250.83
TOTAL CHECK							0.00	2,035.15
1011	430681	05/21/25	10014277	LAMIYA HOQUE	101101	REIMB/EXPENSE SCAG-25	0.00	131.04
1011	430682	05/21/25	10009091	HUE C LUU	731150	ENG SVC/MAY-25	0.00	7,040.00
1011	430683	05/21/25	10014283	DARENE IMPERIAL	11	REF DEPOSIT#R12050	0.00	500.00
1011	430684	05/21/25	10008985	INDEPENDENT	731120	LEGAL NOTICE 152693	0.00	410.00
1011	430685	05/21/25	10012742	INFOSEND, INC	106125	FIREWORKS/APRIL-25	0.00	108.15
1011	430685	05/21/25	10012742	INFOSEND, INC	631142	TOBACCO/APRIL-25	0.00	108.15
1011	430685	05/21/25	10012742	INFOSEND, INC	352267	SVCS & MATERIAL/APR-25	0.00	2,043.11
1011	430685	05/21/25	10012742	INFOSEND, INC	352267	POSTAGE/ARRIL-25	0.00	6,935.97
TOTAL CHECK							0.00	9,195.38
1011	430686	05/21/25	00009561	TRADITIONAL AUTO SUPPLY	171710	OIL FILTER	0.00	34.46
1011	430686	05/21/25	00009561	TRADITIONAL AUTO SUPPLY	171710	ROTORS/PADS	0.00	347.17
1011	430686	05/21/25	00009561	TRADITIONAL AUTO SUPPLY	171710	MOTOR OIL	0.00	37.95
1011	430686	05/21/25	00009561	TRADITIONAL AUTO SUPPLY	171710	FILTERS	0.00	38.94
1011	430686	05/21/25	00009561	TRADITIONAL AUTO SUPPLY	171710	FILTERS	0.00	82.06
TOTAL CHECK							0.00	540.58
1011	430687	05/21/25	10014273	SONIA JARAMILLO	275140	REF/DEPOSIT RT#R12349	0.00	135.00

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 9
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430688	05/21/25	10014276	UTPAL KANT	275130	REF/SUMMER CAMP	0.00	3,100.00
1011	430689	05/21/25	10014274	SEAN KENNEDY	11	REF/DEPOSIT RT#R12320	0.00	500.00
1011	430690	05/21/25	10013958	HYUN S. KIM	650208	REIMB/AXON WEEK 2025	0.00	1,624.79
1011	430691	05/21/25	10012442	KIMLEY-HORN AND ASSOCIAT	190066	SAFE SCH.ROUTE/MAR25	0.00	38,923.00
1011	430691	05/21/25	10012442	KIMLEY-HORN AND ASSOCIAT	190066	SAFE SCH.ROUTE/FEB25	0.00	26,816.89
TOTAL CHECK							0.00	65,739.89
1011	430692	05/21/25	10007915	LANAIR GROUP, LLC	126143	0365 EXCHANGE/MAY-25	0.00	2,148.00
1011	430693	05/21/25	10014275	HYANG SUN LEE	160105	REFRESHMNT/OUTREACH	0.00	91.61
1011	430693	05/21/25	10014275	HYANG SUN LEE	160105	REFRESHMNT/OUTREACH	0.00	24.82
TOTAL CHECK							0.00	116.43
1011	430694	05/21/25	10014285	YOUNG PARK LEE	11	REF DEPOSIT#R12283	0.00	500.00
1011	430695	05/21/25	10014278	MENG LIEV	631140	ADM CIT REF#BP-16919	0.00	100.00
1011	430696	05/21/25	00003160	ADOLPH KIEFER & ASSOCIAT	275145	#LGS33GUS - RISE SOLID	0.00	880.00
1011	430696	05/21/25	00003160	ADOLPH KIEFER & ASSOCIAT	275145	#LGS30GUS - RISE GUARD	0.00	325.00
1011	430696	05/21/25	00003160	ADOLPH KIEFER & ASSOCIAT	275145	#2604GU - RISE GUARD L	0.00	884.50
1011	430696	05/21/25	00003160	ADOLPH KIEFER & ASSOCIAT	275145	TAX	0.00	182.90
1011	430696	05/21/25	00003160	ADOLPH KIEFER & ASSOCIAT	275145	#LGS30GUS - RISE GUARD	0.00	325.00
1011	430696	05/21/25	00003160	ADOLPH KIEFER & ASSOCIAT	275145	#2604GU - RISE GUARD L	0.00	1,250.50
1011	430696	05/21/25	00003160	ADOLPH KIEFER & ASSOCIAT	275145	TAX	0.00	137.91
TOTAL CHECK							0.00	3,985.81
1011	430697	05/21/25	10012952	LOOPNET	632110	LOOPNET MAY-25	0.00	111.96
1011	430698	05/21/25	00000077	LU'S LIGHTHOUSE INC	171710	WIPER BLADES	0.00	25.65
1011	430699	05/21/25	10012134	CASEY MCDANIEL	275150	SCOREKEEP 4/26-5/9/25	0.00	102.00
1011	430700	05/21/25	10005546	MID CITY'S ELECTRIC, INC	170670	ELECTRICAL	0.00	1,440.00
1011	430700	05/21/25	10005546	MID CITY'S ELECTRIC, INC	170670	LIGHTING REPAIR	0.00	3,715.00
1011	430700	05/21/25	10005546	MID CITY'S ELECTRIC, INC	170670	ELECTRICAL REPAIR	0.00	7,823.78
TOTAL CHECK							0.00	12,978.78
1011	430701	05/21/25	10012829	MILITARY GUIDES	995100	AD/MILITARY PUB/MAY25	0.00	9,880.00
1011	430702	05/21/25	10011810	MILLER MENDEL, INC.	650105	ESOPH/REP/STORE/MAR25	0.00	29.80
1011	430702	05/21/25	10011810	MILLER MENDEL, INC.	650105	ESOPH REP/STORE/MAR25	0.00	225.00
TOTAL CHECK							0.00	254.80
1011	430703	05/21/25	10013712	MINDSTREET, INC.	121110	DIGITAL EAP/MAR-25	0.00	500.00
1011	430703	05/21/25	10013712	MINDSTREET, INC.	121110	DIGITAL EAP/MAY-25	0.00	500.00
1011	430703	05/21/25	10013712	MINDSTREET, INC.	121110	DIGITAL EAP/APR-25	0.00	500.00
TOTAL CHECK							0.00	1,500.00
1011	430704	05/21/25	10014043	MITRATECH TRAKSTAR, INC.	121110	TRAKSTAR PERF EVAL SY	0.00	866.09

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 10
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430705	05/21/25	10013264	MOBILE FLEET WASH, CORP	171710	MOBILE CAR WASH	0.00	1,000.00
1011	430706	05/21/25	10014284	NIKKI MONTEZ	11	REF DEPOSIT#R12332	0.00	500.00
1011	430707	05/21/25	10004764	TIFFANEY DANIELLE MORENO	275120	YOGA/ZUMBA/SPRING-25	0.00	1,678.46
1011	430708	05/21/25	00004380	MUNICIPAL MAINTENANCE EQ	352567	STORM DRAIN/REPAIR	0.00	919.00
1011	430709	05/21/25	00009876	MUNICIPAL WATER DIST OF	396848	WATER USE EFFIC/MAR25	0.00	104.00
1011	430710	05/21/25	10008321	NORTH JUSTICE CENTER	11	BAIL REC#BP02151	0.00	2,500.00
1011	430711	05/21/25	10012884	JBA CONSULTING	170670	IGAA SUPPORT/APR-25	0.00	5,038.00
1011	430712	05/21/25	10004133	OC CLERK-RECORDER'S OFFI	732031	RECONVEYANCE/APR-25	0.00	54.00
1011	430713	05/21/25	10007111	OC CLERK-RECORDER'S OFFI	11	COUNTY FILING/APR-25	0.00	250.00
1011	430714	05/21/25	10005881	OCCUPATIONAL HEALTH CENT	121110	PHYS/KEVIN DOMINGUEZ	0.00	90.00
1011	430714	05/21/25	10005881	OCCUPATIONAL HEALTH CENT	121110	PHYS/DAVID OTTEN	0.00	90.00
TOTAL CHECK							0.00	180.00
1011	430715	05/21/25	10005163	OCEAN BREEZE PACIFIC, LL	275405	BPCC LINEN LAUNDRY	0.00	252.74
1011	430716	05/21/25	00000099	OFFICE DEPOT, INC.	650302	OFFICE SUPPLIES	0.00	107.70
1011	430716	05/21/25	00000099	OFFICE DEPOT, INC.	160105	OFFICE SUPPLIES	0.00	55.29
1011	430716	05/21/25	00000099	OFFICE DEPOT, INC.	11	PAPER BOISE WHITE 20#	173.10	2,406.59
TOTAL CHECK							173.10	2,569.58
1011	430717	05/21/25	10007787	HBV ENTERPRISES, INC.	171710	THERMOSTAT	0.00	177.79
1011	430718	05/21/25	00000913	ORANGE COUNTY FIRE AUTHO	640310	RET.MED.PROG/MAY-25	0.00	2,480.00
1011	430719	05/21/25	00007482	ORANGE COUNTY SANITATION	11	CONNECT FEE/APR-25	0.00	6,785.71
1011	430719	05/21/25	00007482	ORANGE COUNTY SANITATION	11	CONNECT FEE/MAR-25	0.00	13,967.37
TOTAL CHECK							0.00	20,753.08
1011	430720	05/21/25	00003435	ORANGE COUNTY WATER DIST	352267	RSECRNS BOOSTER PMP	0.00	305,640.26
1011	430721	05/21/25	00000222	EDCO/PARK DISPOSAL CORP.	171710	CNG FUEL	0.00	164.87
1011	430722	05/21/25	10013206	PAYMENTUS CORPORATION	126152	PHONE IVR/APRIL-25	0.00	2,232.93
1011	430722	05/21/25	10013206	PAYMENTUS CORPORATION	126152	PHONE IVR/MARCH-25	0.00	2,311.65
TOTAL CHECK							0.00	4,544.58
1011	430723	05/21/25	10012841	JILLIAN PENAREDONDA	106132	HOLMQUIST SCHOLARSHIP	0.00	7,000.00
1011	430724	05/21/25	00005145	PETTY CASH/COMMUNITY SER	275135	P-NUT SUPL/A.ALVARADO	0.00	6.90
1011	430724	05/21/25	00005145	PETTY CASH/COMMUNITY SER	275135	BATTERY/KURATA/APR25	0.00	17.38
1011	430724	05/21/25	00005145	PETTY CASH/COMMUNITY SER	275145	MLG/MAR25/M.THOMSEN	0.00	21.00
1011	430724	05/21/25	00005145	PETTY CASH/COMMUNITY SER	275140	EGGSTRAV/A.ALVARADO	0.00	32.61

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 11
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430724	05/21/25	00005145	PETTY CASH/COMMUNITY	SER 11	EGGESTRAV/R.CHOATE	0.00	35.97
1011	430724	05/21/25	00005145	PETTY CASH/COMMUNITY	SER 275125	AQUATICS/M.VANSICKLE	0.00	47.40
1011	430724	05/21/25	00005145	PETTY CASH/COMMUNITY	SER 275105	ALL STAFF/S.CONTRERAS	0.00	50.00
1011	430724	05/21/25	00005145	PETTY CASH/COMMUNITY	SER 275145	BX FLYER DIST/HOLLOWA	0.00	14.92
TOTAL CHECK							0.00	226.18
1011	430725	05/21/25	10013857	HEATHER WILLIAMS	650105	BPPD#3 APP#9 4/18/25	0.00	150.00
1011	430726	05/21/25	10013927	PRISCILA DAVILA & ASSOCI	732071	CDBG CONSULT/APR-25	0.00	20,000.00
1011	430727	05/21/25	10012855	PROACTIVE WORK HEALTH SE	121110	HEP B VAC	0.00	120.00
1011	430728	05/21/25	10001965	PYRO-COMM SYSTEMS, INC.	170670	ELEVATOR MAINT	0.00	135.00
1011	430729	05/21/25	10008467	QUADIENT LEASING USA, IN	126120	MAIL SORTER	0.00	712.62
1011	430730	05/21/25	10001203	R.V. NURSERY INC	560641	PLANTS	0.00	103.32
1011	430730	05/21/25	10001203	R.V. NURSERY INC	560641	PLANTS	0.00	1,712.81
1011	430730	05/21/25	10001203	R.V. NURSERY INC	860810	PLANTS	0.00	2,354.44
1011	430730	05/21/25	10001203	R.V. NURSERY INC	860810	PLANTS	0.00	1,446.37
TOTAL CHECK							0.00	5,616.94
1011	430731	05/21/25	10000972	REFRIGERATION SUPPLIES D	170670	HARDWARE	0.00	201.28
1011	430732	05/21/25	10011815	HUGO REYES	650208	ICI NAR INV 6/9-20/25	0.00	1,560.00
1011	430733	05/21/25	00004915	RIO HONDO COMMUNITY COLL	352567	AUG-24 MATERIAL PEP H	0.00	118.55
1011	430734	05/21/25	10004533	SUZANNE ROADY-ROSS	275120	TAI CHI CHIH/SPRING25	0.00	33.25
1011	430735	05/21/25	00000114	SAFETY KLEEN SYSTEMS, IN	171710	USED OIL PICK-UP	0.00	427.00
1011	430735	05/21/25	00000114	SAFETY KLEEN SYSTEMS, IN	171710	USED FILTER PICK-UP	0.00	265.30
TOTAL CHECK							0.00	692.30
1011	430736	05/21/25	00004970	SUSAN SAXE-CLIFFORD PHD	650105	EVAL/BOBBY MEKDARA	0.00	450.00
1011	430737	05/21/25	10004922	SCHINDLER ELEVATOR CORPO	170670	ELEVATOR MAINT	0.00	4,002.27
1011	430738	05/21/25	10003547	SOCAL SEALCOAT SOLUTIONS	560211	REPAIR HOSE	0.00	220.00
1011	430739	05/21/25	00008766	JON-MICHAEL SHADOW	650208	SLI#547 S.6 5/1-3/25	0.00	158.10
1011	430740	05/21/25	00000462	THE SHERWIN WILLIAMS	170670	HARDWARE	0.00	137.19
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	126120	REGULAR SHRED SVC	0.00	77.58
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	275105	REGULAR SHRED SVC	0.00	77.58
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	105105	REGULAR SHRED SVC	0.00	77.59
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	115110	REGULAR SHRED SVC	0.00	77.59
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	160105	REGULAR SHRED SVC	0.00	77.59
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	650302	REGULAR SHRED SVC	0.00	903.70
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	275105	REGULAR SHRED SVC	0.00	92.25
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	105105	REGULAR SHRED SVC	0.00	92.26

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 12
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	115110	REGULAR SHRED SVC	0.00	92.26
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	160105	REGULAR SHRED SVC	0.00	92.26
1011	430741	05/21/25	10009505	SHRED-IT, INC. USA	126120	REGULAR SHRED SVC	0.00	92.26
TOTAL CHECK							0.00	1,752.92
1011	430742	05/21/25	10012204	SO CAL CONCRETE DELIVERY	560211	CONCRETE	0.00	909.72
1011	430742	05/21/25	10012204	SO CAL CONCRETE DELIVERY	560211	CONCRETE	0.00	612.01
TOTAL CHECK							0.00	1,521.73
1011	430743	05/21/25	10014174	SOLLOY, ANA L	52	UB REFUND	0.00	215.13
1011	430744	05/21/25	10004676	SONSRAY MACHINERY LLC	171710	CREDIT MEMO	0.00	-341.11
1011	430744	05/21/25	10004676	SONSRAY MACHINERY LLC	560640	#84315261 - CTI PRODUC	0.00	5,856.75
1011	430744	05/21/25	10004676	SONSRAY MACHINERY LLC	560640	ENVIRONMENTAL	0.00	29.60
1011	430744	05/21/25	10004676	SONSRAY MACHINERY LLC	560640	FREIGHT	0.00	150.00
1011	430744	05/21/25	10004676	SONSRAY MACHINERY LLC	560640	HYDRAULIC FITTINGS	0.00	250.00
1011	430744	05/21/25	10004676	SONSRAY MACHINERY LLC	560640	SHOP SUPPLY	0.00	120.00
1011	430744	05/21/25	10004676	SONSRAY MACHINERY LLC	560640	LABOR	0.00	1,480.00
1011	430744	05/21/25	10004676	SONSRAY MACHINERY LLC	560640	TAX	0.00	669.38
TOTAL CHECK							0.00	8,214.62
1011	430745	05/21/25	00000607	SOUTH COAST AQMD	352363	FAC ID 118220	0.00	541.04
1011	430745	05/21/25	00000607	SOUTH COAST AQMD	352363	FAC ID 118220	0.00	165.96
1011	430745	05/21/25	00000607	SOUTH COAST AQMD	352363	FAC ID 78990	0.00	167.47
1011	430745	05/21/25	00000607	SOUTH COAST AQMD	352363	FAC ID 78989	0.00	167.47
1011	430745	05/21/25	00000607	SOUTH COAST AQMD	352363	FAC ID 118220	0.00	167.47
1011	430745	05/21/25	00000607	SOUTH COAST AQMD	171710	FAC ID 44795	0.00	167.47
1011	430745	05/21/25	00000607	SOUTH COAST AQMD	352363	FAC ID 23982	0.00	167.47
TOTAL CHECK							0.00	1,544.35
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	BP LITING/APR-25	0.00	3,888.38
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	352510	2881 ROSECRANS/APR25	0.00	4,126.85
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	352510	6140 BALL RD/APR-25	0.00	5,148.44
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	860810	6900 BEACH/APR-25	0.00	7,895.23
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	352510	7301 KNOTT/APR-25	0.00	17,904.76
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	170670	6640 BEACH/APR-25	0.00	20,436.36
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	BP LIGHTING/APR-25	0.00	64,813.13
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	ES VLYVW SO FY/APR25	0.00	19.21
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	560230	7113 FIRESTONE/APR-25	0.00	25.87
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	MNCHESTR/ARTES/APR25	0.00	28.71
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	560230	5600 MALVERN/APR-25	0.00	32.72
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	BEACH/MALVERN/APR-25	0.00	32.72
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	BEACH/COMNWLTH/APR25	0.00	32.72
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	8252 OR'THROPE/APR-25	0.00	32.72
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	9TH/WESTERN/APR-25	0.00	38.22
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	560230	8221 DALE/APR-25	0.00	38.22
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	STANTN/MAPLE/APR-25	0.00	38.22
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	560230	7341 ARTESIA/APR-25	0.00	38.22
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	560230	7901 LA MIRADA/APR-25	0.00	38.22
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	6248 CRESCENT/APR-25	0.00	41.16
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	CRSNT/SAN RIO/APR-25	0.00	41.16
1011	430748	05/21/25	00000226	SOUTHERN CALIFORNIA EDIS	660240	RT91 FY EO KNOT/APR25	0.00	42.49

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 13
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH	ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 560230	6655 MNCHESTR/APR25	0.00	42.70
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 560230	BEACH/DURANGO/APR25	0.00	43.54
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 560230	7550 STANTON/APR-25	0.00	45.83
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	BEACH/9TH/APR-25	0.00	52.83
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 860810	6232 AUTO CIR/APR-25	0.00	54.28
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	RT91 FY OFF RMP/APR25	0.00	56.35
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 560230	5755 CRESCENT/APR25	0.00	57.44
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 560230	6200 STANTON/APR-25	0.00	61.33
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	BEACH/STAGE/APR-25	0.00	67.58
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 170670	6500 AUTO CTR/APR-25	0.00	69.11
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	BEACH/CRESCENT/APR-25	0.00	77.19
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	SW CNR OR'THORP/APR25	0.00	84.26
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	6002 OR'THORP/APR-25	0.00	91.65
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	7582 COMMWLTH/APR-25	0.00	91.65
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	SAN REMO/VL.VW/APR-25	0.00	91.65
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	7201 ARTESIA/APR-25	0.00	93.80
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	BEACH/ARTESIA/APR-25	0.00	94.52
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	6989 ARTESIA/APR-25	0.00	97.49
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	5700 BRIDGEPORT/APR25	0.00	98.96
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 560230	6210 INDIANA/APR-25	0.00	114.16
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 560230	7365 ARTESIA/APR-25	0.00	115.65
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 560230	6655 AUTO CTR/APR-25	0.00	115.93
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	BEACH/MALVERN/APR-25	0.00	125.19
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 560230	7341 ARTESIA/APR-25	0.00	127.00
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 560230	7901 LA MIRADA/APR-25	0.00	135.02
1011		430748	05/21/25	00000226	SOUTHERN CALIFORNIA	EDIS 660240	7731 STANTON/APR-25	0.00	239.64
TOTAL CHECK								0.00	127,078.48
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 860810	7600 DALE ST/APR-25	0.00	412.41
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 170670	6650 BEACH/APR-25	0.00	1,035.16
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 170670	8150 KNOTT #D/ARP-25	0.00	1,187.52
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 170670	6640 BEACH/APR-25	0.00	3,008.44
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 860810	7225 EL DORADO/APR-25	0.00	10,366.58
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 170670	6660 BEACH/APR-25	0.00	14.73
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 170670	8152 KNOTT/APR-25	0.00	14.73
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 860810	7171 8TH ST/APR-25	0.00	31.65
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 170670	8150 KNOTT/APR-25	0.00	59.24
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 170670	6601 BEACH/APR-25	0.00	59.62
1011		430749	05/21/25	00000328	SOUTHERN CALIFORNIA	GAS 170670	6955 ARAGON/APR-25	0.00	323.87
TOTAL CHECK								0.00	16,513.95
1011		430750	05/21/25	10007408	SOUTHERN COMPUTER WAREHO	650303	#PA03805-B105, RICOH S	176.90	2,198.57
1011		430751	05/21/25	00010296	SPECIALIZED ELEVATOR SER	660241	ELEVATOR MAINT	0.00	592.29
1011		430751	05/21/25	00010296	SPECIALIZED ELEVATOR SER	170670	ELEVATOR TESTING	0.00	1,600.00
TOTAL CHECK								0.00	2,192.29
1011		430752	05/21/25	00005362	DAVE FLANAGAN	170670	INSTALLATION CABLING A	0.00	2,688.46
1011		430752	05/21/25	00005362	DAVE FLANAGAN	126143	C/O #1 - ADDITIONAL FU	0.00	3,635.63
TOTAL CHECK								0.00	6,324.09
1011		430753	05/21/25	00010381	SPOK INC	860810	PAGER SERVICE	0.00	7.46

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 14
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430753	05/21/25	00010381	SPOK INC	275305	PAGER SERVICE	0.00	7.46
1011	430753	05/21/25	00010381	SPOK INC	352363	PAGER SERVICE	0.00	28.97
TOTAL CHECK							0.00	43.89
1011	430754	05/21/25	00001085	STAPLES CONTRACT & COMME	171710	OFFICE SUPPLIES	0.00	42.29
1011	430754	05/21/25	00001085	STAPLES CONTRACT & COMME	126120	CHAIR MAT / DIVIDERS	0.00	107.76
1011	430754	05/21/25	00001085	STAPLES CONTRACT & COMME	650308	OFFICE SUPPLIES	0.00	13.25
1011	430754	05/21/25	00001085	STAPLES CONTRACT & COMME	650302	OFFICE SUPPLIES	0.00	20.15
1011	430754	05/21/25	00001085	STAPLES CONTRACT & COMME	650308	OFFICE SUPPLIES	0.00	22.37
1011	430754	05/21/25	00001085	STAPLES CONTRACT & COMME	650308	OFFICE SUPPLIES	0.00	40.29
1011	430754	05/21/25	00001085	STAPLES CONTRACT & COMME	160105	OFFICE SUPPLIES	0.00	54.44
1011	430754	05/21/25	00001085	STAPLES CONTRACT & COMME	650302	OFFICE SUPPLIES	0.00	230.64
TOTAL CHECK							0.00	531.19
1011	430755	05/21/25	10014279	NATALIE STARK	106132	HOLMQUIST SCHOLARSHIP	0.00	3,000.00
1011	430756	05/21/25	00002944	STATE CONTROLLERS OFFICE	731150	FY24-25 OFFSET PROG	0.00	722.09
1011	430757	05/21/25	10005252	STETSON ENGINEERS INC	396814	WATER MAST.PLAN/MAR25	0.00	677.25
1011	430758	05/21/25	10009586	COLLETTE STOHLER	995100	MEDIA TRAVEL 1 OF 2	0.00	8,107.68
1011	430759	05/21/25	10014271	HAPPY JOE MEDINA	650423	HUMAN TRAF 6/5-7/25	0.00	265.00
1011	430760	05/21/25	10013691	LOTUS THAI	731105	REIMB/TIERRA MIA	0.00	202.20
1011	430760	05/21/25	10013691	LOTUS THAI	731105	T-SQ, SEW MAT, KNIFE	0.00	60.11
1011	430760	05/21/25	10013691	LOTUS THAI	731105	ANIMAL STAMPS/MAR-25	0.00	9.15
1011	430760	05/21/25	10013691	LOTUS THAI	731105	KEYBOARD PALM REST	0.00	36.62
1011	430760	05/21/25	10013691	LOTUS THAI	731105	STICKER MULE/APR-25	0.00	304.50
TOTAL CHECK							0.00	612.58
1011	430761	05/21/25	10009023	TIRE HUB, LLC	171710	TIRES	0.00	548.33
1011	430762	05/21/25	10011938	T-MOBILE	171710	974300786 APR-25	0.00	72.80
1011	430763	05/21/25	10011938	T-MOBILE	995100	995916635 APRIL-25	0.00	30.80
1011	430764	05/21/25	10006419	MARTIN TOMSICK	650208	AXON WEEK 2025	0.00	1,558.87
1011	430764	05/21/25	10006419	MARTIN TOMSICK	650407	TATIC OP LIAB 4/28-29	0.00	245.61
TOTAL CHECK							0.00	1,804.48
1011	430765	05/21/25	00004212	TOWNSEND PUBLIC AFFAIRS	352267	LOBBYIST MAY-25	0.00	2,018.75
1011	430765	05/21/25	00004212	TOWNSEND PUBLIC AFFAIRS	105105	LOBBYIST MAY-25	0.00	6,056.25
TOTAL CHECK							0.00	8,075.00
1011	430766	05/21/25	00004212	TOWNSEND PUBLIC AFFAIRS	105105	GRT.WRITE SVC/MAY-25	0.00	5,000.00
1011	430767	05/21/25	10014280	TRANSIT PICTURES LLC	631142	TOBACCO PSA VIDEOS	0.00	8,500.00
1011	430768	05/21/25	10006008	TRIP ADVISOR HOLDINGS, L	995100	ADS/APR-25	0.00	6,493.72
1011	430769	05/21/25	00005445	TRI-SIGNAL INTEGRATION,	170670	FIRE ALARM REPAIR	0.00	301.49

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 15
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430770	05/21/25	10013738	TRUE NORTH COMPLIANCE SE	731150	PLAN REV/CK SVC/APR25	0.00	4,325.09
1011	430771	05/21/25	10012511	TSG ENTERPRISES, INC	490015	SEWER MAIN ADM/APR25	0.00	829.25
1011	430771	05/21/25	10012511	TSG ENTERPRISES, INC	499920	MANHOLE REHAB/APR-25	0.00	694.25
TOTAL	CHECK						0.00	1,523.50
1011	430772	05/21/25	10012155	TUNNELWORKS SERVICES, IN	490015	SEWER MAIN/APR-25	0.00	176,100.00
1011	430772	05/21/25	10012155	TUNNELWORKS SERVICES, IN	52	PMT#4 RET.	0.00	-8,805.00
TOTAL	CHECK						0.00	167,295.00
1011	430773	05/21/25	10014270	TWEEDDALE, THERESA	52	UB REFUND	0.00	18.10
1011	430774	05/21/25	10012270	UNITIS, INC.	352567	STORM DRAIN REPAIR	0.00	398.22
1011	430774	05/21/25	10012270	UNITIS, INC.	352567	STORM DRAIN REPAIR	0.00	184.20
TOTAL	CHECK						0.00	582.42
1011	430775	05/21/25	10014133	URBAN CROSSROADS, INC	731120	TRF ANALYSIS/APR-25	0.00	2,460.00
1011	430776	05/21/25	10011587	US BANK	997100	CUSTODY ACCT/MAR-25	0.00	12.36
1011	430777	05/21/25	10011587	US BANK	11	CUSTODY ACCT/MAR-25	0.00	987.64
1011	430778	05/21/25	10006634	VAN DE POL ENTERPRISES,	171710	BULK OIL	0.00	3,512.39
1011	430779	05/21/25	00001911	JEFF VAN SICKLE	275135	YT OFFIC 4/30-5/12/25	0.00	175.00
1011	430780	05/21/25	10009230	VERIZON BUSINESS	170670	4123237 X26 APR-25	0.00	449.92
1011	430781	05/21/25	10002032	VERIZON WIRELESS	352363	870083592-00001 APR25	0.00	371.21
1011	430781	05/21/25	10002032	VERIZON WIRELESS	170670	870083592-00001 APR25	0.00	2,942.59
TOTAL	CHECK						0.00	3,313.80
1011	430782	05/21/25	10002032	VERIZON WIRELESS	170670	561306915-00002 APR25	0.00	583.09
1011	430782	05/21/25	10002032	VERIZON WIRELESS	998100	561306915-00002 APR25	0.00	-31.16
1011	430782	05/21/25	10002032	VERIZON WIRELESS	560210	561306915-00002 APR25	0.00	41.57
1011	430782	05/21/25	10002032	VERIZON WIRELESS	105105	561306915-00002 APR25	0.00	41.57
1011	430782	05/21/25	10002032	VERIZON WIRELESS	352363	561306915-00002 APR25	0.00	76.02
1011	430782	05/21/25	10002032	VERIZON WIRELESS	115110	561306915-00002 APR25	0.00	129.07
1011	430782	05/21/25	10002032	VERIZON WIRELESS	101101	561306915-00002 APR25	0.00	129.08
TOTAL	CHECK						0.00	969.24
1011	430783	05/21/25	00008608	VISION SERVICE PLAN-(CA)	73	MAY-25 INVOICE	0.00	4,188.31
1011	430784	05/21/25	10014255	VO, VIVIAN	52	UB REFUND	0.00	594.46
1011	430785	05/21/25	10008881	VOHNE LICHE KENNELS, INC	650405	MO K9 MT/APRIL-25	0.00	500.00
1011	430786	05/21/25	00000138	VULCAN MATERIALS, INC.	560211	STREETS SUPPLIES	0.00	357.19
1011	430787	05/21/25	00000142	WAXIE SANITARY SUPPLY, I	11	BLEACH	49.94	620.72
1011	430787	05/21/25	00000142	WAXIE SANITARY SUPPLY, I	11	DEODORANT AIR FRESHENE	22.60	280.96

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 16
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	430787	05/21/25	00000142	WAXIE SANITARY SUPPLY, I	11	TISSUE TOILET ROLL (80	227.52	2,827.52
1011	430787	05/21/25	00000142	WAXIE SANITARY SUPPLY, I	11	TISSUE FACIAL 2PLY WHI	19.72	245.17
TOTAL CHECK							319.78	3,974.37
1011	430788	05/21/25	00000141	WEST COAST ARBORISTS INC	560641	TREE TRIM/MAR-25	0.00	2,747.00
1011	430788	05/21/25	00000141	WEST COAST ARBORISTS INC	560641	TREE TRIM/MAR-25	0.00	21,914.30
TOTAL CHECK							0.00	24,661.30
1011	430789	05/21/25	10012502	WILD WATER OPERATING LLC	171710	CAR WASHES	0.00	712.50
1011	430790	05/21/25	10011861	WILLDAN ENGINEERING	590189	DALE/CRST REHAB/APR25	0.00	17,730.50
1011	430791	05/21/25	10013745	WM CORPORATE SERVICES, L	460220	HAZ WASTE/APR-25	0.00	1,609.25
1011	430792	05/21/25	10013257	WORKCARE, INC.	121110	CITY/PD WELLNES/APR25	0.00	22,429.24
1011	430793	05/21/25	10014281	CHEN YANG	275140	REF DEPOSIT#R12323	0.00	135.00
1011	430794	05/21/25	10011660	YUNEX, LLC	560230	ROUTINE SIG MT/APR-25	0.00	8,418.06
1011	V430795	05/21/25	10014232	FIT KIT INC	632118	VIP REBATE APRIL-2025	0.00	1,500.00
1011	V430796	05/21/25	00007415	BUENA PARK CITY EMPLOYEE	73	DED:1102 BPCEA DUES	0.00	660.00
1011	V430797	05/21/25	10013793	BUENA PARK HOTEL MARKETI	995100	MARKETING/ADVERTISING	0.00	60,000.00
1011	V430798	05/21/25	00000481	BUENA PARK POLICE ASSOCI	73	DED:0846 LTD PA/PMA	0.00	2,025.00
1011	V430798	05/21/25	00000481	BUENA PARK POLICE ASSOCI	73	DED:1100 POLICE DUE	0.00	8,104.72
TOTAL CHECK							0.00	10,129.72
1011	V430799	05/21/25	00007357	BUENA PARK POLICE DEPT S	73	DED:1101 SWAT	0.00	360.00
1011	V430799	05/21/25	00007357	BUENA PARK POLICE DEPT S	73	DED:1099 SWAT DUES	0.00	40.00
TOTAL CHECK							0.00	400.00
1011	V430800	05/21/25	00007565	EEC ENVIRONMENTAL, INC.	352567	FOG INSP/FEB-25	0.00	2,811.78
1011	V430800	05/21/25	00007565	EEC ENVIRONMENTAL, INC.	352567	FOG INSP. JAN-25	0.00	882.50
TOTAL CHECK							0.00	3,694.28
1011	V430801	05/21/25	10014263	GEMINI GROUP CONSULTING,	352363	WATER REPORT-2025	0.00	10,325.00
1011	V430802	05/21/25	10012664	HGREG NISSAN BUENA PARK	632118	VIP REBATE APRIL-2025	0.00	500.00
1011	V430803	05/21/25	00008482	JOHN SOTTEK	732031	HIP202422 RISCHIO	0.00	1,150.00
1011	V430803	05/21/25	00008482	JOHN SOTTEK	732031	HIP202413 CASTILLO	0.00	600.00
1011	V430803	05/21/25	00008482	JOHN SOTTEK	126128	HIP202425 ROBLES	0.00	1,000.00
1011	V430803	05/21/25	00008482	JOHN SOTTEK	126128	HIP202415 CHEN	0.00	150.00
1011	V430803	05/21/25	00008482	JOHN SOTTEK	732031	HIP202528 CARNES	0.00	450.00
TOTAL CHECK							0.00	3,350.00
1011	V430804	05/21/25	00000054	TED JONES FORD INC.	171710	CREDIT MEMO	0.00	-89.26
1011	V430804	05/21/25	00000054	TED JONES FORD INC.	171710	BODY PARTS	0.00	237.59
1011	V430804	05/21/25	00000054	TED JONES FORD INC.	171710	CREDIT MEMO	0.00	-431.00

SUNGARD PUBLIC SECTOR
DATE: 05/21/2025
TIME: 18:22:51

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 17
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20250508 00:00:00.000' and '20250521 00:00:00.000'
ACCOUNTING PERIOD: 11/25

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	V430804	05/21/25	00000054	TED JONES FORD INC.	171710	NUT	0.00	21.01
1011	V430804	05/21/25	00000054	TED JONES FORD INC.	171710	BEARING	0.00	41.48
1011	V430804	05/21/25	00000054	TED JONES FORD INC.	171710	IGNITION COIL	0.00	242.78
TOTAL CHECK							0.00	22.60
1011	V430805	05/21/25	10009226	MERCY HOUSE LIVING CENTE	106131	NAV.SHELTER/JUNE-25	0.00	304,122.50
1011	V430806	05/21/25	10013038	PACKET FUSION, INC.	170670	PACKETFUSION SUPPORT E	0.00	18,618.88
TOTAL CASH ACCOUNT							993.93	2,015,572.30
TOTAL FUND							993.93	2,015,572.30
TOTAL REPORT							993.93	2,015,572.30

Voided Check Numbers	Date Printed
430586	5/21/2025
430587	
430667	
430746	
430747	

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA PARK,
CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS IN THE
SUM OF \$1,079,042.69 COVERING REGULAR PAYROLL ENDING MAY
23, 2025

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUENA PARK
DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1: That in accordance with Section 37208 of the Government Code, the
Director of Finance or his designated representative hereby certifies to the accuracy of the
following demands and to the availability of funds for payment thereof.

Director of Finance

SECTION 2: The claims and demands in the sum of \$1,079,042.69 set forth on
this 9-page register attached to this resolution and made a part hereof have been
audited as required by law and are hereby allowed in the amount set forth.

PASSED AND ADOPTED this _____ day of _____ 2025 by the following called
vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

Page 2

I hereby certify that the foregoing resolution was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Buena Park held this _____ day of _____ 2025.

City Clerk

SUNGARD PUBLIC SECTOR
DATE: 05/29/2025
TIME: 10:34:05

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 1
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MZ5'
ALL CHECKS

PAYRUN: MZ5
DATE: 05/30/2025

CHECK NUMBER	DEPOSIT AMOUNT	CHECK AMOUNT	MAN/VOID	-----EMPLOYEE-----	ID NUMBER
V386570	2,874.61	.00		CASTRO, GWENDOLYNE	503
V386571	6,315.16	.00		FENTON, EDWARD	1564
V386572	1,731.82	.00		KERN, DONNA	2574
V386573	2,430.37	.00		MIRANDA, MARILU	447
V386574	2,864.47	.00		PREVO, DOREKA	390
V386575	3,776.43	.00		VALDEZ, REBECCA	5490
V386576	1,974.48	.00		BUENROSTRO, PATRICIA	227
V386577	1,669.14	.00		GALLENTINE, KAILEY	486
V386578	8,506.88	.00		GARCIA, ADRIAN	1700
V386579	1,769.60	.00		GLAVIN, BARBARA	1768
V386580	1,904.54	.00		HERNANDEZ, GLORIA	2092
V386581	9,591.40	.00		HYUN, SUNG	2248
V386582	1,990.68	.00		KIM, MIN	2584
V386583	2,065.12	.00		LOVEJOY, REBEKAH	76
V386584	1,053.84	.00		OZAKI, GRACE	3881
V386585	1,902.29	.00		PAK, TIMOTHY	3955
V386586	2,547.24	.00		PEREZ, JESSICA	4111
V386587	2,720.11	.00		TOMASSETTI, JEEVANI	5623
V386588	1,869.12	.00		TRAN, KRYSTLE	242
V386589	2,001.34	.00		APARICIO, LESLIE	590
V386590	594.27	.00		AYALA, MICHAEL	445
V386591	4,142.02	.00		COPPING, SARA	951
V386592	2,252.67	.00		ENGLEBRECHT, BRIDGET	261
V386593	3,497.75	.00		FEWER, JESSICA	580
V386594	7,139.19	.00		FRANCE, AARON	1650
V386595	852.70	.00		LOPEZ, JESSE	606
V386596	272.55	.00		MCKINNEY, KENNETH	552
V386597	2,613.79	.00		MEDINA, YARETZA	8
V386598	859.72	.00		MUNOZ, MICHELLE	440
V386599	1,121.91	.00		OWAKA, PASCHAL	615
V386600	272.55	.00		TEHRANI, AIDIN	551
V386601	623.17	.00		AHN, JOYCE	263
V386602	617.54	.00		FRANCO-HERNANDEZ, CARLOS	566
V386603	617.54	.00		HOQUE, LAMIYA	412
V386604	623.17	.00		SONNE, SUSAN	5161
V386605	348.17	.00		TRAUT, CONNOR	5399
V386606	2,860.05	.00		ALMQUIST, ANNA PATRICIA	168
V386607	2,064.33	.00		GUERRA, SARAH	1470
V386608	7,443.29	.00		JIMENEZ, ADRIA	2297
V386609	1,089.64	.00		KIRK, RALPH	384
V386610	1,899.54	.00		LOPEZ, ANGELICA	2928
V386611	976.53	.00		PHAM, TAMMY	574
V386612	6,010.95	.00		AVERELL, MARK	272
V386613	2,419.65	.00		COLES-GUZMAN, MARY	950
V386614	2,256.43	.00		KENNEDY, SEAN	111
V386615	4,285.60	.00		CULL, ROBERT	1012
V386616	1,740.72	.00		FLORES, CHRISTOPHER	464
V386617	1,221.79	.00		GUZMAN, FEDERICO	1918
V386618	3,219.54	.00		LESTER, ALEXANDER	2868
V386619	2,007.74	.00		MACIAS, JUDITH	2996

SUNGARD PUBLIC SECTOR
DATE: 05/29/2025
TIME: 10:34:05

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 2
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MZ5'
ALL CHECKS

V386620	2,531.07	.00	MAYORQUIN, RAYMUNDO	221
V386621	2,656.80	.00	TART, ANDRE	5235
V386622	2,427.12	.00	ALVAREZ, JOSHUA	458
V386623	2,331.07	.00	CASTANEDA, GUADALUPE	280
V386624	2,303.70	.00	CASTELLANOS, CARLOS	515
V386625	2,490.72	.00	CATALDO, JOHN	766
V386626	2,143.40	.00	DAVIS-VALENTINE, SUZANNE	1085
V386627	253.35	.00	DINH, MICHELLE	433
V386628	6,493.24	.00	FOULKES, MATTHEW	9
V386629	1,812.16	.00	LOMELI, MOISES	472
V386630	3,736.51	.00	LUNA, HARALD	264
V386631	3,219.53	.00	MCALLEESE, IAN	159
V386632	2,874.78	.00	NAVARRO, SANDRA	93
V386633	127.49	.00	SANCHEZ, VIVIANA	4616
V386634	2,090.00	.00	SANTOS, RUTH	4640
V386635	1,787.13	.00	TAE, RAY	5196
V386636	4,028.27	.00	THAI, LOTUS	536
V386637	2,569.46	.00	ZAPIEN, ERNESTINE	5777
V386638	2,406.61	.00	ARDAIZ, LANA	190
V386639	3,645.22	.00	DHAUW, MELISSA	1170
V386640	2,909.81	.00	SUAREZ, SARABETH	5169
V386641	3,026.89	.00	YOON, JIWON	91
V386642	1,216.54	.00	BARR, LISA	366
V386643	1,355.03	.00	BARRAZA, TAYLOR	501
V386644	2,420.08	.00	COTA, LORRAINE	954
V386645	5,874.76	.00	DAVENPORT, JOSEPH	1094
V386646	6,341.42	.00	GEYER, BRADLEY	1692
V386647	6,488.01	.00	NGUYEN, NGHIA	3755
V386648	7,500.08	.00	NUNES, FRANK	3813
V386649	798.68	.00	CHARNES, LANCE	783
V386650	8,513.56	.00	DIERINGER, RYAN	1145
V386651	3,775.85	.00	JIMENEZ, ROBERT	352
V386652	2,992.29	.00	KIM, HYUN	328
V386653	3,673.53	.00	LAM, DAVID	2790
V386654	711.13	.00	LOVCHIK, MICHAEL	6
V386655	4,116.19	.00	MIKIEWICZ, SIMON	3360
V386656	1,125.89	.00	NOVOTNY, MARY	3705
V386657	2,389.46	.00	SEMAAN, NADIA	4740
V386658	6,456.31	.00	SHADDOW, JON-MICHAEL	4837
V386659	2,533.92	.00	ALCALA, BRITTANY	58
V386660	2,041.89	.00	ARIAS, KALEA	592
V386661	4,400.58	.00	BARAJAS, MAYRA	357
V386662	1,981.02	.00	BINYON, ERIC	506
V386663	4,554.56	.00	BRANDSTETTER, JAMES	629
V386664	5,047.99	.00	BUTH, CATHERINE	561
V386665	2,895.31	.00	CARPENTER, SCARLET	1663
V386666	833.44	.00	CORONADO, PERLA	553
V386667	682.88	.00	CORTEZ TORRES, AMANDA	450
V386668	1,907.52	.00	DIERINGER, REGINA	1515
V386669	4,187.84	.00	ESCOBEDO, STACEY	1530
V386670	3,733.14	.00	ESQUETINI, MARIA	1536
V386671	2,008.72	.00	HERNANDEZ, ISABELLA	112
V386672	631.00	.00	MADHAE, DEEPINDER	555
V386673	3,585.85	.00	MAERKER, ELIZABETH	3017
V386674	3,352.91	.00	MCGRATH, CODY	3220
V386675	823.40	.00	MENDOZA ESPINOZA, MYA	532

SUNGARD PUBLIC SECTOR
DATE: 05/29/2025
TIME: 10:34:05

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 3
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MZ5'
ALL CHECKS

V386676	1,204.83	.00	NOLASCO, NICOLE	595
V386677	868.60	.00	ONTIVEROS, STEVEN	342
V386678	2,177.76	.00	PALMA CARDENAS, DIANA	3970
V386679	861.27	.00	PARRA, ANGEL	498
V386680	713.51	.00	RODRIGUEZ TZAJ, SANDY	604
V386681	1,004.76	.00	RODRIGUEZ VILLA, YARELI	205
V386682	2,157.19	.00	SAUCEDA, CATHLEEN	4645
V386683	2,956.92	.00	SHERIFF, SAMANTHA	2096
V386684	714.10	.00	SILVERIO, SAMANTHA	497
V386685	4,103.78	.00	TANIGUCHI, MELISSA	5230
V386686	720.40	.00	VELLANOWETH, KRISTINE	217
V386687	689.34	.00	WOOD, HUNTER	605
V386688	731.42	.00	YBARRA, DELIA	529
V386689	2,009.03	.00	CHAN, KARA	795
V386690	2,435.84	.00	FIORE, KATE	1560
V386691	1,660.51	.00	FLOHRA, KARAN	516
V386692	3,114.45	.00	FOX, CHARITY	1641
V386693	659.94	.00	KUHN, MICHELLE	2730
V386694	761.63	.00	KUHN, TARI	2747
V386695	1,892.18	.00	MAERTZ, DANA	3018
V386696	3,112.37	.00	MENDIVEL, CHRISTINA	3299
V386697	2,134.62	.00	NGO, CATHERINE	3752
V386698	2,304.27	.00	PENDLETON, SUN	4080
V386699	1,596.46	.00	RAMIREZ, ARIANNA	86
V386700	1,935.14	.00	TENG, LING-FEI	2871
V386701	6,430.35	.00	BATES, PATRICK	378
V386702	5,992.07	.00	BELTRAN, CHRISTINA	13
V386703	4,552.08	.00	BERNAL, DAVID	480
V386704	3,665.01	.00	BLACKWOOD, PHALANN	550
V386705	6,119.66	.00	BOURNE, CLIFFORD	5612
V386706	3,822.38	.00	BOYD, ROBERT	584
V386707	3,785.30	.00	BOYER, CAMERON	585
V386708	7,132.19	.00	BRAVO, ISABEL	420
V386709	4,119.01	.00	CAMPOS, LOLANI	728
V386710	3,727.85	.00	CERDA, SERGIO	240
V386711	4,047.83	.00	CHAVEZ, ALEJANDRO	182
V386712	4,660.01	.00	CHAVEZ, ANTONY	246
V386713	3,270.91	.00	CURATOLA, ANTHONY	350
V386714	5,007.45	.00	DAVIS, JONATHAN	1083
V386715	5,297.80	.00	ESCAMILLA, MARIO	1529
V386716	4,879.85	.00	ESCOBEDO, DOMINICK	1521
V386717	2,466.42	.00	ESTRELLA, CARL JOSEPH	415
V386718	4,966.67	.00	FRANKLIN, KEVIN	1649
V386719	7,371.77	.00	GALOS, MICHAEL	1680
V386720	5,151.39	.00	GANO, KEVIN	1742
V386721	3,618.59	.00	GARCIA, JONATHAN	514
V386722	4,413.01	.00	GENTNER, GEORGE	1765
V386723	5,972.74	.00	GONZALEZ, LUIS	164
V386724	3,743.38	.00	GONZALEZ, OSCAR	1785
V386725	4,488.56	.00	HERST, RYAN	2102
V386726	5,626.00	.00	HOGAN, CHRISTIAN MICHAEL	138
V386727	7,421.88	.00	HONG, ALEX	2130
V386728	5,953.43	.00	JIMENEZ, GUSTAVO	2285
V386729	5,256.25	.00	JOHNSON, BRYAN	2300
V386730	6,293.52	.00	LEPE, SERGIO	2901
V386731	4,849.65	.00	LIRA, JOSEPH	133

SUNGARD PUBLIC SECTOR
DATE: 05/29/2025
TIME: 10:34:05

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 4
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MZ5'
ALL CHECKS

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V386734	2,875.28	.00	LUONG, AARON	577
V386735	4,261.91	.00	MARTINEZ, JESUS	117
V386736	4,969.61	.00	MEDRANO, JULIAN	3223
V386737	3,078.87	.00	MEONO, ROBIN	351
V386738	4,559.72	.00	MOELLER, SARAH	3590
V386739	5,389.09	.00	MORALES, FRANK	3489
V386740	4,958.77	.00	MORQUECHO, FERNANDO	510
V386741	6,020.36	.00	MUNOZ, OSCAR	3605
V386742	4,146.30	.00	MURILLO CASTRO, JULIAN	268
V386743	4,029.66	.00	NGUYEN, ANTHONY	258
V386744	6,906.69	.00	NYHUS, CHRISTOPHER	3808
V386745	5,829.51	.00	O'DETTE, DIRK	3823
V386746	4,489.92	.00	OH, WILLIAM	326
V386747	2,958.40	.00	OSORIO, STEVIE	573
V386748	4,980.16	.00	PADILLA, VALERIE	108
V386749	6,252.19	.00	PINO, RICHARD	4171
V386750	4,653.36	.00	PROCEL, ANDY	4243
V386751	5,162.61	.00	RAMIREZ, ANGEL	4314
V386752	2,999.19	.00	RANGEL, PRISCILLA	4337
V386753	7,100.77	.00	REYES, HUGO	98
V386754	4,465.80	.00	RODRIGUEZ, CHRISTIAN	4476
V386755	4,578.62	.00	RODRIGUEZ CASTILLERO, JOSEPH	259
V386756	4,792.03	.00	RUBALCAVA, EFRAIN	4590
V386757	4,646.53	.00	SALAZAR, RYAN	4626
V386758	6,894.20	.00	SOLIS, DANIEL	5000
V386759	1,930.47	.00	SOUSA, MATTHEW	596
V386760	3,940.08	.00	TEWELL, MELISSA	5282
V386761	5,859.71	.00	TOMSICK, MARTIN	5360
V386762	5,866.11	.00	TRAN, TUYET	5424
V386763	3,937.89	.00	TURNER, JERAMIAH	291
V386764	3,493.84	.00	WILLIAMS-GIROUX, JACOB	499
V386765	4,368.11	.00	COLON, BOBBY	900
V386766	7,720.01	.00	LEE, CONNOR	2861
V386767	1,730.35	.00	MENDOZA HERNANDEZ, STEPHANIE	427
V386768	1,733.97	.00	OCHOA, JENNY	283
V386769	4,369.56	.00	RICE, JAMES	4408
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V386771	2,075.66	.00	UMLAH, AMBER	5435
V386772	2,138.08	.00	VAZQUEZ-CAMACHO, MARLENE	101
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V386776	140.25	.00	PATTON, DANA	4060
V386777	6,195.83	.00	BAILEY, JOHN	355
V386778	3,612.62	.00	BOUDREAU, CORY	583
V386779	2,315.52	.00	BOUDREAU, LAURA	2192
V386780	4,627.81	.00	BOYINGTON, DEVIN	594
V386781	5,021.52	.00	CARNEY, THOMAS	751
V386782	4,859.51	.00	CHRISTIENSEN, ANDREW	97
V386783	3,105.12	.00	EK, CHRISTOPHER	1477
V386784	3,315.02	.00	KALAGIAN, BRYANT	2436
V386785	2,103.20	.00	LARA, KARON	103
V386786	3,091.03	.00	LOMELI, LISBETH	4516
V386787	2,631.17	.00	LOPEZ, VANESSA	2929

SUNGARD PUBLIC SECTOR
DATE: 05/29/2025
TIME: 10:34:05

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 5
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MZ5'
ALL CHECKS

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V386791	2,100.46	.00	MORALES MALDONADO, IVETT	3490
V386792	2,359.25	.00	O'DETTE, NANCY	1920
V386793	5,490.59	.00	ORTEGA, MICHAEL	104
V386794	5,290.17	.00	PANTOJA, DAVID	3986
V386795	7,241.76	.00	PLUMLEE, ROGER	4180
V386796	2,355.62	.00	SULLIVAN, STACEY	5160
V386797	3,090.61	.00	TREADWAY, SARA	4210
V386798	4,117.05	.00	VU, KRISTINE	63
V386799	3,948.78	.00	YO, DANIEL	5752
V386800	1,791.69	.00	CARDENAS, MARGARET	336
V386801	2,042.31	.00	IBARRA, KRISTI	88
V386802	6,196.12	.00	MIKHAEL, MINA	3359
V386803	1,993.64	.00	ALMANZA, MINERVA	79
V386804	4,267.36	.00	ALQAM, NADER	71
V386805	4,578.63	.00	ARABOLU, DEEPHI	178
V386806	2,872.51	.00	CAPISTRANO, FRANCES	74
V386807	2,691.48	.00	ESPARZA-ALMARAZ, AARON	383
V386808	2,685.18	.00	GUZMAN, HECTOR	512
V386809	2,830.23	.00	LANNAN, GREGORY	2791
V386810	2,923.82	.00	LEE, HYANG SUN	430
V386811	3,424.53	.00	MILLER, JADEN	513
V386812	2,914.64	.00	PENA, MANUEL	2933
V386813	2,909.81	.00	TRAN, JASON	96
V386814	3,775.95	.00	WRAY, NORMAN	5725
V386815	2,446.77	.00	ZARAGOZA, EDUARDO	5788
V386816	3,341.45	.00	AUBUCHON, LAURIE	250
V386817	2,255.29	.00	GENERA, ELIZABETH	1685
V386818	4,563.87	.00	HUNT, JOSEPH	2249
V386819	1,813.42	.00	LUX, ANDREA	2972
V386820	2,707.39	.00	VENEGAS MENDEZ, JAVIER	5491
V386821	677.56	.00	AREVALOS, RYAN	456
V386822	2,505.85	.00	BACA, ANDREW	315
V386823	2,487.83	.00	BRITO, MICHAEL	642
V386824	982.36	.00	CASTRO, JOHN	540
V386825	2,431.97	.00	ESCATEL-OROSCO, PEDRO	1537
V386826	2,675.70	.00	GONZALEZ, ALEJANDRO	1783
V386827	1,275.72	.00	GONZALEZ, KONRAD	587
V386828	3,903.81	.00	LIBUNAO, NINO	2912
V386829	1,333.96	.00	LISCANO, CHRISTOPHER	850
V386830	1,475.35	.00	MARASCO, MATTHEW	289
V386831	1,275.72	.00	MARTINEZ, JEFFREY	535
V386832	1,894.43	.00	MUNOZ, JOHNNY	144
V386833	1,284.27	.00	NAJERA, JESSE	3630
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V386835	1,502.22	.00	PAPANIC, DENNIS	548
V386836	1,275.72	.00	PEREZ, ISAIAH	523
V386837	2,598.69	.00	RIVERA, JOE	4450
V386838	1,502.22	.00	RODRIGUEZ, MIGUEL	589
V386839	1,822.30	.00	RODRIGUEZ, OSCAR	131
V386840	2,745.41	.00	SERNA, JUAN	4728
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V386842	2,356.04	.00	CARRILLO, EDWARD	765
V386843	1,379.26	.00	CHAVEZ, CAESAR	544

SUNGARD PUBLIC SECTOR
DATE: 05/29/2025
TIME: 10:34:05

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 6
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MZ5'
ALL CHECKS

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V386847	2,991.06	.00	HAGAN, KEVIN	1947
V386848	2,838.64	.00	KVENBO, SCOTT	2750
V386849	1,815.99	.00	LAUTERIO, MATTHEW	533
V386850	2,185.55	.00	MARTINEZ, MARCO	215
V386851	4,538.38	.00	MC GEE, MICHAEL	9306
V386852	2,298.78	.00	MILLER, DAVID	3390
V386853	2,997.49	.00	MOJARRO, ANDREW	3082
V386854	3,499.86	.00	MOORE, FRANK	3486
V386855	1,615.47	.00	MYLLES, JOSHUA	279
V386856	1,739.75	.00	PRECIADO, CAMDEN	134
V386857	2,395.72	.00	SANCHEZ, JUAN	4617
V386858	2,235.11	.00	SPEAR, ANTHONY	5011
V386859	4,409.24	.00	STEPHENSON, MARK	5122
V386860	2,327.88	.00	TAVARES, JAMEY	5231
V386861	1,815.99	.00	ALVAREZ, CARLOS	136
V386862	2,415.00	.00	DAHL, TERRY	1084
V386863	2,307.96	.00	DOMINGUEZ, KEVIN	565
V386864	1,275.72	.00	ESPINO, KEVIN	517
V386865	2,164.40	.00	GARCIA ORTEGA, JOSE	1636
V386866	1,980.99	.00	GRIMES, DAVID	1881
V386867	2,240.20	.00	GUZMAN, KEVIN	132
V386868	2,192.75	.00	KOSS, MICHAEL	2718
V386869	2,660.37	.00	MARTINEZ, GABRIEL	3139
V386870	2,521.59	.00	MELLADO, KIM	3289
V386871	2,505.80	.00	MERROW, MATTHEW	3316
V386872	2,575.76	.00	OTTEN, DAVID	3869
V386873	1,191.37	.00	PERKINS, CUMARI	454
V386874	3,451.37	.00	PORTER, JEFFREY	4174
V386875	3,016.45	.00	RODRIGUEZ, EDWARD	4479
V386876	1,815.99	.00	RUIZ, ALEJANDRO	416
V386877	2,322.25	.00	TORRES, SALVADOR	234
V386878	2,051.63	.00	WELLS, ANTHONY	5610
V386879	1,275.72	.00	YANEZ, ANDREW	521
V386880	1,104.62	.00	AVERELL, ANDREW	349
V386881	2,522.49	.00	CAMPIZTA, ADAM	225
V386882	2,226.06	.00	DE LA CRUZ, RICARDO	558
V386883	3,416.36	.00	MACIAS, RAYMOND	2998
V386884	2,704.59	.00	WEAR, JOHN	5606
V386885	1,995.21	.00	ALARCON, ALEXANDER	485
V386886	6,203.06	.00	BOX, JAMES	576
V386887	23.70	.00	CARVER, BRIAN	586
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V386891	12.70	.00	DE LA LUZ, ALICIA	408
V386892	.00	.00	FRUTOS, JERRY	488
V386893	23.70	.00	HOLGUIN, COURTNEY	394
V386894	3,135.08	.00	KURATA, DALE	2749
V386895	2,130.55	.00	MANCILLA, JSSICA	451
V386896	23.70	.00	MARTINEZ, JUANITA	421
V386897	2,213.30	.00	MARTINEZ, SERENA	3147
V386898	1,805.49	.00	MOMPELLER, JUSTICE	443
V386899	23.70	.00	NEVAREZ, VERONICA	588

SUNGARD PUBLIC SECTOR
DATE: 05/29/2025
TIME: 10:34:05

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 7
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MZ5'
ALL CHECKS

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V386903	23.70	.00	WALLACE, DEAN	402
V386904	23.70	.00	YUN, HYEWON	432
V386905	995.65	.00	ALVARADO, ADRIAN	89
V386906	52.27	.00	ARIAS, SOFIA	537
V386907	439.97	.00	BAHENA, PEDRO	148
V386908	426.89	.00	BAKER, JAMISON	465
V386909	291.86	.00	BARENG, KATHERINE	33
V386910	243.94	.00	BRAMASCO, EMELY ROSALEE	612
V386911	274.43	.00	CARVENTE, GIANJAVIER	334
V386912	724.22	.00	CISNEROS, MICHELLE	812
V386913	544.51	.00	DURGIN, JAYLIND	186
V386914	574.31	.00	ESCAMILLA PATRICIO, DANIELLE	534
V386915	439.97	.00	FERNANDEZ, GISSEL	330
V386916	431.25	.00	GARCIA, MICHELE	171
V386917	514.02	.00	GONZALEZ, ISAAC	294
V386918	165.53	.00	GRANADOS, REGINA	145
V386919	872.47	.00	GUERRA, ATHZIRI	141
V386920	1,224.57	.00	GUERRA, ROCCO	44
V386921	593.87	.00	GUILLEN, JAYDEN	339
V386922	885.25	.00	GUTIERREZ, MICHELLE	1925
V386923	337.18	.00	HERNANDEZ, KATE	2091
V386924	182.95	.00	HERNANDEZ-ZAMORA, JAZMIN	613
V386925	894.36	.00	HOLLOWAY, ELIZABETH	2185
V386926	108.90	.00	LEWIS, ALEC	266
V386927	675.73	.00	MAGANA, ADAM	173
V386928	200.38	.00	MAY, REBECCA	3
V386929	182.95	.00	MOLINA, LILLY	611
V386930	1,106.07	.00	MORENO, ANDREW	161
V386931	522.72	.00	NGHIEM, NATALIE	249
V386932	161.17	.00	NGUYEN, KEVIN	299
V386933	156.82	.00	NGUYEN, TIFFANIE	609
V386934	261.36	.00	OCHOA, ALAN	192
V386935	427.42	.00	ONTIVEROS, IZABELLA	3864
V386936	182.95	.00	OYADELE, AYOMIDE	618
V386937	161.17	.00	RAY, SABRINA	286
V386938	1,093.57	.00	RIVERA GOMEZ, YAMILEX	4432
V386939	557.57	.00	RODRIGUEZ, KAREN	538
V386940	357.21	.00	RODRIGUEZ, MIKAYLA	295
V386941	348.48	.00	ROQUE, KATRINA	38
V386942	646.70	.00	RUIZ, LUIS	527
V386943	794.10	.00	RUSSELL, JEFFREY	150
V386944	902.74	.00	SANCHEZ, NATHAN	504
V386945	178.60	.00	SHRESTHA, SALIS	610
V386946	60.99	.00	SINGH, JAKOB	45
V386947	265.73	.00	SOLIMAN, MARSEL	322
V386948	1,122.27	.00	SOLTERO, JESSE	177
V386949	387.69	.00	SORIA, NOAH	5004
V386950	804.78	.00	STRICKLER, LINDA	5135
V386951	544.51	.00	TAPIA, ANGELICA	306
V386952	365.91	.00	THANKESWARAN, HASHMITHAA	543
V386953	973.18	.00	THOMSEN, MATTHEW	194
V386954	2,438.00	.00	VAN SICKLE, MICHELLE	2076
V386955	585.96	.00	VAZQUEZ, OSCAR	152

SUNGARD PUBLIC SECTOR
DATE: 05/29/2025
TIME: 10:34:05

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 8
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MZ5'
ALL CHECKS

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V386959	752.27	.00	AGUILERA, CIENNA	617
V386960	785.89	.00	AHANYA, PRISHA	208
V386961	323.18	.00	ARMENTA, JESSICA	599
V386962	510.95	.00	BARNES, JOSIAH	619
V386963	1,986.64	.00	BUENROSTRO, ADRIAN	598
V386964	652.65	.00	CATAN, KYLIE ROSE	185
V386965	578.46	.00	CLOCK, AUDREY	201
V386966	1,068.93	.00	CROCKETT, ALLISON	199
V386967	216.17	.00	DIXON, DAVONNE	563
V386968	647.54	.00	GALLEGOS, INARI	572
V386969	216.17	.00	GLYNN, FIONA	115
V386970	826.42	.00	GODFREY, RILEY	4
V386971	579.39	.00	GONZALEZ, EMBERLY	204
V386972	510.95	.00	HILLIARD, AMAYA	616
V386973	452.33	.00	MAYA, GALILEA	324
V386974	510.95	.00	NGUYEN, DARREN	603
V386975	640.86	.00	PEDROZA, ANGELINE	325
V386976	432.35	.00	POTTER, ALEXANDRA	564
V386977	117.92	.00	QUINTERO-GUAN, SEAN	601
V386978	691.83	.00	ROMERO, SYDNEY	14
V386979	730.28	.00	SALO, SAVANNAH	602
V386980	1,179.51	.00	SINGH, YASHPREET	48
V386981	1,165.83	.00	SMITH, JOHN	210
V386982	196.52	.00	TAKEUCHI, AIRA	214
V386983	794.08	.00	TORRES, INEZ	296
V386984	682.75	.00	VACA, SARAH	311
V386985	820.76	.00	AGUILAR, KALVIN	23
V386986	187.31	.00	BARTOLO, BRYAN	338
V386987	733.12	.00	CABUSAO, NINA MARINELLA	729
V386988	967.15	.00	CERVANTES, BRIANA	757
V386989	993.62	.00	CHOATE, RACHAEL	511
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V386992	673.66	.00	DELGADO, ISABEL	502
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V386994	773.66	.00	HONG, YI	2189
V386995	3,063.24	.00	HURTADO, MARIA	353
V386996	1,163.81	.00	LARIZ RUBALCAVA, CARLOS	429
V386997	621.27	.00	LIZARRAGA, ERIK	483
V386998	2,258.26	.00	MARQUEZ PINEDO, ANALISA	3118
V386999	1,141.66	.00	MEGGINSON, MARK	562
V387000	782.87	.00	MENDOZA, GISELLE	522
V387001	633.01	.00	MORISON, MATTHEW	243
V387002	2,695.69	.00	NIELSEN, ROSEMARY	3760
V387003	750.52	.00	ORTIZ, YAHAIRA	241
V387004	675.56	.00	ROJAS, ASHLEY	473
V387005	679.98	.00	RUIZ, GIANCARLO	466
V387006	1,047.58	.00	SANCHEZ, LORETTA	462
V387007	466.10	.00	SINGH, YASMINE	479
V387008	916.35	.00	SOSA, ELIANNA	341
V387009	424.74	.00	VALDEZ, NATALIA	46
V387010	593.84	.00	VEGA-MATA, PEDRO	278
V387011	633.01	.00	ZAZUETA, RYAN	267

SUNGARD PUBLIC SECTOR
DATE: 05/29/2025
TIME: 10:34:05

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

SELECTION CRITERIA: checkhis.pay_run='MZ5'
ALL CHECKS

PAYRUN TOTAL			
CHECK:	442	1,079,042.69	.00
TOTAL			
CHECKS:	442	1,079,042.69	.00



C. PROCLAMATION RECOGNIZING JUNE 19, 2025, AS JUNETEENTH

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4C.
Prepared By	
Angelica Lopez, Administrative Assistant	

RECOMMENDED ACTION

Approve proclamation.

Attachments

[Juneteenth 2025.pdf](#)

JUNETEENTH
JUNE 19, 2025

WHEREAS, *on September 22, 1862 President Abraham Lincoln issued the Emancipation Proclamation, officially ending slavery and changing the status of more than 3.5 million enslaved African Americans in the confederate states; and,*

WHEREAS, *on June 19, 1865, more than two years after the signing of the Emancipation Proclamation, Union General Gordon Granger arrived in Galveston, Texas, to inform enslaved African Americans of General Order Number 3: "The people of Texas are informed that in accordance with a Proclamation from the Executive of the United States, all slaves are free. This involves an absolute equality of rights and rights of property between former masters and slaves, and the connection heretofore existing between them becomes that between employer and hired laborer"; and,*

WHEREAS, *today in commemoration of June 19, June and nineteenth are combined creating, "Juneteenth" also known as "Juneteenth Independence Day," "Emancipation Day," "Emancipation Celebration," and "Freedom Day," and has been celebrated by the Black American Community for 156 years; and,*

WHEREAS, *Juneteenth embodies the indomitable human spirit of the past, the present and all time and provides us all the opportunity to rededicate ourselves to the true American spirit, to strive for a more perfect Union, and to secure the blessings of freedom, justice, and equality for all in this great country.*

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUENA PARK does hereby proclaim June 19, 2025, as "JUNETEENTH" and urges all Buena Park residents to become more aware of the significance of this celebration in Black American History and in the heritage of our nation and City.

PASSED AND ADOPTED this 10th day of June 2025.

Joyce Ahn
Mayor

Connor Traut
Vice Mayor

Carlos Franco
Council Member

Lamiya Hoque
Council Member

Susan Sonne
Council Member



D. PROCLAMATION RECOGNIZING MAY THROUGH AUGUST 2025 AS DROWNING PREVENTION AND AWARENESS SEASON

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4D.
Prepared By	Department Head Approval
Angelica Lopez, Administrative Assistant	Adria Jimenez, Director of Government & Community Relations/City Clerk

RECOMMENDED ACTION

Approve proclamation.

Attachments

[Drowning Prevention Awareness 2025.pdf](#)

**DROWNING PREVENTION AND AWARENESS SEASON
MAY – AUGUST, 2025**

- WHEREAS,** *in the United States, unintentional drowning has seen a concerning rise, with over 4,500 deaths each year from 2020 to 2022, marking an increase of 500 annual fatalities compared to 2019; and,*
- WHEREAS,** *drowning remains a leading cause of injury-related deaths among children under five in California, with approximately 60 children in this age group losing their lives to drowning each year; and,*
- WHEREAS,** *drowning incidents can occur silently and swiftly, often in as little as 20 to 60 seconds; and,*
- WHEREAS,** *drowning can occur in as little as two inches of water. Among infants under 1 year old, two thirds of all drownings occur in bathtubs; and,*
- WHEREAS,** *for every child who dies from drowning, another seven receive emergency department care for nonfatal submersion injuries, which can result in long-term disabilities; and,*
- WHEREAS,** *the themes of this year’s water safety campaign “Always Watch the Water” and “Never Swim Alone” gives in-depth information that will be provided by staff on what Orange County residents can do to prevent drowning; and,*
- WHEREAS,** *the initiatives set forth in the “ABCs of Water Safety” program will increase public awareness regarding proper procedures to prevent this needless tragedy; and,*
- WHEREAS,** *the Orange County Fire Authority will be taking this opportunity to increase public awareness about drowning prevention through a robust community outreach campaign.*

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUENA PARK *does hereby proclaim its participation in the "Always Watch the Water" and "Never Swim Alone" 2025 campaigns, commencing in May and continuing through August. The City of Buena Park urges all families, parents, residents, schools, recreational facilities, businesses, and homeowner associations to become proactive partners in preparedness by enhancing their knowledge of water safety measures and drowning prevention strategies.*

PASSED AND ADOPTED *this 27th day of May 2025.*

**Joyce Ahn
Mayor**

**Connor Traut
Vice Mayor**

**Carlos Franco
Council Member**

**Lamiya Hoque
Council Member**

**Susan Sonne
Council Member**



E. PROCLAMATION RECOGNIZING MID-SUMMER THROUGH EARLY AUTUMN 2025 AS WILDFIRE AWARENESS AND PREVENTION SEASON

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4E.
Prepared By	
Angelica Lopez, Administrative Assistant	

RECOMMENDED ACTION

Approve proclamation.

Attachments

[Wildfire Awareness & Prevention Season.pdf](#)

**WILDFIRE AWARENESS AND PREVENTION SEASON
MID-SUMMER – EARLY AUTUMN, 2025**

- WHEREAS,** *in 2020, California experienced a record-breaking wildfire season, with over 4 million acres burned across the state. In 2024, the state faced 8,024 wildfires that burned approximately 1,050,012 acres, reflecting a significant increase from the previous year; and,*
- WHEREAS,** *the recent wildfires in Los Angeles County, including the Eaton and Palisades fires in early January 2025, resulted in at least 29 fatalities and destroyed over 16,000 structures. The economic impact of these fires is profound, with estimated damages and economic losses reaching up to \$250 billion; and,*
- WHEREAS,** *extreme fires are a growing threat to public health and safety, homes, air quality, and climate goals. Approximately 25% of California's population lives in areas identified as high or very high fire hazard severity zones. Sudden and intense wildfires may swiftly emerge, traversing vast distances and penetrating urban zones far from their origin, thereby detrimentally affecting public health and diminishing overall quality of life; and,*
- WHEREAS,** *every citizen has a key role in preventing destructive wildfires from occurring. Public education and up-to-date regional emergency planning are key to making our communities more resilient to the impacts of wildfire and other extreme weather events. Orange County residents can learn about Ready, Set, Go! to prepare for wildfire season and help prevent loss of life and property at www.OCFA.org/RSG.*

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUENA PARK *does hereby proclaim the height of wildfire season, beginning in mid-summer and running through early autumn, as "Wildfire Awareness and Prevention Season" and encourages everyone to do their part to raise public awareness, take steps to protect our homes and businesses, and prevent sparking a wildfire. One less spark means one less wildfire.*

PASSED AND ADOPTED *this 27th day of May 2025.*

**Joyce Ahn
Mayor**

**Connor Traut
Vice Mayor**

**Carlos Franco
Council Member**

**Lamiya Hoque
Council Member**

**Susan Sonne
Council Member**

City Council Regular Meeting Agenda Report

F. PROFESSIONAL SERVICES AGREEMENT WITH WORKCARE, INC. (WELLNESS SOLUTIONS) FOR A CITY EMPLOYEE COMPREHENSIVE WELLNESS PROGRAM

To approve an agreement with Workcare Inc., to provide a wellness program for the Police Department and City employees. The program will enhance officer and employee wellness and resilience by providing employee health resources.

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4F.
Prepared By	Department Head Approval
Eddie Fenton, Assistant City Manager/Director of Human Resources	Eddie Fenton, Assistant City Manager/HR Director
Presented By	
Eddie Fenton, Assistant City Manager/Director of Human Resources	

RECOMMENDED ACTION

Recommended Action: 1) Approve an agreement with Workcare Inc., to provide a comprehensive wellness program for all Buena Park Police Department and City employees; 2) Authorize a budget amendment in the amount of \$76,000; 3) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the agreement; 4) Authorize the City Manager and City Clerk to execute the agreement in the amount of \$184,610.

DISCUSSION

After another successful year of the wellness program and health screening for the Buena Park Police Department and the expansion of program to City employees, staff is seeking to renew the contract with Wellness Solutions, a Workcare Company. The program has demonstrated significant positive impacts on the health and well-being of officers, professional staff, and City employees, contributing to improved morale and productivity within the departments.

Building on this success, staff aims to continue to extend these invaluable benefits. By continuing this health promotion program, the Buena Park Police Department and the City as a whole may see a decrease in injuries, worker's compensation costs, and employee absenteeism. Morale and productivity is expected to increase and the culture within the City will change into a culture of wellness throughout the entire workforce. Wellness Solutions will strive to assist each employee in improving their overall health and mental well-being, and finding balance between occupational demands and overall wellness. The approval of this contract affirms the City Council's commitment to the health and well-being of the employees across all departments in the organization.

This continued plan includes a full-time onsite wellness professional shared between the City and the Buena Park Police Department. This Wellness Solutions' staff member will meet with all employees to discuss wellness goals, including exercise, nutrition, and resiliency. Specific programming will be based on individual needs and goals.

The Wellness Program will target the following risk factors for Police and City personnel:

Target #1: Reduce the Risk of Heart Disease

Heart disease is the leading cause of death in America. Risk factors contributing to the development of heart disease: body composition, blood pressure, stress, cholesterol, nutrition and physical inactivity (risk factors for cardiovascular disease, as stated by American College of Sports Medicine and American Heart Association).

Target #2: Nutrition / Reduce the Risk of Obesity and Diabetes

Obesity is described as having a body mass index (BMI) of 30 or higher. Obesity is an overwhelming factor in the development of heart disease, hypertension, metabolic syndrome, cancer and Type 2 diabetes. In most cases, obesity is preventable through regular exercise and healthy eating choices. Type 2 diabetes is also prevented through proper diet and exercise.

Target #3: Injury Prevention / Improve Fitness Levels

Job performance and overall health will improve as physical fitness increases. Wellness Solutions programs show a decrease in injuries for those individuals participating in our wellness programs.

Target #4: Stress Management / Mindfulness / Sleep / Substance Abuse

First responders continuously encounter trauma and stressful events, and this constant exposure takes a significant toll on police personnel and their families. The prevalence of depression is nearly double and sleep deprivation is four times higher.

Comprehensive Wellness Program		Annual Fee
Wellness Program Administration Fee - 1 Onsite Wellness Coordinator shared between City and PD (Onsite 40 hours a week)		\$155,000
Expenses	Fee	Estimated Annual
HIPAA Compliant Wellness Hub /App- Fee based on eligibility file for all PD personnel (135 sworn and civilian PD staff)	\$24/person per year	\$3,240
HIPAA Compliant Wellness Hub /AppFee based on eligibility file for City personnel (150 City civilian staff)	\$24/person per year	\$3,600
Phlebotomist / Staffing Fees <ul style="list-style-type: none"> 3 day (4-hour/ day event) Fasting recommended, but not required 	\$1,500 /day	\$4,500
Blood work for 95 Sworn Personnel <ul style="list-style-type: none"> Bloodwork includes CMP (Comprehensive metabolic panel), Lipids, Glucose/A1C, CBC, CMP, LpPLA2, PSA for Males 40+ Estimate based on <u>50% participation</u>. Department billed for actual participation. 	\$90- \$110	Up to \$6,270
Blood work for 40 Civilian Staff (PD civilian population) <ul style="list-style-type: none"> Bloodwork includes CMP (Comprehensive metabolic panel), Lipids, Glucose/A1C, CBC, CMP Estimate based on <u>75% participation</u>. Department billed for actual participation. 	\$50	\$1,500
PD Incentive Budget		\$2,000
City Incentive Budget		\$3,000
PD Equipment and Supplies Budget		\$3,000

City Equipment and Supplies Budget. Fee includes equipment needed for program administration such as body composition scale, blood pressure cuffs and other health related items.		\$2,500
ESTIMATED ANNUAL FEE		Up to \$184,61

The proposed fee includes all screenings, ongoing one-on-one consultations, administrative support personnel, and wellness programming throughout the year. This proposal is based on providing a comprehensive wellness program for the entire City and Police Department personnel, including annual blood draws (for sworn and PD civilian personnel only) and advanced fitness testing, exercise programming, and monthly wellness programming.

Program Costs: Up to \$184,610

BUDGET IMPACT

This proposed enhanced wellness program will cost the City approximately \$184,610 per year. Staff requests approval of a budget amendment in the amount of \$76,000 from the undesignated General Fund balance for this purpose.

Attachments

[PSA-Workcare Inc..pdf](#)

[2025-2026 City of Buena Park Buena Park Police Department Wellness Proposal.pdf](#)

**CITY OF BUENA PARK
PROFESSIONAL SERVICES AGREEMENT**

DATE: 07/01/2025

SERVICES: Comprehensive Wellness Program for City Employees

PROJECT: Wellness Program

PARTIES TO THE AGREEMENT:

“CITY”: City of Buena Park, a California Municipal Corporation

City Representative:	Name:	<u>Eddie Fenton</u>
	Title:	<u>Assistant City Manager / Director of Human Resources</u>
	Tel.:	<u>(714) 562-3513</u>
	Email:	<u>efenton@buenapark.com</u>

“CONSULTANT”: **Workcare, Inc., a California corporation**

Consultant Representative:	Name:	Lynette Helmer
	Title:	Managing Director, Wellness Solutions, A WorkCare Company
	Tel.:	(760) 277-8500
	Email:	

SUMMARY OF TERMS:

Start Date: 07/01/2025

End Date: 06/30/2026

Contract Value: NOT TO EXCEED \$184,610

Services a “Public Work”: NO ☒ YES ☐ (add “PW Exhibit”)

Community Workforce Agreement: NO ☒ YES ☐ (add “CWA Exhibit”)

Insurance Approved By Risk Management: NO ☐ YES ☒

APPROVED BY:
(select one)

☐ Department Head
Contract Value ≤ \$10,000

☐ City Manager
Contract Value ≤ \$80,000

☒ City Council
*Contract Value > \$80,000
 (“Levine Act Exhibit” Required)*

**AGREEMENT MUST BE FIRST EXECUTED BY CONSULTANT BEFORE IT MAY BE
EXECUTED ON BEHALF OF THE CITY.**

CITY OF BUENA PARK PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("*Agreement*") is dated as of **July 1, 2025**, between the City of Buena Park, a California charter city ("*CITY*"), and **WORKCARE, INC.**, a California corporation, ("*CONSULTANT*"). CITY and CONSULTANT are at times referred to herein jointly as "Parties" and individually as a "Party."

1. **TERM.** The term of this Agreement shall commence on **July 1, 2025**, and shall remain in full force and effect until **June 30, 2026**, unless extended upon the mutual written agreement of the Parties or earlier terminated pursuant to Section 16.2 of this Agreement ("*Term*").

2. **SERVICES.** Subject to the terms and conditions in this Agreement, CONSULTANT shall provide to CITY those services that are specifically described in Consultant's FY 2025-2026 Proposal, dated **April 24, 2025** and attached in Exhibit "A" (the "*Services*"). CITY may request changes or expansion of the Services (each a "*Modification*") and in such cases the Modification to the Services, and any resulting increase or decrease in the Compensation to be paid CONSULTANT and/or any changes to the Schedule of Performance (defined below), shall be documented in a written amendment to this Agreement. Increases or decreases in Compensation resulting from any Modification to the Services shall be based on the rate specified in the Compensation Schedule (defined below), or if not specified in the Compensation Schedule at then-applicable prevailing market rate charged by CONSULTANT to other customers for the same service.

3. **SCHEDULE OF PERFORMANCE.** CONSULTANT shall commence providing the Services upon receipt of a written "Notice to Proceed" from the City Representative and CONSULTANT shall proceed only to the extent of such authorization. CONSULTANT shall perform all Services in the time required by the schedule of performance described in Exhibit "A" ("*Schedule of Performance*"), or if not specified in the Schedule of Performance in a timely and diligent manner reasonably acceptable to CITY.

4. **COMPENSATION.** The total compensation paid to CONSULTANT for complete performance of the Services, including any authorized reimbursable expenses, shall NOT EXCEED the total maximum sum of **\$184,610** ("*Compensation*"). CONSULTANT shall be paid for performing the Services at the hourly rate, daily rate, flat fee, lump sum, or other basis specified in Exhibit "A" to this Agreement ("*Compensation Schedule*"). The Compensation specified in this section shall be the sole and exclusive consideration paid to CONSULTANT for full and complete performance of the Services and may only be increased by formal amendment to this Agreement.

5. **PAYMENT.**

5.1 **Invoices.** Each calendar month after CITY's issuance of the Notice to Proceed, CONSULTANT shall submit an invoice to CITY for the Services performed and any authorized reimbursable expenses incurred in the immediately preceding calendar month. (*Ex: invoices for Services rendered in January should be submitted in February*). The invoices shall describe in detail the Services rendered during each invoice period such as the days worked, personnel involved, number of hours worked, rates charged, milestones achieved, work product generated, or reimbursable expenses incurred, as applicable. CONSULTANT shall remit the invoices to the address and in the manner specified by CITY.

5.2 Payment. CITY shall review all invoices and notify CONSULTANT in writing of any disputed charges or amounts. CITY shall pay all undisputed portions of the invoice within thirty (30) calendar days after receipt. CITY shall not withhold federal or state payroll or other taxes, or make deductions, from payments made to CONSULTANT.

6. STANDARD OF SKILL. CONSULTANT shall perform all Services in the manner and according to the standards currently observed by a competent practitioner of CONSULTANT's profession in California, and shall at all times, meet or exceed any applicable professional standards of care, workmanship, or conduct. All products of whatsoever nature that CONSULTANT delivers to CITY pursuant to this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in CONSULTANT's profession. The acceptance of the Services by CITY shall not operate as a release of CONSULTANT from such standards of care, workmanship, or conduct.

7. INDEPENDENT CONTRACTOR. CONSULTANT is and shall at all times remain as to CITY a wholly independent contractor. Neither CITY nor any of its agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's employees or agents, except as herein set forth. CONSULTANT shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees 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.

7.1 CONSULTANT shall not have the status of an employee of CITY under this Agreement, or be entitled to participate in any insurance, medical care, vacation, sick leave or other benefits provided for CITY's officers or employees.

7.2 In the event that CONSULTANT, or any of its employees, agents, or subcontractors 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 CITY, CONSULTANT shall indemnify, defend, and hold CITY harmless 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.

7.3 CONSULTANT represents that it has, or will secure at its own expense, all personnel required to perform the Services under this Agreement. All of the Services shall be performed by CONSULTANT or under its direct supervision, and all personnel engaged in the work shall be qualified to perform it. CONSULTANT reserves the right to determine the assignment of its own employees to the performance of the Services under this Agreement, but CITY reserves the right, for good cause, to require CONSULTANT to exclude any employee from performing Services on CITY's premises.

7.4 Hiring of CONSULTANT Employee. In the event that CITY, at any time during the term of this Agreement or for 3 calendar months after expiration or termination of this Agreement, CITY hires or engages an employee or an independent contractor ("Personnel") of CONSULTANT that worked at or with CITY during the term of this Agreement, the CITY shall, to the extent permitted by law, pay a fee of fifty percent (50%) of the Personnel's annual salary or annualized billable rate in consideration of the costs incurred by CONSULTANT in the recruitment, development and retention of such Personnel. Payment of the fee is due and payable to prior to the Personnel beginning work for or providing any services to the CITY. The foregoing restriction

shall not apply to (i) solicitations for employment made to the general public; or (ii) any Personnel who is no longer an employee of the CONSULTANT at the time of hiring.

8. ADMINISTRATION.

8.1 City's Representative. The City Representative identified on the cover page of this Agreement shall have authority to administer this Agreement and oversee CONSULTANT's performance of the Services, provided that an individual's authority to amend this Agreement shall be governed by applicable provisions of the Buena Park Municipal Code. All activities performed by CONSULTANT shall be coordinated through the City Representative. CITY may change the identity of the City Representative upon written notice to CONSULTANT.

8.2 Consultant's Representative. Consultant's Representative identified on the cover page of this Agreement has the authority to administer this Agreement on behalf of CONSULTANT and to act, bind, and approve all matters relating to this Agreement on behalf of CONSULTANT. Consultant's Representative shall not be replaced without the advance consent of CITY, which consent shall not be unreasonably withheld.

9. SAFETY REQUIREMENTS. All work performed under this Agreement shall be performed in such a manner as to provide safety to the public and to meet or exceed the safety standards outlined by CAL OSHA. CITY may issue restraint or cease and desist orders to CONSULTANT when unsafe or harmful acts are observed or reported relative to the performance of the Services. CONSULTANT shall maintain the work sites free of hazards to persons and property resulting from its operations. CONSULTANT shall immediately report to CITY any hazardous condition noted by CONSULTANT.

10. INDEMNIFICATION AND HOLD HARMLESS.

10.1 Purpose of Section. CONSULTANT agrees that CITY, and its elected officials, officers, employees, and agents (cumulatively "*City Indemnitees*") shall, to the fullest extent permitted by California law, be fully protected from any loss, injury, damage, claim, liability, taxes, fees, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other cost or damages of any kind arising out of or in any way related to CONSULTANT's provision of the Services or performance of this Agreement. This Section is intended by the Parties to provide the fullest protection possible under California law to CITY and the City Indemnitees. CONSULTANT acknowledges that CITY would not have entered into this Agreement without the covenants and commitments of CONSULTANT in this Section 10.

10.2 Indemnification for Design Services (if applicable). Consistent with California Civil Code Section 2782.8, if and to the extent the Services are design professional services to be performed by a design professional, as that term is defined under said Section 2782.8, CONSULTANT shall, to the fullest extent permitted by law, indemnify, protect, defend, and hold the City Indemnitees harmless for all claims, demands, costs, or liability that arise out of, pertain, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, its officers, employees, or agents in said performance of the Services, excepting only liability arising from the sole negligence, active negligence, or intentional misconduct of CITY.

10.3 Indemnification for Services. Other than in the performance of design professional services by a design professional, as covered by Section 10.2 above, to the fullest extent permitted by law CONSULTANT shall, at its sole cost and expense, protect, defend, hold harmless and indemnify the City Indemnitees from and against any and all damages, costs, taxes, fees, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties,

liens and/or losses of any nature whatsoever, including fees of accountants, attorneys and other professionals, and all costs associated therewith, and the payment of all consequential damages (collectively "Claims"), in law or equity, whether actual, alleged or threatened, which arise out of, pertain to, or relate to the acts or omissions, or willful misconduct, of CONSULTANT, or its officers, agents, servants, employees, subcontractors, materialmen, suppliers, or contractors, or their officers, agents, servants or employees (or any entity or individual that CONSULTANT shall bear the legal liability thereof) in the performance of this Agreement, including CONSULTANT's active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of CITY, as determined by final arbitration or court decision or by the agreement of the Parties. CONSULTANT shall defend the City Indemnitees in any action or actions filed in connection with any Claims with counsel of CITY's choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. CONSULTANT shall reimburse the Indemnitees for any and all legal expenses and costs incurred by City Indemnitees in connection therewith.

10.4 Taxes, Assessments, Workers Compensation. CONSULTANT shall pay all required taxes on amounts paid to CONSULTANT under this Agreement and 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 shall fully comply with applicable workers' compensation laws regarding CONSULTANT and its CONSULTANT shall indemnify and hold CITY harmless from any failure of CONSULTANT to comply with applicable workers' compensation laws.

10.5 Obligations Not Limited by Insurance. The obligations and covenants of CONSULTANT in this Section 10 are independent and separate from any requirement or covenant to carry insurance. The obligations of CONSULTANT under this Section 10 shall not be limited by the limits of any policies of insurance by this Agreement or otherwise maintained by CONSULTANT, nor shall CONSULTANT's obligations be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives any statutory immunity under such statutes or laws as to the CITY or City Indemnitees.

10.6 Survival; Enforcement. CONSULTANT's obligations and covenants under this Section shall survive the expiration or termination of this Agreement and shall continue in full force and effect for a time at least equal to the statute of limitations that is applicable to the underlying Claim, demand, cost or liability. CITY may offset against the amount of any compensation due CONSULTANT any amount due to CITY from CONSULTANT as a result of CONSULTANT's failure to promptly pay CITY any obligation for reimbursement or indemnification arising under this Section 10.

11. INSURANCE. At all times during the term of this Agreement CONSULTANT shall maintain insurance coverage in the forms, types, and amounts that are set forth in this Section 11, and upon CITY's request CONSULTANT shall provide evidence of such coverage to the satisfaction of CITY's Director of Risk Management, which may include a visual inspection of all policies, copies of declarations page, endorsements signed by an authorized representative of the underwriting company, or certificates of insurance.

11.1 Minimum Scope of Insurance. CONSULTANT shall maintain policies with coverage at least as broad as:

.1 Commercial General Liability insurance using the most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, which shall include insurance for "bodily injury," "property damage" and "personal and advertising injury"

with coverage for premises and operations, products and completed operations, and contractual liability.

.2 The most current version of Insurance Service Office (ISO) Business Auto Coverage Form CA 00 01, which shall include coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1-Any Auto).

.3 Workers' Compensation insurance as required by the California Labor Code and Employer's Liability Insurance.

.4 Professional Liability (Errors and Omissions) insurance appropriate to CONSULTANT's profession. If such insurance policy is written on a claims-made form, the retroactive date must be shown and must be before the effective date of the Agreement or the commencement of Services by Consultant.

11.2 Minimum Limits of Insurance. CONSULTANT shall maintain insurance coverage limits not less than:

.1 Commercial General Liability: \$2,000,000 per occurrence for bodily injury, personal injury, and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services / location or the general aggregate limit shall be \$4,000,000 and contain specific language creating a duty to defend against any suit seeking damages.

.2 Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

.3 Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

.4 Professional liability: \$2,000,000 per claim, with an extended reporting period of not less than two years.

11.3 Umbrella or Excess Insurance. In the event CONSULTANT purchases an umbrella or excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies) required by this Section 11.

11.4 Deductibles and Self-insured Retentions: CONSULTANT shall be responsible for payment of any deductibles contained in any insurance policy(ies) required hereunder and CONSULTANT shall also be responsible for payment of any self-insured retentions. Any deductibles or self-insured retentions must be declared to, and approved by, the City Manager or his/her designee. At the option of the City Manager or his/her designee, either (i) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY and City Indemnitees; or (ii) CONSULTANT shall provide a financial guarantee, satisfactory to the City Manager or his/her designee, guaranteeing payment of losses and related investigations, claim administration and defense expenses. At no time shall CITY be responsible for the payment of any deductibles or self-insured retentions.

11.5 Required Endorsements. Each insurance policy shall be endorsed as follows:

.1 Except with respect to Employer's Liability or Professional Liability/E&O policies required by this Section 11, CITY and City Indemnitees shall be named as additional

insureds (collectively "*Additional Insureds*"). Additional Insured endorsements shall not: (a) be limited to "Ongoing Operations"; (b) exclude "Contractual Operations"; (c) restrict coverage to the "Sole" liability of CONSULTANT; or (d) contain any other exclusion contrary to this Agreement.

.2 For any claims related to this Agreement or the Services performed under this Agreement, CONSULTANT's insurance coverage shall be primary to any other similar insurance carried by Additional Insureds. Any insurance or self-insurance maintained by Additional Insureds shall be in excess of CONSULTANT's insurance and shall not be called upon to contribute with it.

.3 All insurance coverage shall contain a provision that prohibits cancellation, modification or lapse without thirty (30) calendar days' prior written notice from insurer to CITY. The notice shall be provided via certified mail, return receipt requested. CONSULTANT shall require its insurer to modify the applicable policy and all certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

.4 Each policy shall be endorsed to state that the insurer waives the right of subrogation against CITY and City Indemnitees.

11.6 Duration of Insurance. The requirements of this Section 11 shall survive expiration or termination of the Agreement. Insurance must be maintained, and evidence of insurance must be provided for at least 3 years after any expiration or termination of the Agreement or, in the alternative, the policy shall be endorsed to provide not less than a 3-year discovery period.

11.7 Acceptability of Insurers. All insurance coverage required by this Agreement shall be written by insurers admitted to conduct business in the State of California by the Department of Insurance and rated "A:VIII" in the most recent A.M. Best's Insurance Rating Guide.

11.8 Verification of Coverage. CONSULTANT shall furnish CITY with evidence of the insurance required by this Agreement to the satisfaction of CITY. Such evidence shall consist of original certificates of insurance and amendatory endorsements, including an additional insured endorsement. The endorsements shall be on forms provided by CITY or on such other forms approved by CITY and conforming to CITY's requirements. CONSULTANT shall file all certificates of insurance and fully executed endorsements with CITY before commencing performance of the Services. Where and at the times applicable, CONSULTANT shall also provide proof that the policies of insurance required under this Agreement and expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. CONSULTANT shall furnish such proof to CITY prior to the expiration of the original policies. CITY may require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. CONSULTANT shall provide complete copies of policies to CITY upon request.

11.9 Other Insurance Provisions.

.1 All insurance coverage and limits provided pursuant to this Agreement shall apply to the full extent of the policies involved, available or applicable. Nothing contained in this Agreement or any other agreement relating to CITY or its operations limits the application of the insurance coverage.

.2 Requirements of specific coverage features or limits contained in this Section 11 are not intended as a limitation on coverage, limits or other requirements, or a waiver

of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only and is not intended by any Party to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

.3 All insurance coverage shall cover CONSULTANT's operations pursuant to the terms of this Agreement.

.4 Any actual or alleged failure on the part of CITY or any other additional insured under these requirements to obtain proof of insurance required under this Agreement in no way waives any right or remedy of CITY or any additional insured, in this or any other regard.

.5 In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, CITY has the right, but not the duty, to obtain the insurance it deems necessary, and CONSULTANT shall promptly reimburse to CITY any premium paid by CITY.

.6 CONSULTANT shall provide immediate notice to CITY of any claim or loss against CONSULTANT that includes CITY or any of the Additional Insureds as a defendant. CITY assumes no obligation or liability from the notice. CITY shall have the right, but not the duty, to monitor the handling of the claim or claims if they are likely to involve CITY.

11.10 Subcontractors. CONSULTANT shall include all subcontractors, or any other party involved in the performance of the Services, as insureds under its policies or shall require subcontractors or any other party involved in the Services by CONSULTANT to carry the same insurance as required in this Section 11. CONSULTANT shall obtain certificates evidencing the coverage and make reasonable efforts to ensure that the coverage is provided as required in this Section. CONSULTANT shall require that no contract used by any subcontractor, or contract CONSULTANT enters into on behalf of CITY, shall reserve the right to charge back to CITY the cost of insurance required by this Agreement. CONSULTANT shall, upon request, submit to CITY for review, all agreements with subcontractors or others with whom CONSULTANT contracts with on behalf of CITY, and all certificates of insurance obtained in compliance with Section 11.8. CITY's failure to request copies of the documents shall not impose any liability on CITY, or its employees, or be deemed a waiver of any of CITY's rights.

12. WORK PRODUCT.

12.1 Deliverables. CONSULTANT shall, in such time and in such form as CITY may require, furnish reports concerning the status of Services required under this Agreement. CONSULTANT shall, upon request by CITY and upon completion or termination of this Agreement, deliver or return to CITY all material furnished to CONSULTANT by CITY.

12.2 Ownership.

.1 All draft and final reports, documents and other written material, and any and all images, ideas, concepts, designs including website designs, source code, object code, electronic data and files or other media whatsoever, created or developed by CONSULTANT in the performance of this Agreement (collectively, "*Work Product*") shall be considered to be "works made for hire" for the benefit of CITY. All Work Product and any and all intellectual property rights arising from their creation, including all copyrights and other proprietary rights, shall be and remain the property of CITY without restriction or limitation upon their use, duplication or dissemination by CITY upon final payment being made. CONSULTANT shall not obtain or attempt to obtain copyright protection as to any of the Work Product.

.2 CONSULTANT hereby assigns to CITY all rights of ownership to the Work Product, including any and all related intellectual property and proprietary rights that are not otherwise vested in CITY pursuant to subsection .1 above.

.3 CONSULTANT warrants and represents that it has secured all necessary licenses, consents or approvals necessary to the production of the Work Product, and that upon final payment, CITY shall have full legal title to the Work Product, and full legal authority and the right to use and reproduce the Work Product for any purpose. CONSULTANT shall defend, indemnify and hold CITY and the City Indemnitees harmless from any loss, claim or liability in any way related to a claim that CITY's use of any of the Work Product is violating federal, state or local laws, or any contractual provisions, or any rights or laws relating to trade names, licenses, franchises, copyrights, patents or other means of protecting intellectual property rights or interests in products, ideas or inventions. CONSULTANT shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked documents, materials, equipment, devices or processes in connection with its provision of the Work Product produced under this Agreement. In the event any the use of any of the Work Product or other deliverables hereunder by CITY is held to constitute an infringement and the use of any of the same is enjoined, CONSULTANT, at its expense, shall: (a) secure for CITY the right to continue using the Work Product and other deliverables by suspension of any injunction, or by procuring a license or licenses for CITY; or (b) modify the Work Product and other deliverables so that they become non-infringing while remaining in compliance with the requirements of this Agreement. CONSULTANT's covenants under this Section 12.2 shall survive the expiration or termination of this Agreement.

13. CONFIDENTIALITY. During performance of this Agreement, CONSULTANT may gain access to and use CITY information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "*City Information*") that are valuable, special and unique assets of CITY. CONSULTANT agrees to protect all City Information and treat it as strictly confidential, and further agrees that CONSULTANT shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of CITY. In addition, CONSULTANT shall comply with all CITY policies governing the use of CITY network and technology systems. A violation by CONSULTANT of this section shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

14. RECORDS. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information relating to the Services, as required by CITY or the City Representative. CONSULTANT shall maintain adequate records on services provided in sufficient detail to permit an evaluation of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, CONSULTANT shall provide access to such books and records to the City Representative, or his or her designees, and shall give the City Representative, or his or her designees, the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement.

15. ASSIGNMENT AND SUBCONTRACTING. This Agreement is personal to CONSULTANT and CITY has entered this Agreement in reliance on CONSULTANT's skill, competence and experience. CONSULTANT shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without CITY's prior written consent, by

and through the City Representative. CITY's consent to an assignment of rights under this Agreement shall not release CONSULTANT from any of its obligations or alter any of its obligations to be performed under this Agreement. Any attempt at assignment or delegation by CONSULTANT in violation of this Section shall be void and of no effect and shall entitle CITY to immediately terminate this Agreement for cause. As used in this section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs. CONSULTANT shall not subcontract any performance required under this Agreement without CITY's prior written consent.

16. SUSPENSION AND TERMINATION.

16.1 Right to Suspend. CITY shall have the right at any time to temporarily suspend CONSULTANT's performance hereunder, in whole or in part, by giving a written notice of suspension to CONSULTANT. If CITY gives such notice of suspension, CONSULTANT shall immediately suspend its activities under this Agreement as specified in such notice.

16.2 Termination. CITY shall have the right to terminate this Agreement at any time by giving a written notice of termination to CONSULTANT. If CITY gives such notice of termination, CONSULTANT shall immediately cease rendering Services pursuant to this Agreement. If CITY terminates this Agreement:

.1 CONSULTANT shall, not later than five days after such notice of termination, deliver to CITY copies of all Work Product or other information prepared pursuant to this Agreement.

.2 CITY shall pay CONSULTANT the reasonable value of Services rendered by CONSULTANT prior to termination; provided, however, CITY shall not in any manner be liable for lost profits that might have been made by CONSULTANT had the Agreement not been terminated or had CONSULTANT completed the Services required by this Agreement. In this regard, CONSULTANT shall furnish to CITY such financial information as in the judgment of CITY is necessary for CITY to determine the reasonable value of the Services rendered by CONSULTANT. The foregoing is cumulative and does not affect any right or remedy that CITY may have in law or equity.

17. Conflicts of Interest. CONSULTANT shall comply with all applicable federal, state and local conflict of Interest laws, including the Political Reform Act (Cal. Gov. Code § 81000 *et seq.*), the Levine Act (Cal. Gov. Code § 84308), and California Government Code Section 1090. CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of CITY or that would in any way hinder CONSULTANT's performance of Services under this Agreement. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of CITY. CONSULTANT agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY at all times during the performance of this Agreement.

18. NOTICES. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be given in writing to the person at the addresses specified on first page of this Agreement and deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during CONSULTANT's and CITY's regular

business hours, or (c) three business days after deposit in the United States mail, by first class mail, postage prepaid. Either Party may change the specified person or address at which it is to receive notices by advising the other Party in writing.

19. MISCELLANEOUS TERMS.

19.1 Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement by this reference. In the event of any inconsistency between the express provisions of this Agreement and any provision of an exhibit, the provisions of this Agreement shall prevail.

19.2 Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance.

19.3 Nuisance; Compliance with Laws. CONSULTANT shall not maintain, commit or permit the maintenance or commission of any nuisance in connection with performing the Services. In the performing the Services CONSULTANT shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and the local laws, regulations, and policies of the City of Buena Park.

19.4 Permits and Licenses. CONSULTANT, at its sole expense, shall obtain and maintain during the term of this Agreement all appropriate permits, licenses, and certificates that may be required in connection with performing the Services.

19.5 Governing Law; Venue. The terms of this Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, without regard for its conflicts of laws principles, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. The venue for resolving any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be a court with jurisdiction that is located in the County of Orange, California.

19.6 Cost of Litigation. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement (whether in contract, tort, or both), the prevailing Party shall be entitled to receive from the losing Party all attorneys' fees, costs and expenses in such amount as the courts may determine to be reasonable.

19.7 Waiver. No delay or omission to exercise any right, power or remedy accruing to CITY under this Agreement shall impair any right, power or remedy of CITY, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver by CITY of any breach, any failure of a condition, or any right or remedy under this Agreement shall be: (1) effective unless it is in writing and signed by the Party making the waiver; (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy; or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

19.8 Efficient Performance. CONSULTANT shall commence, carry on and complete its assignments with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry and applicable professional standards.

19.9 No Third Party Beneficiaries. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19.10 When Rights and Remedies Not Waived. In no event shall the making by CITY of any payment to CONSULTANT constitute or be construed as a waiver by CITY of any breach of covenant, or any default that may then exist, on the part of CONSULTANT, and the making of any such payment by CITY while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to CITY with regard to such breach or default.

19.11 Severability. If any part, term or provision of this Agreement shall be held illegal, unenforceable or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

19.12 Captions. The titles of the sections, subsections and paragraphs set forth in this Agreement are inserted for convenience and reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement and the rights or obligations of the Parties to this Agreement.

19.13 Word Usage. Unless the context clearly requires otherwise, (a) the word “shall” is mandatory and “may” is permissive; (b) “or” is not exclusive; and (c) “includes” or “including” are not limiting.

19.14 Integrated Agreement and Modification of Agreement. This Agreement, and all exhibits referred to in this Agreement, constitutes the final, complete and exclusive statement of the terms of the agreement between CITY and CONSULTANT with respect to the subject matter of this Agreement. This Agreement supersedes all prior or contemporaneous oral or written negotiations, representations or agreements of the Parties. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may be modified only by a writing signed by both Parties.

19.15 Authority to Bind Parties. Each of the undersigned hereby represents that he or she has the authority to execute this Agreement on behalf of his or her contracting Party.

Signatures on following page

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above by and through their duly authorized representatives.

CITY OF BUENA PARK
a California municipal corporation

WELLNESS SOLUTIONS*

Name of Business

Signature

Signature

Name: Aaron France

Name: **William E. Nixon**

Title: City Manager

Title: **President & Chief Executive Officer**

***If CONSULTANT is a corporation, then pursuant to California Corporations Code Section 313 this Agreement must be executed by either: (1) the chairperson of the board; (2) the president; or (3) the vice president plus any one of the following: the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer.**

Signature

Name:

Title:

ATTEST:

BY: _____
Adria M. Jimenez, City Clerk

APPROVED AS TO FORM:

BY: _____
Christopher Cardinale, City Attorney

EXHIBIT A

Attach Consultant's FY 2025-2026 Proposal, dated April 24, 2025

EXHIBIT B (if applicable)

LEVINE ACT DISCLOSURE STATEMENT

California Government Code section 84308, commonly referred to as the "Levine Act," precludes an elected or appointed officer of a local government agency from making, participating in, or in any way attempting to influence the awarding of a contract by the agency if the officer receives any political contributions totaling more than \$250 in the 12 months preceding the contract award, during the proceeding leading to the contract award, and for 12 months following the final decision on the contract, when the contribution is from any person that has a financing interest in the contract. This prohibition applies to contributions made directly to the officer, received by the officer on behalf of any other officer, or received on behalf of any candidate for office or on behalf of any committee. The Levine Act also requires disclosure of any such contributions to be made by a party to be awarded a contract by the local agency. The Levine Act does not apply to contracts that are competitively bid, labor, or personal employment contracts.

LEVINE ACT DISCLOSURES:

1. Have you or your company, or any agent on behalf of you or your company, made any contributions of more than \$250 to any member of the Buena Park City Council in the 12 months preceding the date the City issued the request for proposals leading to the contract?

YES ___ NO ___

If yes, please identify the Councilmember(s) and amount of any such campaign contribution(s):

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any contributions of more than \$250 to any member of the Buena Park City Council after the date of the issuance of the request for proposals, or in the 12 months after the City Council's decision on the contract?

YES ___ NO ___

If yes, please identify the Councilmember(s):

NOTE: Answering yes to either of the two (2) questions above does not preclude the City of Buena Park from awarding a contract to your firm. It does, however, preclude the identified officer(s) from making, participating in, or in any way attempting to influence the contract award process. Failing to provide full and accurate information on this form may be grounds for disqualification and other legal penalties.

_____ DATE	_____ SIGNATURE OF AUTHORIZED OFFICIAL
_____ NAME OF COMPANY	_____ NAME, TITLE

City of Buena Park FY 2025-2026 Wellness Program Pricing

WorkCare has greatly appreciated our partnership with the City of Buena Park and Buena Park Police Department. Please find below the requested pricing proposals.

Combined Full time Police Department + City Wellness Program

Comprehensive Wellness Program		Annual Fee
Wellness Program Administration Fee - 1 Onsite Wellness Coordinator shared between City and PD (Onsite 40 hours a week)		\$155,000
Expenses	Fee	Estimated Annual Fee
HIPAA Compliant Wellness Hub /App - Fee based on eligibility file for all PD personnel (135 sworn and civilian PD staff)	\$24/person per year	\$3,240
HIPAA Compliant Wellness Hub /App Fee based on eligibility file for City personnel (150 City civilian staff)	\$24/person per year	\$3,600
Phlebotomist / Staffing Fees - 3 day (4-hour/ day event) - Fasting recommended, but not required	\$1,500 /day	\$4,500
Blood work for 95 Sworn Personnel - Bloodwork includes CMP (Comprehensive metabolic panel), Lipids, Glucose/A1C, CBC, CMP, LpPLA2, PSA for Males 40+ - Estimate based on <u>60% participation</u> . Department billed for actual participation.	\$90- \$110	Up to \$6,270
Blood work for 40 Civilian Personnel (PD Civilian Personnel) - Bloodwork includes CMP (Comprehensive metabolic panel), Lipids, Glucose/A1C, CBC, CMP - Estimate based on <u>75% participation</u> . Department billed for actual participation.	\$50	\$1,500
PD Incentive Budget		\$2,000
City Incentive Budget		\$3,000
PD Equipment and Supplies Budget		\$3,000
City Equipment and Supplies Budget - Fee includes repairs/updates for equipment needed for program administration such as body composition calibration, blood pressure cuffs and other health related items.		\$2,500
ESTIMATED ANNUAL FEE		Up to \$184,610

G. APPROVAL OF THE 2025-2026 MEASURE M2 SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM AND RESOLUTIONS ON CIRCULATION ELEMENT & MITIGATION FEE PROGRAM

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4G.
Prepared By	Department Head Approval
HySun Lee, Assistant Engineer	Mina Mikhael, Director of Public Works/City Engineer
Presented By	
HySun Lee, Assistant Engineer	

RECOMMENDED ACTION

1) Approve the Measure M2 Seven-Year Capital Improvement Program (CIP); 2) Adopt a resolution concerning the status and update of the Circulation Element and Mitigation Fee Program for the Measure M (M2) Program; 3) Authorize the City Clerk to certify the Resolution adoption; and, 4) Authorize staff to submit the necessary documentation to the Orange County Transportation Authority (OCTA).

PREVIOUS CITY COUNCIL ACTION

On June 6, 2023, the City Council adopted a resolution concerning the status and update of the Local Signal Synchronization Plan, and the Circulation Element and Mitigation Fee Program. On June 11, 2024, the City Council adopted a resolution concerning the status of the Pavement Management Plan. Additionally, the City Council also authorized staff to submit an updated CIP to OCTA to maintain Measure M2 Program eligible.

DISCUSSION

Measure M2 provides significant funding to cities in Orange County as it supports critical transportation infrastructure projects, including road maintenance, highway expansions, and public transportation enhancements. These improvements reduce traffic congestion, enhance safety, and promote economic growth by facilitating better commutes and attracting businesses. Additionally, Measure M2 funds contribute to environmental benefits by supporting green transportation options and reducing emissions, while also enhancing the community through street repairs and beautification projects.

The City is required to submit annual documentation on its transportation-related programs to receive Measure M2 sales tax revenue from OCTA. These documents generally pertain to the City's programs and projects affecting circulation and transportation to ensure proper alignment with Measure M2 and countywide plans. This year's submission requires the following components:

1. M2 Seven-Year CIP for FY 2025-26 through FY 2031-32

The City's Measure M2 Seven-Year CIP is a transportation planning and fiscal forecasting document used for programming future transportation-related CIP projects. The Measure M2 Ordinance requires cities to adopt a CIP demonstrating their plan to use these funds to complete local transportation system enhancement and maintenance projects.

The CIP is adjusted annually to address changing Pavement Condition Index (PCI) information, resource availability, funding sources, and schedule. The proposed 2025-2026 Seven-Year CIP is an update of the previously adopted CIP on June 11, 2024. This update includes projects from Fiscal Year 2025-26 to Fiscal Year 2031-32.

Adoption of a Seven-Year CIP does not obligate the City to complete any of the listed projects with the exception of specified projects where Measure M2 funds have already been allocated.

2. Circulation Element / Master Plan of Arterial Highway (MPAH) Consistency

The MPAH was established to provide planning, development, and preservation of the regional arterial highway network to supplement the countywide freeway system. To remain Measure M2 funding eligible, the City's General Plan Circulation Element must be in conformance with the County's MPAH by maintaining a minimum number of through lanes on each MPAH arterial highway.

The City's Circulation Element is in full compliance with this requirement. A resolution must be adopted every two years attesting to this consistency. The previous Circulation Element resolution was last adopted in June 6, 2023, and is now due for re-adoption.

3. Mitigation Fee Program

This program assesses new development traffic impacts and requires these new developments to pay their fair share of necessary transportation improvement.

A resolution must be adopted every two years certifying the City's Mitigation Fee Program. The previous Mitigation Fee Program resolution was last adopted on June 6, 2023, and is now due for re-adoption.

BUDGET IMPACT

There is no budget impact with the approval of these programs, plans, and resolutions. The recommended actions will maintain the City's eligibility to continue receiving M2 funds and additional competitive program funds in the future.

Adoption of the Seven-Year CIP does not financially obligate the City beyond the adopted Fiscal Year 2025-2026 CIP.

Attachments

[Att 1 of 2 CE & MFP Resolution.pdf](#)

[Att 2 of 2 7 Year CIP Project List.pdf](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA PARK CONCERNING THE STATUS AND UPDATE OF THE CIRCULATION ELEMENT, AND MITIGATION FEE PROGRAM FOR THE MEASURE M (M2) PROGRAM

WHEREAS, the City of Buena Park desires to maintain and improve the streets within its jurisdiction, including those arterials contained in the Master Plan of Arterial Highways (MPAH); and

WHEREAS, the City has endorsed a definition of and process for, determining consistency of the City's Traffic Circulation Plan with the MPAH; and

WHEREAS, the City adopted a General Plan Circulation Element which does not preclude implementation of the MPAH within its jurisdiction; and

WHEREAS, the City is required to adopt a resolution biennially informing the Orange County Transportation Authority (OCTA) that the City'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) 2023-24 and FY 2024-25; and

WHEREAS, the City 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; and

WHEREAS, the City is required to adopt a resolution biennially certifying that the City 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; and

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City Buena Park, does hereby inform OCTA that:

- a) The arterial highway portion of the Circulation Element of the City is in conformance with the MPAH.
- b) The City attests that no unilateral reduction in through lanes has been made on any MPAH arterials during FY 2023-24 and FY 2024-25.
- c) The City affirms that it will bring forward requests to amend the MPAH, when necessary, in order to ensure that the MPAH and the General Plan Circulation Element remain consistent.
- d) The City reaffirms that the existing Mitigation Fee Program is in effect.

PASSED AND ADOPTED this 10th day of June 2025, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Mayor

ATTEST:

City Clerk

I, Adria M. Jimenez, MMC, City Clerk, hereby certify that the foregoing Resolution was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Buena Park held this 10th day of June 2025.

City Clerk

Orange County Transportation Authority
FY 2025/26 - FY 2031/32 Capital Improvement Program

TIP ID		CP-12397		IMPLEMENTING AGENCY								Buena Park, City of	
Local Project Number:				Project Title									
Additional Project IDs:				8th Street Rehabilitation Project									
Type of Work: Road Maintenance				Project Description									
Type of Work Description: Road Maintenance - Rehabilitation of roadway				Rehabilitation of asphalt pavement, removal & replacement of curb & gutter, signing & striping, traffic control, driveway approach, wheelchair ramp, traffic signal detector loops and other related works.									
Limits				FISCAL YEAR									
Knott Ave to West City Limit				2027									
Project Notes				FUND TYPE									
Other funds - City of Buena Park's Measure R from 1% increased sales tax This project will now happen together with below projects in same FY25-26, using City's Measure R 1% sales tax fund. 1-La Palam to Orangethorpe FY25-26 (CP-11669) & 2-Artesia to Orangethorpe FY25-26 to FY26-27 (CP-12396) & 3-8th Street Rehabilitation Project (CP-12397)				Other									
				ENG									
				\$50,000									
				ROW									
				\$0									
				CON/IMP									
				\$450,000									
				O&M									
				\$0									
				TOTAL									
				\$500,000									
				TOTAL ESCALATED									
				\$522,781									
				Totals: \$50,000 \$0 \$450,000 \$0 \$500,000 \$522,781									
Last Revised: 25-00 - In Progress													
Total Programmed: \$500,000													

TIP ID CP-10803		IMPLEMENTING AGENCY Buena Park, City of								
Local Project Number:		Project Title								
Additional Project IDs:		Annual Pavement Rehabilitation Program								
Type of Work: Road Maintenance		Project Description								
Type of Work Description: Road Maintenance - Rehabilitation of roadway		Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp, traffic signal detector loops and other related works.								
Limits		FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	
Various locations										
Project Notes		2026	Local Streets and Roads apportionments	\$0	\$0	\$1,500,000	\$0	\$1,500,000	\$1,537,500	
The 25-26 Annual Pavement Rehabilitation project is funded from (SB1) RMRA funds		2027	Local Streets and Roads apportionments	\$0	\$0	\$1,400,000	\$0	\$1,400,000	\$1,470,875	
		2028	Local Streets and Roads apportionments	\$0	\$0	\$1,400,000	\$0	\$1,400,000	\$1,507,647	
		2029	Local Streets and Roads apportionments	\$0	\$0	\$1,400,000	\$0	\$1,400,000	\$1,545,338	
		2030	Local Streets and Roads apportionments	\$0	\$0	\$1,400,000	\$0	\$1,400,000	\$1,583,971	
		2031	Local Streets and Roads apportionments	\$0	\$0	\$1,400,000	\$0	\$1,400,000	\$1,623,571	
		2032	Local Streets and Roads apportionments	\$0	\$0	\$1,400,000	\$0	\$1,400,000	\$1,664,160	
				Totals:	\$0	\$0	\$9,900,000	\$0	\$9,900,000	\$10,933,062
Last Revised: 25-00 - In Progress									Total Programmed: \$9,900,000	

TIP ID CP-10806			IMPLEMENTING AGENCY					Buena Park, City of			
Local Project Number:			Project Title								
Additional Project IDs:			Annual Slurry Seal Program								
Type of Work: Road Maintenance			Project Description								
Type of Work Description: Road Maintenance - Slurry seal of roadway			Annual slurry sealing of various residential streets within the City.								
Limits			FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	
Various locations											
Project Notes			2026	Local Streets and Roads apportionments	\$0	\$0	\$400,000	\$0	\$400,000	\$410,000	
FY 2025-26 Annual Slurry Seal Project is funded by (SB1) RMRA funds.			2027	Local Streets and Roads apportionments	\$0	\$0	\$400,000	\$0	\$400,000	\$420,250	
			2028	Local Streets and Roads apportionments	\$0	\$0	\$400,000	\$0	\$400,000	\$430,756	
			2029	Local Streets and Roads apportionments	\$0	\$0	\$400,000	\$0	\$400,000	\$441,525	
			2030	Local Streets and Roads apportionments	\$0	\$0	\$400,000	\$0	\$400,000	\$452,563	
			2031	Local Streets and Roads apportionments	\$0	\$0	\$400,000	\$0	\$400,000	\$463,877	
			2032	Local Streets and Roads apportionments	\$0	\$0	\$400,000	\$0	\$400,000	\$475,474	
					Totals:	\$0	\$0	\$2,800,000	\$0	\$2,800,000	\$3,094,445
Last Revised: 25-00 - In Progress										Total Programmed: \$2,800,000	

TIP ID CP-12637			IMPLEMENTING AGENCY Buena Park, City of																																																						
Local Project Number:			Project Title																																																						
Additional Project IDs:			Annual Street Name Signs Replacements																																																						
Type of Work: Safety			Project Description																																																						
Type of Work Description: Safety - Signage installation and/or replacement			Installation of New Illuminated Street Name Signs at Traffic Signals for better nighttime visibility																																																						
Limits			<table><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><tr><td>2026</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$250,000</td><td>\$0</td><td>\$250,000</td><td>\$256,250</td></tr><tr><td>2027</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$250,000</td><td>\$0</td><td>\$250,000</td><td>\$262,656</td></tr><tr><td>2028</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$250,000</td><td>\$0</td><td>\$250,000</td><td>\$269,223</td></tr><tr><td>2029</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$250,000</td><td>\$0</td><td>\$250,000</td><td>\$275,953</td></tr><tr><td colspan="2">Totals:</td><td>\$0</td><td>\$0</td><td>\$1,000,000</td><td>\$0</td><td>\$1,000,000</td><td>\$1,064,082</td></tr></table>							FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	2026	Gas Tax	\$0	\$0	\$250,000	\$0	\$250,000	\$256,250	2027	Gas Tax	\$0	\$0	\$250,000	\$0	\$250,000	\$262,656	2028	Gas Tax	\$0	\$0	\$250,000	\$0	\$250,000	\$269,223	2029	Gas Tax	\$0	\$0	\$250,000	\$0	\$250,000	\$275,953	Totals:		\$0	\$0	\$1,000,000	\$0	\$1,000,000	\$1,064,082
FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED																																																		
2026	Gas Tax	\$0	\$0	\$250,000	\$0	\$250,000	\$256,250																																																		
2027	Gas Tax	\$0	\$0	\$250,000	\$0	\$250,000	\$262,656																																																		
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Totals:		\$0	\$0	\$1,000,000	\$0	\$1,000,000	\$1,064,082																																																		
Various locations																																																									
Project Notes																																																									

TIP ID CP-10807			IMPLEMENTING AGENCY Buena Park, City of																																																																														
Local Project Number:			Project Title																																																																														
Additional Project IDs:			Annual Striping Program																																																																														
Type of Work: Safety			Project Description																																																																														
Type of Work Description: Safety - Restripe roadway			Traffic striping at various streets within the City of Buena Park.																																																																														
Limits			<table><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><tr><td>2026</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$50,000</td><td>\$0</td><td>\$50,000</td><td>\$51,250</td></tr><tr><td>2027</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$50,000</td><td>\$0</td><td>\$50,000</td><td>\$52,531</td></tr><tr><td>2028</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$50,000</td><td>\$0</td><td>\$50,000</td><td>\$53,845</td></tr><tr><td>2029</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$50,000</td><td>\$0</td><td>\$50,000</td><td>\$55,191</td></tr><tr><td>2030</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$50,000</td><td>\$0</td><td>\$50,000</td><td>\$56,570</td></tr><tr><td>2031</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$50,000</td><td>\$0</td><td>\$50,000</td><td>\$57,985</td></tr><tr><td>2032</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$50,000</td><td>\$0</td><td>\$50,000</td><td>\$59,434</td></tr><tr><td colspan="2">Totals:</td><td>\$0</td><td>\$0</td><td>\$350,000</td><td>\$0</td><td>\$350,000</td><td>\$386,806</td></tr></table>							FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	2026	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$51,250	2027	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$52,531	2028	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$53,845	2029	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$55,191	2030	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$56,570	2031	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$57,985	2032	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$59,434	Totals:		\$0	\$0	\$350,000	\$0	\$350,000	\$386,806
FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED																																																																										
2026	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$51,250																																																																										
2027	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$52,531																																																																										
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Totals:		\$0	\$0	\$350,000	\$0	\$350,000	\$386,806																																																																										
Various locations																																																																																	
Project Notes																																																																																	

TIP ID CP-10809				IMPLEMENTING AGENCY Buena Park, City of					
Local Project Number:		Project Title							
Additional Project IDs:		Annual Traffic Signal Improvements							
Type of Work: Traffic Signals		Project Description							
Type of Work Description: Traffic Signals - Replace and upgrade traffic signals and equipment		Project includes signal equipment maintenance and repairs citywide on an as needed basis.							
Limits		FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Various locations		2026	Gas Tax	\$0	\$0	\$100,000	\$0	\$100,000	\$102,500
Project Notes		2027	Gas Tax	\$0	\$0	\$100,000	\$0	\$100,000	\$105,062
		2028	Gas Tax	\$0	\$0	\$100,000	\$0	\$100,000	\$107,689
		2029	Gas Tax	\$0	\$0	\$100,000	\$0	\$100,000	\$110,381
		2030	Gas Tax	\$0	\$0	\$100,000	\$0	\$100,000	\$113,141
		2031	Gas Tax	\$0	\$0	\$100,000	\$0	\$100,000	\$115,969
		2032	Gas Tax	\$0	\$0	\$100,000	\$0	\$100,000	\$118,869
		Totals:		\$0	\$0	\$700,000	\$0	\$700,000	\$773,611
Last Revised: 25-00 - In Progress				Total Programmed: \$700,000					

TIP ID CP-10811				IMPLEMENTING AGENCY Buena Park, City of					
Local Project Number:		Project Title							
Additional Project IDs:		Annual Wheelchair Ramp & Flat Concrete Work							
Type of Work: Pedestrian		Project Description							
Type of Work Description: Pedestrian - Reconstruction or rehabilitation of sidewalk		Installation of handicap access ramps & flat concrete work at various locations within the City of Buena Park.							
Limits									
Various locations									
Project Notes									

TIP ID CP-11442				IMPLEMENTING AGENCY Buena Park, City of					
Local Project Number:		Project Title							
Additional Project IDs:		Annual battery backup upgrades							
Type of Work: Traffic Signals		Project Description							
Type of Work Description: Traffic Signals - Replace and upgrade traffic signals and equipment		Upgrade to the battery backup at various traffic signals							
Limits	<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>	
Various locations	2026	Gas Tax	\$0	\$0	\$100,000	\$0	\$100,000	\$102,500	
Project Notes	2027	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$52,531	
	2028	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$53,845	
	2029	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$55,191	
	2030	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$56,570	
	2031	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$57,985	
	2032	Gas Tax	\$0	\$0	\$50,000	\$0	\$50,000	\$59,434	
			<u>Totals:</u>	\$0	\$0	\$400,000	\$0	\$400,000	\$438,056
Last Revised: 25-00 - In Progress				Total Programmed: \$400,000					

TIP ID		CP-12399		IMPLEMENTING AGENCY					Buena Park, City of	
Local Project Number:		Project Title								
Additional Project IDs:		Artesia Boulevard Rehabilitation Project								
Type of Work:		Road Maintenance								
Type of Work Description:		Road Maintenance - Rehabilitation of roadway								
		Rehabilitation of asphalt pavement, installation of curb, gutter, sidewalk, drive approach, wheelchair ramp and traffic signal detector loops and other related works.								
Limits										
Valley View Avenue to Knott Avenue										
Project Notes										

TIP ID		CP-12635	IMPLEMENTING AGENCY						Buena Park, City of	
Local Project Number:			Project Title							
Additional Project IDs:			Artesia Boulevard Rehabilitation Project							
Type of Work: Road Maintenance			Project Description							
Type of Work Description: Road Maintenance - Rehabilitation of roadway			Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp, traffic signal detector loops and other related works.							
Limits			<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>
Knott Avenue to East City Limit			2032	Other	\$0	\$0	\$1,500,000	\$0	\$1,500,000	\$1,783,029
Project Notes										
May 2025 - This project will start in FY31-32 and continue construction & funded in FY32-33.			2032	Local Streets and Roads apportionments	\$400,000	\$0	\$0	\$0	\$400,000	\$400,000
</										

TIP ID CP-12641		IMPLEMENTING AGENCY Buena Park, City of																																								
Local Project Number:		Project Title																																								
Additional Project IDs:		Artesia Boulevard at Stanton Avenue Signal Upgrade Project																																								
Type of Work: Traffic Signals		Project Description																																								
Type of Work Description: Traffic Signals - Replace and upgrade traffic signals and equipment		Upgrade the Traffic Signals to Current Standards, Improve Pedestrian Safety at the Intersection.																																								
Limits		<table><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>2026</td><td>Gas Tax</td><td>\$50,000</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$50,000</td><td>\$50,000</td></tr><tr><td>2027</td><td>Gas Tax</td><td>\$0</td><td>\$0</td><td>\$1,200,000</td><td>\$0</td><td>\$1,200,000</td><td>\$1,260,750</td></tr><tr><td colspan="3">Totals:</td><td>\$50,000</td><td>\$0</td><td>\$1,200,000</td><td>\$0</td><td>\$1,250,000</td><td>\$1,310,750</td></tr></tbody></table>								FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	2026	Gas Tax	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000	2027	Gas Tax	\$0	\$0	\$1,200,000	\$0	\$1,200,000	\$1,260,750	Totals:			\$50,000	\$0	\$1,200,000	\$0	\$1,250,000	\$1,310,750
FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED																																			
2026	Gas Tax	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000																																			
2027	Gas Tax	\$0	\$0	\$1,200,000	\$0	\$1,200,000	\$1,260,750																																			
Totals:			\$50,000	\$0	\$1,200,000	\$0	\$1,250,000	\$1,310,750																																		
Project Notes																																										
May 2025 - FY25-26 will be design/engineering phase. Construction will start FY26-27.																																										
Last Revised: 25-00 - In Progress		Total Programmed: \$1,250,000																																								

TIP ID CP-10814		IMPLEMENTING AGENCY Buena Park, City of						
Local Project Number:		Project Title						
Additional Project IDs:		Beach Boulevard Pavement Rehabilitation						
Type of Work: Road Maintenance		Project Description						
Type of Work Description: Road Maintenance - Rehabilitation of roadway		Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp and traffic signal detector loops and other related works.						
Limits								
La Palma Avenue to South City Limits								
Project Notes								
Will be funded by the City's Measure R - 1% Sales tax increase								

TIP ID		CP-12195		IMPLEMENTING AGENCY					Buena Park, City of	
Local Project Number:		Project Title								
Additional Project IDs:		Citywide Traffic Signal Upgrades and Safety Elements								
Type of Work:		Traffic Signals		Project Description						
Type of Work Description:		Traffic Signals - Replace and upgrade traffic signals and equipment		Upgrades to thirteen signalized intersections such as additional vehicle heads, upgrades to traffic signal mast arms, new traffic signal controllers and countdown pedestrian head indications.						
Limits		<u>FISCAL YEAR</u>								
Citywide		<u>FUND TYPE</u>								
Project Notes		<u>ENG</u>								
		<u>ROW</u>								
		<u>CON/IMP</u>								
		<u>O&M</u>								
		<u>TOTAL</u>								
		<u>TOTAL ESCALATED</u>								
		<u>Totals:</u>		\$0	\$0	\$0	\$0	\$0	\$0	
Carryover project to FY25-26. This project budget of \$1.2M will be fully funded by City's Measure R - 1% Sales Tax increase.										
Last Revised: 25-00 - In Progress		Total Programmed: \$0								

TIP ID CP-12642		IMPLEMENTING AGENCY Buena Park, City of							
Local Project Number:		Project Title							
Additional Project IDs:		Citywide Traffic Signal Upgrades and Safety Enhancements							
Type of Work: Traffic Signals		Project Description							
Type of Work Description: Traffic Signals - Replace and upgrade traffic signals and equipment		Upgrades to Thirteen Signalized Intersections - Including Upgrades to Traffic Signal Mast Arms, Install New Traffic Signal Controllers and the addition of countdown pedestrian Signal Indicators							
Limits		FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Citywide		2026	Gas Tax	\$0	\$0	\$1,200,000	\$0	\$1,200,000	\$1,230,000
Project Notes									

TIP ID CP-12639		IMPLEMENTING AGENCY Buena Park, City of								
Local Project Number:		Project Title								
Additional Project IDs:		Commonwealth Ave Guardrail								
Type of Work: Safety		Project Description								
Type of Work Description: Safety - Install guard rails, curbs or other safety barriers along road		Installation of a guardrail to improve traffic safety.								
Limits		FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	
Commonwealth Avenue, West of Beach Boulevard		2026	Gas Tax	\$0	\$0	\$100,000	\$0	\$100,000	\$102,500	
Project Notes										
				Totals:	\$0	\$0	\$100,000	\$0	\$100,000	\$102,500
Last Revised: 25-00 - In Progress									Total Programmed: \$100,000	

TIP ID CP-12198		IMPLEMENTING AGENCY Buena Park, City of						
Local Project Number:		Project Title						
Additional Project IDs:		Commonwealth Avenue Rehabilitation Project						
Type of Work: Road Maintenance		Project Description						
Type of Work Description: Road Maintenance - Rehabilitation of roadway		Rehabilitation of asphalt pavement; installation of curb, gutter, sidewalk, wheelchair ramps, driveway approaches; signing & striping; utility adjustments; traffic control; and other incidentals.						
Limits		FISCAL YEAR FUND TYPE ENG ROW CON/IMP O&M TOTAL TOTAL ESCALATED						
Auto Center Drive to WCL		2031 Gas Tax \$300,000 \$0 \$900,000 \$0 \$1,200,000 \$1,343,724						
Project Notes		2031 Other \$0 \$0 \$1,800,000 \$0 \$1,800,000 \$2,087,448						
As of May 2024, project roughly estimated for \$3M. Pushed to after FY30-31. As of May 2025, Project is anticipate to use the City's Measure R 1% sales tax increase fund.		Totals: \$300,000 \$0 \$2,700,000 \$0 \$3,000,000 \$3,431,172						
Last Revised: 25-00 - In Progress		Total Programmed: \$3,000,000						

TIP ID CP-10825				IMPLEMENTING AGENCY Buena Park, City of						
Local Project Number:				Project Title						
Additional Project IDs:				Crescent Avenue Pavement Rehabilitation						
Type of Work: Road Maintenance				Project Description						
Type of Work Description: Road Maintenance - Rehabilitation of roadway				Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp and traffic signal detector loops and other related works.						
Limits				<div>FISCAL YEARFUND TYPEENGROWCON/IMP</div>						
Western Ave. to WCL				<div>O&MTOTALTOTAL ESCALATED</div>						
Project Notes										
No funds were budgeted in FY21-22. Project re-budgeted in a future fiscal year for construction FY27-28 & FY28-29. Project limit has extended to WCL. The City's Measure R 1% sales tax will cover the portion of the project.										

TIP ID CP-10828			IMPLEMENTING AGENCY Buena Park, City of							
Local Project Number:			Project Title							
Additional Project IDs:			Dale Street Pavement Rehabilitation							
Type of Work: Road Maintenance			Project Description							
Type of Work Description: Road Maintenance - Rehabilitation of roadway			Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp, traffic signal detector loops and other related works.							
Limits			<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>							
Crescent Ave. to 91 Freeway										
Project Notes										
Project carrying over to FY25-26. Project has been funded prior FY24-25.			<u>Totals:</u> \$0 \$0 \$0 \$0 \$0 \$0							
Last Revised: 25-00 - In Progress			Total Programmed: \$0							

TIP ID CP-12192			IMPLEMENTING AGENCY Buena Park, City of							
Local Project Number:			Project Title							
Additional Project IDs:			Engineering and Traffic Study							
Type of Work: Transportation Planning			Project Description							
Type of Work Description: Transportation Planning - Studies			Surveying all arterial streets in the City and updating the speed limits as required by the California Vehicle Code.							
Limits			FISCAL YEAR FUND TYPE ENG ROW CON/IMP O&M TOTAL TOTAL ESCALATED							
Citywide										
Project Notes			Totals: \$0 \$0 \$0 \$0 \$0 \$0							
May 2024 - Carryover to FY24-25. Funds reflected in prior year(s). May 2025 - Carryover to FY25-26. Funds reflected in prior year(s).										
Last Revised: 25-00 - In Progress			Total Programmed: \$0							

TIP ID CP-12638			IMPLEMENTING AGENCY Buena Park, City of							
Local Project Number:			Project Title							
Additional Project IDs:			Frontage Median Improvements Phase 1							
Type of Work: Aesthetics			Project Description							
Type of Work Description: Aesthetics - Landscaping of roadway			Install drought resistant landscaping within frontage road medians for physical and visual barrier between arterial road to residential neighborhoods.							
Limits										
Crescent Avenue between Knott Avenue and Western Avenue										
Project Notes										

TIP ID CP-10836			IMPLEMENTING AGENCY Buena Park, City of					
Local Project Number: 11-BPRK-ECP-3565			Project Title					
Additional Project IDs:			Full Capture System Installation Phase 1					
Type of Work: Environmental Cleanup			Project Description					
Type of Work Description: Environmental Cleanup - Automatic Retractable Screen and other debris screens or inserts			Installation of catch basin screens					
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Various locations throughout the City	2026	Gas Tax	\$0	\$0	\$0	\$3,800	\$3,800	\$3,800
Project Notes O&M for 10 years - \$5,701 per year till FY 23/24. Despite fulfillment of obligation, City will continue to clean twice a year indefinitely.	2027	Gas Tax	\$0	\$0	\$0	\$3,800	\$3,800	\$3,800
	2028	Gas Tax	\$0	\$0	\$0	\$3,800	\$3,800	\$3,800
	2029	Gas Tax	\$0	\$0	\$0	\$3,800	\$3,800	\$3,800
	2030	Gas Tax	\$0	\$0	\$0	\$3,800	\$3,800	\$3,800
	2031	Gas Tax	\$0	\$0	\$0	\$3,800	\$3,800	\$3,800
	2032	Gas Tax	\$0	\$0	\$0	\$3,800	\$3,800	\$3,800
			Totals:	\$0	\$0	\$0	\$26,600	\$26,600
Last Revised: 25-00 - In Progress			Total Programmed: \$26,600					

TIP ID CP-10841			IMPLEMENTING AGENCY Buena Park, City of					
Local Project Number: 14-BPRK-ECP-3744			Project Title					
Additional Project IDs:			G2 Full Capture Catch Basin Insert 2014					
Type of Work: Environmental Cleanup			Project Description					
Type of Work Description: Environmental Cleanup - Automatic Retractable Screen and other debris screens or inserts			Installation of catch basin screens					
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Various Locations throughout the City	2026	Gas Tax	\$0	\$0	\$0	\$7,434	\$7,434	\$7,434
Project Notes O&M for 10 years - \$7,434 per year till FY 25/26. Despite fulfillment of obligation, City will continue to clean twice a year indefinitely.	2027	Gas Tax	\$0	\$0	\$0	\$4,956	\$4,956	\$4,956
	2028	Gas Tax	\$0	\$0	\$0	\$4,956	\$4,956	\$4,956
	2029	Gas Tax	\$0	\$0	\$0	\$4,956	\$4,956	\$4,956
	2030	Gas Tax	\$0	\$0	\$0	\$4,956	\$4,956	\$4,956
	2031	Gas Tax	\$0	\$0	\$0	\$4,956	\$4,956	\$4,956
	2032	Gas Tax	\$0	\$0	\$0	\$4,956	\$4,956	\$4,956
			Totals:	\$0	\$0	\$0	\$37,170	\$37,170
Last Revised: 25-00 - In Progress			Total Programmed: \$37,170					

TIP ID CP-10843			IMPLEMENTING AGENCY Buena Park, City of					
Local Project Number: 16-BPRK-ECP-3849			Project Title					
Additional Project IDs:			G2 Full Capture Catch Basin Insert 2016					
Type of Work: Environmental Cleanup			Project Description					
Type of Work Description: Environmental Cleanup - Automatic Retractable Screen and other debris screens or inserts			Installation of catch basin screens.					
Limits	FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Vaious locations throughout the City	2026	Gas Tax	\$0	\$0	\$0	\$11,105	\$11,105	\$11,105
Project Notes O&M for 10 years - \$11,105 per year until FY 27/28. Despite fulfillment of obligation, City will continue to clean twice a year indefinitely.	2027	Gas Tax	\$0	\$0	\$0	\$11,105	\$11,105	\$11,105
	2028	Gas Tax	\$0	\$0	\$0	\$11,105	\$11,105	\$11,105
	2029	Gas Tax	\$0	\$0	\$0	\$7,403	\$7,403	\$7,403
	2030	Gas Tax	\$0	\$0	\$0	\$7,403	\$7,403	\$7,403
	2031	Gas Tax	\$0	\$0	\$0	\$7,403	\$7,403	\$7,403
	2032	Gas Tax	\$0	\$0	\$0	\$7,403	\$7,403	\$7,403
			Totals:	\$0	\$0	\$0	\$62,927	\$62,927
Last Revised: 25-00 - In Progress			Total Programmed: \$62,927					

TIP ID CP-10849		IMPLEMENTING AGENCY Buena Park, City of								
Local Project Number: 17-BPRK-ECP-3880		Project Title								
Additional Project IDs:		G2 Full Capture Catch Basin Insert 2017								
Type of Work: Environmental Cleanup		Project Description								
Type of Work Description: Environmental Cleanup - Automatic Retractable Screen and other debris screens or inserts		Installation of catch basins screens								
Limits		FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	
Various locations throughout the City	2026	Gas Tax	\$0	\$0	\$0		\$11,000	\$11,000	\$11,000	
Project Notes No obligation for O&M. However, City will continue to clean twice a year.	2027	Gas Tax	\$0	\$0	\$0		\$11,000	\$11,000	\$11,000	
	2028	Gas Tax	\$0	\$0	\$0		\$11,000	\$11,000	\$11,000	
	2029	Gas Tax	\$0	\$0	\$0		\$11,000	\$11,000	\$11,000	
	2030	Gas Tax	\$0	\$0	\$0		\$11,000	\$11,000	\$11,000	
	2031	Gas Tax	\$0	\$0	\$0		\$11,000	\$11,000	\$11,000	
	2032	Gas Tax	\$0	\$0	\$0		\$11,000	\$11,000	\$11,000	
				Totals:	\$0	\$0	\$0	\$77,000	\$77,000	\$77,000
Last Revised: 25-00 - In Progress										
Total Programmed: \$77,000										

TIP ID CP-10852		IMPLEMENTING AGENCY Buena Park, City of								
Local Project Number: 13-BPRK-ECP-3684		Project Title								
Additional Project IDs:		G2 Full Capture System Installation								
Type of Work: Environmental Cleanup		Project Description								
Type of Work Description: Environmental Cleanup - Automatic Retractable Screen and other debris screens or inserts		Installation of catch basin screens								
Limits		FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	
Various Locations throughout the City	2026	Gas Tax	\$0	\$0	\$0		\$6,174	\$6,174	\$6,174	
	2027	Gas Tax	\$0	\$0	\$0		\$6,174	\$6,174	\$6,174	
	2028	Gas Tax	\$0	\$0	\$0		\$6,174	\$6,174	\$6,174	
	2029	Gas Tax	\$0	\$0	\$0		\$6,174	\$6,174	\$6,174	
	2030	Gas Tax	\$0	\$0	\$0		\$6,174	\$6,174	\$6,174	
	2031	Gas Tax	\$0	\$0	\$0		\$6,174	\$6,174	\$6,174	
Project Notes	2032	Gas Tax	\$0	\$0	\$0		\$6,174	\$6,174	\$6,174	
	O&M for 10 years - \$9,261 per year till FY 24/25. Despite fulfillment of obligation, City will continue to clean twice a year indefinitely.									
				Totals:	\$0	\$0	\$0	\$43,218	\$43,218	\$43,218
Last Revised: 25-00 - In Progress										
Total Programmed: \$43,218										

TIP ID CP-11669		IMPLEMENTING AGENCY Buena Park, City of								
Local Project Number:		Project Title								
Additional Project IDs:		Knott Avenue Rehabilitation								
Type of Work: Road Maintenance		Project Description								
Type of Work Description: Road Maintenance - Rehabilitation of roadway		Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp, traffic signal detector loops and other related works.								
Limits		FISCAL YEAR	FUND TYPE	ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED	
La Palma Ave to Orangethorpe		2026	Measure M2 Local Fairshare	\$100,000	\$0	\$1,100,000	\$0	\$1,200,000	\$1,227,500	
Project Notes	Project funded in fiscal year 23-24 from the following funding sources: 1-Measure M \$200,000, 2-Gas Tax \$1,000,000, 3-SB1 RMRA Gas Tax \$241,874. Project did split to 2 separate projects (CP-11669) & (CP-12396) during FY24-25 planning. These projects will now happen together and with 8th St project in same FY25-26, using City's Measure R 1% sales tax fund. 1-La Palam to Orangethorpe FY25-26 (CP-11669) & 2-Artesia to Orangethorpe FY25-26 to FY26-27 (CP-12396) & 3-8th Street Rehabilitation Project (CP-12397)	2026	Other	\$0	\$0	\$1,500,000	\$0	\$1,500,000	\$1,537,500	
		Totals:			\$100,000	\$0	\$2,600,000	\$0	\$2,700,000	\$2,765,000
Last Revised: 25-00 - In Progress		Total Programmed: \$2,700,000								

TIP ID		CP-12396		IMPLEMENTING AGENCY				Buena Park, City of											
Local Project Number:		Project Title																	
Additional Project IDs:		Knott Avenue Rehabilitation																	
Type of Work:		Road Maintenance		Project Description															
Type of Work Description:		Road Maintenance - Rehabilitation of roadway		Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp, traffic signal detector loops and other related works.															
Limits		FISCAL YEAR		FUND TYPE		ENG		ROW		CON/IMP		O&M		TOTAL		TOTAL ESCALATED			
Artesia Blvd to Orangethorpe Ave																			
Project Notes		2026		Measure M2 Local Fairshare		\$300,000		\$0		\$500,000		\$0		\$800,000		\$812,500			
Project funded in fiscal year 23-24 from the following funding sources: 1-Measure M \$200,000, 2-Gas Tax \$1,000,000, 3-SB1 RMRA Gas Tax \$241,874. May 2025- City will cover the planned M2 LFS funds with General funds during M2 suspension period. Other: funded by City's Measure R 1% sales tax fund Project did split to 2 separate projects (CP-11669) & (CP-12396) during FY24-25 planning. These projects will now happen together and with 8th St project in same FY25-26, using City's Measure R 1% sales tax fund. 1-La Palam to Orangethorpe FY25-26 (CP-11669) & 2-Artesia to Orangethorpe FY25-26 to FY26-27 (CP-12396) & 3-8th Street Rehabilitation Project (CP-12397)		2026		Other		\$0		\$0		\$2,000,000		\$0		\$2,000,000		\$2,050,000			
						Totals:		\$300,000		\$0		\$2,500,000		\$0		\$2,800,000		\$2,862,500	
Last Revised: 25-00 - In Progress		Total Programmed: \$2,800,000																	

TIP ID		CP-11670	IMPLEMENTING AGENCY							Buena Park, City of
Local Project Number:			Project Title							
Additional Project IDs:			La Palma Avenue Rehabilitation							
Type of Work: Road Maintenance			Project Description							
Type of Work Description: Road Maintenance - Rehabilitation of roadway			Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp, traffic signal detector loops and other related works.							
Limits			<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>
Valley View St to Knott Ave			2028	Other	\$0	\$0	\$1,100,000	\$0	\$1,100,000	\$1,184,580
Project Notes			2028	Measure M2 Local Fairshare	\$100,000	\$0	\$1,100,000	\$0	\$1,200,000	\$1,284,580
May 2025- City will cover the planned M2 LFS funds with General funds during M2 suspension period. Project moved to FY27-28.										

TIP ID		CP-12640		IMPLEMENTING AGENCY					Buena Park, City of		
Local Project Number:		Project Title									
Additional Project IDs:		Radar Speed Feedback Sign Upgrades									
Type of Work:		Safety		Project Description							
Type of Work Description:		Safety - Signage installation and/or replacement		Repair, Install, and Relocate Speed Feedback Radar Signs							
Limits		FISCAL YEAR		FUND TYPE		ENG	ROW	CON/IMP	O&M	TOTAL	TOTAL ESCALATED
Various Locations		2026		Gas Tax		\$0	\$0	\$100,000	\$0	\$100,000	\$102,500
Project Notes											
				Totals:	\$0	\$0	\$100,000	\$0	\$100,000	\$102,500	
Last Revised: 25-00 - In Progress										Total Programmed: \$100,000	

TIP ID CP-11063		IMPLEMENTING AGENCY Buena Park, City of						
Local Project Number:		Project Title						
Additional Project IDs:		Stanton Avenue Pavement Rehabilitation						
Type of Work: Road Maintenance		Project Description						
Type of Work Description: Road Maintenance - Rehabilitation of roadway		Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp, traffic signal detector loops and other related works.						
Limits								
La Palma Ave. to South City Limit								
Project Notes								

TIP ID		CP-11065							IMPLEMENTING AGENCY				Buena Park, City of	
Local Project Number:		Project Title												
Additional Project IDs:		Valley View Street Pavement Rehabilitation												
Type of Work:		Road Maintenance												
Type of Work Description:		Road Maintenance - Rehabilitation of roadway		Project Description										
		Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp and traffic signal detector loops and other related works.												
Limits														
Orangethorpe Ave to Lincoln Ave														
Project Notes														
May 2025- City will cover the planned M2 LFS funds with General funds during M2 suspension period. Project has moved to FY26-27. Portion of fund will be covered by City's Measure R 1% sales tax.														

TIP ID		CP-12636		IMPLEMENTING AGENCY					Buena Park, City of										
Local Project Number:		Project Title																	
Additional Project IDs:		Western Avenue Rehabilitation Project																	
Type of Work:		Road Maintenance		Project Description															
Type of Work Description:		Road Maintenance - Rehabilitation of roadway		Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp, traffic signal detector loops and other related works.															
Limits		FISCAL YEAR		FUND TYPE		ENG		ROW		CON/IMP		O&M		TOTAL		TOTAL ESCALATED			
Santa Elena Drive to Artesia Boulevard		2032		Measure M2 Local Fairshare		\$370,000		\$0		\$0		\$0		\$370,000		\$370,000			
Project Notes																			
May 2025 - Project is start design FY31-32, construction and funding continue to FY32-33.																			
						Totals:		\$370,000		\$0		\$0		\$0		\$370,000		\$370,000	
Last Revised: 25-00 - In Progress																		Total Programmed: \$370,000	

Local Project Number:	Project Title
Additional Project IDs:	Whitaker Street Pavement Rehabilitation
Type of Work: Road Maintenance	Project Description
Type of Work Description: Road Maintenance - Rehabilitation of roadway	Reconstruction & rehabilitation of asphalt concrete roadway, removal & replacement of curb & gutter, sidewalk, drive approach, wheelchair ramp and traffic signal detector loops and other related works.
Limits	FISCAL YEAR FUND TYPE ENG ROW CON/IMP O&M TOTAL TOTAL ESCALATED
Auto Center Dr to East City Limits	2026 Gas Tax \$100,000 \$0 \$1,100,000 \$0 \$1,200,000 \$1,227,500
Project Notes	
May 2024 - Expanded project limit from (Dale St to ECL) to (Auto Center Dr to ECL) May 2025 - Fund type will be only Gas Tax	Totals: \$100,000 \$0 \$1,100,000 \$0 \$1,200,000 \$1,227,500
Last Revised: 25-00 - In Progress	Total Programmed: \$1,200,000

City Council Regular Meeting Agenda Report

H. RESOLUTION DESIGNATING PROJECTS TO SUBMIT TO THE CALIFORNIA TRANSPORTATION COMMISSION (CTC) FOR FUNDING UNDER THE ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA) AND INCORPORATING THE DESIGNATED PROJECTS INTO THE FISCAL YEAR 2025-2026 CAPITAL IMPROVEMENT PROGRAM BUDGET

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4H.
Prepared By	Department Head Approval
HySun Lee, Assistant Engineer	Mina Mikhael, Director of Public Works/City Engineer
Presented By	
HySun Lee, Assistant Engineer	

RECOMMENDED ACTION

Recommended Action: 1) Adopt a resolution designating projects to submit to the California Transportation Commission (CTC) for funding under the Road Maintenance and Rehabilitation Account (RMRA) and incorporating the designated projects into the 2025-2026 Fiscal Year Capital Improvement Program budget; and, 2) Approve a budget amendment in the amount of \$2,209,426 appropriating funds for the designated projects.

PREVIOUS CITY COUNCIL ACTION

None.

DISCUSSION

On April 28, 2017, the Governor of California signed Senate Bill 1 (SB1), also known as the Road Repair and Accountability Act of 2017 (the "Act"), to address basic road maintenance, rehabilitation, and critical safety needs on both the state highway system and the local streets and roads system. The Act, in part, created the Road Maintenance and Rehabilitation Account (RMRA). The guidelines for the RMRA were adopted by the California Transportation Commission (CTC) in August 2017, and specify that before eligible local agencies can receive their apportionment of the RMRA funds in a given fiscal year, they must adopt a list of proposed projects that are included in the agency's budget. The submittal must include a description, location, completion date and estimated useful life of each project.

While neither the CTC nor the State Controller's Office prepare formal estimates of RMRA funds, the Department of Finance estimates the total amount of funding that will be deposited into RMRA annually. The City's estimated FY 2025-26 RMRA distributions are \$2,280,720. The current RMRA fund balance, combined with the anticipated FY 2025-26 RMRA distribution, will provide sufficient funds to meet the required \$2,400,000 for the designated projects.

In anticipation of the City receiving its RMRA fund allocation, staff has identified the following projects to be amended into the FY 2025-26 Capital Improvement Program.

1. **2025-2026 Annual Pavement Rehabilitation** – Road rehabilitation for various residential streets west of Knott Avenue to Holder Street, north of La Palma Avenue to south of 91 Freeway, and cul-de-sac streets south of 8th Street, between Knott Avenue and Western Avenue. RMRA funds in the amount of \$1,500,000 are required for this project.
2. **2025-2026 Annual Slurry Seal Project** – Applying slurry to preserve the pavement for various residential streets between west City limit to Valley View Street and north of Thelma Avenue to south of Orangethorpe Avenue. RMRA funds in the amount of \$400,000 are required for this project.
3. **Frontage Median Improvement Projects Phase 1 Project** – Enhancing aesthetic consistency and improving maintenance within the frontage road medians along Crescent Avenue between Knott Avenue and Western Avenue. Planned improved include installing drought-resistant landscaping and creating both a physical and visual barrier to separate the arterial roadway from adjacent residential neighborhoods.. A total amount of \$500,000 is required to fund this project of which \$380,720 will be funded by the City's RMRA allocation and \$119,280 will be funded by the Gas Tax Fund.

Pursuant to Streets and Highways Code (SHC) Section 2034(a)(1), this project list will not limit the City's flexibility to fund projects in accordance with local needs and priorities, so as long as the projects are consistent with SHC Section 2030(b).

In order to maintain RMRA allocations, a Local Streets and Roads Project List Form along with the necessary supporting documentation must be submitted to the CTC by July 1, 2025.

BUDGET IMPACT

A total of \$2,400,000 is required to fund the designated projects. This amount has been included in the proposed FY 2025-2026 CIP budget.

Attachments

[Att 1 of 1 Reso FY25-26.pdf](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BUENA PARK ADOPTING A LIST OF PROJECTS FOR FISCAL
YEAR 2025-26 FUNDED BY SB 1: THE ROAD REPAIR AND
ACCOUNTABILITY ACT OF 2017 TO SUBMIT TO THE
CALIFORNIA TRANSPORTATION COMMISSION

WHEREAS, 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 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, 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 have been completed each fiscal year; and

WHEREAS, the City 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

WHEREAS, the City, will receive an estimated \$2,280,720 in RMRA funding in Fiscal Year 2025-26 from SB 1; and

WHEREAS, this is the ninth 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

WHEREAS, the City has undergone a public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used 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 communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate streets/roads, bridges, add active transportation infrastructure throughout the City this year and perform similar projects in the future, which will upgrade the roadway to current standards, improve the structural integrity of the pavement, extend the street's lifespan; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that some of the City's streets and roads are in a "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 an "excellent" condition; and

WHEREAS, 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. SB 1 funds will help the City improve pavement conditions and avoid the deferred maintenance, thereby preserving the pavement network.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of Buena Park, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues:

Project Title: 2025-2026 Annual Pavement Rehabilitation Project

Project Description: This Project will include the removal and replacement of damaged and outdated asphalt pavement, curb and gutter, sidewalk, wheelchair ramp truncated domes, and driveway approaches to comply with the Americans with Disabilities Act (ADA) standards.

Project Location: Residential streets west of Knott Avenue to Holder Street, north of La Palma Ave to South of 91 Freeway, and cul-de-sac streets south of 8th St, between Knott Ave and Western Ave.

Estimated Project Schedule: October 2025 – June 2026

Estimated Project Useful Life: 10-15 years

Project Title: 2025-2026 Annual Slurry Seal Project

Project Description: This project will include the application of slurry seal of existing residential streets, replacing traffic striping and repaving cul-de-sacs.

Project Location: various residential streets between west City Limit to Valley View Avenue and north of Thelma Ave Avenue to south of Orangethorpe Avenue.

Estimated Project Schedule: July 2025 – June 2026

Estimated Project Useful Life: 7-10 years

Project Title: Frontage Median Improvement Projects Phase 1

Project Description: This project will improve the aesthetic consistency and maintenance of the median landscapes of frontage roads across the city. This project will install drought-resistant landscaping within the medians, creating both a physical and visual barrier between arterial roadways and residential neighborhoods.

Project Location: Crescent Avenue from Knott Avenue to Western Avenue.

Estimated Project Schedule: July 2025 – June 2026

Estimated Project Useful Life: 10-20 years

RESOLUTION NO. _____

Page 3

PASSED AND ADOPTED by the City Council of Buena Park, State of California this 10th day of June 2025, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Mayor

ATTEST:

City Clerk

I, Adria M. Jimenez, MMC, City Clerk of the City of Buena Park, California, hereby certify that the foregoing Resolution was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Buena Park held this 10th day of June 2025.

City Clerk



City Council Regular Meeting Agenda Report

I. RESOLUTION ADOPTING AND APPROVING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-26

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4I.
Prepared By	Department Head Approval
Sung Hyun, Director of Finance	Aaron France, City Manager
Presented By	
Sung Hyun, Director of Finance	

RECOMMENDED ACTION

Adopt a resolution approving the annual appropriations limit for fiscal year 2025-26.

PREVIOUS CITY COUNCIL ACTION

None.

DISCUSSION

The appropriations limitation imposed by Proposition 4 (Article XIII B of the California Constitution) creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The limit is based on actual appropriations from the 1978-79 fiscal year and is adjusted each year by the percentage change in population and inflation.

In June of 1990, Proposition 111 and SB 88 (Chapter 60/90) were passed modifying the Proposition 4 annual adjustment factors. Each city may now annually elect to use either the percentage change in California Per Capita Income or the percentage change in the non-residential assessed valuation due to new construction within the city and the percentage change in either the city's or the county's population.

Staff has calculated the 2025-26 appropriations limit utilizing the percentage change in California Per Capita Income and the percentage change in the County's population. The fiscal year 2025-26 appropriations limit is calculated to be \$406,858,338. The projected proceeds from taxes for 2025-26 are \$103,145,600, which is \$303,712,738 or 74.65%, below the appropriations limitation.

BUDGET IMPACT

There is no fiscal impact with the adoption of this resolution.

Attachments

[Approp Limit 25-26 Att1of2 Reso.pdf](#)

[Approp Limit 25-26 Att2of2 Exhibit A.pdf](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF BUENA PARK, CALIFORNIA, APPROVING AND
ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2025-26

WHEREAS, 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

WHEREAS, Article XIII B provides that the appropriations limit for fiscal year 2025-26 is calculated by adjusting the 1978-79 base year appropriations for changes in the population and inflation; and

WHEREAS, the voters of California on June 5, 1990 approved Proposition 111 and SB 88 (Chapter 60/90) modifying Article XIII B by allowing the selection of annual adjustment factors; and

WHEREAS, the City of Buena Park has complied with all the provisions of Article XIII B of the California Constitution as modified by Proposition 111 and SB 88 in determining the appropriations limit for fiscal year 2025-26.

NOW, THEREFORE, the City Council of the City of Buena Park does hereby resolve that the appropriations limitation for the City of Buena Park for fiscal year 2025-26 shall be \$406,858,338 as set forth in the attached Exhibit A.

PASSED AND ADOPTED this _____ day of _____, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Mayor

ATTEST:

City Clerk

I, Adria M. Jimenez, City Clerk of the City of Buena Park, California, hereby certify that the foregoing resolution was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Buena Park, held this _____ day of _____.

City Clerk

CITY OF BUENA PARK
Schedule of Annual Appropriation Limitation
for Fiscal Year 2024-25 and 2025-26

	<u>2024-25</u>	<u>2025-26</u>
Cumulative Growth Rate	1.0395%	1.0662%
Appropriations Limit	\$381,596,640	\$406,858,338
Projected Revenues from Proceeds of Taxes	\$82,206,540	\$103,145,600
Amount of Projected Revenues Below the Maximum Revenue Allowed	\$299,390,100	\$303,712,738
Percentage Under Appropriation Limitation	78.46%	74.65%

Article XIII B of the California Constitution, more commonly known as the Annual Appropriation Limitation or "Gann Limit", specifies the amount of allowable revenue that the City of Buena Park can appropriate from the proceeds of taxes. The City's revenues from proceeds of taxes are projected to be approximately \$304 million, or 74.65%, below its Gann Limit for the 2025-26 fiscal year. In accordance with Proposition 111, the Appropriation Limitation is calculated utilizing a format based on the percentage change in the County's population and the percentage of growth in the State's per capita personal income.



City Council Regular Meeting Agenda Report

J. RESOLUTION UPDATING THE CITYWIDE RECORDS RETENTION SCHEDULE

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4J.
Prepared By	Department Head Approval
Sarah Guerra, Administrative Assistant	Adria Jimenez, Director of Government & Community Relations/City Clerk
Presented By	
Adria Jimenez, Director of Government and Community Relations/City Clerk	

RECOMMENDED ACTION

- 1) Adopt the resolution updating the Citywide Records Retention Schedule.

PREVIOUS CITY COUNCIL ACTION

On February 27, 2024, the City Council adopted Resolution No. 14811 adopting a Citywide Records and Information Management Program, and a Citywide Records Retention Schedule (Schedule).

DISCUSSION

The Records Retention Schedule serves to identify and categorize all records maintained by each City department, ensuring the efficient and systematic retention and disposal of City records. City Clerk staff members remain committed to maintaining a robust records management program and have proposed updates to ensure continued compliance with applicable laws and alignment with current departmental operations.

Revisions to the Schedule are redlined in the attachment to this agenda report.

BUDGET IMPACT

There is no budget impact associated with this item.

Attachments

[Resolution and Updated Citywide Records Retention Schedule.pdf](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BUENA PARK, CALIFORNIA, UPDATING THE CITYWIDE
RECORDS RETENTION SCHEDULE

WHEREAS, the City Clerk is responsible for the administration and management of City records and public records and their retention as determined by their legal, fiscal, administrative and archival value; and

WHEREAS, California Government Code Sections 34090 provides for the disposition of City records and public records, including the destruction of duplicate City records and public records that are no longer needed for reference, and in a manner prescribed by the legislative body of the City; and

WHEREAS, the City Clerk has also developed a Records Retention Schedule, attached hereto as Exhibit "A," for purposes of itemizing all records maintained by each department of the City that will facilitate the orderly and efficient retention and destruction of City records and public records; and

WHEREAS, each record series contained in the attached Records Retention Schedule has been examined and approved for retention or destruction by the City Attorney, the City Clerk and the appropriate Department Head; and

WHEREAS, the City Council desires to adopt the updated Records Retention Schedule in the form attached hereto.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUENA PARK, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The updated Record Retention Schedule, in the form attached to this Resolution as Exhibit "A" and made part by reference, is hereby adopted.

Section 2. The City Clerk is hereby authorized to and directed to retain and destroy records identified on the Records Retention Schedule and in accordance with the procedures contained in the Records and Information Management Program.

PASSED AND ADOPTED this 10th day of June 2025 by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

RESOLUTION NO. _____
Page 2

Mayor

ATTEST:

City Clerk

I, Adria M. Jimenez, MMC, City Clerk of the City of Buena Park, California, hereby certify that the foregoing resolution was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Buena Park, held this 10th day of June 2025.

City Clerk

City of Buena Park
Record Retention Schedules and UFIRST Index

01-00-00 CITYWIDE (ALL DEPARTMENTS)

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AD - After Disposition, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annually Review, AS - After Separation, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, L - Life of Board, Building, Vehicle, Registrant, Improvement or System, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-01-00	Administrative Materials					
01-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-01-02	Correspondence & Reports - External		City-wide		CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-03	Correspondence & Reports - Internal		City-wide		CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-04	Departmental Goals/Objectives		City-wide		S+5	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
01-01-05	Administrative Policies & Procedures	Includes personnel rules and regulations, department policies and general administrative policies and procedures.	City-wide		S+5	GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
01-01-06	Staff, Interdepartmental & Internal Committee Meetings	Includes informal meeting agendas.	City-wide		EY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-07	Surveys, Studies & Questionnaires - General City		City-wide		AC+2	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys
01-01-08	Supervisor's Personnel Files	Includes supervisor files on employees. File sent to HR after employee separates from the City.	City-wide		ACT	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement. Duplicates must not be kept longer than the retention life of the original record.
01-01-09	Text Messages	Not related to a project.			60 Days	Transitory Record; Maintain as long as necessary for current business activities.
01-01-10	Emails	Not related to a project.			90 Days	Transitory Record; Maintain as long as necessary for current business activities. City Council Policy No. 27
01-01-11	Social Media, Calendars	Not related to a project.			2 Years	GC 34090; 2 year minimum requirement
01-01-12	Budget Workpapers, Departmental		City-wide		S+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit Administrative Decision: Maintain departmental budget workpapers until superseded plus 2 years since information is compiled into the final budget and/or Finance budget workpapers.
01-01-13	Payroll Files	Maintained by the departments. Includes timesheets and Personnel Action Forms. Copies maintained in each department for reference only.	City-wide		ACT	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period. Duplicates must not be kept longer than the retention life of the original record. Administrative Record, State of California Guidelines
01-01-14	Public Hearing Notices	Notices for City Council and boards, commissions and committees.	City-wide		CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years

City of Buena Park
Record Retention Schedules and UFIRST Index

01-00-00 CITYWIDE (ALL DEPARTMENTS)

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-02-00	Reference Materials					
01-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-02-02	Chronological Files		City-wide		ACT	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period. Duplicates must not be kept longer than the retention life of the original record. Administrative Record, State of California Guidelines
01-02-03	Professional Associations/Organizations		City-wide		CY+2	GC 34090d; 2 year minimum requirement Administrative Record, State of California Guidelines
01-02-04	Community Organizations/Foundations		City-wide		CY+2	GC 34090d; 2 year minimum requirement Administrative Record, State of California Guidelines
01-02-05	Complaints	General complaints to City departments. Does not include claims against the City or formal complaints with the Police Department.	City-wide		AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Settlement of civil rights complaint plus 7 years
01-02-06	Mailing Lists	Includes physical and electronic mailing lists.	City-wide		ACT	Administrative Record; Maintain current version.
01-02-07	Community Information/Events		City-wide		CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content
01-02-08	City-sponsored Event Planning	For events sponsored and put on by the departments.			CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content
01-02-09	Historical Information/Events	Photographs, Historical Projects, etc. Confirm with the City Clerk's Office on historical value. Transfer to City Clerk's Office.	City-wide	H	P	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Retain permanently for historical value.
01-02-10	Public Relations Information / Handouts / Speeches / Biographies	Public outreach.	City-wide	H	EY+7, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
01-02-11	Technical Reference		City-wide		ACT	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.
01-02-12	Informational Brochures, Leaflets & Handouts		City-wide		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-02-13	Employee Rosters		City-wide		S+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Maintain rosters for 2 years after superseded.

City of Buena Park
Record Retention Schedules and UFIRST Index

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-03-00	Materials from Other Agencies & Cities - Non-project Related					
01-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-03-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-03-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-03-04	Regional/National Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-03-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-03-06	Adjacent Cities	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-03-07	Special Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-04-00	Grant Administration					
01-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-04-02	CDBG Grant Applications & Agreements Working Files	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term applies, as needed. City Clerk is responsible for the executed grant agreement.	City-wide		AFP+4 *	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 4 years after grant closure. * State recommends referring to grant application close-out procedures, if any.

City of Buena Park
Record Retention Schedules and UFIRST Index

02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-01-00	Clerk Administration					
02-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-01-02	Oaths of Office	For staff, council and boards and commissions.	Clerk		AT+6	GC 34090; 2 year minimum requirement State of California Guidelines; 6 years after termination for elected officials.
02-01-03	Special Projects & Programs	Includes We Lead BP, BP Community Academy, Memorial Day Event and other special projects and programs.	Clerk		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for special projects.
02-01-04	Census Records		Clerk		S+10	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for special projects. Administrative Decision: Maintain census information for 10 years after the census cycle to support the next census.
02-02-00	City Council & Governing Bodies					
02-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-02-02	Agendas & Agenda Packets	Agenda, staff reports, supplemental communications and all other supporting documentation for City Council, Redevelopment Successor Agency and Parking Authority regular and special meetings.	Clerk		P	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets permanently for significant reference value.
02-02-03	Meeting Notices	Includes adjourned, special and other meetings, notices of cancellation, affidavits of posting, meeting addendums and other Council meeting notices. For public meetings.	Clerk		CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
02-04-03	Closed Sessions Reports	City Attorney responses and supporting documentation	Clerk	C	P	GC 34090e; Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings
02-04-04	Ceremonial Items	Includes Mayoral certificates of proclamations, special commendation, certificates of recognition.	Clerk	H	CY+2, AR	GC 34090; 2 years minimum Potential historical content. Review for permanent retention.
02-04-05	Minutes	Includes City Council / Redevelopment Agency / Redevelopment Successor Agency Oversight Board, Public Financing Authority.	Clerk	V, H	P	GC 34090e; Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-04-06	Video Meeting Recordings	Stored on the cloud and provided to the City on disk.	Clerk		CY+10	GC 54953.5; 30 days after recording Administrative Decision: Maintain meeting recordings for the current year plus 10 years for reference value.

City of Buena Park
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02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-04-07	Speaker Identification Cards		Clerk		CY+2	GC 34090; 2 year minimum requirement CCP 1094.6; 90 days to file petition, 190 days to respond to petition State of California Guidelines; Maintain for the Current Year plus 2 years
02-04-08	Mayor & Councilmember Correspondence	General correspondence to or from outside sources.	Clerk / Manager		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-04-09	Council Calendar Events	Events that councilmembers and/or the mayor may attend or host – planning timelines, invitations, program, script, attendance lists, recognition lists, invoices and follow up correspondence.	Clerk	H	CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content
02-04-10	Sexual Harrassment Training Certificates		Clerk		CY+2	2 CCR 11024(b)(2); Maintain certificates at least 2 years.
02-03-00	Boards, Commissions & Committees - Membership Materials					
02-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-03-02	Administrative Files	Attendance reports, web page development, meeting calendars, communications to staff liaisons, training and resource materials, appointment, termination and leave of absense correspondence, programmatic rules review, research and analysis.	Clerk		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-03-04	Rosters	Reflects current membership. Maintained electronically.	Clerk		IND	Transitory Record; Databases are maintained while active
02-03-05	Recruitment Materials	Includes annual Maddy Act Notices, annual and periodic notices of vacancy, press releases, social media distribution and other vacancy information.	Clerk		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-03-06	Applications, Appointed	Applications submitted as part of the Council recruitment/interview or Committee appointment process.	Clerk		AT+5	GC 34090; 2 years minimum GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after term of office
02-03-07	Applications, Unsuccessful		Clerk		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; maintain not selected applications for 2 years after completion
02-03-08	Commissioner's Handbook		Clerk		S+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-04-00	Legal & Legislative					
02-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-04-02	Articles of Incorporation		Clerk	V, H	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
02-04-03	Charter & Amendments		Clerk	V, H	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
02-04-04	Ordinances		Clerk	V, H	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
02-04-05	Resolutions		Clerk	V, H	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
02-04-06	Municipal Code		Clerk	V, H	P	GC 34090(e); Permanent for decisions of the City State of California Guidelines; Permanent
02-04-07	Legal Notices / Advertising / Summons	Not included in case files. Includes proof of publication and affidavits of publication, posting logs and summons logs.	Clerk		CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
02-04-08	Litigation / Lawsuits / Court Cases	Duplicate of originals on file with the County. General cases High profile cases	Attorney		AC+7 P	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
02-04-09	Public Records Act Requests		Clerk		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
02-04-10	Claims Against the City		Clerk		AC+6	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
02-04-11	City Attorney Advice / Opinions	Attorney/Client privilege.	Attorney	C	P	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded Administrative Decision: Maintain legal opinions permanently for reference purposes.
02-04-12	Subpoenas	Copies and subpoenas logs.	Clerk		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for subpoenas
02-05-00	Agreements / Contracts / MOUs					

City of Buena Park
Record Retention Schedules and UFIRST Index

Page 7
Draft: 6/3/2025

02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-05-02	Bid Sign-in & Results	Does not include detailed bid summary which goes into the agenda packet.	Clerk		AC+5	GC 34090; 2 years minimum CCP 337(2) & (3); Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
02-05-03	Bids, Unsuccessful	Maintained separately from the CIP contract and successful bid.	City-wide		AC+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after closure of the bid.
02-05-04	Service, Equipment & Supply Agreements	Vendors, product acquisitions, professional service agreements, services, individual employment, professional services and consultants, purchase, leases, licenses and all other general City agreements. Includes associated certificates of insurance. City Clerk maintains any contracts and agreements over \$30,000. Departments retain contracts and agreements under \$30,000.	City-wide		AC+4	CCP 337.2; Statutes of limitations of 4 years CCP 337(2)&(3); Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
02-05-05	Infrastructure Agreements	Capital improvements (including successful bids), development, subdivision, franchise, joint powers, mutual aid, labor MOU, bonds and other infrastructure related agreements. Includes associated certificates of insurance.	Clerk		P	GC 34090(a), Real property records, maintain CCP 337(2)&(3); Statutes of limitations of 4 years CCP337, 337.1(a), 337.15; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850; Life of Building, with exceptions. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
02-05-06	Grant Agreements		Clerk		AFP+5*	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.

City of Buena Park
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02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-05-07	Settlement Agreements		Clerk		Varies	CCP 343; Statutes of limitations, general 4 years State of California Guidelines; 5 years after termination for non-capital improvement agreements and contracts * Retention period may vary. Review the settlement agreement for retention period.
02-06-00	Property Related Records					
02-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-06-02	Assessment Districts	Prop. 218 proceedings and election materials.	Clerk		P	GC 34090(a); Permanent for land and property records CCP 338; 3 year statute of limitations State of California Guidelines; Permanent
02-06-03	Assessment District Ballots & Protest Letters		Clerk		AC+2	GC 53753; 2 years after completion for ballots GC 53755; 2 years after completion for protests
02-06-04	Easements, Deeds, Quitclaim Deeds, Grant Deeds & Dedications		Clerk		P	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
02-06-05	Lot Mergers		Clerk		P	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent
02-06-06	Vacations / Abandonments / Condemnations		Clerk		P	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent
02-06-07	Annexations		Clerk		P	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent
02-06-08	General Plans, Elements & Amendments		Clerk		P	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent

City of Buena Park
Record Retention Schedules and UFIRST Index
02-00-00 CITY CLERK

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AD - After Disposition, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annually Review, AS - After Separation, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, L - Life of Board, Building, Vehicle, Registrant, Improvement or System, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-07-00	<u>Finance Related Records</u>					
02-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-07-02	Audit Reports / ACFR	Report generated by Finance Department and retained by the City Clerk's Office.	Clerk		P	GC 34090; 2 years minimum State of California Guidelines; 7 years after audit Administrative Decision: Maintain annual financial statements permanently.
02-07-03	Final Annual Budgets	Report generated by Finance Department and retained by the City Clerk's Office.	Clerk		P	GC 34090; 2 years minimum State of California Guidelines; 7 years after audit Administrative Decision: Maintain annual budgets permanently for reference.
02-07-04	Master Fee Schedules		Clerk		CY+2	GC 34090; 2 years minimum
02-08-00	<u>Elections Materials</u>					
02-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-08-02	Election Administrative Files	City Clerk administrative, research and working files retained for future reference. Includes voter rosters, official precinct materials, correspondence, and election signs, notices and legal publications.	Clerk		AC+5	EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements GC 34090.7; Duplicate copies may be destroyed at any time if the City Council has prescribed a procedure for destruction of duplicates per GC 34090.7. Non-records may be destroyed at any time. For all election documents where the State's requirement is permanent, but for which the County maintains the original documents.
02-08-03	Election History Files	Election Certification, voter turn out data and other historical election information.	Clerk		P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for election history files
02-08-04	Candidate Filing Forms and Nomination Documents, Successful Candidates (Elected Officials)	Elected officials. Submitted in order to qualify for candidacy; includes nomination petition, declaration of candidacy, optional candidate statement, signature and residency verification, consent forms, ballot designation worksheet, affidavits of residency, optional Code of Fair Campaign Practices declaration, filing checklists and candidate statement receipt. Nomination petitions may be viewed by the public but not copied or distributed.	Clerk		AT+4	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends

City of Buena Park
Record Retention Schedules and UFIRST Index

Page 10
Draft: 6/3/2025

02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-08-05	Candidate Filing Forms and Nomination Documents, Unsuccessful Candidates	Unsuccessful candidates.	Clerk		AC+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain unsuccessful candidate nomination documents for 2 years after the election closes.
02-08-06	Initiative Measures, Referendums & Recall Petitions	Includes petitions with original signatures.	Clerk	C	AC+8M	EC 17200; 8 months after election closes for initiative and referendum petitions. EC 17400; 8 months after election/final examination for election recall petitions.
02-08-07	Council Orientation Materials	Information relating to running for and qualifying for City Council and filing requirements and obligations. Revised and replaced each election.	Clerk		S+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain for 2 years after superseded for relevance to subsequent elections.
02-09-00	Fair Political Practices Commission					
02-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-09-02	Campaign Statements – Successful Candidates (Forms 410, 460, 465, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for Elected officials and candidate controlled and/or committees primarily formed to support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		P	GC 81009(b); maintain elected indefinitely
02-09-03	Campaign Statements – Unsuccessful Candidates (Forms 410, 460, 465, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for unsuccessful candidates for office including committees that directly support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		AC+5	GC 81009(b); 5 years for unsuccessful candidates
02-09-04	Campaign Statements – Committees (Forms 410, 460, 470, 497)	FPPC Campaign Financial Disclosure Statements for general purpose and ballot measure committees. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		AC+5	GC 81009(b); 5 years for unsuccessful candidates Administrative Decision: Maintain committees campaign statements for 5 years after closure of the committee
02-09-05	Campaign and Form 700 Tracking Database & Log	Tracks noticing, correspondence and filing dates.	Clerk		ACT	Transitory Record; Databases are maintained while active
02-09-06	Statement of Economic Interests (Form 700) – Elected Officials & 87200 Filers	Mayor, City Council Members, Planning Commissioners, City Manager, City Attorney, and Finance Director. Since 2016 Govt. Code Section 87200 filers file electronically with the FPPC. Copies retained on file.	Clerk		AC+7	GC 81009(f); 4 year requirement for copies Administrative Decision: Maintain all forms for 7 years per GC 81009(e) for consistency
02-09-07	Statement of Economic Interests (Form 700) – Employees & Commissioners, Consultants as applicable	Positions designated in the City's Conflict of Interest Code file with the City Clerk.	Clerk		AC+7	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies

City of Buena Park
Record Retention Schedules and UFIRST Index

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-09-08	Ethics Training Certifications (AB1234)	Mayor, City Council Members, and designated City staff members are required to file with City Clerk every two years by state law. Also sent to committee and commission members.	Clerk		AC+5	GC 53235(b); 5 years
02-09-09	Forms 801, 802 and 806	Gift to Agency Reports (Form 801), Ceremonial Role Events and Tickets (Form 802) and Public Official Appointments (Form 806) as applicable and necessary.	Clerk		AC+7	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies
02-10-00	Passports					
02-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-10-02	Transmittals		Clerk		CY+2	GC 34090; 2 year minimum Passport Agent's Reference Guide; Maintain transmittal copies for 24 months.
02-10-03	Handbooks & Promotional Materials	Includes passport agent's reference guide, flyers, social media and other promotional materials.	Clerk		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after program materials are superseded.
02-10-04	Department of State Agency Notices	Notices are not distributed to the public, but the content is shared. May include updates on passport application processing times, changes in operations and other administrative information.			S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after program materials are superseded.
02-11-00	Records Management					
02-11-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-11-02	Laserfiche EDMS	Repository for official electronic records.	City-wide		IND	Transitory Record; Databases are maintained while active
02-11-03	Administration	Program planning and policy development research and reference materials. (Reference library of manuals, catalogs, magazines, books, pamphlets, etc. Training materials). Purged/updated as needed.	City-wide		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-11-04	Records Retention Schedules	Includes history of schedule updates and the current schedules.			P	GC 34090; 2 years minimum State of California Guidelines; 2 years after superseded Administrative Decision: Permanent for destruction tracking purposes.
02-11-05	Destruction Certificates, Destruction Documentation and Department Destruction Logs	Signed certificates indicating final disposition of documents which have met or exceeded approved retention policy guidelines and have been destroyed.	Clerk		P	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded RCS Suggestion: Permanent for destruction approvals for tracking purposes.

City of Buena Park
Record Retention Schedules and UFIRST Index
02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-11-06	Records Inventories	Index to all permanent and inactive records maintained in offsite storage.	Clerk		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
02-11-07	Records Management Manual	Manual of Records Management procedures and policy including instructions and forms. City Clerk will maintain one copy permanently. Departments to maintain current edition only.	Clerk		S+5	GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.

City of Buena Park
Record Retention Schedules and UFIRST Index

Page 13
Draft: 6/3/2025

03-00-00 CITY MANAGER

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-01-00	General City Management Materials					
03-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-01-02	Department Communications & Projects		Manager		ACT	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period. Duplicates must not be kept longer than the retention life of the original record. Administrative Record, State of California Guidelines
03-01-03	Weekly Reports to Council	Periodic operational news and off-agenda reports to Council from the City Manager. Maintained electronically in DropBox, shared drives and Laserfiche.	Manager		CY+2	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
03-01-04	Strategic Planning	Includes goals and planning with department directors. Maintained on the shared drive.	Manager		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.
03-01-05	Grand Jury Report	Responses to routine Grand Jury requests. Maintained on the shared drive.	Manager		CY+2	GC 34090; 2 year minimum requirement
03-01-06	State & Federal Communications	Correspondence from the City Manager relating to legislation support or opposition. Maintained on the shared drive.	Manager		CY+2	GC 34090; 2 year minimum requirement
03-01-07	Administrative Hearings	From the public.	Manager		CY+5	GC 34090; 2 year minimum Administrative Record, State of California Guidelines; State recommends retaining public hearings for 5 years.
03-01-08	Special Event Management	City events, including State of the City, BP Graduates, Buena Park Goes to College, ground breaking, ribbon cutting events, etc.	Manager	H	CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content
03-01-09	Grant Management	Grant applications, awards, and grant management documentation, including required reports.	Manager		AFP+5 *	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
03-01-10	Check Request Files	Department check requests - copies of what is submitted to Finance	Manager		ACT	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period. Duplicates must not be kept longer than the retention life of the original record. Administrative Record, State of California Guidelines
03-01-11	Awards & Commendations	City award applications and nominations.	Manager	H	CY+2, AR	GC 34090; 2 years minimum Potential historical content. Review for permanent retention.

City of Buena Park
Record Retention Schedules and UFIRST Index

Page 14
Draft: 6/3/2025

03-00-00 CITY MANAGER

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-01-12	Emergency Management / Plans & Policies / Disaster Preparedness & Operations	Electronic master copies stored on the City Hall network server. Selected hardcopies kept in the City Manager's Office, EOC, and elsewhere as needed.	Manager		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans.
03-02-00	<u>Marketing</u>					
03-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-02-02	Press / News Releases	Includes press releases and news releases published about all facets of the city.	Mktg		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for press releases.
03-02-03	Buena Park Today	Single paper copy saved as a record. Drafts of content saved on shared drive	Mktg	H	CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Review for historical content and maintain permanently, as determined.
03-02-04	Fliers & Brochures	Collateral made for all departments within the City. Keeper of original graphics. Stored on shared drive.	Mktg	H	CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Review for historical content and maintain permanently, as determined.
03-02-05	Photographs	For programs and special events. Potential historical value.	Mktg	H	P	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Retain permanently for historical value
03-02-06	Video Productions	Council meetings, special events, public service announcements, standard content, etc.	Mktg		CY+2, AR	GC 54953.5; 30 days after recording Administrative Decision: Maintain video recordings for the current year plus 2 years for public convenience, review for historical content and maintain, as determined.
03-03-00	<u>Purchasing Division</u>					
03-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-03-02	Purchase Orders	Includes the requisitions and backup documentation	Purchasing		AFP+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); Statute of limitations State of California Guidelines; 4 years after audit Administrative Decision: Maintain purchase orders for 4 years after final payment and close out of the purchase order.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-03-03	Request for Proposal / Bid	Includes backup information on preparing the request plus the final request along with copies of the bids/RFPs received. Does not include Public Works projects.	Purchasing		AC+5	GC 34090; 2 years minimum CCP 337(2) & (3); Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
03-03-04	Invoices	Copies of invoices sent to Finance for processing. The City asks for 3 copies of the invoice from the contractor.	Purchasing		CY+1	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period. Administrative Record, State of California Guidelines Administrative Decision: Maintain invoice copies for the current year plus 1 year to support and reference the associated purchase order.

04-00-00 FINANCE

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-01-00	<u>General Accounting Group</u>					
04-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-01-02	Journal Entries	Includes Year-End Journal Entries	Finance		AA+8	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit Administrative Decision: Maintain journal entries for 8 years after audit for reference purposes.
04-01-03	Fixed Asset Listings	Includes depreciation schedules and inventories.	Finance		AA+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules.
04-02-00	<u>Accounts Payable</u>					
04-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-02-02	Accounts Payable Invoices	Includes vendor checks. All paper format.	Finance		AA+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
04-02-03	Credit Card Statements	CalCard statements	Finance		AA+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); 4 year statute of limitations State of California Guidelines; 4 years after audit
04-02-04	W-9 / 1099 Reporting	Also includes 1096 summary forms.	Finance		AA+4	GC 34090; 2 year minimum requirement 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-02-05	Vehicle Ownership and Title	Title transfers when vehicles sold.	Finance		LOV	State of California Guidelines: Maintain vehicle title for the life of the vehicle. No citation listed.
04-03-00	<u>Accounts Receivable</u>					
04-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-03-02	Miscellaneous Receivables	Copies of Misc. Invoices billed and payments received for those invoices.	Finance		AA+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-03-03	Collections	For Miscellaneous Invoices that were written-off.	Finance		AA+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit

04-00-00 FINANCE

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-03-04	Cash Receipts & Deposits		Finance		AA+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-03-05	Business Licenses	Completed Business License Applications	Finance		AT+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); Statute of limitations State of California Guidelines; 4 years after termination
04-04-00	Banking, Investing & Debt Financing					
04-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-04-02	Bank Reconciliations	Copies of all bank statements with supporting documents. Includes LAIF investment statements.	Finance		AA+5	GC 34090; 2 years minimum 26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit
04-04-03	Bond Issues		Finance		P	GC 34090; 2 years minimum GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations FC 30210; Maintain State of California Guidelines; Permanent for bond issues.
04-04-04	Bond Statements		Finance		AFP+10	GC 34090; 2 years minimum GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration

04-00-00 FINANCE

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-05-00	<u>Budgeting</u>					
04-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-05-02	Budget Adjustments & Journal Entries		Finance		AA+5	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit Administrative Decision: Maintain budget adjustments for 5 years after the annual audit for reference and to support accounting transactions.
04-06-00	<u>Auditing & Reporting</u>					
04-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-06-02	State Controller Reports		Finance		P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-06-03	State Mandated Claims	Claims filed with the State to reimburse for mandated activities.	Finance		AFP+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-06-04	Prop 172 - MOEs	Report filed with Orange County Auditor / Controller for maintenance of effort certification form. Shows minimum expenditures required for public safety use.	Finance		CY+7	GC 34090; 2 years minimum Administrative Decision: Maintain submitted reports for the current year plus 7 to follow the State's retention period for submitted reports.
04-06-05	Single Audit		Finance		P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-06-06	Auditor Schedules (PBC'S)	Summary of changes in long-term debt, petty cash, miscellaneous deposits, transfers in/out, auditor confirmation letters and other schedules provided to auditors. Workpapers for the annual audits.	Finance		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
04-06-07	State & Federal Grants	Maintaining expenditures on grants.	Finance		AC+5 *	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
04-06-08	FEMA & CalOES Records	Disaster recovery applications, including related back-up.	Finance		AA+6	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-07-00	<u>Payroll</u>					

04-00-00 FINANCE

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-07-02	Payroll Time Sheets	Signed by employee and maintained by Finance.			AA+6	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
04-07-03	Payroll Register		Finance	C	P	GC 34090; 2 years minimum GC 12946; 4 years after termination 29 CFR 516.2-6; 4 years after tax return filing 29 CFR 1627; 3 years State of California Guidelines; Permanent
04-07-04	PERS Employee Deduction Reports	Record of Deductions	Finance	C	P	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS working documents, 4 years after termination for employee deduction reports.
04-07-05	Payroll Adjustments	Includes PAFs	Finance	C	AA+6	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
04-07-06	Payroll deduction reports	Separate from the payroll register. Produced from the financial management system on demand and rerunable.	Finance	C	CY+2	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
04-07-07	Federal & State Tax Report	1095 forms, W2 forms, payroll quarterly reports.	Finance		AA+6	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-09-00	Utilities					

04-00-00 FINANCE

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-09-02	Water Shut-Off Reports		Finance		CY+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after completion for utility connections.
04-09-03	Water Billing Journals	Weekly billing reports	Finance		AA+4	GC 34090; 2 years minimum State of California Guidelines; 4 years after audit
04-09-04	Water Collections		Finance		AA+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-09-05	Water Autopay Forms	Completed applications from customers for ACH withdrawals	Finance		AT+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); 4 year statute of limitations State of California Guidelines; 4 years after audit Administrative Decision: Keep customer maintenance files for 4 years after customer account is closed to satisfy retention for invoices paid by the customer.

05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-01-00	Personnel Recruitment Records					
05-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-01-02	Recruitment Files	Files include job announcements, advertisements, applications, practical test and assessment centers, oral board, rejection letters and eligibility lists. Documents will be managed in NEOGOV.	HR		AC+4	GC 12946; 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
05-01-03	Background Check Information	Includes DOJ fingerprinting, pre-employment physicals and other background checks for hired and non-hired candidates. General employees & Commissioners Safety employees Not hired applicants	HR		AS+4 P AC+4	GC 34090; 2 year minimum PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.
05-02-00	Personnel Files					
05-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-02-02	TrackStar	HR management software used for performance reviews.	HR		IND	Transitory Record: Maintain while active or until data is transferred to a new tracking system.
05-02-03	Personnel Files	Includes Personnel Action Forms, personnel orders, orientation and training certificates, educational incentive programs, shift changes, original application, performance evaluations, disciplinary actions not related to internal investigations, EDD and EEOC claims, CalPERS enrollment and associated forms, employment contracts / agreements (not including union negotiations and resulting contracts/agreements), benefit forms, communications and other individual personnel related documents. Medical information maintained in the personnel file, including FMLA, exposure, doctor's notes, and other medical information.	HR	C	AS+30	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action 29 CFR 1910.1020; 30 years after employee termination 8 CCR 15400; Maintain reports LC 90 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action GC 12946; 4 years after termination or action State of California Guidelines; 3 years after termination, 30 after completion/closure for medical files

05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-02-04	I-9 Forms - Full Time Employees	Maintained in a binder.	HR		Varies *	GC 12946; 2 years after completion/position filled GC 7920.000; Public Records Act, release of confidential information 29 CFR 1602.14; 1 year after position filled 29 CFR 1607; Maintain 29 CFR 1627.3(b)(1); 1 year from action 29 USC 211c; Maintain, no retention period stated * USCIS Form I-9; Maintain for 3 years after completion or 1 year after employment is terminated, whichever is longer.
05-02-05	Livescan Fingerprinting		HR		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain fingerprint information for city employment for 2 years after termination.
05-02-06	DMV Pull Notices		HR		S	VC 1808.1; must pull record at least every 12 months
05-03-00	Personnel Management Records					
05-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-03-02	Job Descriptions	Maintained electronically.	HR		P	GC 34090; 2 year minimum requirement Administrative Decision: Maintain job descriptions permanently to track the history of the associated job.
05-03-03	Salary Schedule	Specific for each job and broken down by bargaining unit. Electronic and tied in with NEOGOV for recruitments.	HR		CY+4	GC 34090; 2 year minimum GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.
05-03-04	Classification & Compensation	Includes salary surveys, reclassifications and other compensation related documents. Both hardcopy and electronic.	HR		CY+4	GC 34090; 2 year minimum GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.

05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-03-05	Employee Benefits	Includes the benefits guide and plan documents given to employees for medical, dental, vision, flexible benefits, short & long term disability, life insurance, deferred compensation, employee assistance program and other benefit plans.	HR		S+4	GC 34090; 2 year minimum GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after action
05-03-06	Broker Benefit Renewals	Includes the annual benefit renewals.	HR		S+4	GC 34090; 2 year minimum GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after action
05-04-00	Safety & Training Records					
05-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-04-03	Safety & Employee Training Programs	Sign-in sheets, handouts, consultant training programs, tailgate meetings and other program information for general employee training and lunchtime workshops. Does not include Police or Fire training.	HR		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
05-04-05	Wellness Program	Includes the IIPP, marketing materials and contracts with vendors. Used for safety employees.	HR		S+5	GC 34090; 2 year minimum, 8 CCR 3204; 1 year for IIPP training records State of California Guideline: 5 years after superseded or expired
05-04-07	Random Drug Pulls - DOT	Records of inspection, maintenance, and calibration of EBTs Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 Records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results); SAP reports; and all follow-up tests and schedules for follow-up tests. All filed by year completed.	HR	C	CY+2 CY+1 CY+5	49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.

05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-04-09	Safety Inspections	Includes binders with photos and comments on construction and other safety inspections performed by a third party safety consultant. Required by OSHA.	HR		AC+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33; current year plus 5 years for OSHA 300 reports 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline: 5 years after completed
05-04-11	Ergonomic Requests & Accommodations		HR		CY+2	GC 34090; 2 year minimum State of California Guidelines; Current year plus 2 years for employee statistics, benefit activity and liability loss reports.
05-05-00	<u>Labor Relations Records</u>					
05-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-05-02	Union Representatives / Organizations	Includes correspondence and reviews with labor organizations. Does not include negotiation information.	HR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Decision: Maintain correspondence and communications for the current year plus 2 years. Review annually for relevant content.
05-05-03	Negotiations		HR		P	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
05-05-04	Memorandums of Understanding	Includes management / confidential resolution.	HR		P	29 USC 211c; Maintain, indefinite 29 CFR 516.5(b); 3 years State of California Guidelines; Recommend Permanent retention without relevant statutes or regulations cited.
05-05-05	Grievances	Hired employees, non-sworn: Hired employees, sworn:	HR	C	AS+4 AS+5	GC 12946; 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees

05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-05-06	Employee Complaints	Including harrassment complaints. Hired employees, non-sworn: Hired employees, sworn:	HR	C	AS+4 AS+5	GC 34090; 2 year minimum requirement GC 12946; 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
05-05-07	Interest Arbitrations Award	Awards and compensation given to units based on settled complaints.	HR		P	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
05-05-08	Appeals	Appeals based on grievances, disciplinary actions or other labor relations issues.	HR		AS+5	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
05-06-00	CalPERS Records					
05-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-06-02	Plan Contracts & Plan Amendments	Accessible electronically on the myCalPERS website. Original hardcopy maintained by the City Clerk.	Clerk		P	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
05-06-03	Rate Changes	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	HR		P	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
05-06-04	Valuation Reports	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	HR		P	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
05-06-05	Correspondence	Online via CalPERS.	HR		CY+2	GC 34090; 2 year minimum requirement State of California Guidlines; Administrative Record

05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-07-00	Worker's Compensation Records					
05-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-07-02	Workers Compensation Claims	Includes copies of information from the TPA on the employee claim. Doctors notes are in the claim file.	HR	C	P	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.
05-07-03	Third Party Administrator & Joint Powers Authority	Correspondence, reports and general information from the Third Party Administrator and/or the Joint Powers Authority.	HR		CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
05-07-04	OSHA 300 Reports & Logs	Maintained electronically. Also includes quarterly audit reports.	HR		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102; 5 years from date of injury State of California Guideline: 5 years after completed
05-07-05	Workers Compensation Loss Run Reports	Monthly reports.	HR		CY+5	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; State recommends Permanent retention, but no relevant statues; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.
05-08-00	Risk Management Records					
05-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-08-02	Claims Against the City	Transferred to the City Clerk's Office after the claim is closed or denied.	HR / Clerk		AC+6	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
05-08-03	Subrogation Claims	Processed through a Third Party Administrator. Electronic records.	HR		AC+6	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure

05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-08-04	Incident Reports	Reports submitted by the associated department. Non-workers compensation related incidents, which are maintained by HR.	HR		AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California; 7 years after closure for accident/incident reports
05-08-05	Certificates of Insurance	Not related to a contract or agreement.	HR		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for insurance certificates filed separately for contracts/agreements, including insurance filed by licensees.
05-08-06	City Insurance Policies		HR		P	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance

City of Buena Park
Record Retention Schedules and UFIRST Index

06-00-00 COMMUNITY DEVELOPMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
06-01-00	Community Development Administration					
06-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-01-02	OpenGov	Building, Planning & Code Enforcement process and permit management system.	Planning		IND	Transitory Record; Databases are maintained while active
06-02-00	Planning Applications & Projects					
06-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide			Certificates of compliance, lot line adjustments and lot mergers are PW. Home occupancy is Finance.
06-02-02	Planning Permits & Applications	Application types include Accessory Dwelling Unit, Adjustment, Artificial Turf, Administrative Interpretation, Conditional Use Permit, Covenants, Conditions, and Restrictions, Development Agreement, Driveway Modification, Environmental Impact Report, Extension of Approval, Extension of Non-Conforming Privileges, Fence / Block Wall, General Plan Amendment, General Plan Conformance, Interdepartmental Review, Landscape / Irrigation Plan CheckLot split (urban lot split per SB-9) Minor Modification of Conditions, Negative Declaration Mitigated Negative Declaration, Preliminary Review, Sign Permit, Sign Plan, Site Plan, Tentative Parcel Map, Tentative Tract Map, Text Amendment, Two-unit development (SB9), Variance, and other real property related planning applications and permits.	Planning		P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
06-02-03	Temporary Use Permits	Includes christmas tree lots, pumpkin patch, special events and other temporary permits.	Planning		AC+2	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits
06-03-00	General Planning					
06-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-03-02	General Plan & Plan Amendments	Includes elements.	Planning		P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
06-03-03	Annual Reports	Required reports to the State for compliance with state policies on reporting regarding the Housing Element.	Planning		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for periodic reports
06-03-04	Specific Plans	Includes specific plans such as entertainment corridor, auto center and associated amendments.	Planning		P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent

06-00-00 COMMUNITY DEVELOPMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
06-04-00	<u>Code Enforcement Records</u>					
06-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-04-02	Code Violations	Includes warning letters, notice of correction, liens and other code enforcement information for general and business license violations.	Code		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
06-04-03	Administrative Appeals	Appeals for code enforcement violations.	Code		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
06-05-00	<u>Building Records</u>					
06-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-05-02	Building Permits - Not Issued/Withdrawn		Building		CY+2	GC 34090; 2 year minimum requirement
06-05-03	Building Permits - Expired	Commercial:	Building		P	H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent including commercial plans
		Residential:			AE+6M	California Building Code 107.5; 180 days for approved final plans.
06-05-04	Building Permits - Residential	Includes Special Inspection Reports, Inspection Reports and Cards with wet signatures, and other documents for building projects, not including plans.	Building		P	H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
		Residential Plans:			AC+6M	California Building Code 107.5; 180 days for approved final plans.
06-05-05	Building Permits - Commercial	Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Stamped First Page of OCFA and OC Health Approved Plans, Inspection Reports and Cards with wet signatures, and other documents for building projects.	Building		P	H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent including commercial plans
06-05-06	Certificates of Occupancy		Building		LOB	GC 34090(a); Real property records, maintain State of California Guidelines; Life of business

SAMPLE
Record Retention Schedules and UFIRST Index

Page 30
Draft: 6/3/2025

07-00-00 PUBLIC WORKS

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-01-00	Public Works Administration					
07-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Divisions		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-01-02	Project Management System	Work order system and citizen requests.	All Divisions		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
07-01-03	MMS Maintenance Monitoring System	GIS system used to track maintenance and inspection activities. Creates and issues work orders.	All Divisions		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
07-01-04	Outreach, Education & Notifications	For City-sponsored events. May include photos and other historical information.	All Divisions		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Public Works events.
07-01-05	Safety Programs & Procedures	Includes sign-in sheets, attendance rosters, training materials for safety training classes and events.	All Divisions		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
07-02-00	Engineering					
07-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Divisions		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-02-02	Permits Plus		PW Eng		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
07-02-03	GIS / Mapping	Includes truck routes and circulation maps. Hosted on the GIS web server.	PW Eng		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
07-02-04	Infrastructure Maps	Maps for storm drains, lighting, utilities and other infrastructure maps.	PW Eng		P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent
07-02-05	Hazard Mitigation Plan		All Divisions		P	GC 34090; 2 year minimum requirement State of California Guidelines: Current year plus 2 years, with caveat recommendation of permanent for environmentally sensitive documents.
07-02-06	Traffic Change Requests	Includes public requests for street signs, red curbs, traffic calming and other traffic related changes. Maintained electronically by address on the shared drives.	PW Eng		AC+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain traffic change requests for 2 years after the request is accommodated or denied.

SAMPLE
Record Retention Schedules and UFIRST Index

Page 31
Draft: 6/3/2025

07-00-00 PUBLIC WORKS

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-02-07	Plan Checks, Building & Planning		PW Eng		AC+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain plan checks for 2 years after completion or closure of the project.
07-02-08	Traffic Studies & Surveys		PW Eng		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years Administrative Decision: Maintain traffic studies and surveys for 2 years after superseded.
07-02-09	Traffic Control Plan Checks	Plan checks on submittals for various projects.			S+2	GC 34090; 2 year minimum requirement
07-02-10	ADA Transition Plan		PW Eng		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for curb and sidewalk improvements
07-03-00	Capital Improvement Program					
07-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Divisions		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-03-02	Design & Engineering Records	Construction of new facilities. CIP Construction Records including planning, design, construction, conversion or modification of local government- owned facilities, structures & systems; environmental / CEQA reports and documents (ie. streets, curbs, gutters, sidewalks, storm drains, etc.) Supporting documents including appraisal reports, bidders lists, non-environmental reports, schedules, exhibits	PW Eng		P	GC 34090(a); Permanent for real property related documents GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements
07-03-03	Construction Records	Includes bid documents, certified payroll, insurance, construction correspondence, transmittals, submittals, specifications, DBE, RFQ/RFI and other construction related documents.			AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.
07-03-04	Correspondence & Administration	General correspondence and communications related to planning the associated project.			AC+2	GC 34090; 2 year minimum requirement
07-04-00	Engineering Permits					
07-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Divisions		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-04-02	Encroachment Permits	Includes street cuts, paving temporary encroachments, permanent construction encroachment permits, and non-standard permanent encroachments in City right-of-way.	PW Eng		P	GC 34090(a) Real property records, maintain Permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.

07-00-00 PUBLIC WORKS

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-04-03	Film Permits	Encroachment permit specifically for filming.	PW Eng		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.
07-04-04	Oversize Transportation Permits	Temporary use permit for access of oversized vehicles.	PW Eng		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.
07-04-05	Geological Permits	Used for various water wells.	PW Eng		P	GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations GC 4003, 4004; Maintain State of California Guidelines; Permanent
07-04-06	Hauling Permits		PW Eng		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.
07-04-07	Construction Water Meter Permits	Temporary use permit associated with a specific job.	PW Eng		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.
07-05-00	Private Developments					
07-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Divisions		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-05-02	Grading & Transportation Permits	Includes haul routes and the permit for transportation of 50 cubic yards or more of materials.	PW Eng		P	GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations GC 4003, 4004; Maintain State of California Guidelines; Permanent
07-05-03	Plan Review/Working Files	Plan checks for grading plans, survey maps and reports.	PW Eng		CY+2	GC 34090; 2 year minimum requirement
07-05-04	Subdivision Working Files	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	PW Eng		AC+10	GC 34090; 2 year minimum requirement CCP 337.15; 10 years
07-05-05	Final Parcel / Tract Maps	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	PW Eng		P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent
07-05-06	Lot Line Adjustments	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	PW Eng		P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent

SAMPLE
Record Retention Schedules and UFIRST Index

07-00-00 PUBLIC WORKS

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07-06-00	City Facilities					
07-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Divisions		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-06-02	Maintenance Agreement	Maintenance and on-call agreements including painting, roofing, janitorial and other contracted maintenance work.	PW Ops		AC+4	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
07-06-03	Facility Permits	Includes outside permits and regulatory compliance documents for City buildings and facilities, such as fire, elevator and other permits from the State and County. Also include backflow testing.	PW Ops		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits
07-08-00	Parks					
07-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Divisions		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-08-02	Park Construction History	Includes location, construction, systems and other park information.	PW Ops		P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent
07-08-03	Play Structure Inspection & Maintenance		PW Ops		AC+3	CCP 338; 3 years for action State of California Guidelines; Completion plus 2 years for inspection records in Parks, and 2 years after audit for equipment inventories.
07-08-04	Heritage Trees	Includes applications, permits and other information about heritage trees.	PW Ops		L+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain tree maintenance records for the current year plus 2 years. Administrative Decision: Maintain tree history files for the life of the tree plus 2 years for historical trending.
07-09-00	Streets					
07-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Divisions		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-09-02	Street Maintenance Projects	Maintained by supervisor to track street maintenance projects. Includes sidewalks, signs, striping/markings, maintenance projects and other stree information.	PW Ops		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.

07-00-00 PUBLIC WORKS

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-09-03	Street Cleanup Program	Includes spreadsheets on cleanup efforts for homeless encampments, 4th of July, illegal dumping and other cleanup.	PW Eng		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.
07-09-04	Inspections & Assessments	Records of inspections and condition assessments.	PW Ops		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations projects.
07-10-00	Fleet					
07-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Divisions		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-10-02	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		AC+4	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
07-10-03	Vehicle & Equipment Maintenance Records	Paper history of equipment and vehicles. Includes registration, purchase, maintenance and other specific vehicle and equipment related information. Also tracked in Hansen.	PW Ops		LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
07-10-04	Daily & Quarterly Inspection Forms		PW Ops		CY+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
07-10-05	Biennial Inspection of Terminals (BIT) Records	Inspection of vehicles by the DOT.	PW Ops		CY+2	GC 34090; 2 year minimum requirement VC 3450.12; maintain inspection reports for at least 2 years. 25 month inspection period.
07-10-06	BIT Audits	Annual CHP audit of BIT records. Review drivers licenses, drug pull records, driver training and medical records for drivers.	PW Ops		CY+2	GC 34090; 2 year minimum requirement VC 3450.12; maintain inspection reports for at least 2 years. 25 month inspection period.
07-10-07	BAR Inspections	Combined with California Air Resources Board.	PW Ops		AA+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.
07-10-08	Portable Diesel Equipment	BAAQMD inspects these records periodically (if there is a change or addition to the equipment).	PW Ops		AC+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.

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07-10-09	Diesel & Gas Smog Inspections	Maintained in CFA and in hard copy form	PW Ops		AC+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.
07-10-10	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights. Maintain the old and new books in the vehicle.	PW Ops		CY+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
07-10-11	Weekly Fuel Island Inspections	Includes inspections of gas and diesel fuel tanks. County inspects the tanks monthly and maintains the records. No records maintain by the City.	PW Ops		AA+3	GC 34090; 2 year minimum requirement CCP 337(2) & (3); SOL of 4 years State of California Guidelines; 3 years after audit
07-10-12	Hazardous Waste Manifests	Used for disposal of oil filters, used oil, sweeping compound and other hazardous waste materials.	PW Ops		CY+10	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
07-10-13	Tire Disposal Records	Release slips from the recycler.	PW Ops		CY+10	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.

08-00-00 COMMUNITY SERVICES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-01-00	Recreation & General Administration					
08-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-01-02	ActiveNet		Recreation		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
08-01-03	When2Work	Scheduling software system for all divisions.	Recreation		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
08-01-04	Buena Park Today Brochure	Brochure listing events and schedules for programs.	Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-01-05	Recreation Programs	Includes program rules, attendance sheets, code of conduct, curriculum, City contact information filed by City and co-sponsored programs.	Recreation		CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
08-01-06	Registration Packets	Includes waivers, schedule change forms, names, address, emergency contacts, IEPs, field trip forms and other registration related information. Maintained alphabetically by quarter.	Recreation	C	CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
08-01-07	Cash Receipts & Deposit Breakdown	Written receipts for individuals. Not sent to Finance.	Recreation		AA+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
08-01-08	Special Events	Includes contact information, planning, supply acquisition, staffing, vendor applications and evaluations, outreach, copies of contracts and other event organization information. May include egg hunts, summer concert series	Recreation		CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
08-01-09	Instructors	Includes contracts and other instructor information.	Recreation		AS+4	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years Administrative Decision: Maintain instructor files for 4 years after the instructor separates from the City.
08-01-10	Volunteers	Includes the application, contact information, waivers, correspondence and any general information about the volunteer. Accepted applications Denied applications	Recreation	C	AS+2 AC+2	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after completion/position filled
08-01-11	Youth Sports Scholarship	May include sensitive personal information. Subsidized discount to eligible students.	Recreation	C	CY+2	GC 34090; 2 year minimum requirement

08-00-00 COMMUNITY SERVICES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-01-12	Accident / Incident Reports	Includes accidents, incidents, water rescue and other incident related reports.	Recreation		AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California; 7 years after closure for accident/incident reports
08-02-00	<u>Facilities</u>					
08-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-02-02	Rental / Use Agreements	Includes applications, joint use agreements, proof of insurance and other rental documents for picnic, clubhouses, room rentals and other facility rentals.	Recreation		AC+4	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
08-02-03	Daily Logs	Logs completed by staff for after facility usage.	Recreation		CY+2	GC 34090; 2 year minimum requirement
08-03-00	<u>Senior Center</u>					
08-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-03-02	Senior Outreach	For any senior that comes in looking for services. Includes qualification questions and guidance to programs. May include personal information for loans in ED.	Senior Svcs	C	CY+2	GC 34090; 2 year minimum requirement
08-03-03	Senior Programs	Includes program rules, attendance sheets, code of conduct, curriculum, City contact information filed by City and co-sponsored programs.	Senior Svcs		CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
08-03-04	Registration Packets	Includes waivers, schedule change forms, names, address, emergency contacts, IEPs, field trip forms and other registration related information. Maintained alphabetically by quarter.	Senior Svcs	C	CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
08-03-05	Instructor Sign-in Sheets	Sent to North Orange County Community College District for Life Skills Education Advancement Program.	Senior Svcs		CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.

08-00-00 COMMUNITY SERVICES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-03-06	Senior Nutrition Program Registration	Includes registration for the program. Services provided by Orange County Meals on Wheels.	Senior Svcs	C	AT+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year. Administrative Decision: Maintain while applicant is actively participating in programs plus 2 years.
08-03-07	Food Distribution Program	Receipts from Second Harvest. No individual information collected. Includes temperature logs.	Senior Svcs		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-03-08	Home Delivery Nutrition Program	Provided by Orange County Meals on Wheels. City receives approvals and routes provided. Includes name, address and phone number for the clients.	Senior Svcs	C	AT+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year. Administrative Decision: Maintain while applicant is actively participating in programs plus 2 years.
08-03-09	Site Inspections	Performed occasionally by Meals on Wheels to check whether the City is following protocol for food service.	Senior Svcs		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-03-10	Safe Serve Certifications	For food distribution.	Senior Svcs		CY+2	GC 34090; 2 year minimum requirement
08-03-11	Transportation Weekly Report	Weekly County summary of transportation reimbursements for the program. Finance receives funds from the County based on the reimbursement form.	Senior Svcs		CY+2	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
08-03-12	Senior Transportation	Includes intake forms to qualify for the services. For non-emergency and general transportation services. Filed by individual.	Senior Svcs		AT+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year. Administrative Decision: Maintain while applicant is actively participating in programs plus 2 years.
08-03-13	Buena Park Senior Center Gift Shop	Includes sales tax information, deposit slips, bank statements, daily transaction and other documents.	Senior Svcs		AA+4	GC 34090; 2 year minimum requirement CCP 337(2) & (3); Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
08-04-00	Fine Arts					
08-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-04-02	Artist Agreements	Includes loaned artwork information and agreements with the artists and contractors to install public artwork for smaller installations. Larger installations maintained by Public Works.	Fine Arts		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 7.703; 3 years after final payment 48 CFR 4.705 et. seq; 4 years for contractor related records State of California Guidelines; 5 years after closure or completion of contract or agreement
08-05-00	Aquatics					
08-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-05-02	Emergency Action Plans	For active shooter, disaster, fire and other emergency actions. Staff trained and drilled on procedures.	Recreation		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
08-05-03	Lifeguard Certifications		Recreation		AS+4	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 2 years for certificates and designations training.
08-05-04	Opening & Closing Logs	Includes communications logs between managers on all pool programs for opening and closing procedures.	Recreation		CY+2	GC 34090; 2 year minimum requirement
08-06-00	Homeless Outreach Services					
08-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-06-02	Shelter Rehab Referrals & Placement	Includes client intake, client ID, shelter referral, goals and housing plan.	Homeless	C	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-06-03	Case Management - Non-Covid	Includes linkages to social services and other case documents	Homeless	C	AS+7 *	H&S 123145; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge 45 CFR 164.530(j)(2); 6 years
08-06-04	Case Management - Covid Related	Includes linkages to social services and other case documents	Homeless	C	AS+7 *	H&S 123145; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge 45 CFR 164.530(j)(2); 6 years
08-06-05	Unserved Intakes		Homeless	C	CY+2	GC 34090; 2 year minimum requirement
08-06-06	Outreach & Engagement	Includes linkages to social services and other outreach documents	Homeless		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years

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09-01-00	<u>Administration / Chief of Police</u>					
09-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-01-02	Administrative Staff Memos	General status updates on current projects and items of interest.	COP/Admin		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
09-01-03	CHP 187 Vehicle Pursuits	Includes a log tracking filing and sending the report, a summary of the actions, and proof of delivery from the CHP.	COP/Admin		IND	VC 17004.7; Maintain vehicle pursuit records, no retention.
09-01-04	General Orders	Maintained in Power DMS.	COP/Admin	C	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
09-01-05	Grand Jury Inspection		COP/Admin		CY+2	GC 34090; 2 year minimum requirement
09-01-06	Grants	Federal, state and county grants.	COP/Admin		AFP+5 *	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
09-01-07	ID Fobs	Access to buildings	COP/Admin		S+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain fob assignment lists for 2 years after superseded.
09-01-08	Livescan Fingerprinting	Includes fingerprint requests. Kept for 30 days.	COP/Admin	C	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain fingerprint information for city employment for 2 years after termination.
09-01-09	Officer Identification	Includes names and identification numbers of officers, PSA and TSA. Maintained in Spillman and in a separate spreadsheet.	COP/Admin	C	S+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain officer identification spreadsheet for 2 years after superseded.
09-01-10	Personnel Orders	Includes internal transfers of personnel.	COP/Admin	C	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.

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09-01-11	Personnel, Successful	Individual files for employees, reservists and volunteers. Employees: Reservists & Volunteers:	COP/Admin	C	P AS+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action State of California Guidelines; 3 years after termination Administrative Decision: Maintain employee files permanently to support service in the Police Department and request from other agencies.
09-01-12	Personnel, Unsuccessful	For employees, reservists and volunteers. Includes applications and recruitment materials.	COP/Admin	C	AC+4	GC 12946; 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
09-01-13	Retiree Qualification Permits	Identification for police employees and retirees for carrying firearms. Retirees need to qualify for carrying.	COP/Admin		AE+2	GC 34090; 2 year minimum requirement PC 12071, Maintain records PC 12078, Maintain records State Recommendation, 2 years after the license expires.
09-01-14	Rules & Regulations		COP/Admin	C	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
09-01-15	Surveillance Recordings - Police Facilities	Includes in-building and parking lot surveillance. Maintained by Axon.	COP/Admin		180 Days	GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6
09-01-16	Time Off Requests	Includes vacation sign ups and special details. Moves the bulk of staff all at once based on the event / order.	COP/Admin		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.
09-01-17	Reserve Hours Monthly Summary	Management report.	COP/Admin		CY+2	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
09-01-18	Emergency Operations	Includes the EOC plan and associated procedures for the City.	EOC Coordinator		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans.

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09-02-00	Communications & Information Technology Unit					
09-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-02-02	Telephone & Radio Communications	Stored on data tapes.	C&IT		2Y Rotating	GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6 Administrative Decision: Maintain communication recordings for a rotating 2 year period. Kept in the Verint System.
09-02-03	Mobile Audio & Video	Includes tape recordings and video from body worn systems. Non-evidence, Police Report with No Arrest, Detention / Arrest, Traffic / Pedestrian Contact with No Report: Violent Crime Report, Use of Force, Administrative, Complaint Against Employee or Agency: Critical Incident, Homicide:	C&IT	C	2Y 5Y or 15Y* P	PC 832.18(5)(A)&(B); 60 days for nonevidentiary data, 2 years for evidentiary data. State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons. EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. PC 832.5; 5 years after case closure with no sustained misconduct, <u>*15 years with sustained misconduct; confidential document not for public exposure.</u> PC 799; No statutes of limitations on actions CCP 335.1; Must commence action within 2 years Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent
09-02-04	Digital Audio Recordings		C&IT		180 Days *	GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6

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09-02-05	Body-worn Camera Video & Audio	Includes tape recordings and video from body worn systems. Non-evidence, Police Report with No Arrest, Detention / Arrest, Traffic / Pedestrian Contact with No Report: Violent Crime Report, Use of Force, Administrative, Complaint Against Employee or Agency: Critical Incident, Homicide:	C&IT	C	2Y 5Y or 15Y* P	PC 832.18(5)(A)&(B); 60 days for nonevidentiary data, 2 years for evidentiary data. State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons. EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. PC 832.5; 5 years after case closure with no sustained misconduct, <u>*15 years with sustained misconduct; confidential document not for public exposure.</u> PC 799; No statutes of limitations on actions CCP 335.1; Must commence action within 2 years Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent
09-02-06	Databases	Includes all enterprise and other databases used in the City.	C&IT		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
09-02-07	MDC Messages	Mobile Digital Computers. Considered a conversation or text.	C&IT		180 Days *	GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6. PC 832.7(b)(7)(c); 180 days after discovery, or 30 days after closure of case, to release records as part of a PRA, use of force.
09-03-00	Court Liaison Office					
09-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-03-02	Daily Payroll Report	Maintained electronically in an MS Access database (Court DB) Used for tracking hours that employees and officers appearing in court.	Court		CY+2	GC 34090; 2 year minimum requirement
09-03-03	Payroll Court Ledger	Excel sheet printed after daily payroll report entered into the Court DB database. Forwarded to Finance for payroll.	Court		CY+2	GC 34090; 2 year minimum requirement

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09-03-04	Daily Court Roster	Created from an MS Access database (Court DB). PDF saved on the shared drive.	Court		CY+2	GC 34090; 2 year minimum requirement
09-03-05	Subpoenas	Duces tecum and appearance subpoenas received via email from the courts. Some received by mail or in person by other entities.	Court		CY+2	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.
09-04-00	<u>Crime Prevention</u>					
09-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-04-02	Monthly Statistical Reports	Reports and data generated internally and distributed to requesting divisions/units, departments, agencies or the public.	Crime		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
09-04-03	Alarm Permits & False Alarms	Police alarm permits renewed annually.	Crime		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for false alarm duplicates.
09-04-04	Street Vendor Permits		Crime		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits
09-04-05	Temporary Use & Annual Permits	Includes ABC licenses, block parties, entertainment, film and other temporary permits and licenses.	Crime		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits
09-04-06	Massage Establishments	Permit renewed every 2 years.	Crime		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after expiration for massage parlor permits.
09-04-07	Second Hand Dealer Licenses	Includes licenses for antique dealers and other second hand sellers.	Crime		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for secondhand dealers and pawn broker licenses.
09-04-08	Promotional Materials & Outreach		Crime		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years

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09-05-00	Forensics					
09-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-05-02	Latent Fingerprints	Latent Fingerprint cards are in secured CSI office in a locked filing drawer. Results are scanned into Spillman and cards maintained separately.	Forensics		P	State of California Guidelines; Maintain latent fingerprint records for case statute of limitations or until evidence in case is destroyed. No citations listed. Reference Penal Code sections under the Records group for retention. Administrative Decision: Maintain latent fingerprint records permanently to support potential future reference.
09-06-00	Internal Investigations					
09-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-06-02	Citizen Complaints	Form completed by a citizen. Complaints become formal investigations. Non-complaints are forwarded to other divisions or departments, as needed.	IA		AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Settlement of civil rights complaint plus 7 years
09-06-03	Critical Incident Reviews	Includes any time that an officer intentional or unintentional discharges their firearm and death in custody reporting and logs. Where officer shows no sign of sustained conduct: Where officer shows signs of sustained conduct:	IA	C	AC+5 AC+15	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. GC 12946; Personnel records, 2 years after termination. PC 801.5; 4 years to commence prosecution PC 832.5(b); 5 years after closure for lack of sustained conduct, 15 years after closure with proof of sustained conduct, confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years, 2 years plus the current year for death in custody reporting. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.

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09-06-04	Grievances		IA		AT+5	GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
09-06-05	Internal Investigations		IA	C	AC+15	PC 832.5(b) Statutory minimum is 5 years for no sustained misconduct and 15 years for sustained misconduct. EVC 1045; 5 years for conduct PC 801.5; SOL of 4 years after event PC 803(c); public officer, crime descriptions VC 2547; SOL of 3 years for officer fraud GC 12946; 4 years after completion/position filled
09-06-06	Pitchess Motions	Legal document seeking information in police officers' personnel file. Copy maintained with the officer's file.	IA		CY+2	GC 34090; 2 year minimum requirement
09-06-07	Use of Force Review Board Reports		IA		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for use of force files
09-06-08	Supervisory Notes / Records of Discussion	Maintained under lock and key by each division for employees. Notes and observations on performance related issues for the deployment period. Cycle varies and results are maintained by the highest level supervisor of the officer. Related to training.	IA	C	AS+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action State of California Guidelines; 5 years after termination for safety employees.
09-07-00	Investigations					
09-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-07-02	Sex / Arson Registrants	Sex offenders - Adult Sex offenders - Juvenile	Investigations	V, C	LOR+2 * Varies	GC 34090; 2 years minimum * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
09-07-03	Homicide		Investigations	V, C	P	PC 187; Definitions PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.

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09-07-04	Major Sexual Assault		Investigations	V, C	LOR+2	PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 288; Definitions & punishments PC 289; Definitions & punishments W&I 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years. Administrative Decision: Maintain sex crime cases for 2 years after proof of offender's death.
09-07-06	Registration Files - 11590 HS	Drug registrants. Maintained in Spillman RMS.	Investigations		LOR+2	GC 34090; 2 year minimum requirement H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
09-07-07	Registration Files - 290 Adults	For sex offenders. Activity based on ORI status. Maintained in Detective Aides cubicle area and inactive files are in the Detectives/Investigations storage room.	Investigations		LOR+2	GC 34090; 2 years minimum * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
09-07-08	Registration Files - 290 Juveniles	For sex offenders. Activity based on ORI status and maintained in the CSAR web portal.	Investigations		* Varies (Reference citations)	GC 34090; 2 years minimum * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
09-07-09	Registration Files - 457.1 Adults	Maintained in Detectives Aides cubicle area.	Investigations		LOR+2	GC 34090; 2 years minimum H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement * PC 457; Arson registration for juveniles, 25 years of age or when records are sealed per W&IC 781 State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.

09-00-00 POLICE SERVICES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
09-07-10	Registration Files - 457.1 Juveniles	For arson offenders. Maintained in CSAR web portal.	Investigations		* Varies	GC 34090; 2 years minimum H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement * PC 457; Arson registration for juveniles, 25 years of age or when records are sealed per W&IC 781 State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
09-07-11	Monthly DOJ/UCR/BACS (MACR) Report	Electronic monthly statistical report sent to the DOJ. MACR - Monthly Arrest & Citations Register - DOJ form JUS 750. Maintained in NIBRS, National Incident Based Reporting System.	Investigations		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
09-07-12	Track Fliers	Includes BOLOs from to other agencies. Printed to PDF and maintained on the shared drive. May be uploaded to RMS with the corresponding case.	Investigations		CY+2	GC 34090; 2 year minimum requirement
09-07-13	Informant Files	Maintained in paper form and reviewed annually for activity. Includes vice crimes (gang, narcotics, prostitution, robbery). Paper form maintained in CIT Department (Community Impact Team) in a filing cabinet.	Investigations	C	AT+10	GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after termination for informant files, no citation stated
09-08-00	Jail					
09-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-08-02	Jail Video Recordings		Jail		CM+13M	GC 34090.6; 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action. State of California Guidelines; Current Month plus 13 months for surveillance recordings
09-08-03	Medical Inmate Screenings	Maintained in RMS booking table files with the associated case.	Jail		AC+7 *	H&S 123145; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge. 15 CCR 1205; Maintain separately from inmate files, no retention listed 15 CCR 1207; Maintain, no retention listed California "Minimum Guidelines for Local Detention Facilities" state "There is no Title 15 regulation related to records retention" for these records.

09-00-00 POLICE SERVICES

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09-08-04	Detoxification Forms	Used for bi-annual audits and inspections by the State.	Jail		AC+7 *	H&S 123145; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge. 15 CCR 1205; Maintain separately from inmate files, no retention listed 15 CCR 1207; Maintain, no retention listed California "Minimum Guidelines for Local Detention Facilities" state "There is no Title 15 regulation related to records retention" for these records. Administrative Decision: Maintain detoxification forms for 7 years after closure, with exceptions, to follow retention of medical screenings.
09-08-05	Logs	Logs of secure / non-secure detention including juvenile cell check, visitor, incident and other jail logs.	Jail		CY+6	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 6 years for jail logs
09-08-06	Juvenile Commission Reports	Monthly and annual reports sent to the Juvenile Commission. Form is downloaded from the County website.	Jail		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
09-08-07	Inspections	Board of Corrections biennial, health department, fire department, etc.	Jail		AC+6	GC 34090; 2 year minimum requirement State of California Guidelines; After completion plus 6 years for inspections by various agencies
09-08-08	Weekly Assessments	Weekly inspections on the Buena Park City Jail Weekly Fire Safety Assessment form. Maintained on the shared drive.	Jail		AC+6	GC 34090; 2 year minimum requirement State of California Guidelines; After completion plus 6 years for inspections by various agencies
09-09-00	Property & Evidence					
09-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-09-02	City Fund Memorandums	Memo lists unclaimed monies on cases where legal ownership cannot be established. Original maintained in Finance Department. Destroy copy when case file is closed and retention reached.	P&E		ACT	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum. Duplicates must not be kept longer than the retention life of the original record.
09-09-03	Destruction of Narcotics Memorandums	Memo lists narcotics which are destroyed after adjudication of cases. Original memo to City Attorney then to court judge for validation. Destroy copy when case file is closed and retention reached.	P&E		P	State of California Guidelines; Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
09-09-04	Destruction of Weapons List	List of weapons destroyed after adjudication of case. Disposition of destroyed weapons entered into statewide automated property system.	P&E		P	State of California Guidelines; Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.

09-00-00 POLICE SERVICES

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09-09-05	Auction Reports	Items of property to be auctioned.	P&E		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after financial audit for surplus property auctions including listings of property.
09-09-06	Property Owner Notifications	Owners of property held as evidence, found or safekeeping. Copy of letter filed with original report until retention of the case is reached.	P&E		P	State of California Guidelines; Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
09-09-07	Property Record / Receipts	After adjudication of case, property cards are scanned under original case and originals destroyed.	P&E		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
09-10-00	Records	*** Maintain all case files confidential while active. California Public Records Act to be consulted.				
09-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-10-02	Spillman RMS	Electronic case management system.	Records	C	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
09-10-03	Case Reports - All Other	Crime reports, DUI's, incidents, mandatory registrants, bookings/arrests, missing persons, restraining orders, criminal protective orders, NCIC entries. May include property, photos, field interview cards, additional documents and any other elements for the case. All files scanned and stored in the RMS system.	Records	V	See cases listed below	
	11357B Cases	Marijuana related.	Records	V, C ***	AC+2 *	HS 11361.5, 11361.7, 11357 B, C, D, or E; 2 years after case closure, * or until offender reaches the age of 18 years provided there are no active warrants associated with the case. Destroy Juvenile marijuana cases after age 18. H&S 11362.1, Legal adult use of cannabis products Combined cases may be retained for the longest applicable retention period. The District Attorney may vacate the conviction and the City may destroy the case file sooner than the retention period listed.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
	Accident Reports, General & Misdemeanor Infractions		Records	V, C ***	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons. Administrative Decision: Maintain for 2 years after closure of the case.
	Child Abuse		Records	V, C ***	AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
	Child Molestation		Records	V, C ***	LOR+2	PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 288; Definitions & punishments PC 289; Definitions & punishments W&I 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years. Administrative Decision: Maintain sex crime cases for 2 years after proof of offender's death.
	City Employee Cases		Records	V, C ***	AC+7	29 CFR 1904.33; OSHA reports maintained for the current year plus 5 years. State of California Guidelines; 7 years after closure
	Drug / Sex Crime Registration	Sex offenders - Adult Sex offenders - Juvenile	Records	V, C ***	LOR+2 * Varies	GC 34090; 2 years minimum * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
	Felony Cases, Non-permanent	<u>Does not</u> include murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death	Records	V, H, C ***	AC+6	GC 34090, 2 year minimum requirement CCP 338 et al.; up to 3 years after commission of offense or after realization of offense, 6 years for notory public offenses. State of California; Prosecution of cases involving 8 or more years in prison must commence within 6 years.
	Felony Cases, Permanent	Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, all fatality collisions, bombing resulting in death or bodily injury, making defective war materials that cause death.	Records	V, H, C ***	P	PC 799, 801.1, 803; No statutes of limitations on actions CCP 335.1; Must commence action within 2 years Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent

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	Misdemeanors / Infractions, Filed		Records	V, C ***	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.
	Misdemeanors / Infractions, Not Filed	Misdemeanors with no leads, no convictions or arrests not filed.	Records	V, C ***	AC+2	GC 34090; 2 year minimum requirement CCP 338; up to 3 years after commission of offense or after realization of offense. State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.
	Missing Persons		Records	V, C ***	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for non-criminal occurrences, including missing persons where person has been returned/found. DOJ recommends permanent for unsolved missing persons.
	Officer Involved Shootings	Includes shootings	Records	V, C ***	AC+25	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. PC 832.5; 5 years after case closure with no sustained misconduct, 15 years with sustained misconduct; confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.
	Robberies / Burglary		Records	V, C ***	AC+3	CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.
	Sex Crimes		Records	V, C ***	L+2	PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 288; Definitions & punishments PC 289; Definitions & punishments W&I 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years. Administrative Decision: Maintain sex crime cases for 2 years after proof of offender's death.

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	Stolen Vehicles		Records	V, C ***	AC+3	CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.
	Unattended Death / Suicide	Suspicious	Records	V, H, C ***	P	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent
		No suspicious circumstances		V, C ***	AC+2	GC 34090; 2 year minimum requirement
	Weapon Crimes	Possession of illegal weapons, carrying concealed weapons, and other crimes relating to the possession or use of illegal weapons where no other crime has occurred.	Records	V, C ***	AC+5	GC 34090; 2 year minimum requirement Administrative Decision: Retain weapon crime information for 5 years to track potentially violent individuals.
09-10-04	Public Information Logs	Events and calls for service.	Records		CY+2	GC 34090; 2 year minimum requirement
09-10-05	Public Records Requests	Maintained on the shared drive in Records main folder, then subfolder named "PRA Requests". Request and response and any correspondence pertaining to the requests are saved. NextRequests now used for responses starting on XXXXXX	Records		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
09-10-06	Field Interview Cards	Entered directly into the RMS. No longer physical cards.	Records	C	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for field interview cards.
09-10-07	Restraining Orders	Old restraining order from 1996, 1997, 2003-2005, 2009 located in a filing cabinet. All restraining orders now are maintained by the Orange County Courts in the CLETS computer database. May be printed from the WebDV (Superior Orange County Domesitic Violence System). Emergency Protective Orders are entered and documents fall under restraining orders. Scanned into Spillman RMS Files with each corresponding case. Receive Proof of Service occasionally and enter into the CLETS nationwide computer database as well as scanned into Spillman RMS Files with corresponding case. All restraining orders are maintained by the California Courts Protective Order Registry (CCPOR) repository. All orders may be printed from the CCPOR repository. Orders are scanned into Spillman RMS in the respective case. Proof of Service are entered into the CLETS database and scanned into the respective case.	Records		AE	State of California Guidelines; Destroy after law enforcement actions are fulfilled and effective date of restraining order has expired. Described in PC 273.5, PC 273.6, PC 273.65, PC 646.9(b), PC 13700 and FAM 6380-6383.

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09-10-08	Repossessed Vehicles / Private Property Impounds	CHP 180 forms are scanned into Spillman RMS Files with the corresponding case and shredded after a second CLETS entry check and image QC.	Records		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain repossession and private impound records for the current year plus 2 years.
09-10-09	Requests for Livescan Service	Fingerprint processing for Department of Justice. Requested for City employees and City residents on request, and for CCWs. Handled by our front counter staff on a special computer module solely for Livescan fingerprint processing. The Livescan record is entered and the "Request for Live Scan Service" form is retained by the Senior Account Clerk for fee reconciliation.	Records		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain fingerprint information for city employment for 2 years after termination.
09-10-10	Record Sealings, Adults	Kept in Records Storage room	Records	V, C ***	AC+3 *	PC 851.8(a); Factually innocent records, 3 years after arrest, * with district attorney approval.
09-10-11	Record Sealings, Juveniles	Kept in Records Storage room	Records	V, C ***	AC+5 **	Date of court ordered destruction W&IC 781; 5 years after sealed by court order for at-risk youth; ** W&IC 781; When juvenile reaches the age of 38 for murder and/or sex crimes occurring before the child is 14 years of age ** W&IC 781; For murder and/or sex crimes occurring on or after the child reaches age 14, DO NOT DESTROY.
09-11-00	Traffic Bureau					
09-11-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-11-02	Traffic Data Collection	Used to monitor traffic speed and data for specific locations.	Traffic		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.
09-11-03	Citations - Traffic	Criminal and non-criminal citations (Misdemeanor and traffic or non-traffic related citations - (infractions). Brazos Application	Traffic		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.
09-11-04	Citations - Parking	Wincite Application for electronic parking cites. Hand written parking citations are scanned into the Citation Table into the RMS and the cites are filed in a filing cabinet in traffic.	Traffic		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.
09-11-05	Voided Criminal Citations	Maintained in the Brazos Application and hand written voided citations are scanned into the Citation table within the RMS.	Traffic		CY+2	GC 34090; 2 year minimum requirement
09-11-06	Voided Parking Citations	Maintained in Wincite Application any written paper parking citations are scanned into the RMS.	Traffic		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.

09-00-00 POLICE SERVICES

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09-11-07	Traffic Citation Transmittal Sheet	For the courts. One copy (PDF) kept and one printed copy sent to the courts.	Traffic		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.
09-11-08	Parking Hearing Dispositions	Administrative reviews.	Traffic		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations. Administrative Decision: Maintain hearing files for 2 years after the appeal is closed to support the citation.
09-11-09	Commercial Vehicle Inspections	Form used for inspection of commercial vehicles stopped for a purpose.	Traffic		CY+2	GC 34090; 2 year minimum requirement
09-11-10	Equipment Calibrations	Preliminary Alcohol Screening Device and radar calibration. Maintained in binders in paper format.	Training		AT+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination of use of equipment for radar calibration records
09-12-00	Training Unit					
09-12-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-12-02	Training Management System Database (TMS)	Used to track all training for officers, including inhouse, POST and other training sessions. Maintained on the EDI portal with POST.	Training		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
09-12-03	Department Training Records	Includes binders filed by officer containing class outline, tests, precentages, roster, handouts, instructor's qualifications and resumes, daily evaluations, qualification criteria and training scenarios. Maintained electronically on the T Drive.	Training		AS+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.
09-12-04	Range Shooting Records	Includes range lesson plans, firearms safety plan, weapon maintenance, firearm training manuals, simulation training, range master and safety officer for firearms and less-lethal weapons. Maintained electronically on the T Drive.	Training		AC+15	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training. 15 years after completion for range lesson plans (No citation given).

09-00-00 POLICE SERVICES

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09-12-05	Range Course of Fire Logs	Maintained electronically on the T Drive.	Training		AC+15	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training. 15 years after completion for range lesson plans (No citation given).
09-12-06	Community Police Academy Applications	Maintained electronically on the T Drive. Successful applicants: Unsuccessful applicants:	Training		AT+4 AC+4	GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after termination Administrative Decision: Maintain volunteer files for 4 years after termination for hired, 4 years after position filled for denied applications to follow recruitment retention.
09-12-07	Locker & Riot Locker Logs	Includes combinations and assigned lockers Maintained on our T drive and locker keys are maintained by the Training Sergeant	Training	C	S+2	GC 34090; 2 year minimum requirement State of California Guidelines; After superseded
09-12-08	Canine Records	Kept for the life of the dog. Maintained by each individual K-9 officer for training of the dog.	Training		L+2	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records Administrative Decision: Maintain canine records for the life of the animal plus 2 years to track training.
09-13-00	<u>Vice & Narcotics</u>					
09-13-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-13-02	Pawn Slips		Vice		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
09-14-00	Information Technology					
09-14-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-14-02	Service Desk	Work order system	IT		IND	Transitory Record; Databases are maintained while active
09-14-03	Technical Network Diagrams	Documents related to network configuration.	IT	C	IND	Transitory Record; Databases are maintained while active
09-15-00	Backup and Recovery Plans					
09-15-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-15-02	Veeam Backup System	Provides daily incremental and weekly full backups for servers. System overwrites based on policy.	IT		CM+11	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 1 year for monthly backups Administrative Decision: Maintain a 12 month rotating backup set to allow for electronic record retention compliance.
09-15-03	Tape Backup System	Used for daily incrementals, weekly full, and rotating annual backups	IT		CM+11	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 1 year for monthly backups Administrative Decision: Maintain a 12 month rotating backup set to allow for electronic record retention compliance.

10-00-00 ECONOMIC DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AD - After Disposition, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annually Review, AS - After Separation, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, L - Life of Board, Building, Vehicle, Registrant, Improvement or System, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis
10-01-00	<u>Economic Development</u>					
10-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-01-02	Property Acquisitions	Appraisals, EIR, Escrow documents	Econ Dev		AC+10	CCP 337.15; 10 years after completion of construction or improvement State of California Guidelines; Completion expiration 10 years for acquisitions.
10-01-03	Small Business Relief Program	Grants and monies provided by the Orange County Board of Supervisors for districts.	Econ Dev		AFP+5	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.
10-01-04	Economic Development Projects	Agreements, loan agreements, professional service agreements, studies, and EIR's.	Econ Dev		AC+4	CCP 337(2) & (3); Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
10-01-05	Grant Applications & Agreements Working Files	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term applies, as needed. City Clerk is responsible for the executed grant agreement.	Econ Dev		AFP+5 *	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
10-01-06	County of Orange Files	Pass thru agreements, possessory interest, tax default, cancellation of taxes, property tax bills, sale of land proceeds.	Econ Dev		AC+5	GC 34090; 2 year minimum 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.2-6; Maintain at least 3 years CCP 337(2) & (3); Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; 4 years after audit

10-00-00 ECONOMIC DEVELOPMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis
10-02-00	Housing					
10-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-02-02	Project Files	Includes all project information from the former Redevelopment Agency, and associated documents. Proposed Projects - Not Completed: Includes renderings, correspondence and legal documents, any other project related documents. * Project files may include feasibility studies, which are confidential documents.	Econ Dev	C*	AFP+5 * AC+2	GC 34090; 2 year minimum requirement 29 CFR 97.42; grants must be kept for 3 years after final expenditure report. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
10-02-03	Affordable Housing	New construction properties including loans, construction, land purchase, maps, DDAs, monitoring, GAP loans, property compliance monitoring, density bonus, and other information for construction financing tax credits.	Econ Dev		AFP+5	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.
10-02-04	Rental Rehab Loans	Loan files, including deed copies, loan information, applications and recorded documents. Source of funding is CDBG, HOME, or RDA.	Econ Dev		AFP+5	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.

10-00-00 ECONOMIC DEVELOPMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis
10-03-00	<u>Successor Agency</u>					
10-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-03-02	Oversight Board	Agenda packets, staff reports, minutes and meeting notices.	Econ Dev	V	P	GC 34090(e); Permanent for ordinances and resolutions State of California Guidelines; Permanent for administrative records and for decisions made by public agencies
10-03-03	Recognized Obligation Payment Schedule (ROPS)	Supporting documents, financials, correspondence to the state, prior period adjustment forms, and meet and confer.	Econ Dev		AA+5	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
10-03-04	Audits	State and other funding source audits.	Econ Dev		P	GC 34090; 2 year minimum State of California Guidelines; Permanent
10-04-00	<u>Community Development Block Grants (CDBG)</u>					
10-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-04-02	Grant Project Files	Applications, agreements, correspondence, and other financial documents. Includes sub-recipient documents, Ehler's Senior Center rehabilitation, NSP1, Doss property acquisition, and Commercial Rehabilitation program recipients.	Econ Dev		AFP+4	24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 24 CFR 982.158(f); 3 years State of California Guidelines; Closure of loan plus 3 years.
10-04-03	Consolidated 5 Year Plan	Required submission to HCD.	Econ Dev		S+3	GC 34090; 2 year minimum requirement 24 CFR 982.158(f); 3 years for HUD reports under Section 8 State of California Guidelines; 2 years after strategic plan is superseded.
10-04-04	Annual Action Plans	Required submission to HCD for entitled grant monies.	Econ Dev		S+3	GC 34090; 2 year minimum requirement 24 CFR 570.490; 3 years for reports State of California Guidelines; 2 years after strategic plan is superseded.
10-04-05	Consolidated Annual Performance & Evaluation Report (CAPER)	Program and financial information produced by HUD.	Econ Dev		AC+3	24 CFR 570.490; 3 years for reports

10-00-00 ECONOMIC DEVELOPMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis
10-04-06	HUD Funding Documents & Correspondence	Required submission to HUD.	Econ Dev		AC+6Y3M	24 CFR 982.158(f); 3 years for HUD reports HUD Notice PIH98-48 & PIH99-49; Current year plus 6 years and 3 months for Section 8 financial documents.
10-04-07	Check Requests & Draw Downs	Draw requests are from the department for reimbursing sub-recipients.	Econ Dev		AFP+4	24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report.
10-04-08	Covid-related Funding	Rental assistance, utility assistance, Small Business Relief program, Boys & Girls Club childcare program, and Homeless Outreach program.	Econ Dev		AFP+5*	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
10-05-00	HOME & CalHOME Programs					
10-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-05-02	Project Setup Files	Prepares prior to receiving funding for new projects.	Econ Dev		AC+2	GC 34090; 2 year minimum requirement
10-05-03	Project Files	Includes agreements, invoicing, payments, reports and other documents from subrecipients.	Econ Dev		AFP+5 *	29 CFR 97.42; grants must be kept for 3 years after final expenditure report. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
10-05-04	Home Improvement Loans	Home Improvement loans, Redevelopment Neighborhood Renovation program (RNRP) and other property improvement programs. Loan files: deed copies, loan information, applications and recorded documents. Source of funding is CDBG, HOME and CalHome.	Econ Dev		AFP+5	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.
10-05-05	Tenant Based Rental Assistance	HOME Funds	Econ Dev		AFP+5	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.

10-00-00 ECONOMIC DEVELOPMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis
10-05-06	First Time Homebuyer Program	Loan files, including deed copies, loan information, applications and recorded documents. Funding is directly from HCD for distribution by the City.	Econ Dev		AFP+5	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.
10-05-07	Check Requests & Draw Downs	Draw requests are from the department for reimbursing subrecipients.	Econ Dev		AFP+5	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.
10-05-08	Annual & Quarterly Reports	Required report submission to HCD (HOME).	Econ Dev		AC+3	24 CFR 570.490(d); 3 years for reports
10-06-00	Former Redevelopment Agency					
10-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-06-02	Project Area Formation & Administration	RDA Plans for all Project Areas. Includes DOF, ERAF, RDA Bylaws, RDA Financial Statements, Statement of Indebtedness	Econ Dev		P	GC 34090(a), Real property records, maintain H&S 19850; Life of Building, with exceptions. State of California Guidelines; Permanent
10-06-03	Bonds	Tax Allocation and Refunding Bonds Bond Issues & Agreements Bond Statements & Reports	Econ Dev		P AFP+10	GC 34090; 2 years minimum GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations of 10 years FC 30210; Maintain State of California Guidelines; Permanent for bond issues, 10 years after closure/expiration for statements
10-06-04	Loan Agreements	RDA loans	Econ Dev		AC+4	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
10-06-05	Feasibility & Technical Studies	Attorney work product. Includes potential parking use, potential recreation use, engineering studies, proposed retail use and all other feasibility studies and reports.	Econ Dev	C	AC+5	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines; 5 years
10-06-06	City Appraisals	Property appraisals.	Econ Dev		AC+2	GC 34090; 2 year minimum requirement GC 6254(h); PRA, confidential record designation until acquisition complete. State of California Guidelines; 2 years after completion
10-06-07	RDA Projects	Includes correspondence and supporting documents. All disposition agreements, contracts, demolition and construction contracts, future agreements and deeds.	Econ Dev		AC+10	CCP 337.15; SOL of 10 years for construction defect actions

10-00-00 ECONOMIC DEVELOPMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis
10-06-08	Soils & Geological Reports	Agency sponsored reports.	Econ Dev		P	GC 34090(a); Permanent for land related documents State of California Guidelines; Permanent for soils reports.
10-06-09	General Surveys & Studies	Agency sponsored surveys and studies.	Econ Dev		AC+2	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys

City Council Regular Meeting Agenda Report

K. APPROVAL OF PARCEL MAP NO. 2023-117 FOR 6245 AUTO CENTER DRIVE

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4K.
Prepared By	Department Head Approval
Hector Guzman, Assistant Engineer	Mina Mikhael, Director of Public Works/City Engineer
Presented By	
Hector Guzman, Assistant Engineer	

RECOMMENDED ACTION

1) Approve Parcel Map No. 2023-114 at 6245 Auto Center Drive; and 2) Authorize the City Engineer and City Clerk to execute the parcel map.

PREVIOUS CITY COUNCIL ACTION

On April 26, 2023 the Planning Commission adopted Resolution No. 6276 approving Tentative Parcel Map No. PM-23-1.

DISCUSSION

Parcel Map No. 202-114 will consolidate sixteen (16) parcels into one (1) parcel containing a total area of approximately 2.3 acres. This consolidation will facilitate the development of a new 28,825-square foot, two (2) story automobile dealership. The resulting parcel complies with the minimum site requirements of the Auto Center Specific Plan (ACSP) and the Subdivision Map Act. The proposed project will activate a long-vacant and unimproved site, contributing to the revitalization of the area and supporting the continued growth of the Auto Center as a regional automotive sales corridor.

The parcel map has been completed to the satisfaction of the City Engineer and is now ready to be fully executed and recorded. All the requirements set by the City and the County have been met. In accordance with City ordinance, City Council approval is required before the map can be recorded.

BUDGET IMPACT

There is no budget impact with the approval of this parcel map.

Attachments

[Att. 1 of 2 - PARCEL MAP NO. 2023-114.pdf](#)

[Att. 2 of 2 - Reso No. 6276.pdf](#)

ALL OF TENTATIVE
PARCEL MAP NO. 2023-114
1 NUMBERED PARCEL
AREA: 2.329 ACRES, GROSS
2.301 ACRES, NET
DATE OF SURVEY: JULY, 2023

PARCEL MAP NO. 2023-114

IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA

BEING A SUBDIVISION OF A PORTION OF LOTS 96 AND 97, TOGETHER WITH ALL OF LOTS 98 THROUGH 122, INCLUSIVE, TOGETHER WITH A PORTION OF LOT 123 AND A PORTION OF LOTS 154 THROUGH 165, INCLUSIVE, ALL OF TRACT NO. 877, AS PER MAP RECORDED IN BOOK 26, PAGE 40 OF MISCELLANEOUS MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, TOGETHER WITH A PORTION OF THAT CERTAIN UNNAMED ALLEY LYING ADJACENT TO SAID LOTS, AS SHOWN ON SAID MAP.

raSMITH KENT COOPER L.S. 9322 JULY, 2023

ACCEPTED AND FILED
AT THE REQUEST OF
FIRST AMERICAN TITLE INSURANCE
COMPANY

DATE _____
TIME _____ FEE \$_____
INSTRUMENT NO. _____
BOOK _____ PAGE _____
HUGH NGUYEN
COUNTY CLERK-RECORDER
BY: _____
DEPUTY

OWNERSHIP CERTIFICATE

WE, THE UNDERSIGNED, BEING ALL PARTIES HAVING ANY RECORD TITLE INTEREST IN THE LAND COVERED BY THIS MAP, DO HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF SAID MAP, AS SHOWN WITHIN THE DISTINCTIVE BORDER LINE.

WE ALSO HEREBY DEDICATE TO THE PUBLIC, AN EASEMENT FOR PUBLIC STREET AND PUBLIC UTILITY PURPOSES: WESTERN AVENUE, AS SHOWN ON SAID MAP.

WE ALSO HEREBY RELEASE AND RELINQUISH TO THE CITY OF BUENA PARK ALL VEHICULAR ACCESS RIGHTS TO AUTO CENTER DRIVE AND WESTERN AVENUE EXCEPT AT APPROVED ACCESS LOCATIONS.

CITY OF BUENA PARK

BY: _____
PRINT NAME: _____
TITLE: _____

CITY OF BUENA PARK, A MUNICIPAL CORPORATION

BY: _____
PRINT NAME: _____
TITLE: _____

CITY OF BUENA PARK, A PUBLIC BODY, CORPORATE AND POLITIC

BY: _____
PRINT NAME: _____
TITLE: _____

ABANDONMENT NOTE

PURSUANT TO SECTION 66445(j) OF THE SUBDIVISION MAP ACT, THE APPROVAL AND RECORDATION OF THIS PARCEL MAP CONSTITUTES ABANDONMENT OF THE FOLLOWING WITHIN THE BOUNDARY OF THIS MAP:

THE EASEMENT FOR WATER LINE AND INCIDENTAL PURPOSES WHICH WAS ACQUIRED BY THE CITY OF BUENA PARK PER DOCUMENT RECORDED MAY 16, 1969 IN BOOK 8959, PAGE 520 OF OFFICIAL RECORDS, NOT SHOWN ON THIS MAP.

THE EASEMENT FOR SEWER PURPOSES WHICH WAS ACQUIRED BY THE CITY OF BUENA PARK PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387883 OF OFFICIAL RECORDS, NOT SHOWN ON THIS MAP.

THE EASEMENT FOR SEWER PURPOSES WHICH WAS ACQUIRED BY THE CITY OF BUENA PARK PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387884 OF OFFICIAL RECORDS, NOT SHOWN ON THIS MAP.

THAT CERTAIN UNNAMED ALLEY LYING ADJACENT TO LOTS 97 THROUGH 123, INCLUSIVE, AND LOTS 154 THROUGH 165, INCLUSIVE, OF TRACT NO. 877, WHICH WAS ACQUIRED BY SAID TRACT, AS FILED IN BOOK 26, PAGE 40 OF MISCELLANEOUS MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, NOT SHOWN ON THIS MAP.

SEGMENTS 4 AND 8 AND A PORTION OF SEGMENT 3 AS RELINQUISHED TO THE CITY OF BUENA PARK PER DOCUMENT RECORDED APRIL 11, 2016 AS INSTRUMENT NO. 2016000154637 OF OFFICIAL RECORDS, NOT SHOWN ON THIS MAP.

THE EASEMENT FOR STREET AND HIGHWAY PURPOSES WHICH WAS ACQUIRED BY THE CITY OF BUENA PARK PER DOCUMENT RECORDED DECEMBER 7, 1964 IN BOOK 7333, PAGE 667 OF OFFICIAL RECORDS, NOT SHOWN ON THIS MAP.

SIGNATURE OMISSIONS

PURSUANT TO THE PROVISIONS OF SECTION 66436(a)(3)(A)&(C) OF THE SUBDIVISION MAP ACT, THE FOLLOWING SIGNATURES HAVE BEEN OMITTED:

JACK C. LANGSTAFF, AS TRUSTEE OF THE JACK C. LANGSTAFF TRUST U/D/T DATED OCTOBER 11, 2011, AND BONITA K. BOYD, AS SUCCESSOR TRUSTEE OF THE 1997 WALTER R. LANGSTAFF AND BEVERLY K. LANGSTAFF REVOCABLE TRUST DATED OCTOBER 3, 1997, HOLDERS OF OIL, GAS, MINERALS, AND OTHER HYDROCARBON SUBSTANCES PER GRANT DEED RECORDED MARCH 17, 2015 AS INSTRUMENT NO. 2015000135102 OF OFFICIAL RECORDS.

THE STATE OF CALIFORNIA, HOLDER OF MINERALS, OILS, GASES AND OTHER HYDROCARBONS AS RESERVED IN BK. 5632, PG. 988, RECORDED FEBRUARY 17, 1961 OF OFFICIAL RECORDS. ALSO AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES.

THE STATE OF CALIFORNIA, HOLDER OF AN EASEMENT FOR UTILITY PURPOSES PER DOCUMENT RECORDED MARCH 19, 2003 AS INSTRUMENT NO. 200300293557; HOLDER OF AN EASEMENT FOR UTILITY PURPOSES PER DOCUMENT RECORDED FEBRUARY 10, 2006 AS INSTRUMENT NO. 200600098573; HOLDER OF AN EASEMENT FOR UTILITY PURPOSES PER DOCUMENT RECORDED FEBRUARY 14, 2006 AS INSTRUMENT NO. 2006000102494 AND RE-RECORDED MARCH 21, 2006 AS INSTRUMENT NO. 2006000183753; HOLDER OF AN EASEMENT FOR UTILITY PURPOSES PER DOCUMENT RECORDED JUNE 8, 2006 AS INSTRUMENT NO. 2006000386111; HOLDER OF EASEMENTS FOR DRAINAGE PURPOSES AND UTILITY PURPOSES PER DOCUMENT RECORDED NOVEMBER 27, 2007 AS INSTRUMENT NO. 2007000700850; HOLDER OF AN EASEMENT FOR DRAINAGE PURPOSES PER DOCUMENT RECORDED MAY 17, 2011 AS INSTRUMENT NO. 2011000245827; HOLDER OF AN EASEMENT FOR DRAINAGE PURPOSES PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387883; HOLDER OF ABUTTER'S RIGHTS OF INGRESS AND EGRESS AND EASEMENTS FOR DRAINAGE PURPOSES AND FOOTING PURPOSES PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387884; HOLDER OF ABUTTER'S RIGHTS OF INGRESS AND EGRESS AND EASEMENTS FOR DRAINAGE PURPOSES AND FOOTING PURPOSES PER DOCUMENT RECORDED OCTOBER 27, 2022 AS INSTRUMENT NO. 2022000347011 AND CORRECTED PER DOCUMENT RECORDED DECEMBER 2, 2024 AS INSTRUMENT NO. 2024000312690; HOLDER OF AN INGRESS AND EGRESS EASEMENT IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED APRIL 11, 2016 AS INSTRUMENT NO. 2016000154637; HOLDER OF ABUTTER'S RIGHTS OF INGRESS AND EGRESS AND AN EASEMENT FOR UTILITY PURPOSES PER DOCUMENT RECORDED FEBRUARY 17, 1961 IN BOOK 5632, PAGE 988; AND HOLDER OF ABUTTER'S RIGHTS OF INGRESS AND EGRESS PER DOCUMENT RECORDED APRIL 9, 1963 IN BOOK 6501, PAGE 423, ALL OF OFFICIAL RECORDS.

SOUTHERN CALIFORNIA EDISON COMPANY, HOLDER OF AN EASEMENT FOR UTILITY PURPOSES AS RESERVED PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387884 OF OFFICIAL RECORDS.

COUNTY TREASURER – TAX COLLECTOR'S CERTIFICATE

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS

I HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF MY OFFICE, THERE ARE NO LIENS AGAINST THE LAND COVERED BY THIS MAP OR ANY PART THEREOF FOR UNPAID STATE, COUNTY, MUNICIPAL OR LOCAL TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES, EXCEPT TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES NOT YET PAYABLE.

AND DO CERTIFY TO THE RECORDER OF ORANGE COUNTY THAT THE PROVISIONS OF THE SUBDIVISION MAP ACT HAVE BEEN COMPLIED WITH REGARDING DEPOSITS TO SECURE PAYMENT OF TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND COVERED BY THIS MAP.

DATED THIS _____ DAY OF _____, 2025.

SHARI L. FREIDENRICH BY: _____
COUNTY TREASURER – TAX COLLECTOR TREASURER – TAX COLLECTOR

SEE SHEET 2 FOR NOTARY ACKNOWLEDGMENTS

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCES AT THE REQUEST OF THE CITY OF BUENA PARK IN JULY, 2023. I HEREBY STATE THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED, OR THAT THEY WILL BE SET IN SUCH POSITIONS WITHIN 24 MONTHS AFTER MAP RECORDATION, AND THAT SAID MONUMENTS ARE OR WILL BE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY.

Kent Cooper
KENT COOPER L.S. 9322 5/09/2025
DATE



CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND IT TO BE SUBSTANTIALLY IN CONFORMANCE WITH THE TENTATIVE MAP, IF REQUIRED, AS FILED WITH, AMENDED AND APPROVED BY THE CITY PLANNING COMMISSION; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND CITY SUBDIVISION REGULATIONS HAVE BEEN COMPLIED WITH.

DATED THIS _____ DAY OF _____, 2025.

MINA MIKHAEL, R.C.E. NO. 84166
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
CITY OF BUENA PARK



CITY SURVEYOR'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND THAT IT CONFORMS WITH THE MAPPING PROVISIONS OF THE SUBDIVISION MAP ACT AND I AM SATISFIED SAID MAP IS TECHNICALLY CORRECT IN ALL RESPECTS NOT STATED TO BY THE COUNTY SURVEYOR.

DATED THIS _____ DAY OF _____, 2025.

RICHARD A. MADDOCK, P.L.S. NO. 8131
CITY SURVEYOR, CITY OF BUENA PARK



CITY CLERK'S CERTIFICATE

STATE OF CALIFORNIA)
CITY OF BUENA PARK) SS
COUNTY OF ORANGE)

I HEREBY CERTIFY THAT THIS MAP WAS PRESENTED FOR APPROVAL TO THE CITY COUNCIL OF THE CITY OF BUENA PARK AT A REGULAR MEETING THEREOF HELD ON THE

_____ DAY OF _____, 2025, AND THAT THEREUPON SAID COUNCIL DID, BY AN ORDER DULY PASSED AND ENTERED, APPROVE SAID MAP, AND DID ACCEPT ON BEHALF OF THE PUBLIC, SUBJECT TO IMPROVEMENTS, THE EASEMENT DEDICATION FOR PUBLIC STREET AND PUBLIC UTILITY PURPOSES OF: WESTERN AVENUE.

AND DID ALSO ACCEPT ON BEHALF OF THE CITY OF BUENA PARK THE VEHICULAR ACCESS RIGHTS TO AUTO CENTER DRIVE AND WESTERN AVENUE, AS RELEASED AND RELINQUISHED.

WE ALSO HEREBY ABANDON, PURSUANT TO SECTIONS 66445(j) OF THE SUBDIVISION MAP ACT, THE FOLLOWING WITHIN THE BOUNDARY OF THIS MAP:

THE EASEMENT FOR WATER LINE AND INCIDENTAL PURPOSES WHICH WAS ACQUIRED BY THE CITY OF BUENA PARK PER DOCUMENT RECORDED MAY 16, 1969 IN BOOK 8959, PAGE 520 OF OFFICIAL RECORDS, NOT SHOWN ON THIS MAP.

THE EASEMENT FOR SEWER PURPOSES WHICH WAS ACQUIRED BY THE CITY OF BUENA PARK PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387883 OF OFFICIAL RECORDS, NOT SHOWN ON THIS MAP.

THE EASEMENT FOR SEWER PURPOSES WHICH WAS ACQUIRED BY THE CITY OF BUENA PARK PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387884 OF OFFICIAL RECORDS, NOT SHOWN ON THIS MAP.

THAT CERTAIN UNNAMED ALLEY LYING ADJACENT TO LOTS 97 THROUGH 123, INCLUSIVE, AND LOTS 154 THROUGH 165, INCLUSIVE, OF TRACT NO. 877, WHICH WAS ACQUIRED BY SAID TRACT, AS FILED IN BOOK 26, PAGE 40 OF MISCELLANEOUS MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, NOT SHOWN ON THIS MAP.

SEGMENTS 4 AND 8 AND A PORTION OF SEGMENT 3 AS RELINQUISHED TO THE CITY OF BUENA PARK PER DOCUMENT RECORDED APRIL 11, 2016 AS INSTRUMENT NO. 2016000154637 OF OFFICIAL RECORDS, NOT SHOWN ON THIS MAP.

THE EASEMENT FOR STREET AND HIGHWAY PURPOSES WHICH WAS ACQUIRED BY THE CITY OF BUENA PARK PER DOCUMENT RECORDED DECEMBER 7, 1964 IN BOOK 7333, PAGE 667 OF OFFICIAL RECORDS, NOT SHOWN ON THIS MAP.

AND DID ALSO APPROVE SUBJECT MAP PURSUANT TO THE PROVISIONS OF SECTION 66436(a)(3)(A) OF THE SUBDIVISION MAP ACT.

DATED THIS _____ DAY OF _____, 2025.

ADRIA M. JIMENEZ, MMC
CITY CLERK
CITY OF BUENA PARK

COUNTY SURVEYOR'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND THAT ALL MAPPING PROVISIONS OF THE SUBDIVISION MAP ACT HAVE BEEN COMPLIED WITH AND I AM SATISFIED SAID MAP IS TECHNICALLY CORRECT, RELATIVE TO THE PARCEL MAP BOUNDARY.

DATED THIS _____ DAY OF _____, 2025.

LILY M. N. SANDBERG, CHIEF DEPUTY COUNTY SURVEYOR
P.L.S. 8402.

ALL OF TENTATIVE
 PARCEL MAP NO. 2023-114
 1 NUMBERED PARCEL
 AREA: 2.329 ACRES, GROSS
 2.301 ACRES, NET
 DATE OF SURVEY: JULY, 2023

PARCEL MAP NO. 2023-114

IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA

rsSMITH KENT COOPER L.S. 9322 JULY, 2023

NOTARY ACKNOWLEDGMENT

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 _____ }
 COUNTY OF _____ } SS

ON _____, BEFORE ME, _____,
 NOTARY PUBLIC, PERSONALLY APPEARED _____

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND

SIGNATURE _____ MY PRINCIPAL PLACE OF BUSINESS
 NOTARY PUBLIC IN AND FOR SAID STATE IS IN _____ COUNTY.
 (PRINTED NAME) _____ MY COMMISSION EXPIRES _____
 COMMISSION NUMBER _____

NOTARY ACKNOWLEDGMENT

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 _____ }
 COUNTY OF _____ } SS

ON _____, BEFORE ME, _____,
 NOTARY PUBLIC, PERSONALLY APPEARED _____

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND

SIGNATURE _____ MY PRINCIPAL PLACE OF BUSINESS
 NOTARY PUBLIC IN AND FOR SAID STATE IS IN _____ COUNTY.
 (PRINTED NAME) _____ MY COMMISSION EXPIRES _____
 COMMISSION NUMBER _____

NOTARY ACKNOWLEDGMENT

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STATE OF _____ }
 COUNTY OF _____ } SS

ON _____, BEFORE ME, _____,
 NOTARY PUBLIC, PERSONALLY APPEARED _____

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND

SIGNATURE _____ MY PRINCIPAL PLACE OF BUSINESS
 NOTARY PUBLIC IN AND FOR SAID STATE IS IN _____ COUNTY.
 (PRINTED NAME) _____ MY COMMISSION EXPIRES _____
 COMMISSION NUMBER _____

IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA
raSMITH KENT COOPER L.S. 9322 JULY, 2023

THE COORDINATES SHOWN HEREON ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM (CCS83), ZONE VI, NAD 1983 (2017.50 EPOCH O.C.S. GPS ADJUSTMENT).

ALL DISTANCES SHOWN HEREON ARE GROUND, UNLESS OTHERWISE NOTED. TO OBTAIN GRID DISTANCES, MULTIPLY GROUND DISTANCES BY A MEAN COMBINATION FACTOR OF 0.99999924.

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING BETWEEN
O.C.S. HORIZONTAL CONTROL STATIONS GPS NO. 3593R1 AND GPS NO.
3580, BEING NORTH 00°27'54" EAST PER RECORDS ON FILE IN THE
OFFICE OF THE ORANGE COUNTY SURVEYOR.

THERE ARE NO CONFLICTS WITH EXISTING VISIBLE IMPROVEMENTS AND THE EXTERIOR BOUNDARY LINE (DISTINCTIVE BORDER) OF THIS MAP AS ESTABLISHED HEREON.


- INDICATES MONUMENT FOUND AS NOTED.
- ▲ INDICATES FOUND O.C.S. G.P.S. HORIZONTAL CONTROL STATION MONUMENT PER RECORDS ON FILE IN THE OFFICE OF THE ORANGE COUNTY SURVEYOR.
- INDICATES AN 8" SPIKE AND WASHER STAMPED "LS 9322" IN ASPHALT TO BE SET, FLUSH, WITHIN 24 MONTHS AFTER MAP RECORDECTION.

2" I.P. AND TAG, "LS 9322", OR SPIKE AND WASHER STAMPED "LS 9322", OR LEAD TACK AND TAG, "LS 9322", ALL FLUSH, TO BE SET AT ALL PARCEL CORNERS, UNLESS OTHERWISE NOTED, WITHIN 24 MONTHS AFTER MAP RECORDECTION.

- ### RECORD REFERENCES

- R1 INDICATES RECORD DATA PER RECORD OF SURVEY NO. 2012-1183, R.S.B. 265/48-50.
R2 INDICATES RECORD DATA PER INST. NO. 2024000312690, O.R., REC. 2-12-2024.
(DATA SHOWN HAS BEEN CONVERTED FROM METERS TO FEET.)
R3 INDICATES RECORD DATA PER INST. NO. 2006000386111, O.R., REC. 6-08-2006.
(DATA SHOWN HAS BEEN CONVERTED FROM METERS TO FEET.)
R4 INDICATES RECORD DATA PER PARCEL MAP NO. 84-327, P.M.B. 204/36-38.
R5 INDICATES PROPOSED RELINQUISHMENT MAP NO. R120052 PER INST. NO. 2016000154637,
O.R., REC. 4-11-2016.
R6 INDICATES RECORD DATA PER INST. NO. 2007000700850, O.R., REC. 11-27-2007.
(DATA SHOWN HAS BEEN CONVERTED FROM METERS TO FEET.)
R7 INDICATES RECORD DATA PER INST. NO. 20020592686, O.R., REC. 7-16-2002.

LINE DATA		
NO.	BEARING	DISTANCE
L1	N33°55'52"E	50.00' M&R2
L2	N56°04'20"W	23.02' M&R1,R5
L3	N00°28'00"E	71.69' M&R1
L4	N16°30'37"E	18.65' (18.66' R1,R5)
L5	N62°13'37"E	33.46' (33.47' R1,R5)
L6	N7°30'29"W	18.82' (18.83' R1,R5)
L7	N62°07'17"E	59.86' (59.88' R1 CAL.C.)
TIE DISTANCE BETWEEN POINTS "A" AND "B"		
ADJUSTMENT COEFFICIENT = 0.99967		
L8	N00°28'00"E	90.89'
L9	N33°59'52"E	62.92' (62.92' R2)
L10	N33°10'05"E	49.02'
L11	N89°51'58"E	26.10' M&R2
L12	N77°54'21"E	11.48' M&R2
L13	N69°04'59"W	8.93' M&R2
L14	N65°19'16"W	11.75' M&R2

ANGLE DATA	
	ANGLE
1	45°36'40" (45°36'40" CALC. PER R1)
2	134°17'00" M&R1
3	135°17'06" M&R1
4	44°49'14" (44°49'14" CALC. PER R1)

- ① SWLY LINE OF LOT 98 AND NELY LINE OF ALLEY, TRACT NO. 877, M.M. 26/40, PER R3. ESTABLISHED PARALLEL WITH THE CENTERLINE OF AUTO CENTER DRIVE PER R1.
- ② SEARCHED, FOUND NOTHING; ESTABLISHED AT RECORD DISTANCE OF 23.02' PER R1.
- ③ ESTABLISHED PARALLEL WITH THE CENTERLINE OF WESTERN AVENUE PER R1.
- ④ SEARCHED, FOUND NOTHING; ESTABLISHED AT RECORD DISTANCE OF 71.69' PER R1.
- ⑤ SEARCHED, FOUND NOTHING; ESTABLISHED AT RECORD DISTANCES AND RECORD DISTANCE TO THE CENTERLINE INTERSECTION OF AUTO CENTER DRIVE AND WESTERN AVENUE PER R1.
- ⑥ SEARCHED, FOUND NOTHING; ESTABLISHED BY GRANT BOUNDARY ADJUSTMENT BETWEEN POINTS "A" AND "B" PER R1. HELD RECORD ANGLE AT DESIGNATED POINT.
- ⑦ ESTABLISHED BY INTERSECTION.
- ⑧ ESTABLISHED BOUNDARY AT TOE OF CONCRETE SLOPE, AS LOCATED BY FIELD SURVEY.

NOTE:
SEE SHEETS 6 THROUGH 9 FOR EASEMENTS.

ALL OF TENTATIVE
 PARCEL MAP NO. 2023-114
 1 NUMBERED PARCEL
 AREA: 2.329 ACRES, GROSS
 2.301 ACRES, NET
 DATE OF SURVEY: JULY, 2023

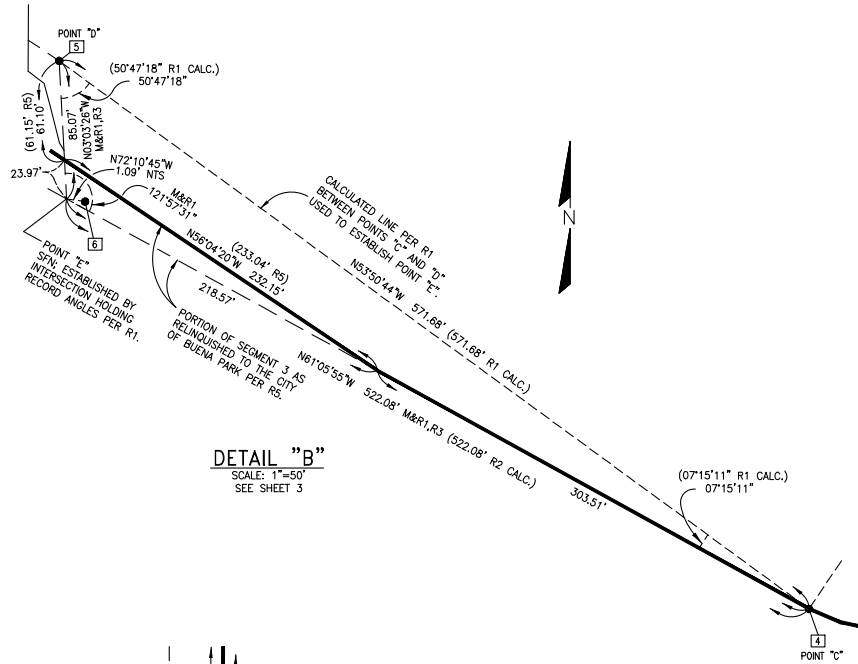
PARCEL MAP NO. 2023-114

IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA

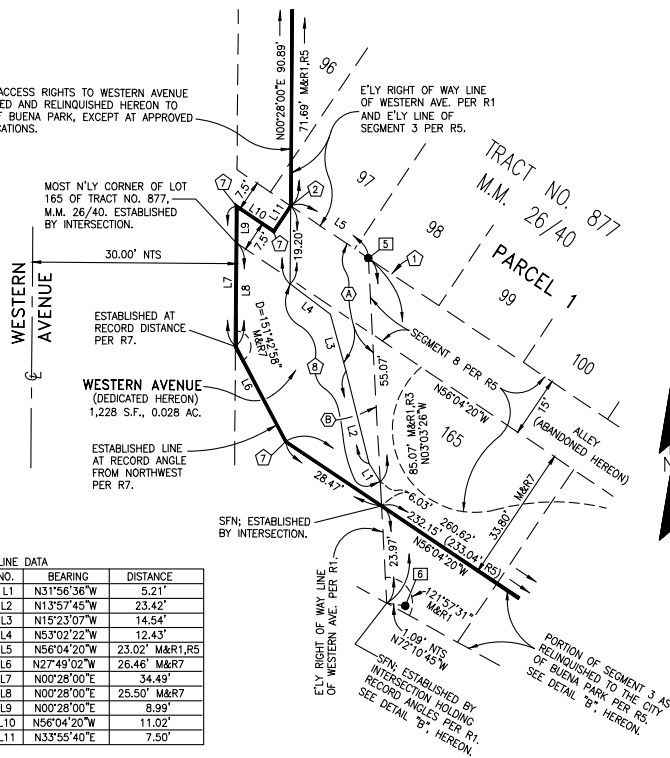
roSMITH

KENT COOPER L.S. 9322

JULY, 2023



VEHICULAR ACCESS RIGHTS TO WESTERN AVENUE
 ARE RELEASED AND RELINQUISHED HEREON TO
 THE CITY OF BUENA PARK, EXCEPT AT APPROVED
 ACCESS LOCATIONS.



LINE DATA		
NO.	BEARING	DISTANCE
L1	N31°58'36"W	5.21'
L2	N13°57'45"W	23.42'
L3	N15°23'07"W	14.54'
L4	N53°02'22"W	12.43'
L5	N56°04'20"W	23.02' M&R1,R5
L6	N27°49'02"W	26.46' M&R7
L7	N00°28'00"E	34.49'
L8	N00°28'00"E	25.50' M&R7
L9	N00°28'00"E	8.99'
L10	N56°04'20"W	11.02'
L11	N33°55'40"E	7.56'

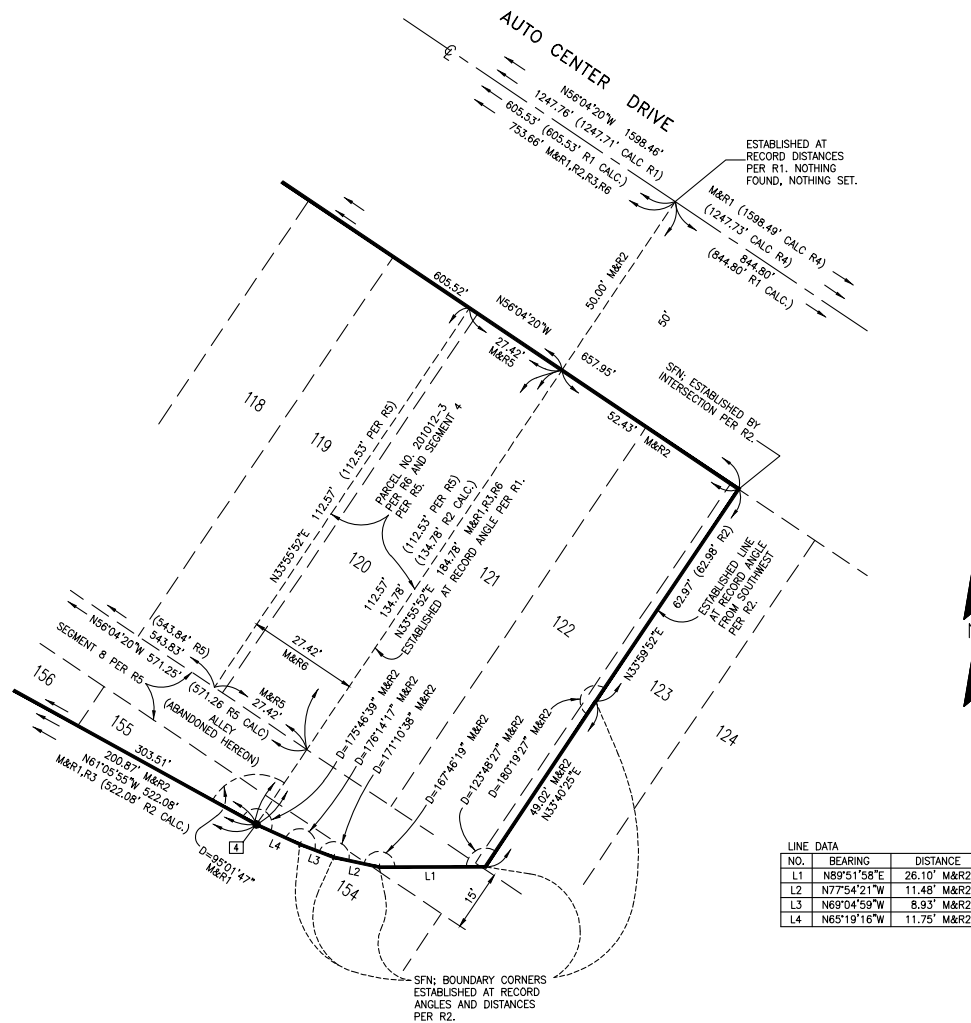
NOTE:
 (A) INDICATES PORTION OF SEGMENT 3 AS
 RELINQUISHED TO THE CITY OF BUENA
 PARK PER R5, ABANDONED HEREON.
 (B) INDICATES E'LY LINE OF SEGMENT 3 AS
 RELINQUISHED TO THE CITY OF BUENA
 PARK PER R5.

NOTE:

SEE SHEET 3 FOR DATUM STATEMENT, BASIS OF BEARINGS,
 MONUMENT NOTES, RECORD REFERENCES AND BOUNDARY
 ESTABLISHMENT NOTES.

IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA

raSMITH KENT COOPER L.S. 9322 JULY, 2023



DETAIL "D"

SCALE: 1"=20'

SEE SHEET 3

SEE SHEET 3 FOR DATUM STATEMENT, BASIS OF BEARINGS,
MONUMENT NOTES, RECORD REFERENCES AND BOUNDARY
ESTABLISHMENT NOTES.

ALL OF TENTATIVE
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1 NUMBERED PARCEL
AREA: 2.329 ACRES, GROSS
2.301 ACRES, NET
DATE OF SURVEY: JULY, 2023

PARCEL MAP NO. 2023-114

IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA

roSMITH

KENT COOPER L.S. 9322

JULY, 2023

EASEMENTS

NOTE

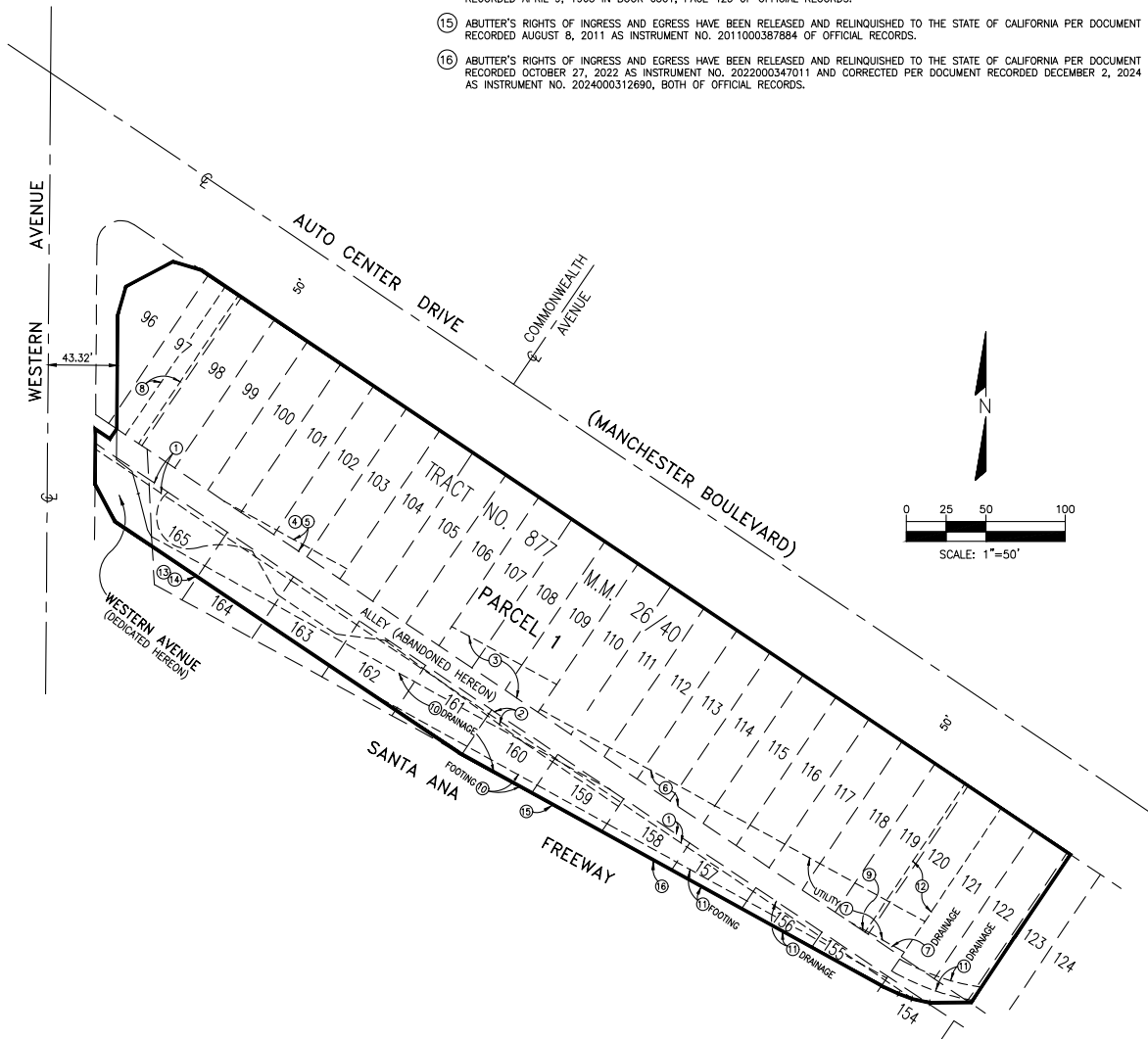
SEE SHEETS 7 THROUGH 9 FOR EASEMENT DETAILS.

EASEMENT NOTES

- ① EASEMENT FOR UTILITY PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED FEBRUARY 17, 1961 IN BOOK 5632, PAGE 988 OF OFFICIAL RECORDS.
- ② EASEMENT FOR UTILITY PURPOSES RESERVED TO SOUTHERN CALIFORNIA EDISON COMPANY PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387884 OF OFFICIAL RECORDS.
- ③ EASEMENT FOR UTILITY PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED MARCH 19, 2003 AS INSTRUMENT NO. 2003000293557 OF OFFICIAL RECORDS.
- ④ EASEMENT FOR UTILITY PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED FEBRUARY 10, 2006 AS INSTRUMENT NO. 200600098573 OF OFFICIAL RECORDS.
- ⑤ EASEMENT FOR UTILITY PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED FEBRUARY 14, 2006 AS INSTRUMENT NO. 2006000102494 AND RE-RECORDED MARCH 21, 2006 AS INSTRUMENT NO. 2006000183753, BOTH OF OFFICIAL RECORDS.
- ⑥ EASEMENT FOR UTILITY PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED JUNE 8, 2006 AS INSTRUMENT NO. 2006000386111 OF OFFICIAL RECORDS.
- ⑦ EASEMENTS FOR DRAINAGE AND UTILITY PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED NOVEMBER 27, 2007 AS INSTRUMENT NO. 2007000700850 OF OFFICIAL RECORDS.
- ⑧ EASEMENT FOR DRAINAGE PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED MAY 17, 2011 AS INSTRUMENT NO. 2011000245827 OF OFFICIAL RECORDS.
- ⑨ EASEMENT FOR DRAINAGE PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387883 OF OFFICIAL RECORDS.
- ⑩ EASEMENT FOR DRAINAGE PURPOSES AND EASEMENT FOR FOOTING PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387884 OF OFFICIAL RECORDS.
- ⑪ EASEMENTS FOR DRAINAGE PURPOSES AND AN EASEMENT FOR FOOTING PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED OCTOBER 27, 2022 AS INSTRUMENT NO. 2022000347011 AND CORRECTED PER DOCUMENT RECORDED DECEMBER 2, 2024 AS INSTRUMENT NO. 2024000312690, BOTH OF OFFICIAL RECORDS.
- ⑫ INGRESS AND EGRESS EASEMENT IN FAVOR OF THE STATE OF CALIFORNIA PER DOCUMENT RECORDED APRIL 11, 2016 AS INSTRUMENT NO. 2016000154637 OF OFFICIAL RECORDS.

SURVEYOR'S NOTES

- ⑬ ABUTTER'S RIGHTS OF INGRESS AND EGRESS HAVE BEEN RELEASED AND RELINQUISHED TO THE STATE OF CALIFORNIA PER DOCUMENT RECORDED FEBRUARY 17, 1961 IN BOOK 5632, PAGE 988 OF OFFICIAL RECORDS.
- ⑭ ABUTTER'S RIGHTS OF INGRESS AND EGRESS HAVE BEEN RELEASED AND RELINQUISHED TO THE STATE OF CALIFORNIA PER DOCUMENT RECORDED APRIL 9, 1963 IN BOOK 6501, PAGE 423 OF OFFICIAL RECORDS.
- ⑮ ABUTTER'S RIGHTS OF INGRESS AND EGRESS HAVE BEEN RELEASED AND RELINQUISHED TO THE STATE OF CALIFORNIA PER DOCUMENT RECORDED AUGUST 8, 2011 AS INSTRUMENT NO. 2011000387884 OF OFFICIAL RECORDS.
- ⑯ ABUTTER'S RIGHTS OF INGRESS AND EGRESS HAVE BEEN RELEASED AND RELINQUISHED TO THE STATE OF CALIFORNIA PER DOCUMENT RECORDED OCTOBER 27, 2022 AS INSTRUMENT NO. 2022000347011 AND CORRECTED PER DOCUMENT RECORDED DECEMBER 2, 2024 AS INSTRUMENT NO. 2024000312690, BOTH OF OFFICIAL RECORDS.



ALL OF TENTATIVE
 PARCEL MAP NO. 2023-114
 1 NUMBERED PARCEL
 AREA: 2.329 ACRES, GROSS
 2.301 ACRES, NET
 DATE OF SURVEY: JULY, 2023

PARCEL MAP NO. 2023-114

IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA

raSMITH

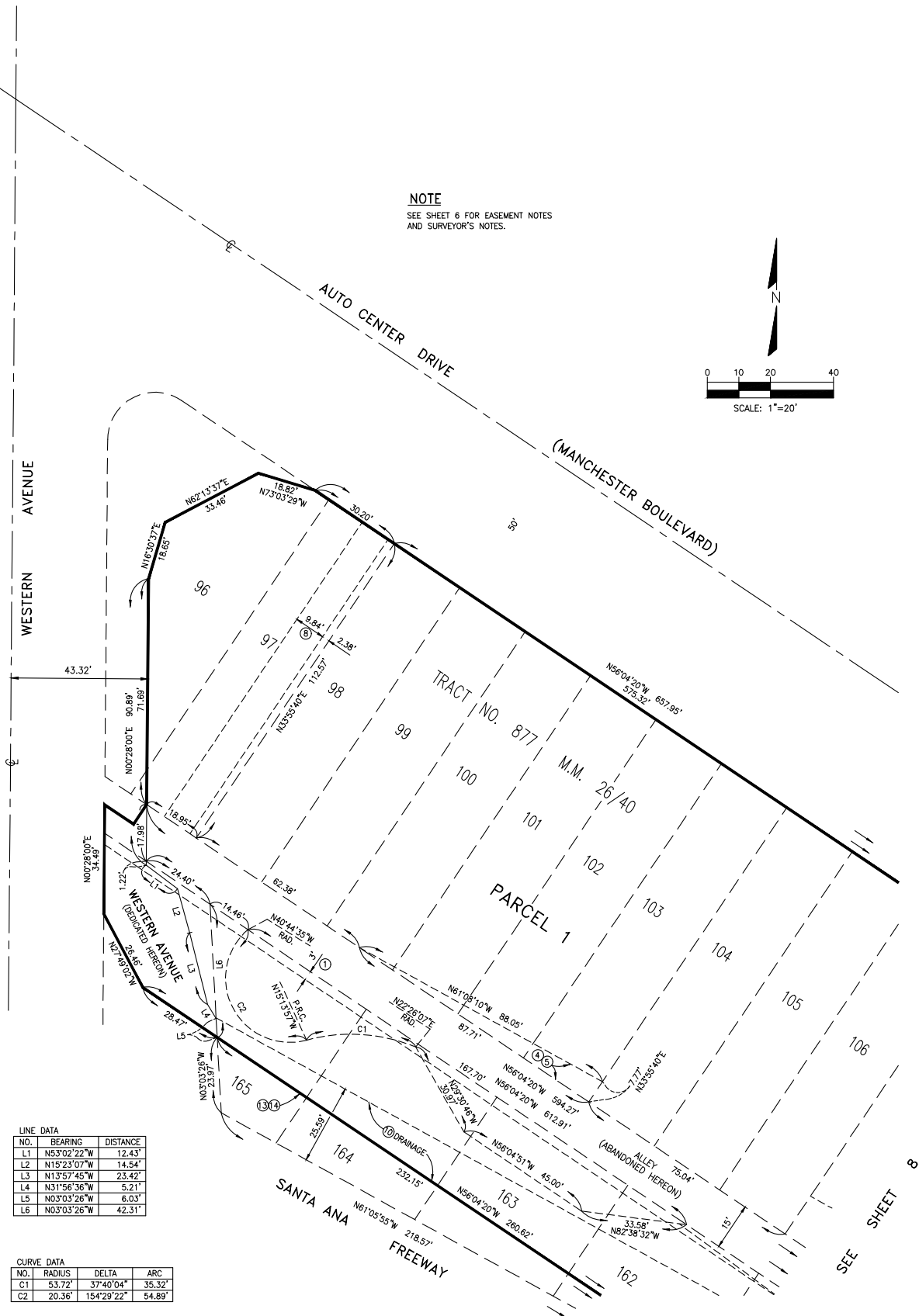
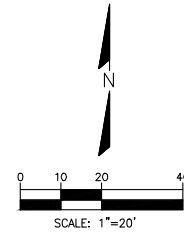
KENT COOPER L.S. 9322

JULY, 2023

EASEMENT DETAILS

NOTE

SEE SHEET 6 FOR EASEMENT NOTES
 AND SURVEYOR'S NOTES.



ALL OF TENTATIVE
 PARCEL MAP NO. 2023-114
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PARCEL MAP NO. 2023-114

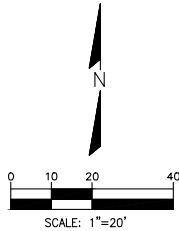
IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA

raSMITH

KENT COOPER L.S. 9322

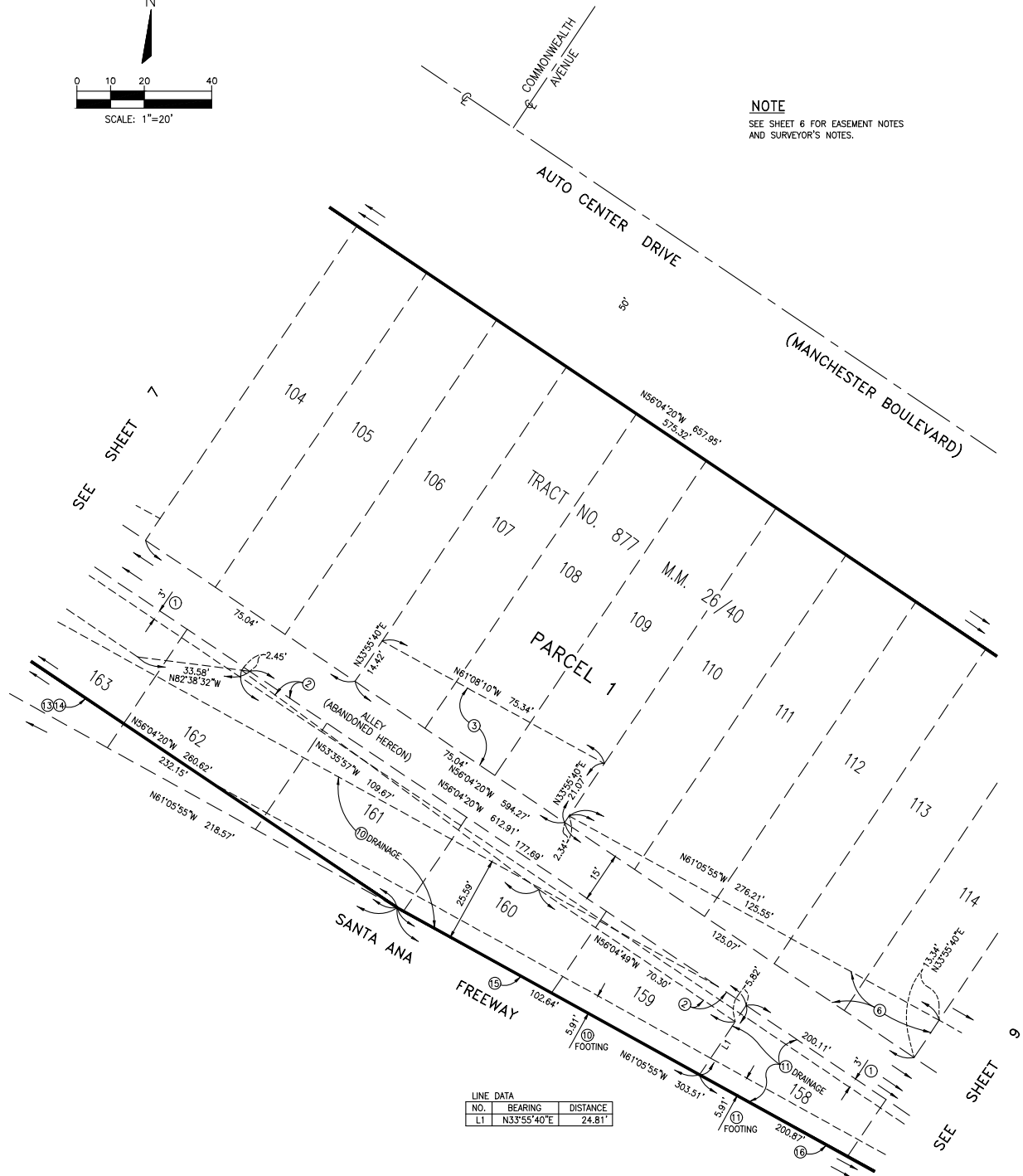
JULY, 2023

EASEMENT DETAILS



NOTE

SEE SHEET 6 FOR EASEMENT NOTES
 AND SURVEYOR'S NOTES.



ALL OF TENTATIVE
 PARCEL MAP NO. 2023-114
 1 NUMBERED PARCEL
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PARCEL MAP NO. 2023-114

IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA

raSMITH

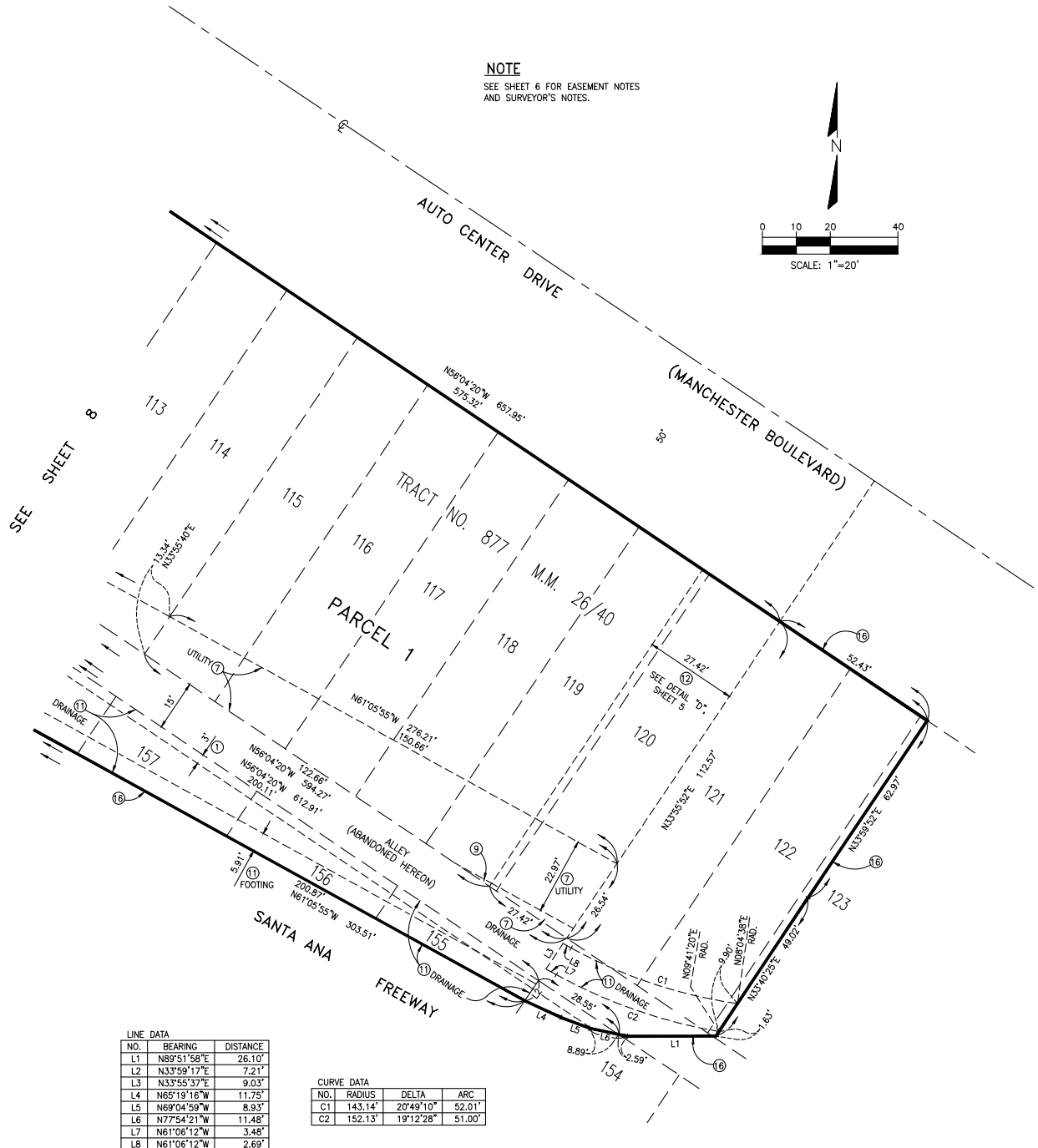
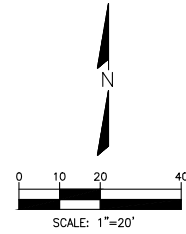
KENT COOPER L.S. 9322

JULY, 2023

EASEMENT DETAILS

NOTE

SEE SHEET 6 FOR EASEMENT NOTES
 AND SURVEYOR'S NOTES.



**RESOLUTION NO. 6276
TENTATIVE PARCEL MAP NO. PM-23-1**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BUENA PARK APPROVING A REQUEST TO ALLOW THE CONSOLIDATION OF SIXTEEN (16) PARCELS INTO ONE (1) PARCEL CONTAINING A TOTAL AREA OF APPROXIMATELY 2.3 ACRES LOCATED AT APNS: 277-021-02, 03, 04, 05, 06, 07, 08, 10, 13, 15, 16, 17, 18, 19, 20, AND 21 WITHIN THE ACSP (AUTO CENTER SPECIFIC PLAN), AND MAKING FINDINGS IN SUPPORT THEREOF

A. Recitals.

(i) The City of Buena Park, owner 6650 Beach Boulevard, Buena Park, CA 90622, has filed an application for the issuance of Tentative Parcel Map No. PM-23-1 to consolidate sixteen (16) vacant parcels into one (1) parcel containing a total area of approximately 2.3-acres located at APNs: 277-021-02, 03, 04, 05, 06, 07, 08, 10, 13, 15, 16, 17, 18, 19, 20, and 21 in Buena Park, California, in the County of Orange. Hereinafter in this Resolution, the subject Tentative Parcel Map request is referred to as the “application.”

(ii) On April 26, 2023, this Commission conducted a duly noticed public hearing on the application and concluded said hearing prior to the adoption of this Resolution.

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

B. Resolution.

NOW, THEREFORE, it is found, determined and resolved by the Planning Commission of the City of Buena Park as follows:

1. The Commission hereby specifically finds that all the facts set forth in the Recitals, Part A, of this Resolution are true and correct.

2. Based upon substantial evidence presented to this Commission during the above-referenced hearing, including written staff reports, verbal testimony, and development plans stamped “RECEIVED APR 11 2023 PLANNING DIV.,” this Commission hereby specifically finds, determines, and resolves as follows:

- a. The subdivision map design is consistent with the City’s General Plan as described above, Zoning Ordinance, and Subdivision Ordinance and the State Subdivision Map Act. The newly created lot conforms to site requirements for the (ACSP) Auto Center Specific Plan.
- b. The site is physically suitable for the type of development. The site is relatively flat and will remain vacant until a development is approved in the future.
- c. Neither the design of the subdivision nor the proposed improvements will cause environmental damage or affect fish, wildlife or their habitat.

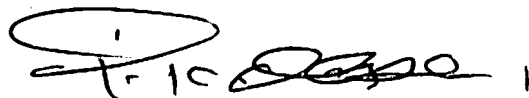
- d. The project design will be consistent with the existing and intended area character and design. No new construction or demolition is proposed. The newly created lot size is consistent with the existing lot sizes in the area.
- e. The design of the subdivision and proposed improvements will not conflict with easements, acquired by the public at large, for access through or use of, properties within the proposed subdivision. There currently are several utility easements along with Caltrans easements through the site which are in the process of being quit-claimed. Access will occur from public rights-of-way.

3. The Planning Commission hereby finds and determines that the project identified above in this Resolution, Tentative Parcel Map No. PM-23-1, is categorically exempt from the requirements of the California Environmental Quality Act of 1970, as amended, and the Guidelines promulgated thereunder pursuant to Section 15315 Minor Land Divisions of Title 14 of the California Code of Regulations. To this end, the project is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulations.

4. Based upon the findings and conclusions set forth in paragraphs 1, 2, and 3, above, this Commission hereby approves the Tentative Parcel Map No. PM-23-1 application subject to the plans stamped "RECEIVED APR 11 2023 PLANNING DIV." .


PASSED AND ADOPTED this 26th day of April 2023 by the following called vote:

AYES:	4	COMMISSIONERS:	Sheibe, Diep, Lee, and Desai
NOES:	0	COMMISSIONER:	
ABSENT:	3	COMMISSIONERS:	Eades, Fontanez, Schoales
ABSTAINED:	0	COMMISSIONER:	

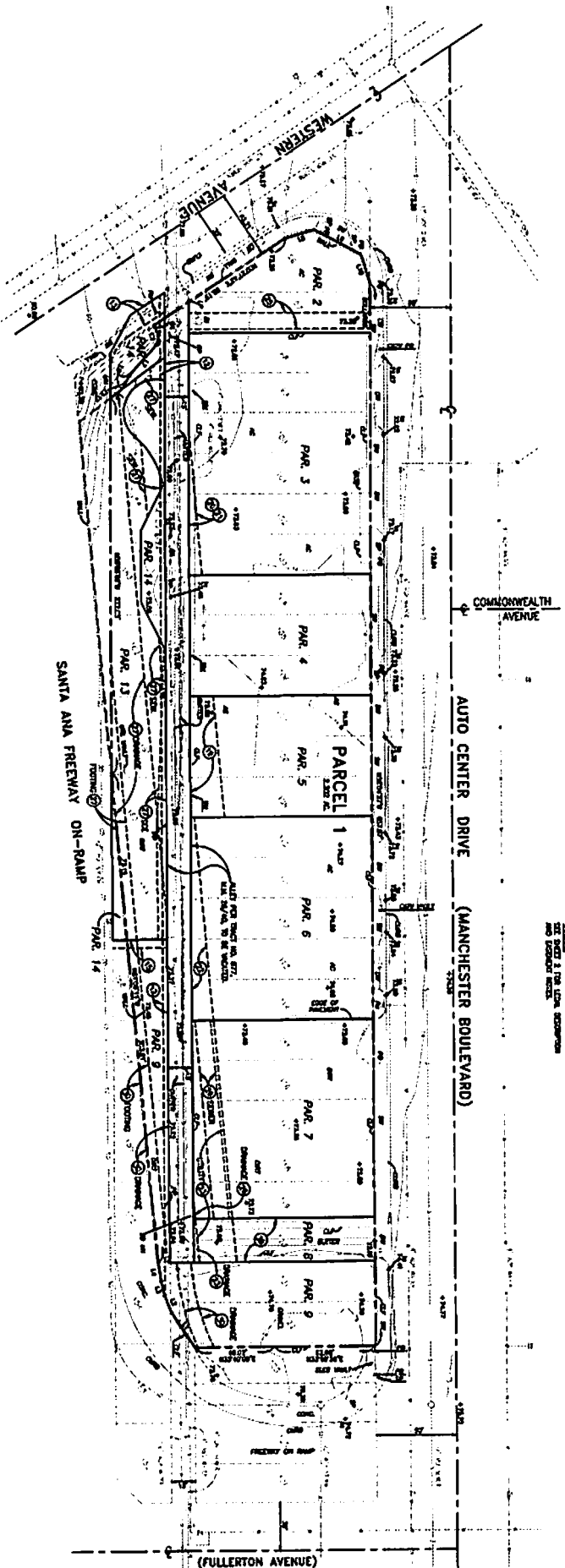
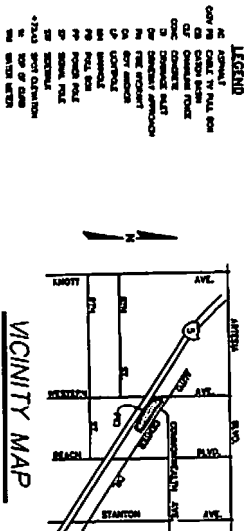
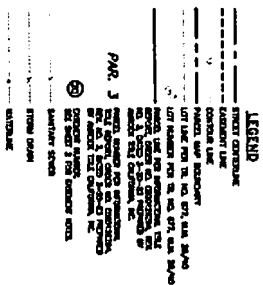
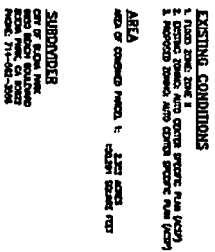


Pradip Desai
Chair

ATTEST:


Swati Meshram, Ph.D., AICP, LEED AP
Planning Manager

PM23-1



Date	Description
10-1-78	
10-2-78	
10-3-78	
10-4-78	
10-5-78	
10-6-78	
10-7-78	
10-8-78	
10-9-78	
10-10-78	
10-11-78	
10-12-78	

raSmith
QUALITY SERVICE CONNECTIONS

4011 Riverside Drive
Brea, CA 92618-4237
(949) 872-2378
russell@brea.com

**TENTATIVE PARCEL MAP
NO. 2023-114
6265 AUTO CENTER DRIVE
BUENA PARK, CA**

DATE: 4/7/2015
SHEET 30
435 NW 32ND ST
PROJECT: WASHCOA
REID IMPROVEMENT
DESIGNED BY: TW
CHECKED BY: BAW
SHEET 1 OF 2

L. APPROVAL OF PARCEL MAP NO. 2021-193 FOR 6644 GRAMERCY STREET

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	CONSENT CALENDAR Item: 4L.
Prepared By	Department Head Approval
Hector Guzman, Assistant Engineer	Mina Mikhael, Director of Public Works/City Engineer
Presented By	
Hector Guzman, Assistant Engineer	

RECOMMENDED ACTION

1) Approve Parcel Map No. 2021-193 for 6644 Gramercy Street; and 2) Authorize the City Engineer and City Clerk to execute the parcel map.

PREVIOUS CITY COUNCIL ACTION

On March 9, 2022, the Planning Commission adopted Resolution No. 6235 approving Tentative Parcel Map No. PM-21-1.

DISCUSSION

Parcel Map No. 2021-193 proposes to subdivide one (1) existing parcel into two (2) separate parcels. The existing parcel contains two residential units, and the proposed subdivision will facilitate individual ownership of each home. No new construction, changes in use, or site alterations are proposed as part of this request. The parcels will be zoned as RS-6 (One-Family Dwelling) and designated as Low-Density Residential in the General Plan. The newly-created parcels comply with the minimum site requirements of the RS-6 (One-Family Residential) zone and the Subdivision Map Act.

The parcel map has been completed to the satisfaction of the City Engineer and is now ready to be fully executed and recorded. All the requirements set by the City and the County have been met. In accordance with City ordinance, City Council approval is required before the map can be recorded.

BUDGET IMPACT

There is no budget impact with the approval of this parcel map.

Attachments

[Att. 1 of 2 - Parcel Map No. 2021-193.pdf](#)

[Att. 2 of 2 - Reso No. 6235.pdf](#)

SHEET 1 OF 2
NUMBER OF PARCELS: 2 NUMBERED
AREA: 14,766.00 SQ.FT.GROSS
AREA: 14,766.00 SQ.FT.NET

DATE OF SURVEY: FEBRUARY 2022
BEING ALL OF TENTATIVE
PARCEL MAP NO. 2021-193

PARCEL MAP 2021-193

IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA

BEING A SUBDIVISION OF LOT 26 OF TRACT 535 OF WILLIAMS HOME ACRES, IN THE CITY OF BUENA PARK,
COUNTY OF ORANGE, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 24, PAGE 8 OF MISCELLANEOUS
MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID ORANGE COUNTY

3D ALTITUDE, LLC. DATE OF SURVEY: FEBRUARY 2022 BRANDON ALLEN L.S. 9093

ACCEPTED AND FILED AT THE
REQUEST OF
NATIONAL TITLE COMPANY

DATE: _____
TIME: _____ FEE: _____
INSTRUMENT NO. _____
BOOK: _____ PAGE: _____
HUGH NGUYEN
COUNTY CLERK - RECORDER
BY: _____ DEPUTY

OWNERSHIP CERTIFICATE:

WE, THE UNDERSIGNED, BEING ALL PARTIES HAVING ANY RECORD TITLE
INTEREST IN THE LAND COVERED BY THIS MAP, DO HEREBY CONSENT TO THE
PREPARATION AND RECORDATION OF SAID MAP, AS SHOWN WITHIN THE
DISTINCTIVE BORDER LINE.

SUNIL SHAH AND SONIA SHAH, HUSBAND AND WIFE AS JOINT TENANTS

NAME: SUNIL SHAH

NAME: SONIA SHAH

BENEFICIARY:

MORTGAGE ELECTRONIC REGISTRATION SYSTEM, INC.,
BENEFICIARY UNDER DEED OF TRUST RECORDED JULY 16,
2021 AS INSTRUMENT 2021000459248 OF OFFICIAL RECORDS.

NAME: KALEE SHAH

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE
VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT
TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS,
ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS

ON _____ BEFORE ME, _____, NOTARY PUBLIC,

PERSONALLY APPEARED _____
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE
PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT
AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN
HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR
SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON
BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF
CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE _____ MY PRINCIPAL PLACE OF BUSINESS
NOTARY PUBLIC IN AND FOR SAID STATE IS IN _____ COUNTY.

(NAME PRINTED)

MY COMMISSION EXPIRES _____

MY COMMISSION NO. _____

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE
VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT
TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS,
ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS

ON _____ BEFORE ME, _____, NOTARY PUBLIC,

PERSONALLY APPEARED _____
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE
PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT
AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN
HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR
SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON
BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF
CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE _____ MY PRINCIPAL PLACE OF BUSINESS
NOTARY PUBLIC IN AND FOR SAID STATE IS IN _____ COUNTY.

(NAME PRINTED)

MY COMMISSION EXPIRES _____

MY COMMISSION NO. _____

SURVEYOR'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON
A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE
SUBDIVISION MAP ACT AND LOCAL ORDINANCES AT THE REQUEST OF SUNIL &
SONIA SHAH IN FEBRUARY 2022. I HEREBY STATE THAT ALL MONUMENTS ARE
OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED, OR THAT THEY
WILL BE SET IN SUCH POSITIONS WITHIN 24 MONTHS OF MAP RECORDATION;
AND THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE
RETRACTED. I HERBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY
CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE
MAP, IF ANY.

BRANDON SCOTT ALLEN L.S. NO. 9093

CITY ENGINEER'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND IT TO BE
SUBSTANTIALLY IN CONFORMANCE WITH THE TENTATIVE MAP, IF REQUIRED, AS
FILED WITH, AMENDED AND APPROVED BY THE CITY PLANNING COMMISSION;
THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND CITY SUBDIVISION
REGULATIONS HAVE BEEN COMPLIED WITH.

DATED THIS _____ DAY OF _____, 2024

MINA MIKHAEL, R.C.E. 84166
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER,
CITY OF BUENA PARK

COUNTY SURVEYOR'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND THAT ALL
MAPPING PROVISIONS OF THE SUBDIVISION MAP ACT AND I AM SATISFIED SAID
MAP IS TECHNICALLY CORRECT IN ALL RESPECTS NOT STATED TO BY THE
COUNTY SURVEYOR.

DATED THIS _____ DAY OF _____, 2024

CITY SURVEYOR, CITY OF BUENA PARK

COUNTY SURVEYOR'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND THAT ALL
MAPPING PROVISIONS OF THE SUBDIVISION MAP ACT HAVE BEEN COMPLIED
WITH AND I AM SATISFIED SAID MAP IS TECHNICALLY CORRECT RELATIVE TO
THE PARCEL MAP BOUNDARY.

DATED THIS _____ DAY OF _____, 2024

LILY M. N. SANDBERG, CHIEF DEPUTY COUNTY SURVEYOR
P.L.S. 8402

CITY CLERK'S CERTIFICATE:

STATE OF CALIFORNIA)
CITY OF BUENA PARK) SS
COUNTY OF ORANGE)

I HEREBY CERTIFY THAT THIS MAP WAS PRESENTED FOR APPROVAL TO THE
CITY COUNCIL OF THE CITY OF BUENA PARK AT A REGULAR MEETING THEREOF
HELD ON THE _____ DAY OF _____, 2024 AND THAT THEREUPON SAID
COUNCIL DID, BY AN ORDER DULY PASSED AND ENTERED, APPROVE SAID MAP.

AND DID ALSO APPROVE SUBJECT MAP PURSUANT TO THE PROVISIONS OF
SECTION 66436 (a)(3)(A) OF THE SUBDIVISION MAP ACT.

DATED THIS _____ DAY OF _____, 2024

ADRIA M. JIMINEZ, MMC
CITY CLERK, CITY OF BUENA PARK

COUNTY TREASURER-TAX COLLECTOR'S CERTIFICATE:

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS

I HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF MY OFFICE, THERE
ARE NO LIENS AGAINST THE LAND COVERED BY THIS MAP OR ANY PART
THEREOF FOR UNPAID STATE, COUNTY, MUNICIPAL OR LOCAL TAXES OR
SPECIAL ASSESSMENTS COLLECTED AS TAXES NOT YET PAYABLE.

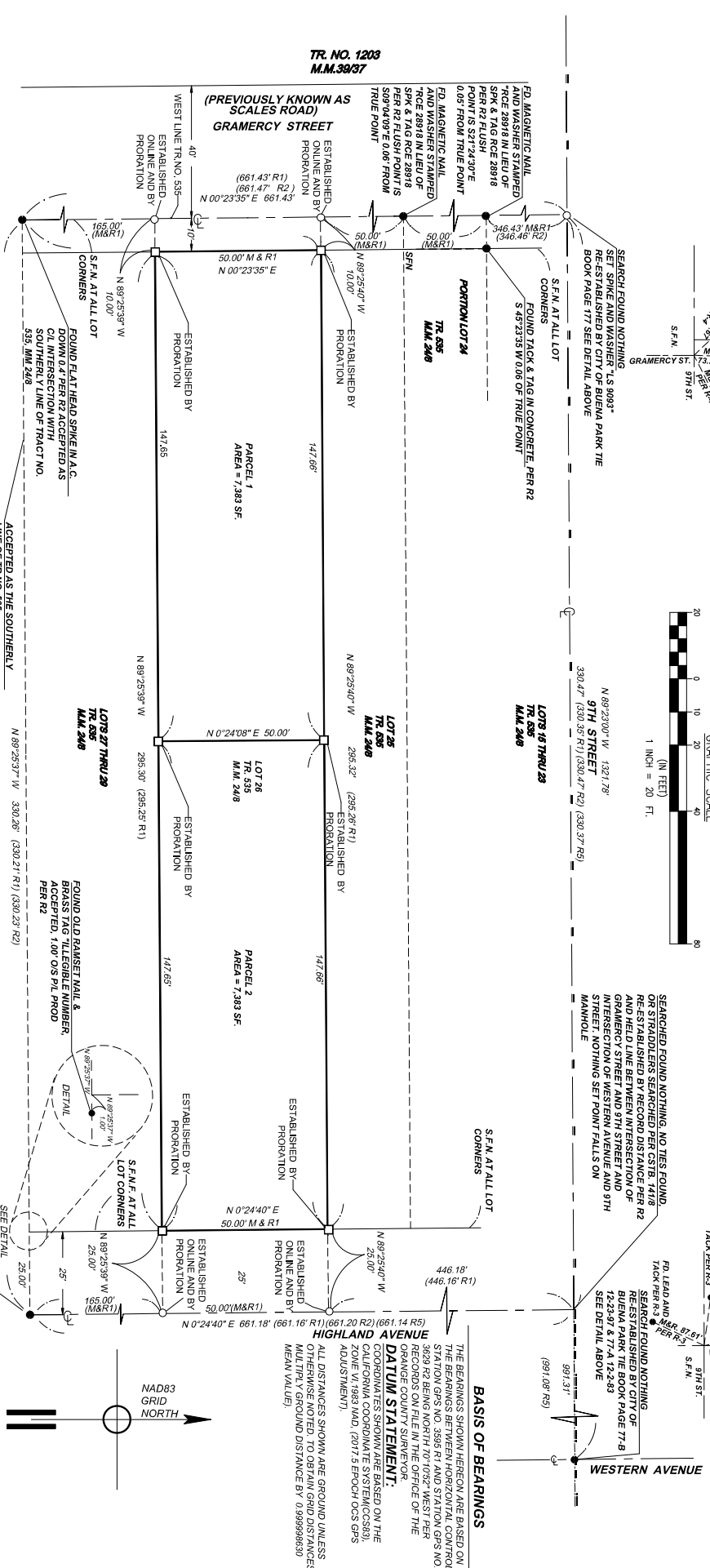
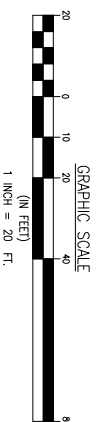
AND DO CERTIFY TO THE RECORDER OF ORANGE COUNTY THAT THE
PROVISIONS OF THE SUBDIVISION MAP ACT HAVE BEEN COMPLIED WITH
REGARDING DEPOSITS TO SECURE THE PAYMENT OF TAXES OR SPECIAL
ASSESSMENTS COLLECTED AS TAXES ON THE LAND COVERED BY THIS MAP.

DATED THIS _____ DAY OF _____, 2024

SHARI L. FREIDENRICH BY: _____
COUNTY TREASURER-TAX COLLECTOR TREASURER-TAX COLLECTOR

IN THE CITY OF BUENA PARK, COUNTY OF ORANGE, STATE OF CALIFORNIA

3D ALTITUDE, LLC. DATE OF SURVEY: FEBRUARY 2022 BRANDON ALLEN L.S. 9093



● INDICATES FOUND MONUMENT AS

- | | | |
|--|------|---|
| NOTED | R3 - | RECORD OF SURVEY NO. 2009-11113 |
| ○ INDICATES SET SPIKE AND WASHER L.S. 9093 | R3 - | R.S.B. 234/13
CITY OF BUENA PARK THE BOOK PAGE 77-B-12-23-97 |
| INDICATES SET 2" IRON PIPE | R4 - | CITY OF BUENA PARK THE BOOK PAGE 177-08-16-73
& PER 174-12-02-83 |
| □ TAGGED L.S. 9093 | R5 - | CITY OF BUENA PARK THE BOOK PAGE 177-08-16-73
PARCEL MAP NO. 79-342 PWB. 149/7-8 |
| () RECORD DATA AS NOTED PER MAP REFERENCE | - | INDICATES FOUND O.C.S.G.P.S. HORIZONTAL CONTROL STATION MONUMENT PER RECORDS ON FILE IN THE OFFICE OF THE ORANGE COUNTY F.N.N. SEARCH FOUND NOTHING |

TRACT MAP NO. 535 M.M. 24/8
RECORD OF SURVEY NO. 2008-1113

- R.S.B. 234113
CITY OF BUENA PARK THE BOOK PAGE 17-B 12-23-97
& PER 77A 12-02-83
CITY OF BUENA PARK THE BOOK PAGE 177 08-16-73
PARCEL MAP NO. 79-342 PMB. 1497-8
INDICATES FOUND O.C.S.G.P.S. HORIZONTAL
CONTROL STATION QUANTIFY PER RECORDS ON
FILE IN THE OFFICE OF THE ORANGE COUNTY
SUPERVISOR

THERE ARE NO CONFLICTS WITH EXISTING VISIBLE IMPROVEMENTS AND THE EXTERIOR BOUNDARY LINE (DISTINCTIVE BORDER) OF THIS MAP AS ESTABLISHED HEREON.

S.F.N. SEARCH FOUND NOTHING

FILE IN THE

RANGE COUNTY

79' GRID
78' GROUND

RESOLUTION NO. 6235
TENTATIVE PARCEL MAP NO. PM-21-1
VARIANCE NO. V-21-1

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BUENA PARK APPROVING A TENTATIVE PARCEL MAP TO SUBDIVIDE ONE 14,766 SQUARE-FOOT PARCEL INTO TWO 7,380 SQUARE-FOOT PARCELS WITH THREE EXISTING DWELLING UNITS LOCATED AT 6642 AND 6644 GRAMERCY STREET AND 6641 HIGHLAND AVENUE WITHIN THE RS-6 (ONE-FAMILY RESIDENTIAL) ZONE, AND MAKING FINDINGS IN SUPPORT THEREOF

A. Recitals.

(i) Sonia and Sunil Shah, property owners and applicants, 915 W Las Palmas Drive, Fullerton CA, 92835, has filed an application for issuance of Tentative Parcel Map No. PM-21-1 and Variance No. V-21-1 to subdivide one (1) parcel into two (2) separate parcels located at 6642 and 6644 Gramercy Street, and 6641 Highland Avenue, Buena Park, California, in the County of Orange (APN 276-261-09). No new construction is proposed. Hereinafter in this Resolution, the subject Tentative Parcel Map and Variance request is referred to as the "application."

(ii) On March 9, 2022, the Commission conducted a hearing on the application and concluded said hearing prior to the adoption of this Resolution.

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

B. Resolution.

NOW, THEREFORE, it is found, determined and resolved by the Planning Commission of the City of Buena Park as follows:

1. The Commission hereby specifically finds that all the facts set forth in the Recitals, Part A, of this Resolution are true and correct.

2. Based upon substantial evidence presented to this Commission during the above-referenced hearing, including written staff reports, verbal testimony, and development plans stamped "RECEIVED FEB 7 2022 PLANNING DIV.", this Commission hereby specifically finds as follows:

a) **Finding:** There are special circumstances applicable to the subject property such as size, shape, topography, location, or surroundings which result in the strict application of the requirements of this Title depriving the property of privileges enjoyed by other properties in the same zone and vicinity (see California Government Code Section 65906);

Fact: Strict application of the minimum lot width requirement is not possible because the adjoining properties to north and south of the subject property are themselves

fifty feet wide and are developed with single-family homes; therefore, expansion of the lot width for the subject property is not possible.

b) **Finding:** The variance will not grant special privileges to the subject property not enjoyed by other properties in the same zone and vicinity (see California Government Code Section 65906);

Fact: There are several existing legal lots along Gramercy Street and Highland Avenue, which have fifty feet or less lot width and are developed with single-family homes. If approved, the subject site will enjoy the same privileges enjoyed by other properties in the vicinity.

c) **Finding:** The variance will not produce results detrimental to the public health, safety, or welfare and will not be injurious to other property in the vicinity;

Fact: The homes on the property are existing, and an existing storage shed will be demolished after obtaining a demolition permit in compliance with applicable laws. No new construction is proposed. Granting the Variance for a reduced lot width will not produce results detrimental to the public health, safety, or welfare or injurious to other property in the vicinity.

d) **Finding:** The variance will not be contrary to the objectives of the general plan, any applicable specific plan, or the intent of this Title.

Fact: The Variance for reduced lot width is not contrary to the objectives of the general plan because the per the General Plan, Low Density Residential land use designation provides for single-family detached homes on individual lots. The typical lot size for this category is 6,000 square feet, and development within the Low Density Residential designation should maintain and enhance the existing neighborhood character and be configured as a single unit on a parcel. If approved, the proposed subdivision and the Variance will bring the existing lot, which consists of three legal non-conforming units on the same lot, closer to conformance with the intent of this land use designation, while maintaining the existing neighborhood character.

e) **Finding:** The subdivision is consistent with the intent of the General Plan, Zoning Ordinance, Subdivision Ordinance, and the State Subdivision Map Act.

Fact: With the approval of a Variance, the subdivided lots will be compliant with all the mentioned regulations. There is no change in zoning or land use designation proposed with this application. The project configuration and scope will be consistent with the intent of the General Plan Low Density Residential designation and City zoning standards, including existing legal non-conforming conditions, as permissible by the Zoning Code

f) **Finding:** The site is physically suitable for this type of development.

Fact: The site is physically suitable for the existing two single-family homes, including the possibility of a single-family home with an attached second unit on the same lot, as well as associated improvements.

g) **Finding:** The design of the subdivision or the proposed improvements will not cause environmental damage or affect fish, wildlife or their habitat.

Fact: A subdivision of a residential lot into two residential lots with no new construction will not cause environmental damage or affect fish, wildlife or their habitat.

h) **Finding:** The project design will be consistent with the existing and intended area character and design

Fact: There will be no alteration to the site design or improvements that will detract from the area character. The existing units on the property are consistent with the single-family character of the neighborhood.

i) **Finding:** There will be no conflict with easements, acquired by the public at large, for access through or use of, properties within the subdivision.

Fact: There is no public access easement through the site. Access to the new lots will occur from public rights-of-way, which already exist namely Gramercy Street and Highland Avenue.

3. The Planning Commission hereby finds and determines that the project identified above in this Resolution, and approved concurrently with Variance No. V-21-1, is covered by Section 15061.b.3 Common Sense exemption from the California Environmental Quality Act (CEQA) because the project consists of the subdivision of one residentially zoned lot into two lots. These lots will have the same characteristics of lot width and depth as those lots within the neighborhood in which the subject property is located. Therefore, it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, and therefore, not subject to CEQA.

4. Based upon the findings and conclusions set forth in paragraphs 1,2, and 3, above, this Commission hereby approves the application subject to the plans stamped "RECEIVED FEB 7 2022 PLANNING DIV." as modified herein and following reasonable conditions set forth in paragraph 5 of this Resolution.

5. The following conditions are deemed necessary to protect the public health, safety, and general welfare and are reasonable and proper in accordance with the purpose and intent of the Buena Park City Code:

BUILDING DIVISION

1. The project shall comply with the California Building Codes as adopted and amended by the City of Buena Park Municipal Code, Title 15.
2. After the public hearing appeal period ends, applicant shall submit three (3) sets of construction plans to the Building Division for plan check in order to obtain required building permits.

PUBLIC WORKS

3. In accordance with the State Subdivision Map Act and Title 18 of the Buena Park City Code (BPCC), tentative and final parcel maps are required. All improvements required to be completed by the subdivider shall be in accordance with the design standards and specifications adopted by the City of Buena Park. Copies of the title report and traverse calculations shall be submitted to the City Engineer at the time of or before first submittal of the final map. The final parcel map shall conform to the County Ordinance No. 3808 for boundary in a digital format.
4. New public improvements to include the following:
 - a. Construct 4' wide concrete sidewalk with 2.5' wide curb adjacent parkway landscaping along the Gramercy Street and Highland Avenue frontage per City Std. 206.
5. All trash collection services needed during construction or after project completion shall be obtained from the City's authorized provider.
6. All fees, deposits and bonds associated with improvements required by the Public Works Department shall be paid prior to the issuance of permits for construction.
7. Before exercising any right or performing any obligation pursuant to any permit issued by the Public Works Department, the developer/contractor shall file with the City required insurance certificates.
8. Prior to final release of the project by the Public Works Department, or the refund of any cash deposits, the developer/contractor shall provide the City with a warranty bond to be held by the City for the period of one (1) year, for all public facilities and improvements.
9. Prior to approval of final parcel map by the City, these conditions and all improvements required by the Public Works Department shall be completed to the satisfaction of the City Engineer.

ORANGE COUNTY FIRE AUTHORITY

10. The applicant shall work with the City Engineer to process a final map review and clearance with the Orange County Fire Authority.

PLANNING DIVISION:

1. This approval shall be for the subdivision of one (1) 14,766 square-foot parcel into two (2) 7,380 square-foot, separate parcels, with a lot width of 50 feet, in substantial

compliance with plans stamped "RECEIVED FEB 7 2022 PLANNING DIV." and as conditioned herein.

2. With any future expansion, the dwelling units shall be brought into compliance with the Buena Park Municipal Code.
3. The map shall conform to the plan as finally approved by the City, as conditioned herein, and any appreciable modification shall require the prior approval of the Planning Commission.
4. The subdivision authorized by this Parcel Map shall be recorded within two (2) years of the expiration of the appeal period.
5. These conditions and any improvements shall be completed to the satisfaction of the City.
6. The applicant shall indemnify, defend and hold harmless City, its officers, agents, and employees from any and all claims and losses whatsoever occurring or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of the use permitted hereby or the exercise of the rights granted herein, any and all claims, lawsuits or actions arising from the granting of or the exercise of the rights permitted by this Parcel Map and Variance and from any and all claims and losses occurring or resulting to any person, firm, corporation, or property for damage, injury, or death arising out of or connected with the performance of the use permitted hereby. Applicant's obligation to indemnify, defend, and hold harmless the City as stated hereinabove shall include, but not be limited to, paying all fees and costs incurred by legal counsel of the City's choice in representing the City in connection with any such claims, losses, lawsuits, or actions, and any award of damages, judgments, verdicts, court costs or attorneys' fees in any such lawsuit or action.

Resolution No. 6235

Tentative Parcel Map No. PM-21-1 and Variance No. V-21-1


March 9, 2022

AYES: 6 COMMISSIONERS: Eades, Sheibe, Desai, Lee, Schoales,
and Diep

NOES: 0 COMMISSIONER:

ABSENT: 1 COMMISSIONER: Cangey

ABSTAINED: 0 COMMISSIONER:



Deborah Diep
Chair

ATTEST:



Swati Meshram
Planning Manager

Resolution No. 6235

Tentative Parcel Map No. PM-21-1 and Variance No. V-21-1

March 9, 2022

AFFIDAVIT OF ACCEPTANCE:

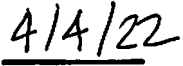
I/We do hereby accept all of the conditions contained in this document and all other conditions imposed by Tentative Parcel Map No. PM-21-1 and Variance No. V-21-1 and do agree that I/We shall conform with and abide by all such conditions.



Owner Signature



Owner Printed Name



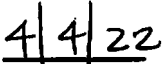
Date



Applicant Signature

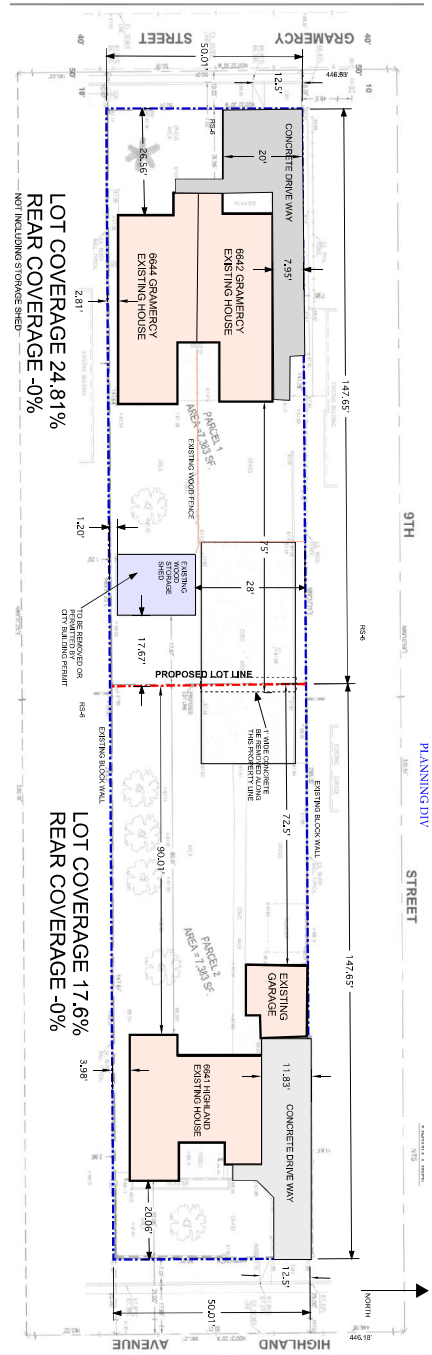
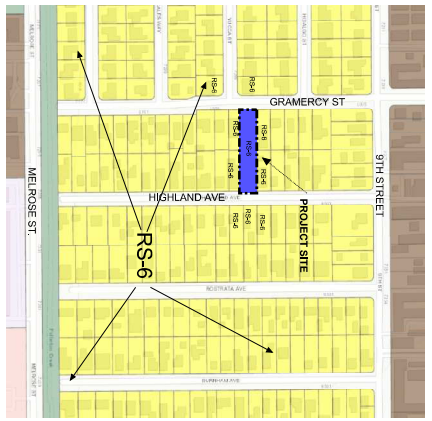


Applicant Printed Name



Date

REPM21-1V21-1

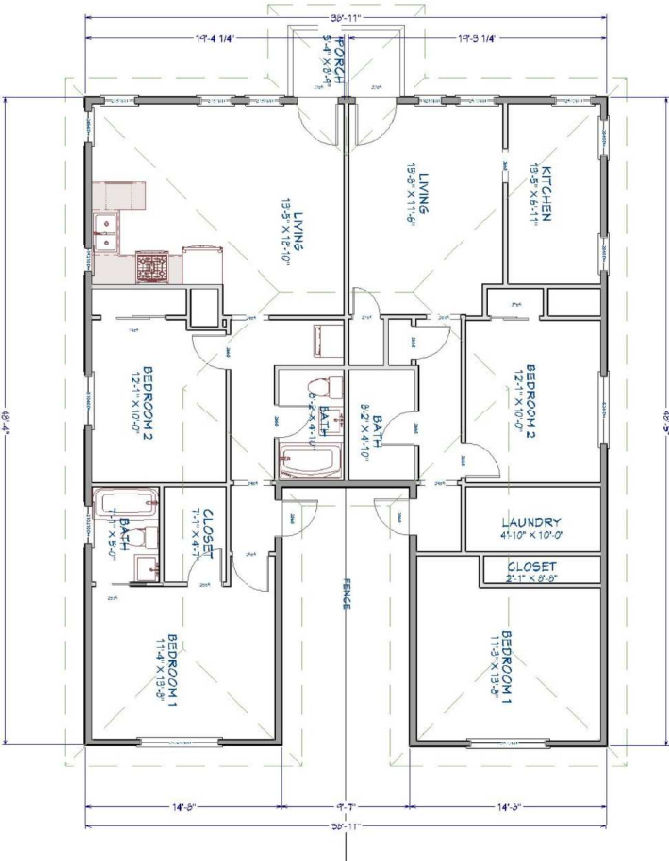


SITE PLAN

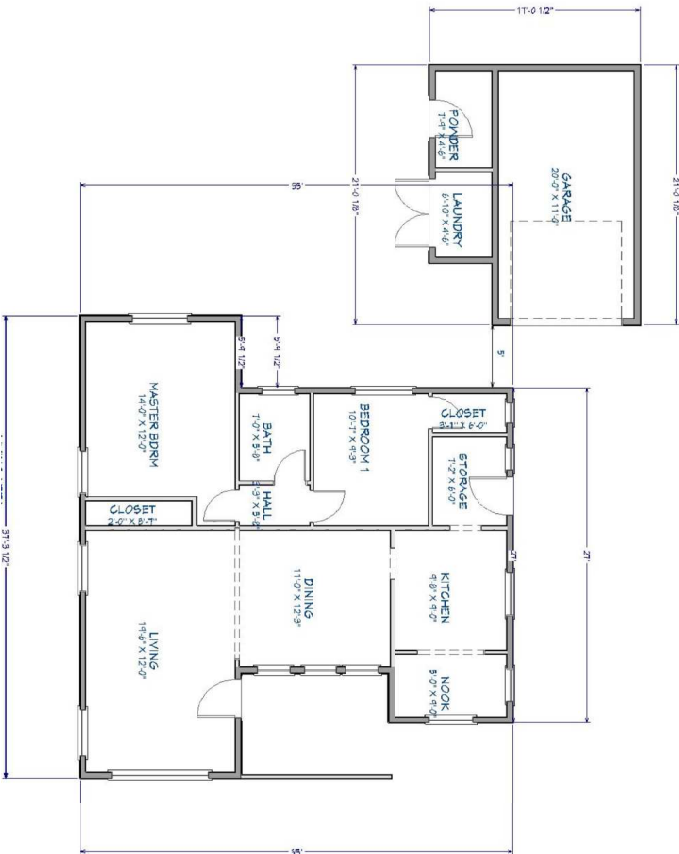
SCALE 1/8" = 1'-0"

BUENA PARK ZONING GIS VICINITY MAP

6642-6644 GRAMERCY ST.
EXISTING FLOOR PLAN



6641 HIGHLAND AVE.
EXISTING FLOOR PLAN



EXISTING SITE PLAN &
FLOOR PLANS FOR
EXISTING HOUSE AND DUPLEX

OWNER
SUNIL & SONIA SHAH
915 W . LAS PALMAS DR.
FULLERTON CA 92835
714-470-8734

WRIGHT MAPING INC.
8419 LYNDDORA STREET
DOWNEY CA 90242
PH - 562-857-2768

PREPARED BY -SS

JACOB A. WRIGHT
PLS 8/17/2022 8/30/2022

A-1

3-4-2022

A. PROFESSIONAL SERVICES AGREEMENT WITH ONWARD ENGINEERING FOR THE SCE CORRIDOR TRAIL IMPROVEMENTS PHASE III PLANS (SILVERADO TRAIL), SPECIFICATIONS AND ESTIMATE

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	NEW BUSINESS Item: 5A.
Prepared By	Department Head Approval
Aaron Esparza-Almaraz, Assistant Engineer	Mina Mikhael, Director of Public Works/City Engineer
Presented By	
Aaron Esparza-Almaraz, Assistant Engineer	

RECOMMENDED ACTION

1) Approve a Professional Services Agreement with Onward Engineering in the amount of \$172,258 for design services for the SCE Corridor Trail Improvements Phase III Project; 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the agreement; and, 3) Authorize the City Manager and City Clerk to execute the agreement.

PREVIOUS CITY COUNCIL ACTION

None.

DISCUSSION

The City of Buena Park currently has two existing segments as part of the SCE Corridor Trail also known as Silverado Trail: Phase 1, located between Valley View Street and Holder Street, and Phase 2 located between Stanton Avenue and Camellia Drive. These trails provide outdoor recreational space for residents and visitors through the Southern California Edison right-of-way. The trail has increased green space in the city and expanded pedestrian travel options. The existing trails include a concrete path with an adjacent decomposed granite path and drought-resistant landscaping, in accordance with SCE guidelines and approvals.

The next planned segment, Phase III, will be located between Knott Avenue and El Monte Drive, on the northern border of Peak Park. This new segment will feature design elements consistent with the previous phases to maintain aesthetic continuity.

The scope of work for this project includes, but is not limited to, clearing and grubbing; grading; proposed trail alignment and design; landscaping; irrigation adjustments; directional signage; removal and replacement of broken curbs and gutters, cross gutters, sidewalks, and ADA ramps (if not up to current standards); driveway approaches; utility adjustments; coordination with SCE; and other incidentals necessary to complete the project.

On April 8, 2025, staff issued a Request for Proposals (RFP) to retain a consultant to provide professional design services for the SCE Corridor Trail Improvements Phase III Project. Two (2) proposals were received on April 28, 2025, and were thoroughly evaluated by staff. The proposals ranged from \$172,258 to \$203,826.

Following the evaluation, staff determined that Onward Engineering is the most qualified firm to suit the City's needs based on their understanding of the scope of work, project schedule, cost-effectiveness, and relevant experience. Onward Engineering has successfully delivered similar design projects for other agencies, including the Adams Ave Active Transportation Improvements - Multipurpose Trails for the City of Costa Mesa and the Arden Drive Zone 3 Street & Bike Lane Improvements Project for the City of El Monte.

Staff recommends entering into an agreement with Onward Engineering for professional design services, including preparation of plans, specifications, cost estimates, and construction support. The design phase is scheduled to commence in June 2025 and is anticipated to be complete by October 2025.

The City Attorney has reviewed the proposed agreement.

BUDGET IMPACT

This agreement is in the amount of \$172,258. There are sufficient funds in the Silverado Trail CIP Project Account to cover this expenditure (32-9806-290153).

Attachments

[Att 1 of 2 RFP SCETrail Phase3.pdf](#)

[Att 2 of 2 PSA SCETrail Phase3.pdf](#)

CITY OF BUENA PARK

COUNTY OF ORANGE
STATE OF CALIFORNIA



REQUEST FOR PROPOSAL (RFP)

SCE CORRIDOR TRAIL IMPROVEMENTS PHASE III
PLANS, SPECIFICATIONS AND ESTIMATE

Proposal Due Date: APRIL 28, 2025 BY 5:00 PM

RFP Administrator: Aaron Esparza-Almaraz
Assistant Engineer
Public Works Department
T: (714) 562-3690
aesparzaalmaraz@buenapark.com

Interested parties may obtain a copy of this RFP by emailing the RFP Administrator

ISSUED: April 08, 2025

The City of Buena Park (City) is seeking an engineering Consultant (Consultant) to prepare plans, specifications and estimate (PS&E) for the SCE Corridor Trail Improvements Phase III Project. The City encourages Consultants to review this document completely.

The project site is located between Knott Avenue and El Monte Drive, directly north of William Peak Park, (See Location Map), and will involve the design of a new multi-use trail. The project is approximately 0.27 miles in length. Project improvements will include: proposed trail alignment and design; proposed landscaping; adjust existing irrigation; directional signage; remove and replace broken curb and gutter, cross gutter, sidewalk, ADA ramps (if not up to current standards); driveway approaches; utility adjustments; coordination with Southern California Edison; and other incidentals as necessary to complete the project in its entirety. The Phase II portion of this project was recently designed and constructed. Attached are the plans for the Phase II project.

This RFP will be evaluated based on the Consultant's qualifications and City selection. Please note, this is a prevailing wage job and needs to be reflected in your proposal, as required.

MINIMUM QUALIFICATIONS

- Valid California Professional Civil Engineer License;
- Satisfactory completion of a minimum of three (3) complete Park/Trail PS&E, and provide references;
- Understanding of project locations currently condition, surrounding land use, and operational needs along with the Southern California Edison needs;
- Ability to provide deliverables consistent with the latest City-adopted formats; and
- Familiarity with City of Buena Park & SCE standards, provisions, and practices.

The scope of work shall include the following:

1. Project Management and Coordination

a. Project Management

A kick-off meeting with City staff, Southern California Edison (SCE), and the Consultant will be held prior to beginning work to review and refine the work program and schedule, identify critical milestones, and determine appropriate paths of communication. Consultant shall produce a baseline schedule of work and conduct periodic meetings (video conference and coordination meetings) with the City to discuss progress.

Deliverables

- Schedule of work - updated biweekly
- Meeting minutes for all design meetings

b. Project Coordination

Consultant shall coordinate major design changes with the City, SCE, and other constituents that may provide design input, suggestions or restrictions for the project. Design may be altered through additional coordination efforts.

2. Detailed Design

The Consultant shall provide all necessary professional services: engineering, and office engineering for the preparation of project plans, specifications and cost estimate (PS&E) for the project. The Consultant's design efforts shall include but not be limited to the following:

- a. Perform due diligence research to complete the project. It will include but not be limited to, existing drainage conditions, grading, crosswalks, traffic issues, irrigation, electrical, coordination, engineering site visits as necessary, etc.
- b. Identify existing utilities on contract drawings. Pothole existing utilities potentially affected by proposed improvements.
- c. Prepare a Stormwater Pollution Prevention Plan (SWPPP) and/or Water Quality Management Plan (WQMP), if applicable, and incorporate all necessary temporary and permanent storm water quality control measures.
- d. The Consultant shall prepare Design Development Plan to illustrate the project area's proposed trail alignment and configuration.
- e. The Consultant shall prepare preliminary grading plans to illustrate the project area's proposed trail grading/drainage, identify and remediate possible drainage ponding, confirm sewer and water locations, confirm site electrical service, and confirm water and electrical sources for irrigation improvements.
- f. Prepare 65%, 95%, and 100% Plans, Specifications and Estimate (PS&E) submittals to the City. The plans shall include but not be limited to, layout of proposed trail alignment,

irrigation improvements, landscaping improvements, connection to existing sidewalk, parkway, curb ramps, cross gutters, driveways, trees, signage, and existing utilities (wet and dry). The plans shall also include horizontal control, erosion control and precise grading, elevations within the project limits. In addition, remove and replace all hardscape needed to comply with current City, SCE, State & Federal standards and regulations. All other work items needed to complete the 100% bid set of Plans, Specifications and Estimate (PS&E) needs to be included.

- g. The Consultant shall identify portions of curb and gutter, sidewalk, cross gutters, driveways, curb ramps, signage and any other items that need to be replaced due to poor conditions or non-compliance with current ADA standards.
- h. The Consultant shall provide an aerial and field survey of the project area, identify transmission towers, footings, walls, fences, utilities, irrigation valve boxes, controllers, paving, structures, etc. Likewise, the survey should indicate the project's property lines, easements, and parcel limits adjacent to the project area.
- i. The Consultant shall provide a site specific, project geotechnical report. This report will provide site-specific recommendations for the trail section to host the required 68,000 lb. load, as prescribed by SCE. Likewise, the report will provide information for the design of the proposed pedestrian crosswalk signal poles, directional signage and footings.
- j. The plan set shall include a Title Sheet, Precise Grading Plan, Erosion Control Plan, Horizontal Control Plan, Electrical Plan, Irrigation Plan, Planting Plan, and any other plans and/or details needed to complete the 100% bid set of Plans, Specifications and Estimate (PS&E).
- k. Review and incorporate all applicable comments from the City of Buena Park, SCE, and all other Agencies Having Jurisdiction (AHJ).
- l. Obtain encroachment permit and plan approval from the City of Buena Park, SCE, and other agencies if necessary.
- m. Prepare contract drawings with sufficient details for construction in accordance with Caltrans, City Standards, SCE, SPPWC, MUTCD, and any other applicable regulations. Consultant shall identify all Complete Street and Sustainable Street Design features on contract drawings.
- n. Provide support services to City during bidding phase including but not limited to responding to Requests for Information (RFI) from bidders.
- o. Provide support services to City during construction phase including but not limited to responding to Requests for Information (RFI) from the Contractor.
- p. The City will provide environmental approval through the California Environmental Quality Act (CEQA).

Deliverables

- List of standard and non-standard design features
- 30% design drawings (Preliminary Design)
- 65% design drawings (Plan & Profiles) and estimate
- 95% design drawings (Plan & Profiles), specifications and estimate
- 100% contract drawings (Plan & Profiles), specifications and estimate (bid set) and all associated CAD files

PROJECT MANAGEMENT - SCHEDULE

PROJECT MANAGEMENT:

Consultant shall organize, schedule, and chair all meetings. Meeting agendas shall be prepared and distributed two days prior to the meetings. Meeting minutes shall be prepared within three days after the meeting. Assume six (6) 1-hour long face-to-face project development meetings with various City staff and SCE. In addition, communication between Consultant and City staff and SCE via email and telephone will be on going throughout project.

Consultant shall submit a draft 30 percent plans, specs and estimate (PS&E) submittal and allow two (2) weeks for City review. All comments shall be addressed prior to submitting the draft 65 percent PS&E submittal. Consultant shall submit a draft 65 percent plans, specs and estimate (PS&E) submittal and allow two (2) weeks for City review. All comments shall be addressed prior to submitting the draft 95 percent PS&E submittal. Consultant shall allow an additional two (2) weeks for City review of the 95 percent submittal. Comments from the 95 percent submittal shall be incorporated in the final contract PS&E submittal for bidding purposes.

SCHEDULE:

Consultant shall prepare a detailed schedule showing times of completion and milestones for each task. The City desires to meet the following milestones (tentative):

- | | |
|---|--------------------|
| • Award Professional Services Agreement | May 27, 2025 |
| • 65 Percent PS&E Submittal | July 01, 2025 |
| • 95 Percent PS&E Submittal | August 18, 2025 |
| • 100 Percent (Final) Contract PS&E (Bid Set) | September 15, 2025 |

INSTRUCTIONS

REGISTRATION:

All interested Consultants shall register with the RFP Administrator by emailing Aaron Esparza-Almaraz at aesparzaalmaraz@buenapark.com.

PROPOSAL FORMAT:

Proposals shall be submitted to the RFP Administrator. Please note that part of the evaluation criteria takes Consultant's proposal responsiveness into consideration. Proposals missing the required components listed will be evaluated accordingly.

- A. **SCOPE OF WORK:** Detailed scope of work and methodology that comprehensively defines and describes the individual tasks. The scope of work may be used as a basis for contract negotiations. Scope of work shall be based upon, but is not limited to, the information contained in this Request for Proposal (RFP).
- B. **CONSULTANT'S REPRESENTATIVE:** Identification of the primary representative and an alternate to perform the services described in the scope of work. Each representative shall be identified in the proposal. The Consultant's representatives shall be California Licensed Professional Engineers and remain in responsible charge of all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, then the alternate representative shall become the primary representative upon the City's approval.
- C. **PROJECT TEAM:** Identification of the project team, including organizational chart and resumes of each team member. Specific responsibilities of each team member, including subconsultants, along with their anticipated total effort in the project, shall be detailed in a matrix of total hours of work for each task versus each job classification on the project.
- D. **REFERENCES:** Description of the project team's past record of performance on similar projects for which your firm has provided services. The proposal shall include client references that may be contacted by the City.
- E. **SCHEDULE:** Assurance of the firm's ability to complete all work, considering the firm's current and planned workload based on the aforementioned proposed schedule.
- F. **DESIGN BUDGET:** Provide a breakdown of the estimated hours for each individual for each project task defined in the scope of work. Billing rates for each individual as well as the total design fee proposal shall be submitted in a separate sealed envelope. Proposal shall also include a cost estimate of all reimbursable costs, indirect costs, and incidentals.
- G. **SUBCONSULTANT:** If subconsultants are utilized, they shall be identified in the scope of work together with the services performed. Tasks shall be identified in the breakdown of estimated hours. Subconsultants shall be directed and compensated by Consultant.

SUBMITTAL INFORMATION:

Proposals are due by **5:00 PM on April 28, 2025** to the RFP Administrator at the City of Buena Park. Postmarks will not be accepted.

RFP Administrator: Aaron Esparza-Almaraz, Assistant Engineer
City of Buena Park – Public Works Department
6650 Beach Boulevard
Buena Park, CA 90621
T: (714) 562-3690
Email: aesparzaalmaraz@buenapark.com

Four hard copies (3 bound, 1 unbound) and an electronic copy of the proposal shall be submitted. Please mark all submittals as “SCE CORRIDOR TRAIL IMPROVEMENTS PHASE III PROJECT”.

It is the responsibility of each Consultant to ensure their proposal is received before the stated deadline. The Public Works Department may be reached at (714) 562-3670 to verify receipt of proposals.

QUESTIONS, ANSWERS, AND ADDENDA TO RFP:

Prior to the RFP submission deadline, questions may arise regarding the specifications, procedural, and/or administrative matters. Please contact **Aaron Esparza-Almaraz, Assistant Engineer at (714) 562-3690 and/or aesparzaalmaraz@buenapark.com**. All Changes to the RFP itself shall only be made by the City via a written addendum. All addenda will be published via email and shall become part of the RFP document requiring response by the Consultant where indicated.

PROPOSAL EVALUATION CRITERIA:

Proposals will be evaluated based on the response to all provisions of this RFP. The City may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance. The City reserves the right to modify the evaluation criteria and percentage of score as deemed appropriate prior to the commencement of evaluation.

POTENTIAL PROPOSAL EVALUATION CRITERION	
Qualifications and experience of the proposing Consulting firm and team. Quality of key individuals. Experience with preparing complete streets improvement plans, specifications, and estimates. Familiarity with City standards, provisions, policies, and operations.	30%
A demonstrated understanding of the City's need, identifying opportunities and constraints. Consultant's ability to deploy the appropriate resources to promptly meet requested work. Firm's availability to complete work within the desired timeframe. The Consultant's ability to self-perform the desired work, or form a quality team of subconsultants.	30%
The Consultant's recent experience in conducting work for contracts of similar scope, complexity, and magnitude, particularly for government agencies. Client references.	30%
The Consultant's submitted fee proposal.	10%

The City is under no obligation to award this project to the Consultant offering the lowest fee proposal. Evaluation criteria expressed in this RFP solicitation may be used in the proposal evaluation process. In evaluating proposals, the City may consider the qualifications of the Consultants and whether the proposals comply with the prescribed requirements. The size and scope of the project at hand may dictate the degree to which Qualifications-Based Selection processes are utilized.

The City reserves the right to determine whether a proposal meets the specifications and requirements of this RFP and reject any proposal that, in the City's sole opinion, fails to meet the detail or intent of the requirements. The City reserves the right to reject any/all proposals.

SELECTION PROCESS:

All Proposals received as specified will be evaluated by City staff in accordance with the above criteria. During the evaluation period, the City may do any or all of the following: generate a "short list" and conduct interviews with the top candidates; conduct on-site visits and/or tours of the candidates' places of business; conduct negotiations with the most qualified candidate(s). Consultants should be aware that an award can be made without consultant visits, interviews, or further discussion or negotiations.

DRAFT AGREEMENT:

A standard draft template of the City's Professional Services Agreement is attached for review. Please note that general provisions and insurance requirements are not subject to change. If your firm is selected following the RFP process, a final agreement will be prepared for approval and execution. At that time, you will need to provide current insurances certificates, which meet the requirements as listed in the agreement.

Acceptance of Terms and Conditions

Submission of a proposal indicates acceptance by the Consultant submitting the proposal of the terms, conditions and specifications contained in this RFP and Draft Agreement, unless clearly and specifically stated otherwise in the completed Statement of Compliance.

Precedence of Terms and Conditions

All other terms and conditions of the Draft Agreement attached within this RFP are hereby incorporated into the terms and conditions of this RFP. In the event of a conflict of terms and conditions between the RFP document and the draft agreement, the terms and conditions expressed in the Draft Agreement shall take precedence.

Public Record

Upon submission of a proposal and other materials for consideration by the City, such proposals and materials shall become the property of the City of Buena Park. Proposals may be subject to public inspection and disclosure pursuant to state and federal law after the award of a contract for this project. Prior to the RFP deadline, proposals may be modified or withdrawn by an authorized representative of the Consultant by written notice to the RFP Administrator.

Late Proposals

Any proposal which is not received by the City's Public Works Department (6650 Beach Boulevard, Buena Park, CA 90621) prior to the deadline date and time set forth in this RFP shall not be considered. The City assumes no responsibility or liability for the transmission, delay, or delivery of a proposal by either public or private carriers.

Representations Not Binding

No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the City. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

Errors and Omissions

This RFP cannot identify each specific, individual task required to successfully and completely implement this project. The City relies on the professionalism and competence of the Consultant to be knowledgeable of the general areas identified in the scope of work and to include in their proposals all materials, equipment, required tasks and subtasks, personnel commitments, staff-hours, labor, direct and indirect costs, etc. Consultant shall not take advantage of any errors and/or omissions in this RFP document or in the firm's specifications submitted with their proposals. Where such errors or omissions are discovered by the City, full instructions will be given by the City in the form of an addenda.

Proposal Validity

Unless otherwise noted by the Consultant, all proposals shall be held valid for a period of 180 days.

Right of Rejection

The City reserves the right to: (1) Accept or reject any and all proposals or any part of any proposal, and to waive minor defects or technicalities in such; (2) Request clarification of any information contained in a proposal; (3) Solicit new proposals on the same project, or on a modified project, which may include portions of the original RFP as the City may deem necessary; (4) Disregard all non-conforming, non-responsive, or conditional proposals, (5) Reject the response of any Consultant who does not pass the evaluation to the City's satisfaction, (6) Allow for the correction of errors and/or omissions; (7) Select the proposal that will best meet the needs of the City, and (8) Negotiate service contract and terms with the successful Consultant.

Non-Compliance

Consultant and/or proposals that do not meet the stated requirements for this project may be considered noncompliant and may be disqualified, unless such noncompliance is waived by the City. During the evaluation process, the City reserves the right to request additional information or clarification from those submitting proposals, and to allow corrections of errors and/or omissions.

Exceptions to Proposal Requirements

Consultant may find instances where they must take exception with certain requirements or specifications of the RFP and/or Draft Agreement. All exceptions shall be clearly identified using the Statement of Compliance, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

Determination of Responsiveness

The City shall have sole authority in determining the responsiveness of any/all proposals. For proposals containing exceptions to specifications and/or requirements, the City shall have sole authority in determining the extent to which exceptions affect the responsiveness of any proposals.

No Obligation to Award

The City of Buena Park is not obligated to enter into a contract or agreement on the basis of any proposal submitted in response to this RFP. City reserves the right to award multiple contracts for this project if it is deemed most advantageous to the City.

Bidder Reimbursement Prohibition

The City will not pay for any information herein requested, nor are they liable for any costs incurred by any vendors prior to award of a contract or purchase order. The City may require the finalist Consultant(s) to provide on-site presentations and demonstrations of the product(s)/service(s) proposed by the Consultant(s). All costs associated with the demonstrations or follow-up interviews are the sole obligation of the Consultant(s).

Gratuity Prohibition

Consultant shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City for the purpose of influencing consideration of this proposal. Submission of a proposal indicates Consultant certifies that they have not paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.

Contact with City Personnel or Entities

During the RFP procurement process, proposal evaluation process and proposal selection process, the RFP Administrator is to serve as the primary point of contact for all matters pertaining to this RFP

and project. Consultant shall not contact any City personnel or entities, other than the RFP Administrator, for matters regarding this project until conclusion of the entire procurement process, which shall be defined with an Agreement Award. Unauthorized contact may result in disqualification of proposals.

Indemnification and Release of Liability

Consultant, at its own expense and without exception, and to the maximum extent permitted by law, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and release in advance and hold harmless the City, its elected officials, officers, employees, and agents, with respect to any and all claims and liabilities of any nature or kind arising out of or incurred in connection with Consultant's participation in this RFP process including: (i) submittal of a proposal; (ii) selection of a different Consultant; and/or (iii) Consultant's provision of services if Consultant is selected and enters an agreement with the City pursuant to this RFP.

Insurance Requirements

The selected Consultant(s) for this project shall be required, prior to the execution of a contract, to furnish proof of insurance. The specific insurance types and limits depend on the project and can be found in the Draft Agreement of this RFP solicitation.

Compliance with All Applicable Laws

Consultant declares that it shall comply with all licenses, statutes, ordinances, regulations and requirements of all governmental entities, including federal, state, county or municipal, whether now in force or hereinafter enacted, including, but not limited to, appropriate state licensing and business licensing.

Compliance with California Labor Code

The work required pursuant to this RFP may, in whole or in part, constitute "public works" as defined in Section 1720 of the California Labor Code. Therefore, unless advised otherwise in writing by the City prior to performing on any particular project, the Consultant shall comply with all applicable requirements of the California Labor Code including Sections 1720 through 1861 which require payment of prevailing wages, registering with the Department of Industrial Relations prior to execution of an agreement with the City, and maintaining certified payroll records, all as more fully set forth in Section 15.12 of the Draft Agreement.

Fee Schedule

Fee Schedule shall include any/all applicable licenses, insurance coverage, endorsements, bonding and if necessary, any wage compliance deemed necessary to perform the work or services as part of the project described in this RFP. City will not be responsible for reimbursing the Consultant for any charges not included in the proposal pricing that are incurred in securing these requirements.


Subconsultant/Joint Ventures

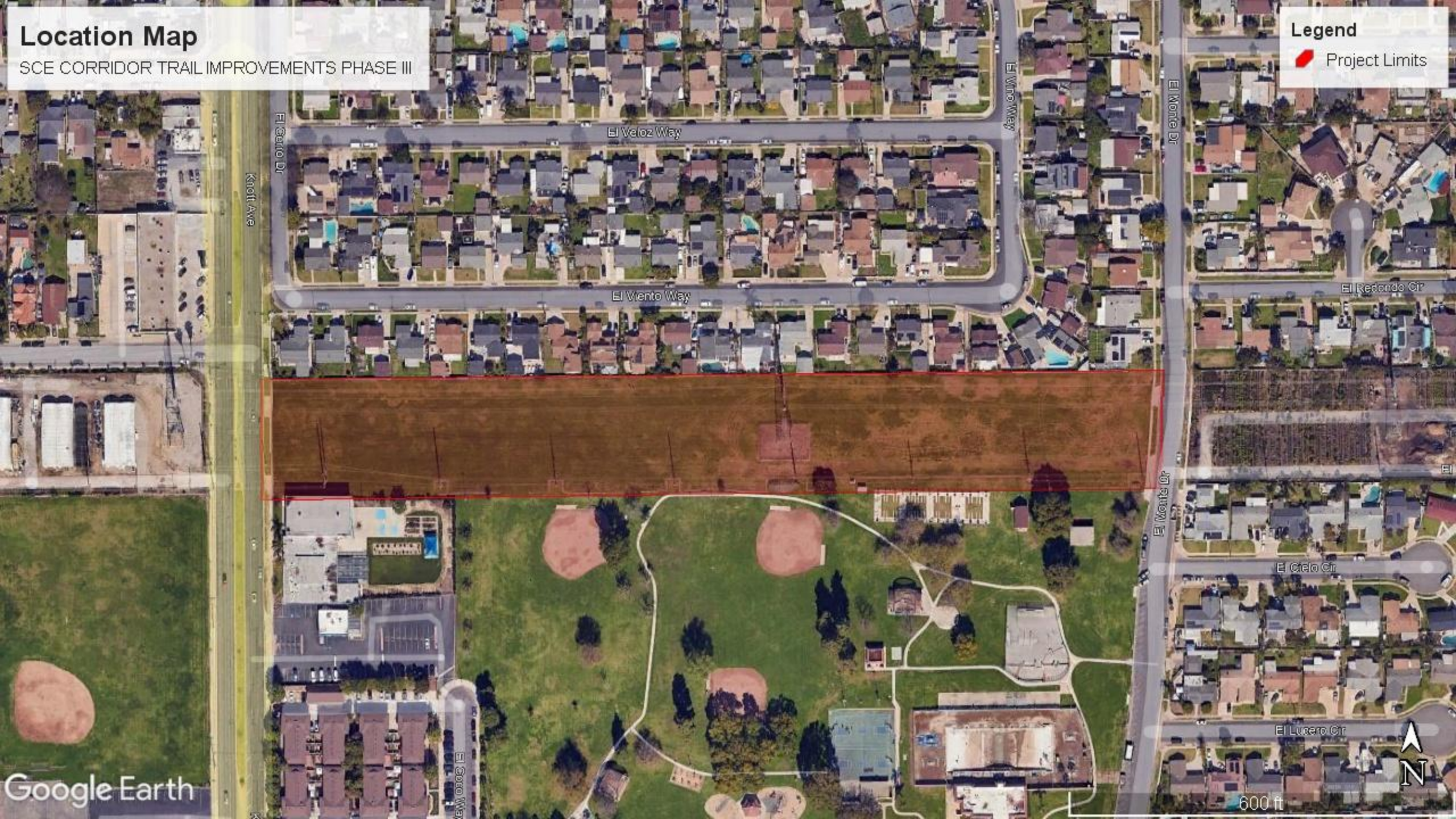
The selected Consultant shall be the lead Consultant performing the primary functions of the Agreement. If any portion of the Agreement is to be performed by a subconsultant, this must be clearly set forth in the proposal submittal as to what part(s) is/are to be delegated. The City reserves the right to reject any proposal wherein use of subconsultant(s) significantly affects the ability of the Consultant to function as lead on the awarded agreement. The lead Consultant will, at all times, be responsible for the acts and errors or omissions of its subconsultants or joint participants and persons directly or indirectly employed by them. Acceptance or rejection of a Consultant's request to use subconsultants is at the sole discretion of the City.

Location Map

SCE CORRIDOR TRAIL IMPROVEMENTS PHASE III

Legend

 Project Limits



**CITY OF BUENA PARK
PROFESSIONAL SERVICES AGREEMENT**

DATE:

SERVICES:

PROJECT:

PARTIES TO THE AGREEMENT:

“CITY”: City of Buena Park, a California Municipal Corporation

City Representative: Name:
 Title:
 Tel.:
 Email:

“CONSULTANT”: [NAME], a [business entity, i.e. LLC, LP]

Consultant Name:
Representative: Title:
 Tel.:
 Email:

SUMMARY OF TERMS:

Start Date:

End Date:

Contract Value: \$

Services a “Public Work”: NO ☐ YES ☐ (add “PW Exhibit”)

Community Workforce Agreement: NO ☐ YES ☐ (add “CWA Exhibit”)

Insurance Approved By Risk Management: NO ☐ YES ☐

APPROVED BY:
(select one)

☐ Department Head
Contract Value ≤ \$10,000

☐ City Manager
Contract Value ≤ \$80,000

☐ City Council
Contract Value > \$80,000
(“Levine Act Exhibit” Required)

**AGREEMENT MUST BE FIRST EXECUTED BY CONSULTANT BEFORE IT MAY BE
EXECUTED ON BEHALF OF THE CITY.**

CITY OF BUENA PARK PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("*Agreement*") is dated as of [REDACTED], between the City of Buena Park, a California charter city ("*CITY*"), and [NAME OF CONSULTANT], a [BUSINESS ENTITY] ("*CONSULTANT*"). CITY and CONSULTANT are at times referred to herein jointly as "Parties" and individually as a "Party."

1. TERM. The term of this Agreement shall commence on [REDACTED] and shall remain in full force and effect until [REDACTED] unless extended upon the mutual written agreement of the Parties or earlier terminated pursuant to Section 16.2 of this Agreement ("*Term*").

2. SERVICES. Subject to the terms and conditions in this Agreement, CONSULTANT shall provide to CITY those services that are specifically described in Exhibit "A" (the "*Services*"). CITY may request changes or expansion of the Services (each a "*Modification*") and in such cases the Modification to the Services, and any resulting increase or decrease in the Compensation to be paid CONSULTANT and/or any changes to the Schedule of Performance (defined below), shall be documented in a written amendment to this Agreement. Increases or decreases in Compensation resulting from any Modification to the Services shall be based on the rate specified in the Compensation Schedule (defined below), or if not specified in the Compensation Schedule at then-applicable prevailing market rate charged by CONSULTANT to other customers for the same service.

3. SCHEDULE OF PERFORMANCE. CONSULTANT shall commence providing the Services upon receipt of a written "Notice to Proceed" from the City Representative and CONSULTANT shall proceed only to the extent of such authorization. CONSULTANT shall perform all Services in the time required by the schedule of performance described in Exhibit "A" ("*Schedule of Performance*"), or if not specified in the Schedule of Performance in a timely and diligent manner reasonably acceptable to CITY.

4. COMPENSATION. The total compensation paid to CONSULTANT for complete performance of the Services, including any authorized reimbursable expenses, shall NOT EXCEED the total maximum sum of \$[REDACTED] ("*Compensation*"). CONSULTANT shall be paid for performing the Services at the hourly rate, daily rate, flat fee, lump sum, or other basis specified in Exhibit "A" to this Agreement ("*Compensation Schedule*"). The Compensation specified in this section shall be the sole and exclusive consideration paid to CONSULTANT for full and complete performance of the Services and may only be increased by formal amendment to this Agreement.

5. PAYMENT.

5.1 Invoices. Each calendar month after CITY's issuance of the Notice to Proceed, CONSULTANT shall submit an invoice to CITY for the Services performed and any authorized reimbursable expenses incurred in the immediately preceding calendar month. (*Ex: invoices for Services rendered in January should be submitted in February*). The invoices shall describe in detail the Services rendered during each invoice period such as the days worked, personnel involved, number of hours worked, rates charged, milestones achieved, work product generated, or reimbursable expenses incurred, as applicable. CONSULTANT shall remit the invoices to the address and in the manner specified by CITY.

5.2 Payment. CITY shall review all invoices and notify CONSULTANT in writing of any disputed charges or amounts. CITY shall pay all undisputed portions of the invoice within thirty (30) calendar days after receipt. CITY shall not withhold federal or state payroll or other taxes, or make deductions, from payments made to CONSULTANT.

6. STANDARD OF SKILL. CONSULTANT shall perform all Services in the manner and according to the standards currently observed by a competent practitioner of CONSULTANT's profession in California, and shall at all times, meet or exceed any applicable professional standards of care, workmanship, or conduct. All products of whatsoever nature that CONSULTANT delivers to CITY pursuant to this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in CONSULTANT's profession. The acceptance of the Services by CITY shall not operate as a release of CONSULTANT from such standards of care, workmanship, or conduct.

7. INDEPENDENT CONTRACTOR. CONSULTANT is and shall at all times remain as to CITY a wholly independent contractor. Neither CITY nor any of its agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's employees or agents, except as herein set forth. CONSULTANT shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees 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.

7.1 CONSULTANT shall not have the status of an employee of CITY under this Agreement, or be entitled to participate in any insurance, medical care, vacation, sick leave or other benefits provided for CITY's officers or employees.

7.2 In the event that CONSULTANT, or any of its employees, agents, or subcontractors 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 CITY, CONSULTANT shall indemnify, defend, and hold CITY harmless 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.

7.3 CONSULTANT represents that it has, or will secure at its own expense, all personnel required to perform the Services under this Agreement. All of the Services shall be performed by CONSULTANT or under its direct supervision, and all personnel engaged in the work shall be qualified to perform it. CONSULTANT reserves the right to determine the assignment of its own employees to the performance of the Services under this Agreement, but CITY reserves the right, for good cause, to require CONSULTANT to exclude any employee from performing Services on CITY's premises.

8. ADMINISTRATION.

8.1 City's Representative. The City Representative identified on the cover page of this Agreement shall have authority to administer this Agreement and oversee CONSULTANT's performance of the Services, provided that an individual's authority to amend this Agreement shall be governed by applicable provisions of the Buena Park Municipal Code. All activities performed by CONSULTANT shall be coordinated through the City Representative. CITY may change the identity of the City Representative upon written notice to CONSULTANT.

8.2 Consultant's Representative. Consultant's Representative identified on the cover page of this Agreement has the authority to administer this Agreement on behalf of CONSULTANT and to act, bind, and approve all matters relating to this Agreement on behalf of CONSULTANT. Consultant's Representative shall not be replaced without the advance consent of CITY, which consent shall not be unreasonably withheld.

9. SAFETY REQUIREMENTS. All work performed under this Agreement shall be performed in such a manner as to provide safety to the public and to meet or exceed the safety standards outlined by CAL OSHA. CITY may issue restraint or cease and desist orders to CONSULTANT when unsafe or harmful acts are observed or reported relative to the performance of the Services. CONSULTANT shall maintain the work sites free of hazards to persons and property resulting from its operations. CONSULTANT shall immediately report to CITY any hazardous condition noted by CONSULTANT.

10. INDEMNIFICATION AND HOLD HARMLESS.

10.1 Purpose of Section. CONSULTANT agrees that CITY, and its elected officials, officers, employees, and agents (cumulatively "*City Indemnitees*") shall, to the fullest extent permitted by California law, be fully protected from any loss, injury, damage, claim, liability, taxes, fees, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other cost or damages of any kind arising out of or in any way related to CONSULTANT's provision of the Services or performance of this Agreement. This Section is intended by the Parties to provide the fullest protection possible under California law to CITY and the City Indemnitees. CONSULTANT acknowledges that CITY would not have entered into this Agreement without the covenants and commitments of CONSULTANT in this Section 10.

10.2 Indemnification for Design Services (if applicable). Consistent with California Civil Code Section 2782.8, if and to the extent the Services are design professional services to be performed by a design professional, as that term is defined under said Section 2782.8, CONSULTANT shall, to the fullest extent permitted by law, indemnify, protect, defend, and hold the City Indemnitees harmless for all claims, demands, costs, or liability that arise out of, pertain, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, its officers, employees, or agents in said performance of the Services, excepting only liability arising from the sole negligence, active negligence, or intentional misconduct of CITY.

10.3 Indemnification for Services. Other than in the performance of design professional services by a design professional, as covered by Section 10.2 above, to the fullest extent permitted by law CONSULTANT shall, at its sole cost and expense, protect, defend, hold harmless and indemnify the City Indemnitees from and against any and all damages, costs, taxes, fees, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and/or losses of any nature whatsoever, including fees of accountants, attorneys and other professionals, and all costs associated therewith, and the payment of all consequential damages (collectively "*Claims*"), in law or equity, whether actual, alleged or threatened, which arise out of, pertain to, or relate to the acts or omissions, or willful misconduct, of CONSULTANT, or its officers, agents, servants, employees, subcontractors, materialmen, suppliers, or contractors, or their officers, agents, servants or employees (or any entity or individual that CONSULTANT shall bear the legal liability thereof) in the performance of this Agreement, including CONSULTANT's active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of CITY, as determined by final arbitration or court decision or by the agreement of the Parties. CONSULTANT shall defend the City Indemnitees in any action or actions filed in connection with any Claims with counsel of CITY's choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense.

CONSULTANT shall reimburse the Indemnitees for any and all legal expenses and costs incurred by City Indemnitees in connection therewith.

10.4 Taxes, Assessments, Workers Compensation. CONSULTANT shall pay all required taxes on amounts paid to CONSULTANT under this Agreement and 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 shall fully comply with applicable workers' compensation laws regarding CONSULTANT and its CONSULTANT shall indemnify and hold CITY harmless from any failure of CONSULTANT to comply with applicable workers' compensation laws.

10.5 Obligations Not Limited by Insurance. The obligations and covenants of CONSULTANT in this Section 10 are independent and separate from any requirement or covenant to carry insurance. The obligations of CONSULTANT under this Section 10 shall not be limited by the limits of any policies of insurance by this Agreement or otherwise maintained by CONSULTANT, nor shall CONSULTANT's obligations be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives any statutory immunity under such statutes or laws as to the CITY or City Indemnitees.

10.6 Survival; Enforcement. CONSULTANT's obligations and covenants under this Section shall survive the expiration or termination of this Agreement and shall continue in full force and effect for a time at least equal to the statute of limitations that is applicable to the underlying Claim, demand, cost or liability. CITY may offset against the amount of any compensation due CONSULTANT any amount due to CITY from CONSULTANT as a result of CONSULTANT's failure to promptly pay CITY any obligation for reimbursement or indemnification arising under this Section 10.

11. INSURANCE. At all times during the term of this Agreement CONSULTANT shall maintain insurance coverage in the forms, types, and amounts that are set forth in this Section 11, and upon CITY's request CONSULTANT shall provide evidence of such coverage to the satisfaction of CITY's Director of Risk Management, which may include a visual inspection of all policies, copies of declarations page, endorsements signed by an authorized representative of the underwriting company, or certificates of insurance.

11.1 Minimum Scope of Insurance. CONSULTANT shall maintain policies with coverage at least as broad as:

.1 Commercial General Liability insurance using the most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, which shall include insurance for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations, products and completed operations, and contractual liability.

.2 The most current version of Insurance Service Office (ISO) Business Auto Coverage Form CA 00 01, which shall include coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1-Any Auto).

.3 Workers' Compensation insurance as required by the California Labor Code and Employer's Liability Insurance.

.4 Professional Liability (Errors and Omissions) insurance appropriate to CONSULTANT's profession. If such insurance policy is written on a claims-made form, the

retroactive date must be shown and must be before the effective date of the Agreement or the commencement of Services by Consultant.

11.2 Minimum Limits of Insurance. CONSULTANT shall maintain insurance coverage limits not less than:

.1 Commercial General Liability: \$2,000,000 per occurrence for bodily injury, personal injury, and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services / location or the general aggregate limit shall be \$4,000,000 and contain specific language creating a duty to defend against any suit seeking damages.

.2 Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

.3 Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

.4 Professional liability: \$2,000,000 per claim, with an extended reporting period of not less than two years.

11.3 Umbrella or Excess Insurance. In the event CONSULTANT purchases an umbrella or excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies) required by this Section 11.

11.4 Deductibles and Self-insured Retentions: CONSULTANT shall be responsible for payment of any deductibles contained in any insurance policy(ies) required hereunder and CONSULTANT shall also be responsible for payment of any self-insured retentions. Any deductibles or self-insured retentions must be declared to, and approved by, the City Manager or his/her designee. At the option of the City Manager or his/her designee, either (i) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY and City Indemnitees; or (ii) CONSULTANT shall provide a financial guarantee, satisfactory to the City Manager or his/her designee, guaranteeing payment of losses and related investigations, claim administration and defense expenses. At no time shall CITY be responsible for the payment of any deductibles or self-insured retentions.

11.5 Required Endorsements. Each insurance policy shall be endorsed as follows:

.1 Except with respect to Employer's Liability or Professional Liability/E&O policies required by this Section 11, CITY and City Indemnitees shall be named as additional insureds (collectively "*Additional Insureds*"). Additional Insured endorsements shall not: (a) be limited to "Ongoing Operations"; (b) exclude "Contractual Operations"; (c) restrict coverage to the "Sole" liability of CONSULTANT; or (d) contain any other exclusion contrary to this Agreement.

.2 For any claims related to this Agreement or the Services performed under this Agreement, CONSULTANT's insurance coverage shall be primary to any other similar insurance carried by Additional Insureds. Any insurance or self-insurance maintained by Additional Insureds shall be in excess of CONSULTANT's insurance and shall not be called upon to contribute with it.

.3 All insurance coverage shall contain a provision that prohibits cancellation, modification or lapse without thirty (30) calendar days' prior written notice from insurer to CITY. The notice shall be provided via certified mail, return receipt requested. CONSULTANT shall require its insurer to modify the applicable policy and all certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

.4 Each policy shall be endorsed to state that the insurer waives the right of subrogation against CITY and City Indemnitees.

11.6 Duration of Insurance. The requirements of this Section 11 shall survive expiration or termination of the Agreement. Insurance must be maintained, and evidence of insurance must be provided for at least 3 years after any expiration or termination of the Agreement or, in the alternative, the policy shall be endorsed to provide not less than a 3-year discovery period.

11.7 Acceptability of Insurers. All insurance coverage required by this Agreement shall be written by insurers admitted to conduct business in the State of California by the Department of Insurance and rated "A:VIII" in the most recent A.M. Best's Insurance Rating Guide.

11.8 Verification of Coverage. CONSULTANT shall furnish CITY with evidence of the insurance required by this Agreement to the satisfaction of CITY. Such evidence shall consist of original certificates of insurance and amendatory endorsements, including an additional insured endorsement. The endorsements shall be on forms provided by CITY or on such other forms approved by CITY and conforming to CITY's requirements. CONSULTANT shall file all certificates of insurance and fully executed endorsements with CITY before commencing performance of the Services. Where and at the times applicable, CONSULTANT shall also provide proof that the policies of insurance required under this Agreement and expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. CONSULTANT shall furnish such proof to CITY prior to the expiration of the original policies. CITY may require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. CONSULTANT shall provide complete copies of policies to CITY upon request.

11.9 Other Insurance Provisions.

.1 All insurance coverage and limits provided pursuant to this Agreement shall apply to the full extent of the policies involved, available or applicable. Nothing contained in this Agreement or any other agreement relating to CITY or its operations limits the application of the insurance coverage.

.2 Requirements of specific coverage features or limits contained in this Section 11 are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only and is not intended by any Party to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

.3 All insurance coverage shall cover CONSULTANT's operations pursuant to the terms of this Agreement.

.4 Any actual or alleged failure on the part of CITY or any other additional insured under these requirements to obtain proof of insurance required under this Agreement in no way waives any right or remedy of CITY or any additional insured, in this or any other regard.

.5 In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, CITY has the right, but not the duty, to obtain the insurance it deems necessary, and CONSULTANT shall promptly reimburse to CITY any premium paid by CITY.

.6 CONSULTANT shall provide immediate notice to CITY of any claim or loss against CONSULTANT that includes CITY or any of the Additional Insureds as a defendant. CITY assumes no obligation or liability from the notice. CITY shall have the right, but not the duty, to monitor the handling of the claim or claims if they are likely to involve CITY.

11.10 Subcontractors. CONSULTANT shall include all subcontractors, or any other party involved in the performance of the Services, as insureds under its policies or shall require subcontractors or any other party involved in the Services by CONSULTANT to carry the same insurance as required in this Section 11. CONSULTANT shall obtain certificates evidencing the coverage and make reasonable efforts to ensure that the coverage is provided as required in this Section. CONSULTANT shall require that no contract used by any subcontractor, or contract CONSULTANT enters into on behalf of CITY, shall reserve the right to charge back to CITY the cost of insurance required by this Agreement. CONSULTANT shall, upon request, submit to CITY for review, all agreements with subcontractors or others with whom CONSULTANT contracts with on behalf of CITY, and all certificates of insurance obtained in compliance with Section 11.8. CITY's failure to request copies of the documents shall not impose any liability on CITY, or its employees, or be deemed a waiver of any of CITY's rights.

12. WORK PRODUCT.

12.1 Deliverables. CONSULTANT shall, in such time and in such form as CITY may require, furnish reports concerning the status of Services required under this Agreement. CONSULTANT shall, upon request by CITY and upon completion or termination of this Agreement, deliver or return to CITY all material furnished to CONSULTANT by CITY.

12.2 Ownership.

.1 All draft and final reports, documents and other written material, and any and all images, ideas, concepts, designs including website designs, source code, object code, electronic data and files or other media whatsoever, created or developed by CONSULTANT in the performance of this Agreement (collectively, "*Work Product*") shall be considered to be "works made for hire" for the benefit of CITY. All Work Product and any and all intellectual property rights arising from their creation, including all copyrights and other proprietary rights, shall be and remain the property of CITY without restriction or limitation upon their use, duplication or dissemination by CITY upon final payment being made. CONSULTANT shall not obtain or attempt to obtain copyright protection as to any of the Work Product.

.2 CONSULTANT hereby assigns to CITY all rights of ownership to the Work Product, including any and all related intellectual property and proprietary rights that are not otherwise vested in CITY pursuant to subsection .1 above.

.3 CONSULTANT warrants and represents that it has secured all necessary licenses, consents or approvals necessary to the production of the Work Product, and that upon final payment, CITY shall have full legal title to the Work Product, and full legal authority and the right to use and reproduce the Work Product for any purpose. CONSULTANT shall defend, indemnify and hold CITY and the City Indemnitees harmless from any loss, claim or liability in any way related to a claim that CITY's use of any of the Work Product is violating federal, state or local laws, or any contractual provisions, or any rights or laws relating to trade names, licenses, franchises, copyrights, patents or other means of protecting intellectual property rights or interests in products, ideas or inventions. CONSULTANT shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked documents, materials, equipment, devices or processes in connection with its provision of the Work Product produced under this Agreement. In the event any the use of any of the Work Product or other deliverables hereunder by CITY is held to constitute an infringement and the use of any of the same is enjoined, CONSULTANT, at its expense, shall: (a) secure for CITY the right to continue using the Work Product and other deliverables by suspension of any injunction, or by procuring a license or licenses for CITY; or (b) modify the Work Product and other deliverables so that they become non-infringing while remaining in compliance with the requirements of this Agreement. CONSULTANT's covenants under this Section 12.2 shall survive the expiration or termination of this Agreement.

13. CONFIDENTIALITY. During performance of this Agreement, CONSULTANT may gain access to and use CITY information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "*City Information*") that are valuable, special and unique assets of CITY. CONSULTANT agrees to protect all City Information and treat it as strictly confidential, and further agrees that CONSULTANT shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of CITY. In addition, CONSULTANT shall comply with all CITY policies governing the use of CITY network and technology systems. A violation by CONSULTANT of this section shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

14. RECORDS. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information relating to the Services, as required by CITY or the City Representative. CONSULTANT shall maintain adequate records on services provided in sufficient detail to permit an evaluation of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, CONSULTANT shall provide access to such books and records to the City Representative, or his or her designees, and shall give the City Representative, or his or her designees, the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement.

15. ASSIGNMENT AND SUBCONTRACTING. This Agreement is personal to CONSULTANT and CITY has entered this Agreement in reliance on CONSULTANT's skill, competence and experience. CONSULTANT shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without CITY's prior written consent, by and through the City Representative. CITY's consent to an assignment of rights under this Agreement shall not release CONSULTANT from any of its obligations or alter any of its obligations to be performed under this Agreement. Any attempt at assignment or delegation by CONSULTANT in violation of this Section shall be void and of no effect and shall entitle CITY to immediately terminate this Agreement for cause. As used in this section, "assignment" and

“delegation” means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs. CONSULTANT shall not subcontract any performance required under this Agreement without CITY’s prior written consent.

16. SUSPENSION AND TERMINATION.

16.1 Right to Suspend. CITY shall have the right at any time to temporarily suspend CONSULTANT’s performance hereunder, in whole or in part, by giving a written notice of suspension to CONSULTANT. If CITY gives such notice of suspension, CONSULTANT shall immediately suspend its activities under this Agreement as specified in such notice.

16.2 Termination. CITY shall have the right to terminate this Agreement at any time by giving a written notice of termination to CONSULTANT. If CITY gives such notice of termination, CONSULTANT shall immediately cease rendering Services pursuant to this Agreement. If CITY terminates this Agreement:

.1 CONSULTANT shall, not later than five days after such notice of termination, deliver to CITY copies of all Work Product or other information prepared pursuant to this Agreement.

.2 CITY shall pay CONSULTANT the reasonable value of Services rendered by CONSULTANT prior to termination; provided, however, CITY shall not in any manner be liable for lost profits that might have been made by CONSULTANT had the Agreement not been terminated or had CONSULTANT completed the Services required by this Agreement. In this regard, CONSULTANT shall furnish to CITY such financial information as in the judgment of CITY is necessary for CITY to determine the reasonable value of the Services rendered by CONSULTANT. The foregoing is cumulative and does not affect any right or remedy that CITY may have in law or equity.

17. Conflicts of Interest. CONSULTANT shall comply with all applicable federal, state and local conflict of interest laws, including the Political Reform Act (Cal. Gov. Code § 81000 *et seq.*), the Levine Act (Cal. Gov. Code § 84308), and California Government Code Section 1090. CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of CITY or that would in any way hinder CONSULTANT’s performance of Services under this Agreement. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of CITY. CONSULTANT agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY at all times during the performance of this Agreement.

18. NOTICES. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be given in writing to the person at the addresses specified on first page of this Agreement and deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during CONSULTANT’s and CITY’s regular business hours, or (c) three business days after deposit in the United States mail, by first class mail, postage prepaid. Either Party may change the specified person or address at which it is to receive notices by advising the other Party in writing.

19. MISCELLANEOUS TERMS.

19.1 Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement by this reference. In the event of any inconsistency between the express provisions of this Agreement and any provision of an exhibit, the provisions of this Agreement shall prevail.

19.2 Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance.

19.3 Nuisance; Compliance with Laws. CONSULTANT shall not maintain, commit or permit the maintenance or commission of any nuisance in connection with performing the Services. In the performing the Services CONSULTANT shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and the local laws, regulations, and policies of the City of Buena Park.

19.4 Permits and Licenses. CONSULTANT, at its sole expense, shall obtain and maintain during the term of this Agreement all appropriate permits, licenses, and certificates that may be required in connection with performing the Services.

19.5 Governing Law; Venue. The terms of this Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, without regard for its conflicts of laws principles, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. The venue for resolving any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be a court with jurisdiction that is located in the County of Orange, California.

19.6 Cost of Litigation. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement (whether in contract, tort, or both), the prevailing Party shall be entitled to receive from the losing Party all attorneys' fees, costs and expenses in such amount as the courts may determine to be reasonable.

19.7 Waiver. No delay or omission to exercise any right, power or remedy accruing to CITY under this Agreement shall impair any right, power or remedy of CITY, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver by CITY of any breach, any failure of a condition, or any right or remedy under this Agreement shall be: (1) effective unless it is in writing and signed by the Party making the waiver; (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy; or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

19.8 Efficient Performance. CONSULTANT shall commence, carry on and complete its assignments with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry and applicable professional standards.

19.9 No Third Party Beneficiaries. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19.10 When Rights and Remedies Not Waived. In no event shall the making by CITY of any payment to CONSULTANT constitute or be construed as a waiver by CITY of any breach of covenant, or any default that may then exist, on the part of CONSULTANT, and the making of any such payment by CITY while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to CITY with regard to such breach or default.

19.11 Severability. If any part, term or provision of this Agreement shall be held illegal, unenforceable or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

19.12 Captions. The titles of the sections, subsections and paragraphs set forth in this Agreement are inserted for convenience and reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement and the rights or obligations of the Parties to this Agreement.

19.13 Word Usage. Unless the context clearly requires otherwise, (a) the word “shall” is mandatory and “may” is permissive; (b) “or” is not exclusive; and (c) “includes” or “including” are not limiting.

19.14 Integrated Agreement and Modification of Agreement. This Agreement, and all exhibits referred to in this Agreement, constitutes the final, complete and exclusive statement of the terms of the agreement between CITY and CONSULTANT with respect to the subject matter of this Agreement. This Agreement supersedes all prior or contemporaneous oral or written negotiations, representations or agreements of the Parties. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may be modified only by a writing signed by both Parties.

19.15 Authority to Bind Parties. Each of the undersigned hereby represents that he or she has the authority to execute this Agreement on behalf of his or her contracting Party.

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above by and through their duly authorized representatives.

CITY OF BUENA PARK a California municipal corporation	CONSULTANT*
	Name of Business
Signature	Signature
Name:	Name:
Title:	Title:

***If CONSULTANT is a corporation, then pursuant to California Corporations Code Section 313 this Agreement must be executed by either: (1) the chairperson of the board; (2) the president; or (3) the vice president plus any one of the following: the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer.**

Signature

Name: _____

Title: _____

ATTEST:

BY: _____
Adria M. Jimenez, City Clerk

APPROVED AS TO FORM:

BY: _____
Christopher Cardinale, City Attorney

EXHIBIT A

1) SERVICES. CONSULTANT shall provide to CITY the following Services

ADD DESCRIPTION

2) SCHEDULE OF PERFORMANCE. CONSULTANT shall perform all Services in compliance with the following Schedule of Performance:

ADD SCHEDULE

3) COMPENSATION SCHEDULE. CONSULTANT shall be paid for performing the Services at the follow rates and times:

ADD COMPENSATION RATES / SCHEDULES

EXHIBIT ____ (if applicable)

PUBLIC WORKS - CALIFORNIA LABOR CODE REQUIREMENTS

(Labor Code §§ 1720 *et seq.*, 1813, 1860, 1861, 3700)

If the Services, in whole or in part, constitute “public works” as defined by California law, then CONSULTANT shall comply with the terms and conditions set forth in this PUBLIC WORKS EXHIBIT.

“Public works” include, but is not limited to the following: BOUNDARY SURVEY WORK, TOPOGRAPHICAL SURVEY WORK, RELOCATION WORK, CONSTRUCTION INSPECTION, TESTING AND OVERSIGHT SERVICES, SITE ASSEMBLY WORK, PRECONSTRUCTION TESTING AND INSPECTION SERVICES, INSTALLATION AND REMOVAL OF TEMPORARY FENCING AT PROJECT SITES, OR GEOTECHNICAL WORK (INCLUDING SOIL AND COMPACTION TESTING, FIELD TECHNICIAN OBSERVATION OF ALL TRENCHING AND BACKFILL OPERATIONS, AND FIELD TECHNICIAN INSTALLATION OF MONITORING DEVICES).

As to any portion of the Services that are “public works,” CONSULTANT shall comply in all respects with all applicable provisions of the California Labor Code, including the following:

1. This Agreement is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and CITY and CONSULTANT agree to be bound by all the provisions thereof as though set forth fully in this Agreement.
2. CONSULTANT shall be registered with the Department of Industrial Relations (“DIR”) in accordance with California Labor Code Section 1725.5 and has provided proof of registration to CITY prior to the Effective Date of this Agreement.
3. CONSULTANT agrees to comply with the provisions of California Labor Code Sections 1771, 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The applicable prevailing wage determination(s) may be obtained at:

<http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>.

Applicable prevailing wage determinations are also on file with CITY and are available to any interested party upon request. CONSULTANT shall, as a penalty to CITY, forfeit not more than two-hundred dollars (\$200) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for any public work done under this Agreement by CONSULTANT or by any subcontractor.

4. Pursuant to California Labor Code Section 1771.4, CONSULTANT’s services are subject to compliance monitoring and enforcement by the Department of Industrial Relations. CONSULTANT shall post job site notices as prescribed by DIR regulations and furnish the records specified in California Labor Code Section 1776 directly to the Labor Commissioner in the manner prescribed by California Labor Code Section 1771.4(a)(3) and (c)(2).

5. CONSULTANT shall comply with the provisions of California Labor Code Section 1776 which, among other things, require CONSULTANT and each subcontractor to (1) keep accurate payroll records, (2) certify and make such payroll records available for inspection as provided by Section 1776, and (3) inform CITY of the location of the records. CONSULTANT is responsible for compliance with Section 1776 by itself and all of its subcontractors.
6. CONSULTANT shall comply with the provisions of California Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONSULTANT is responsible for compliance with Section 1777.5 by itself and all of its subcontractors.
7. CONSULTANT shall comply with the provisions of California Labor Code Section 1813 concerning penalties for workers who work excess hours. CONSULTANT shall, as a penalty to CITY, forfeit twenty-five dollars (\$25) for each worker employed in the execution of this Agreement by CONSULTANT or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code.
8. California Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, CONSULTANT hereby certifies as follows:

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

EXHIBIT ____ (if applicable)

COMMUNITY WORKFORCE AGREEMENT - REQUIREMENTS

If the Services, in whole or in part, include the services of a Building/Construction Inspector, or Field Soils and Materials Tester (Inspectors), as the scope of work for each craft is defined in the State of California Wage Determination for said craft, then to the extent of such services CONSULTANT shall be obligated to comply with Community Workforce Agreement between the City and the Los Angeles/Orange Counties Building and Construction Trades Council and the Signatory Craft Councils and Local Unions ("CWA"). The CWA is a master labor agreement that establishes employment and labor relations procedures, and applies to all Consultants, Contractors and Subcontractors that are awarded or perform work on covered projects. CONSULTANT and its Subcontractors must agree to be bound by the CWA. A Letter of Assent (in the form attached to this Exhibit, must be submitted by CONSULTANT agreeing to be bound to the terms and conditions of the CWA.

Among other requirements, CONSULTANT, if not currently a signatory to a collective bargaining agreement with the unions that are a signatory to the CWA, must register CONSULTANT'S own workers ("Core Employees") with the appropriate union hall prior to performing work. CITY has retained a third-party CWA Administrator that will act on CITY's behalf and aid parties in administering the CWA. CONSULTANT must provide a listing of its Core Employees to CITY's CWA Administrator and the union prior to starting work.

To qualify as a Core Employee, the employee must have been on CONSULTANT'S active payroll for sixty (60) of the one hundred (100) working days prior to project award and have worked at least two thousand (2,000) hours in the craft that they are employed within the previous four (4) years. Core Employees are to be used in a one-to-one ratio with referred workers from the union hall until a maximum of five (5) total Core Employees are used, and any additional workers shall be referred from the union. A copy of the CWA is available in the Public Works Department located inside Buena Park City Hall (6650 Beach Blvd, Buena Park, CA 90621) and the terms and conditions of the CWA are incorporated fully into the Agreement if the Services include covered work.

EXHIBIT ____ (if applicable)

**REQUIRED FOR ALL CONTRACTS AWARDED BY THE CITY COUNCIL
(OTHER THAN COMPETITIVELY BID, LABOR, OR PERSONAL EMPLOYMENT CONTRACTS)**

LEVINE ACT DISCLOSURE STATEMENT

California Government Code section 84308, commonly referred to as the "Levine Act," precludes an elected or appointed officer of a local government agency from making, participating in, or in any way attempting to influence the awarding of a contract by the agency if the officer receives any political contributions totaling more than \$500 in the 12 months preceding the contract award, during the proceeding leading to the contract award, and for 12 months following the final decision on the contract, when the contribution is from any person that has a financing interest in the contract. This prohibition applies to contributions made directly to the officer, received by the officer on behalf of any other officer, or received on behalf of any candidate for office or on behalf of any committee. The Levine Act also requires disclosure of any such contributions to be made by a party to be awarded a contract by the local agency. The Levine Act does not apply to contracts that are competitively bid, labor, or personal employment contracts.

LEVINE ACT DISCLOSURES:

1. Have you or your company, or any agent on behalf of you or your company, made any contributions of more than \$500 to any member of the Buena Park City Council in the 12 months preceding the date the City issued the request for proposals leading to the contract?

YES ____ NO ____

If yes, please identify the Councilmember(s) and amount of any such campaign contribution(s):

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any contributions of more than \$500 to any member of the Buena Park City Council after the date of the issuance of the request for proposals, or in the 12 months after the City Council's decision on the contract?

YES ____ NO ____

If yes, please identify the Councilmember(s):

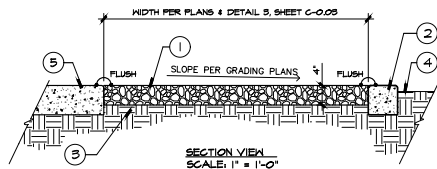
NOTE: Answering yes to either of the two (2) questions above does not preclude the City of Buena Park from awarding a contract to your firm. It does, however, preclude the identified officer(s) from making, participating in, or in any way attempting to influence the contract award process. Failing to provide full and accurate information on this form may be grounds for disqualification and other legal penalties.

DATE

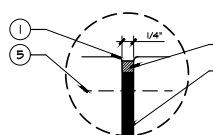
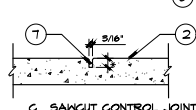
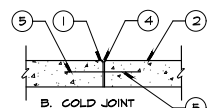
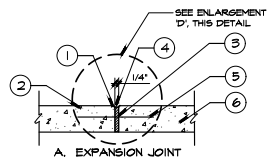
SIGNATURE OF AUTHORIZED OFFICIAL

NAME OF COMPANY

NAME, TITLE

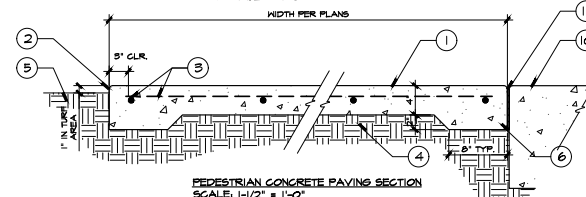
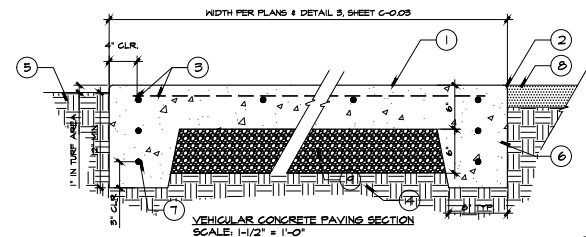


- LEGEND:**
- ① 1/2" MINUS STABILIZED COMPACTED DECOMPOSED GRANITE WITH ORBANG LOOK BINDER BY: BAIL MATERIALS OR APPROVED EQUAL. COLOR: CALIFORNIA GOLD. APPLY PER MANUFACTURER'S SPECIFICATIONS. CONTACT: DAVE DZILILENSKI, (951) 661-6106.
 - ② 6" CONCRETE MOW CURB PER DETAIL 5, THIS SHEET.
 - ③ COMPACTED SUBGRADE PER GEOTECHNICAL REPORT.
 - ④ ADJACENT FINISH GRADE. SEE GRADING PLANS.
 - ⑤ ADJACENT CONCRETE PAVING. SEE DETAIL 1, THIS SHEET FOR CONCRETE PAVING.
- NOTES:**
- A CONTRACTOR TO SUBMIT COLOR SAMPLE OF STABILIZED DECOMPOSED GRANITE FOR REVIEW AND APPROVAL PRIOR TO ACQUISITION AND DELIVERY.



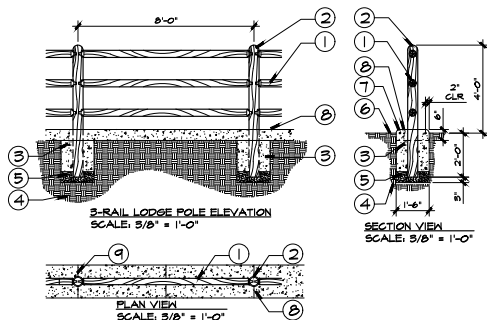
D. ENLARGEMENT AT EXPANSION JOINT

- LEGEND:**
- ① 1/4" RADIUS EDGE.
 - ② PAVING FINISH SURFACE PER PLAN.
 - ③ 1/2" DECK-O-FOAM EXPANSION MATERIAL BY: MRL MEADOWS. INSTALL PER MANUFACTURER'S SPECIFICATIONS. (909) 481-2828.
 - ④ 100% GRADE TWO-PART POLYURETHANE SEALER BY: PECORA CORPORATION (800) 525-6666, OR APPROVED EQUAL.
- FOR BID PURPOSES:**
COLOR SHALL BE:
A. Limestone (094) IN FIELDS OF NATURAL GREY CONCRETE.
B. "BEIGE" (545) IN FIELDS OF COLORED CONCRETE.
FINAL SEALANT COLOR SELECTION SHALL BE PER CITY UPON REVIEW AND APPROVAL OF CONTRACTOR PROVIDED PAVING SAMPLES IN THE FIELD. SEE SPECIFICATIONS.
- ⑤ SPEED-DOANEL AT 18" O.C. W/ #3 REBAR, MODEL NO. PSD 12/ #4 TS WITH PSD/M BL BASE. CONTACT: GREENBREAK. (800) 525-4504.
 - ⑥ EXISTING CONCRETE PAVING.
 - ⑦ SAWCUT JOINT, SINGLE BLADE WITH 1/16" CONTINUOUS CRACK CHASER.
- * 3/8" IF PAVING LESS THAN 4" THICK. 1" IF PAVING 4" THICK OR GREATER.
- NOTES:**
- A PROVIDE MOCKUP PER SPECIFICATIONS.
 - B LOCATE JOINTS PER SPECIFICATIONS UNLESS OTHERWISE INDICATED ON PLAN. JOINTS SHALL NOT EXCEED 5'-0" O.C. MAX.
 - C SEALANT COLOR TO MATCH ADJACENT PAVING.
 - D ALL EXPANSION JOINT SEALANT TO BE SEEDED WITH SILICA SAND.
 - E DETAIL NOT TO SCALE.



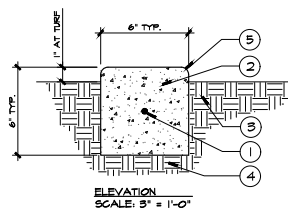
- LEGEND:**
- ① CONCRETE PAVING - NATURAL GRAY, MEDIUM BROOM FINISH.
 - ② 1/2" TOOLED RADIUS.
 - ③ #5 REBAR AT 24" O.C. MAX. EACH WAY, AT MID HEIGHT OF SLAB THICKNESS, PER GEOTECHNICAL REPORT.
 - ④ COMPACTED SUBGRADE PER GEOTECHNICAL REPORT.
 - ⑤ FINISH GRADE.
 - ⑥ THICKENED EDGE AS DIMENSIONED, PER GEOTECHNICAL REPORT.
 - ⑦ #5 REBAR, CONTINUOUS, PER GEOTECHNICAL REPORT.
 - ⑧ ADJACENT DECOMPOSED GRANITE PAVING. SEE DETAIL 4, THIS SHEET.
 - ⑨ CRUSHED MISCELLANEOUS BASE PER GEOTECHNICAL REPORT.
 - ⑩ ADJACENT VEHICULAR CONCRETE PAVING. SEE PLANS.
 - ⑪ EXPANSION JOINT, PER DETAIL 2, THIS SHEET.
- NOTES:**
- A CONTRACTOR TO PROVIDE 4' X 4' CONCRETE FINISH SAMPLE MOCKUPS IN THE FIELD FOR CITY REVIEW AND APPROVAL, PER PLANS AND SPECIFICATIONS.
 - B ALL CONCRETE TYPE TO BE II/A, PER GEOTECHNICAL REPORT.
 - C PROVIDE 1/4" FALL PER 12" RUN ON ALL PAVING - MINIMUM. SEE GRADING PLANS.
 - D SEE DETAIL 2, THIS SHEET FOR CONCRETE JOINTS.
 - E VEHICULAR PAVING TO ACCOMMODATE 80,000 LB LOAD PER SPECIFICATIONS.

4 DECOMPOSED GRANITE PAVING



- LEGEND:**
- ① 3/4" DIA. LODGE POLE RAIL.
 - ② 3" DIA. LODGE POLE POST W/ DOMED TOP.
 - ③ CONCRETE FOOTING, 18" DIA. TYP.
 - ④ COMPACTED SUBGRADE PER GEOTECHNICAL REPORT.
 - ⑤ 6" DEEP 3/4" CRUSHED GRAVEL BASE.
 - ⑥ FINISH SURFACE. SEE GRADING PLANS.
 - ⑦ 1/2" TOOLED RADIUS.
 - ⑧ 18" CONCRETE MOW CURB PER DETAIL 1, C-005.
 - ⑨ SCORE JOINTS-PLACE IN BETWEEN & AT CENTER OF POSTS.
- NOTES:**
- A CONTRACTOR SHALL PROVIDE SUBMITTAL FOR REVIEW AND APPROVAL BY CITY PRIOR TO MATERIAL ACQUISITION.
 - B LUMBER AVAILABLE FROM C & E LUMBER, POMONA. CONTACT: DAVE SHIELDS, PHONE: (909) 628-9541.
 - C ALL MEMBERS SHALL BE CCA TREATED, MACHINE FEEL STOCK LODGE POLE PINE.
 - D SECURE RAILS TO POST WITH 6d GALVANIZED NAILS, (1) AT EACH CONNECTION.

2 CONCRETE JOINTS



- LEGEND:**
- ① #4 REBAR CONTINUOUS CENTERED.
 - ② POURED-IN-PLACE CONCRETE MOW CURB WITH 1/2" TOOLED RADIUS AT ALL EDGES.
 - ③ FINISHED GRADE.
 - ④ COMPACTED, SUBGRADE PER GEOTECHNICAL REPORT.
 - ⑤ 1/2" TOOLED RADIUS.
- NOTES:**
- A PROVIDE CONTROL JOINTS AT 4'-0" O.C. AND AT ALL CORNERS.
 - B CONCRETE STRENGTH AND TYPE PER SPECIFICATIONS.
 - C ALL MOW CURB WIDTHS AND HEIGHTS AS DIMENSIONED UNLESS OTHERWISE NOTED ON PLANS & DETAILS.

5 LODGE POLE FENCE

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PLANS PREPARED BY:
CIVTEC
CIVIL ENGINEERING
CONSULTING
999 CORPORATE DR., SUITE 100
LADERA RANCH, CA 92694
p: 949.463.8822
e: tec@civtec.net

REGISTERED PROFESSIONAL ENGINEER
STATE OF CALIFORNIA
C-81640
Exp. 09-30-23
CIVIL
JAMES E. CAMPBELL
5/12/23

3 6" CONCRETE MOW CURB

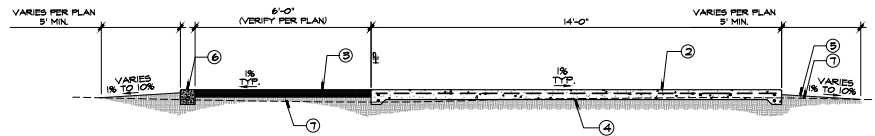
1 CONCRETE PAVING

CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

DETAIL SHEET

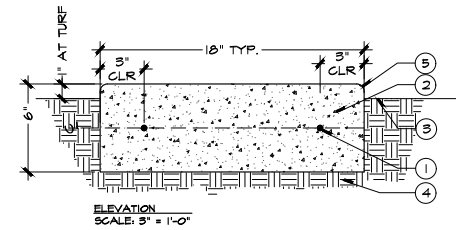
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REV.
C-0.02

DEPARTMENT OF PUBLIC WORKS SHEET 2 OF 20



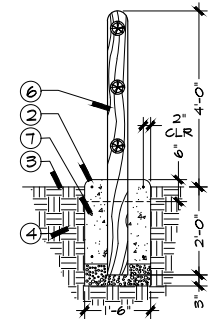
TYPICAL SECTION A-A
SCALE: 1" = 2'-0"

- LEGEND:
- ① LODGE POLE FENCE PER DETAIL 5, SHEET C-0.02
 - ② CONCRETE PAVING PER DETAIL 1, SHEET C-0.02
 - ③ DECOMPOSED GRANITE PER DETAIL 5, SHEET C-0.02
 - ④ COMPACTED, MOISTURE CONDITIONED SUBGRADE PER GEOTECHNICAL REPORT.
 - ⑤ FINISH GRADE
 - ⑥ CONCRETE MONOCURB
 - ⑦ EXISTING GRADE



- LEGEND:
- ① #4 REBAR CONTINUOUS CENTERED PER GEOTECHNICAL DESIGN RECOMMENDATION LETTER.
 - ② POURED-IN-PLACE CONCRETE MONOCURB WITH 1/2" TOOLED RADIUS AT ALL EDGES.
 - ③ FINISHED GRADE.
 - ④ COMPACTED, SUBGRADE PER GEOTECHNICAL REPORT.
 - ⑤ 1/2" TOOLED RADIUS.
 - ⑥ LODGEPOLE FENCE. SEE DETAIL 5, SHEET C-0.02
 - ⑦ CONCRETE FOOTING. SEE DETAIL 5, SHEET C-0.02

- NOTES:
- (A) PROVIDE CONTROL JOINTS AT 4'-0" O.C. AND AT ALL CORNERS.
 - (B) CONCRETE STRENGTH AND TYPE PER SPECIFICATIONS.
 - (C) ALL MONOCURB WIDTHS AND HEIGHTS AS DIMENSIONED UNLESS OTHERWISE NOTED ON PLANS & DETAILS.



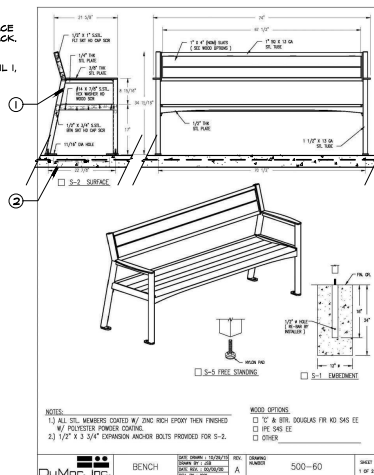
SECTION VIEW
SCALE: 3/4" = 1'-0"

3 TYPICAL ELEVATION AT TRAIL



IMAGE FOR DESIGN REFERENCE ONLY
N.T.S.

- LEGEND:
- ① DUMOR BENCH 500-601-SAR (BLK. IPE), SURFACE MOUNTED MATERIAL TO BE IPE, COLOR TO BE BLACK. INSTALL PER MANUFACTURER'S SPECIFICATIONS.
 - ② PEDESTRIAN RATED CONCRETE PAVING. SEE DETAIL 1, SHEET C-0.02
 - ③ EXPANSION JOINT.
 - ④ TOOLED SCORE JOINT.



- NOTES:
- 1.) ALL STEEL MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ PROTECTIVE POWDER COATING.
 - 2.) 1/2" x 3 3/4" EXPANSION ANCHOR BOLTS PROVIDED FOR 5-2.
- WOOD OPTIONS:
- ☐ 1" x 6" SIPS, DOUGLAS FIR NO. 2 & 4S
 - ☐ 1" x 6" SIPS, DOUGLAS FIR NO. 2 & 4S
 - ☐ OTHER

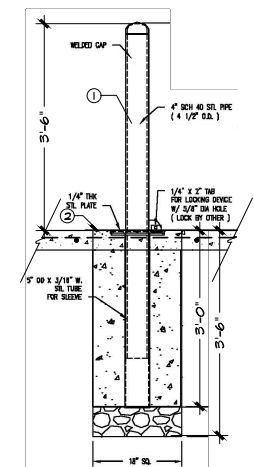
PEDESTRIAN BENCH
SCALE: N.T.S.

1 18" CONCRETE MONOCURB



IMAGE FOR DESIGN REFERENCE ONLY.
NOT TO SCALE.

- LEGEND:
- ① DUMOR BOLLARD 400-42-S-SL, GROUND SLEEVE MOUNTED, COLOR TO BE BLACK. INSTALL PER MANUFACTURER'S SPECIFICATIONS.
 - ② VEHICULAR RATED CONCRETE PAVING TO BE POURED OVER BOLLARD FOOTING. SEE DETAIL 1, SHEET C-0.02.



VEHICULAR BOLLARD
SCALE: 1" = 1'-0"

4 PEDESTRIAN BENCH

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999 CORPORATE DR., SUITE 100
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P: 949.463.8822
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REGISTERED PROFESSIONAL ENGINEER
STATE OF CALIFORNIA
C-81640
Exp. 09-30-23
CIVIL
ENGINEER

5/12/23

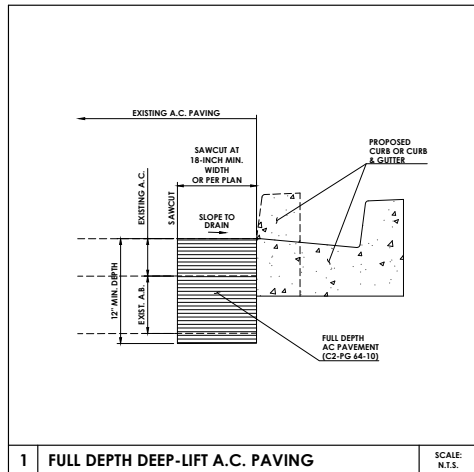
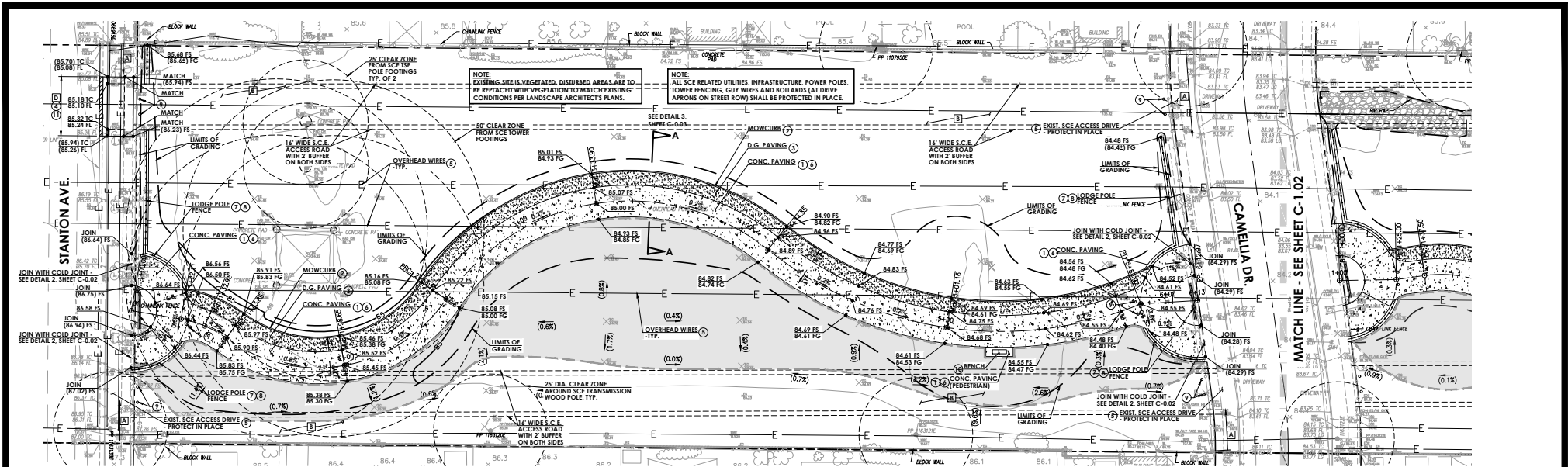
2 VEHICULAR BOLLARD

CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

DETAIL SHEET

DRAWING NO.
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REV.
C-0.03

DEPARTMENT OF PUBLIC WORKS SHEET 3 OF 20

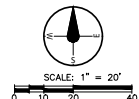
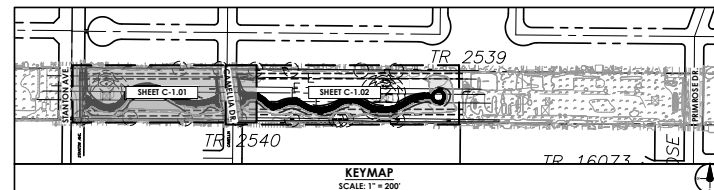


*** NOTE TO CONTRACTOR:**
CONTRACTOR TO VERIFY ELEVATION PRIOR TO CONSTRUCTION AND NOTIFY CIVIL ENGINEER IMMEDIATELY OF ANY DISCREPANCY.

NOTE TO CONTRACTOR:
LOCATE ALL EXISTING UTILITIES AS A FIRST ITEM OF WORK AND PROTECT THEM IN PLACE AS REQUIRED.

NOTE TO CONTRACTOR:
ALL GRADING AND EARTHWORK IS TO BE DONE IN ACCORDANCE WITH THE EARTHWORK SPECIFICATION AND AS DIRECTED BY THE GEOTECHNICAL ENGINEER.

- DEMOLITION NOTES**
- A REMOVE EXIST. FENCE/GATE, ASSOCIATED POSTS, FOOTINGS, ETC. - COORDINATE WITH CITY AND S.C.E. PRIOR TO DEMO. ON WHAT IS TO REMAIN, WHAT TO SALVAGE AND/OR REUSE AND DISPOSE REMAINDER
 - B CLEAR AND GRUB ENTIRE PROJECT AREA PER SPECIFICATIONS
 - C REMOVE EXISTING RIP-RAP (COMPLETE) AND DISPOSE
 - D SAWCUT AND REMOVE EXIST. CURB & GUTTER, AC/AB PAVEMENT, LANDSCAPING, SIDEWALK (COMPLETE) AND DISPOSE
- GENERAL CONSTRUCTION NOTES**
- 1 CONSTRUCT CONCRETE PAVING PER DETAIL 1, SHEET C-0.02
 - 2 CONSTRUCT CONCRETE MOW CURB PER DETAIL 3, SHEET C-0.02
 - 3 CONSTRUCT DECOMPOSED GRANITE PAVING PER DETAIL 4, SHEET C-0.02
 - 4 CONSTRUCT SIDEWALK AND DRIVEWAY PER CITY OF BUENA PARK STD. 209, CASE 4, COMMERCIAL, W = 20'
 - 5 PROTECT IN PLACE
 - 6 CONSTRUCT CONCRETE JOINTING PER DETAIL 2, SHEET C-0.02
 - 7 CONSTRUCT LODGE POLE FENCE PER DETAIL 5, SHEET C-0.02
 - 8 CONSTRUCT 18" MOW CURB PER DETAIL 1, SHEET C-0.03
 - 9 INSTALL VEHICULAR BOLLARD PER DETAIL 2, SHEET C-0.03
 - 10 CONSTRUCT BENCH PER DETAIL 4, SHEET C-0.03
 - 11 CONSTRUCT FULL-DEPTH DEEPLIFT A.C. PAVEMENT PER DETAIL 1, SHEET C-1.01



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E: tec@civitec.net

REGISTERED PROFESSIONAL ENGINEER
E. CAMERON
C-81640
Exp. 09-30-23
CIVIL
STATE OF CALIFORNIA
5/12/23

CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

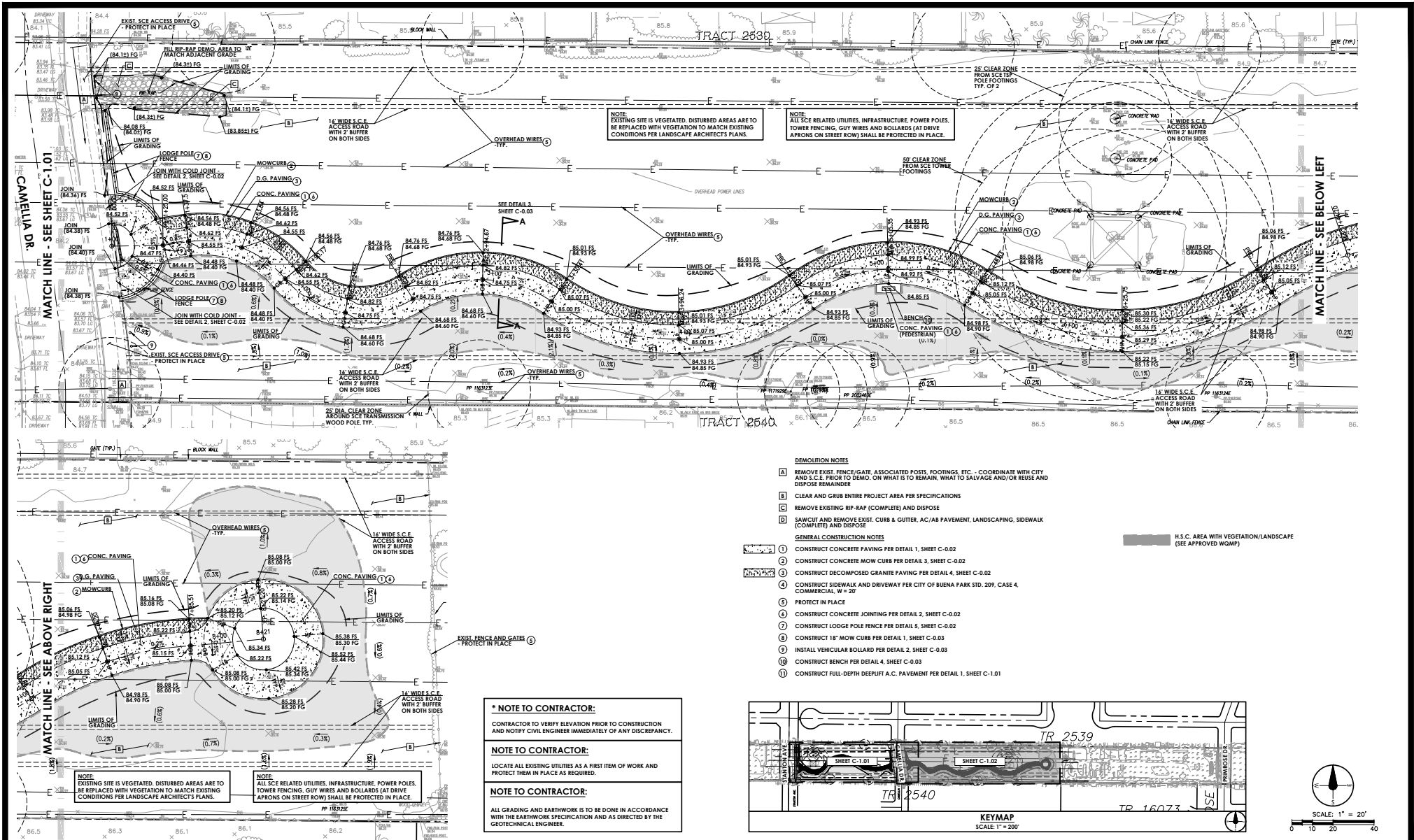
PRECISE GRADING PLAN

DEPARTMENT OF PUBLIC WORKS

DRAWING NO.
MD-XXX
C-1.01

REV.

SHEET 4 OF 20



UNDERGROUND SERVICE ALERT
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CONSULTING
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P: 949.463.8822
E: tec@civtec.net

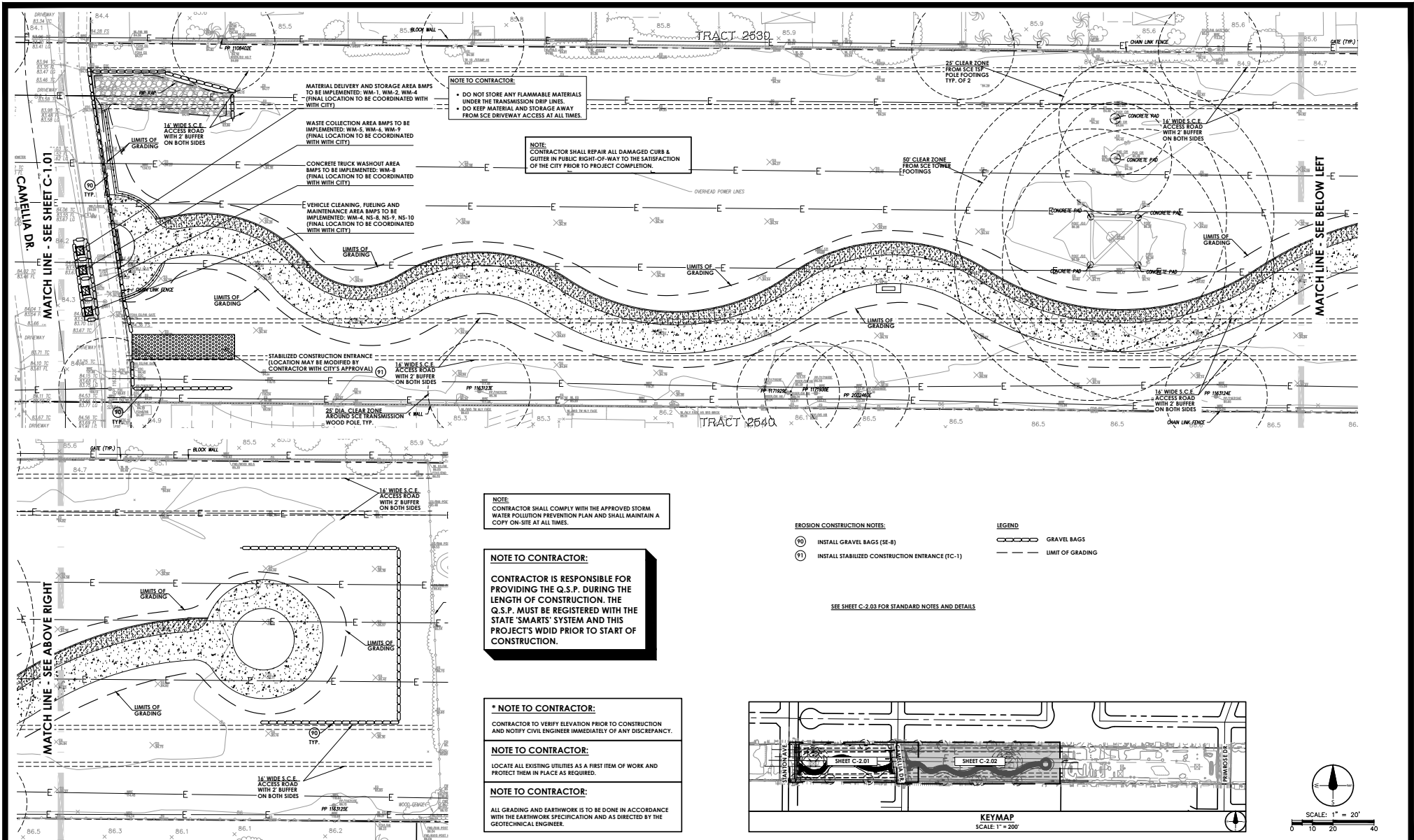
REGISTERED PROFESSIONAL ENGINEER
E. CAMPELL
C-81640
Exp. 09-30-23
CIVIL
STATE OF CALIFORNIA
5/12/23

CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

**PRECISE GRADING
PLAN**

DRAWING NO.
MD-XXX
REV.
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DEPARTMENT OF PUBLIC WORKS
SHEET 5 OF 20



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STATE OF CALIFORNIA
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5/12/23

CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
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CAMELLIA DR

EROSION CONTROL PLAN

DEPARTMENT OF PUBLIC WORKS

DRAWING NO.
MD-XXX
C-2.02

SHEET 7 OF 20

EROSION CONTROL NOTES:

1. A STANDBY CREW FOR EMERGENCY WORK SHALL BE AVAILABLE AT ALL TIMES DURING THE RAINY SEASON. NECESSARY MATERIALS SHALL BE AVAILABLE ON SITE AND STOCKPILED AT CONVENIENT LOCATIONS TO FACILITATE RAPID CONSTRUCTION OF TEMPORARY DEVICES OR TO REPAIR ANY DAMAGED EROSION CONTROL MEASURES WHEN RAIN IS IMMINENT.
2. DEVICES SHALL NOT BE MOVED OR MODIFIED WITHOUT THE APPROVAL OF THE CITY INSPECTOR.
3. ALL REMOVABLE PROTECTIVE DEVICES SHOWN SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN THE FIVE-DAY RAIN PROBABILITY FORECAST EXCEEDS 40 PERCENT.
4. AFTER A RAINSTORM, ALL SILT AND DEBRIS SHALL BE REMOVED FROM CHECK BERM AND DESILTING BASINS AND THE BASINS PUMPED DRY. ANY GRADED SLOPE SURFACE PROTECTION MEASURES DAMAGED DURING A RAINSTORM SHALL ALSO BE IMMEDIATELY REPAIRED.
5. FILL SLOPES AT THE CONSTRUCTION AREA PERIMETER MUST DRAIN AWAY FROM THE TOP OF THE SLOPE AT THE CONCLUSION OF EACH WORKING DAY.
6. A GUARD SHALL BE POSTED ON THE SITE WHENEVER THE DEPTH OF WATER IN ANY DEVICES EXCEEDS TWO FEET.
7. DURING GRADING OPERATIONS AND PRIOR TO CONSTRUCTION OF PERMANENT DRAINAGE STRUCTURES TEMPORARY DRAINAGE CONTROL SHALL BE PROVIDED TO PREVENT PONDING WATER AND DAMAGE TO ADJACENT PROPERTIES.
8. ALL EXISTING DRAINAGE COURSES ON THE PROJECT SITE MUST CONTINUE TO FUNCTION, ESPECIALLY DURING STORM CONDITIONS. PROTECTIVE MEASURES AND TEMPORARY DRAINAGE PROVISIONS MUST BE USED TO PROTECT ADJOINING PROPERTIES DURING CONSTRUCTION.

SANDBAGS (GRAVEL BAGS):

1. GENERAL: SANDBAG SHALL INCLUDE PROVIDING ALL LABOR, MATERIALS, AND EQUIPMENT TO FABRICATE AND INSTALL SANDBAGS AS REQUIRED TO FACILITATE THE CONTROL OF EROSION.
2. LOCATION: SANDBAGS SHALL BE PLACED PER PLAN, AND IN LOCATIONS SPECIFIED BY THE CITY, AND IN LOCATIONS DEEMED NECESSARY BY THE CONTRACTOR.
3. FABRICATION: SANDBAGS SHALL BE FABRICATED USING FACTORY SEWN OR SEALED BAGS OF WOVEN POLYPROPYLENE, TREATED TO RESIST DEGRADATION BY ULTRAVIOLET LIGHT AND HAVING SUFFICIENT RESISTANCE TO TEARING TO ALLOW RELOCATION OF BAGS WITHIN SIX MONTHS OF INITIAL PLACEMENT WITH A LOSS OF NOT MORE THAN FIVE PERCENT OF THE BAGS.
- THE BAGS SHALL BE FILLED WITH SUBGRADED TO ROUNDED GRAVEL LESS THAN 3/4-INCH IN DIAMETER, WITH LESS THAN FIVE PERCENT OF MATERIAL PASSING A NO. 30 SIEVE. THE FILLED BAGS SHALL HAVE THE OPEN ENDS SECURELY FASTENED PRIOR TO DELIVERY TO THE SITE.
4. INSTALLATION: SANDBAGS SHALL BE INSTALLED IN A SIDE BY SIDE MANNER TO ENTRAP SILT AND MUD, AND TO DIVERT THE FLOW OF WATER. NOTWITHSTANDING THE OTHER REQUIREMENTS OF THIS SPECIFICATION, FAILURE OF THE BAGS TO PERFORM THIS FUNCTION SHALL BE REASON TO REJECT THEIR INSTALLATION.
- SANDBAGS SHALL BE INSTALLED WITH THE WIDEST FACE AGAINST THE gROUND SURFACE OR THE UNDERLYING COURSE OF BAGS, AND PRESSED IN PLACE TO CONFORM TO THE UNDERLYING SURFACE. THE BAGS SHALL BE PLACED WITH THE TIED ENDS IN THE "UPHILL" OR "UPSTREAM" DIRECTION, BEGINNING AT THE LOWEST OR MOST DOWNSTREAM BAG. TIED ENDS WILL BE TUCKED UNDER BAG. SUBSEQUENT BAGS WITHIN ONE COURSE OF BAGS SHALL BE PLACED SO AS TO REST UPON THE TIED END OF THE PREVIOUSLY PLACED BAG, WITH NOT LESS THAN 10 PERCENT OF THE BAG IN CONTACT WITH THE PREVIOUS BAG, AND NOT MORE THAN 20 PERCENT IN CONTACT.

SUBSEQUENT COURSES OF BAGS SHALL BE PLACED AS DESCRIBED PREVIOUSLY, WITH THE MID-POINT OF THE BAGS STRADDLING THE JOINTS OF BAGS IN THE UNDERLYING ROW.

CONSTRUCTION OF A SANDBAG BERM PERPENDICULAR TO THE DIRECTION OF FLOW SHALL INCORPORATE BAGS PLACED IN A "PYRAMID" CONFIGURATION, WITH ALL INDIVIDUAL BAGS ORIENTED PERPENDICULAR TO THE DIRECTION OF FLOW. THE BERM SHALL BE CONSTRUCTED WITH A SPECIFIED NUMBER OF ROWS AT THE BOTTOM (IN CONTACT WITH THE GROUND), WITH SUCCESSIVELY FEWER ROWS IN EACH OVERLYING COURSE. THE UPSTREAM AND DOWNSTREAM FACES OF THE BERM SHALL BE NO STEEPER THAN 1 1/2 FEET HORIZONTAL TO 1 VERTICAL.

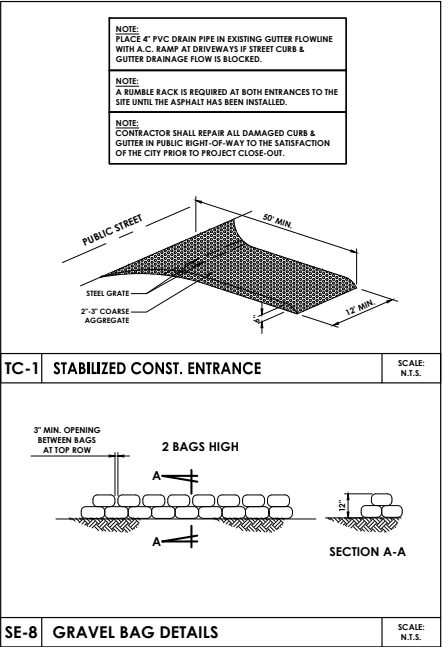
DAMAGE WHICH COULD FORESEEABLY BE PREVENTED BY PROPER SANDBAG INSTALLATION SHALL BE THE CONTRACTOR'S RESPONSIBILITY.

CONSTRUCTION
STORMWATER MITIGATION MEASURES (BMPs)

THE FOLLOWING BMP'S AS OUTLINED IN, BUT NOT LIMITED TO, THE BEST MANAGEMENT PRACTICE HANDBOOK, CALIFORNIA STORMWATER QUALITY TASK FORCE, SACRAMENTO, CALIFORNIA 2003, OR THE LATEST REVISED EDITION, APPLY DURING THE CONSTRUCTION OF THIS PROJECT. (ADDITIONAL MEASURES MAY BE REQUIRED IF DEEMED APPROPRIATE BY CITY INSPECTORS)

- NS-1 WATER CONSERVATION PRACTICES *
NS-2 DEWATERING OPERATIONS *
NS-3 PAVING OPERATIONS *
NS-7 POTABLE WATER/IRIGATION *
WM-1 MATERIAL DELIVERY AND STORAGE *
WM-2 MATERIAL USE *
WM-3 STOCKPILE MANAGEMENT *
WM-4 SPILL PREVENTION AND CONTROL *
WM-5 SOLID WASTE MANAGEMENT *
WM-6 HAZARDOUS WASTE MANAGEMENT *
WM-7 CONTAMINATED SOIL MANAGEMENT *
WM-8 CONCRETE WASTE MANAGEMENT *
WM-9 SANITARY-SEPTIC WASTE MANAGEMENT *
NS-8 VEHICLE AND EQUIPMENT CLEANING *
NS-9 VEHICLE AND EQUIPMENT FUELING *
NS-10 VEHICLE AND EQUIPMENT MAINTENANCE *
NS-12 CONCRETE CURING
NS-13 CONCRETE FINISHING
- WE-1 WIND EROSION CONTROL
TC-1 STABILIZED CONSTRUCTION ENTRANCE *
TC-3 ENTRANCE OUTLET TIRE WASH *
SE-1 SILT FENCE
SE-4 CHECK DAMS
SE-5 FIBER ROLLS
SE-6 GRAVEL BAG BERM
SE-7 STREET SWEEPING AND VACUUMING
SE-9 STRAW BALE BARRIERS
SE-10 STORM DRAIN INLET PROTECTION
EC-1 SCHEDULING
EC-2 PRESERVATION OF EXISTING VEGETATION
EC-5 SOIL BINDERS

NOTE:
* LOCATIONS TO BE DETERMINED BY CONTRACTOR AND APPROVED BY CITY INSPECTOR



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PLANS PREPARED BY:
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CIVIL ENGINEERING CONSULTING
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LADERA RANCH, CA 92664
p: 949.663.8822
e: tec@civitec.net

REGISTERED PROFESSIONAL ENGINEER
STATE OF CALIFORNIA
C-81640
Exp. 09-30-23
CIVIL
ENGINEER OF CALIFORNIA

5/12/23

CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

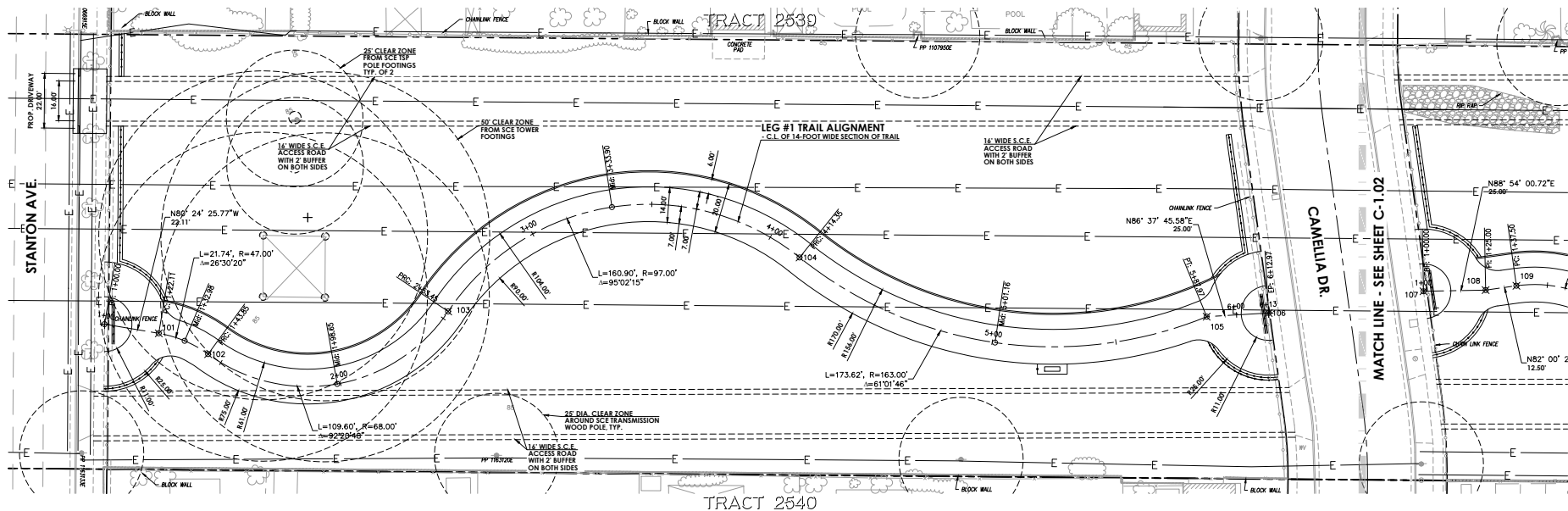
EROSION CONTROL
NOTES & DETAILS

DRAWING NO.
MD-XXX
C-2.03

REV.

DEPARTMENT OF PUBLIC WORKS

SHEET 8 OF 20



NOTE TO CONTRACTOR:

SEE NOTE TO CONTRACTOR ON SHEET C-3.02 REGARDING CONSTRUCTION SURVEY AND USE OF DIGITAL FILES.

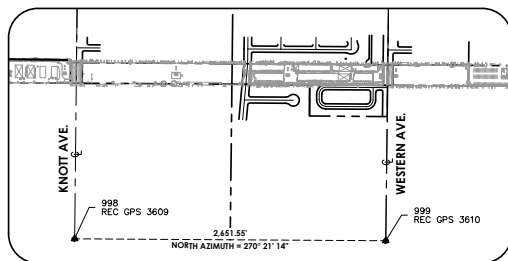
HORIZONTAL AND VERTICAL CONTROL DATUM:

DATUM: BLEV. = 82.04' (NGVD '88)
O.C.S. B.M. 1H-127-70
COORDS: O.C.S. GPS COORDINATES, HOLDING OCS POINT 3610 AS THE POINT OF ORIGIN.
BASIS OF BEARINGS: THE GRID AZIMUTH 270°21'14\"/>

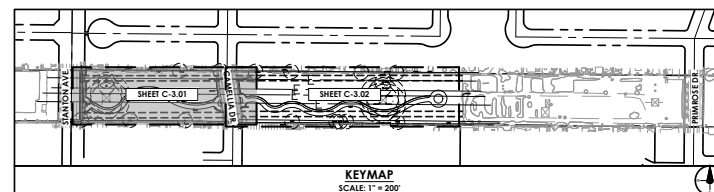
SEE SHEET C-3.02 FOR "SURVEY CONTROL MAP" AND POINT TABLES.

GENERAL NOTES

1. CONTRACTOR SHALL REFERENCE LANDSCAPE ARCHITECT'S PLANS FOR ADDITIONAL HARDSCAPE REQUIREMENTS AND DETAILS.
2. CONTRACTOR SHALL REMOVE AND DISPOSE OF EXISTING LANDSCAPE IMPROVEMENTS AS NECESSARY TO CONSTRUCT IMPROVEMENTS SHOWN HEREON.
3. ALL SIDEWALKS, CURB RETURNS, AND ACCESS POINTS SHALL MEET TITLE 24 AND AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS.



SURVEY CONTROL MAP



KEYMAP
SCALE: 1" = 200'

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P: 949.663.8822
E: tec@civitec.net



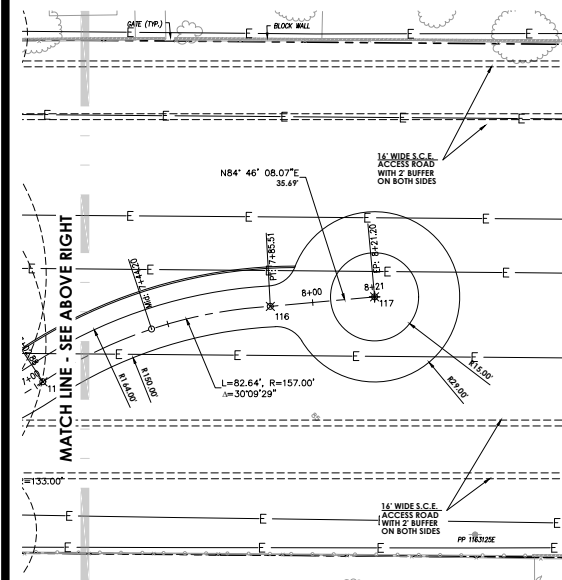
5/12/23

CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

**HORIZONTAL
CONTROL PLAN**

DRAWING NO.
MD-XXX
C-3.01

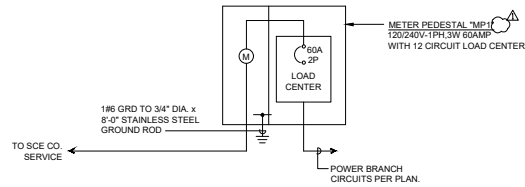
DEPARTMENT OF PUBLIC WORKS SHEET 9 OF 20



CONTROL POINTS

TRAIL C.L.

NOTE TO CONTRACTOR:



VOLTS 120/240
PHASE 1PH, 3W
MTR PEDestal

PANELBOARD
LOCATION -

PROJECT NO. 535 046
MAIN 60A/60P
BUS 100A

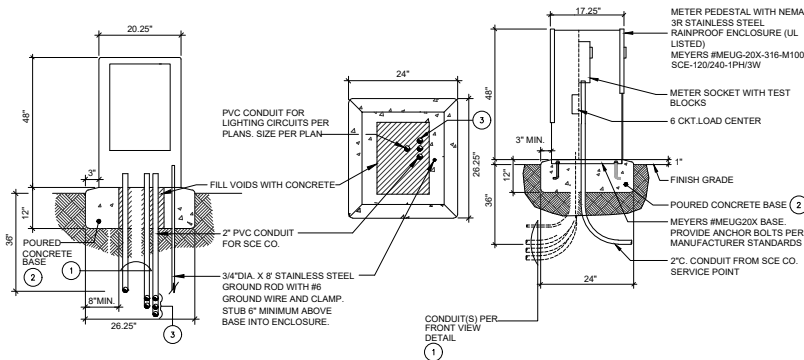
C- LOAD (W) ->					C- LOAD (W) ->					
OCT	A	B	LOAD TYPE	OUTLET QUAN	DESCRIPTION	OCT	A	B	LOAD TYPE QUAN	DESCRIPTION
1	----	----	60/2	----	MAIN	A	2	----	----	----
3	----	----	----	----	----	A	6	----	----	----
5	100	----	G	20/1	IRRIGATION CONTROLLER	3	----	----	----	----
7	----	----	20/1	----	SPARE	5	----	----	----	----
9	----	----	20/1	----	SPARE	7	----	----	----	----
11	----	----	20/1	----	SPARE	9	----	----	----	----

CONNECTED
VA AMPS
PHASE A = 100 1
PHASE B =

L.C.L. @ 125% =
() 10 KW @ 500 =
KITCHEN @ 450 =
OTHER LOAD @ 1000 = 100
TOTAL VA = 100
TOTAL AMPS =

LOAD TYPE:
G - GENERAL (1000) M - MOTOR (1000)
L - L.C.L. (1250) N - MOTOR (1250)
R - RECEPTACLE (100) X - 2-WAY (1000)
(10 KW @ 1000) XI - 3-WAY (500)
K - KITCHEN (450)

TOTAL = 100



METERED PEDESTAL ENCLOSURE (REAR VIEW)

NOTE:

- SUBMIT SHOP DRAWINGS FOR REVIEW. APPROVED SHOP DRAWINGS SHALL BE SUBMITTED TO SOUTHERN CALIFORNIA EDISON CO. (SCE) FOR REVIEW AND APPROVAL PRIOR TO PURCHASE.
- INSTALLATION OF METER PEDestal SHALL BE IN COMPLIANCE WITH SOUTHERN CALIFORNIA EDISON CO. (SCE) STANDARDS.

METERED PEDESTAL ENCLOSURE (SIDE VIEW)

DETAIL NOTES:

- FOR CONNECTION TO IRRIGATION EQUIPMENT AND FUTURE LIGHTING.
- LEVEL CONCRETE BASE WITH SMOOTH FINISH ON TOP AND EXPOSED SIDES. 1" RADIUS TOP EDGE, TYPICAL ALL SIDES.
- (3) 1" SPARE CONDUITS.

SINGLE LINE DIAGRAM AND METERED PEDESTAL DETAIL

SCALE
NONE

A

GENERAL NOTES

- THESE DRAWINGS AND SPECIFICATIONS ARE INTENDED TO COVER A COMPLETE INSTALLATION OF SYSTEMS. THE OMISSION OR EXPRESSED REFERENCE TO ANY ITEM OF LABOR OR MATERIALS REQUIRED FOR THE PROPER EXECUTION OF THE WORK IN ACCORDANCE WITH PRESENT PRACTICE OF THE TRADE SHALL NOT RELIEVE THE CONTRACTOR FROM PROVIDING SUCH ADDITIONAL LABOR AND MATERIALS.
- THESE PLANS AND SPECIFICATIONS AND ALL WORK AND MATERIALS SHALL BE IN FULL ACCORDANCE WITH ALL LEGAL AND INDUSTRY REQUIREMENTS AND STANDARDS INCLUDING WITHOUT LIMITATION THE FOLLOWING:
 - CALIFORNIA CODE OF REGULATIONS TITLE 24, PARTS 1 AND 2 (CALIFORNIA BUILDING CODE), 2019 EDITION.
 - CALIFORNIA CODE OF REGULATIONS TITLE 24, PART 3 (CALIFORNIA ELECTRICAL CODE), 2019 EDITION.
 - CALIFORNIA CODE OF REGULATIONS TITLE 24, PART 6 (CALIFORNIA ENERGY CODE), 2019 EDITION.
 - CALIFORNIA CODE OF REGULATIONS TITLE 24, PART 9 (CALIFORNIA FIRE CODE), 2019 EDITION.
- OTHER REGULATING AGENCIES WHICH MAY HAVE AUTHORITY OVER ANY PORTION OF THE WORK, INCLUDING THE STATE OF CALIFORNIA DIVISION OF INDUSTRIAL SAFETY, AND THOSE CODES AND STANDARDS LISTED IN THESE NOTES AND SPECIFICATIONS.
- THE ELECTRICAL SYSTEMS FUNCTIONALITY STANDARDS SET FORTH IN TITLE 7 OF THE CALIFORNIA CIVIL CODE (THE "RIGHT TO REPAIR ACT").
- THE MANUFACTURER'S REQUIREMENTS OR RECOMMENDATIONS FOR ANY INCORPORATED PRODUCTS.
- THE MOST CURRENT APPROVED ISSUES OF ANY NOTED SPECIFICATIONS, CODES AND STANDARDS, INCLUDING SUPPLEMENTS, UNLESS NOTED OTHERWISE.
- THE PLANS REPRESENT ONLY THE FINISHED ELECTRICAL SYSTEMS, AND THEY ARE NOT INTENDED TO INDICATE OR REQUIRE ANY CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES.
- IN USING THE PLANS FOR BIDDING OR CONSTRUCTION PURPOSES, THE CONTRACTOR IS REQUIRED TO REVIEW ALL OF THE PROJECTS CONSTRUCTION DOCUMENTS AS A WHOLE IN ORDER TO IDENTIFY ALL REQUIREMENTS THAT DIRECTLY OR INDIRECTLY AFFECT ITS PORTION OF THE ELECTRICAL WORK. EVEN REQUIREMENTS LOCATED IN SECTIONS DESIGNATED AS APPLICABLE TO OTHER TRADES. IN CASE OF CONFLICTS, THE CONTRACTOR SHALL EITHER OBTAIN DIRECTION FROM AN APPROPRIATE OWNER REPRESENTATIVE OR OTHERWISE APPLY THE MORE STRINGENT REQUIREMENT.
- IN INTERPRETING THE PLANS, THE FOLLOWING GENERAL RULES APPLY:
 - WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DRAWINGS.
 - SCALED DIMENSIONS AND GRAPHICALLY SHOWN LOCATIONS ARE TO BE CONSIDERED ONLY APPROXIMATE. FIELD VERIFY DIMENSIONS PRIOR TO BID.
 - BECAUSE THE PLANS ARE INTENDED TO SET FORTH THE REQUIREMENTS FOR CONSTRUCTION IN ONLY AN INDUSTRY STANDARD LEVEL OF QUALITY AND DETAIL, AND THEREFORE ARE INTENDED TO BE SUPPLEMENTED BY APPROPRIATE REQUESTS FOR CLARIFICATION AND INFORMATION, ERRORS AND OMISSIONS AND TO BRING THESE ERRORS AND OMISSIONS TO THE ATTENTION OF AN APPROPRIATE OWNER REPRESENTATIVE IN A TIMELY MANNER AND ASSUMES THE RISK OF THE CONSEQUENCES OF FAILING TO DO SO BEFORE BIDDING OR OTHERWISE PROCEEDING.
 - THE CONTRACTOR SHALL REVIEW AND VERIFY ALL DIMENSIONS PRIOR TO STARTING CONSTRUCTION, AND NOTIFY THE CITY PROJECT MANAGER IMMEDIATELY OF ANY DISCREPANCIES OR INCONSISTENCIES.
- SUBMITTALS REVIEWED BY THE ELECTRICAL ENGINEER, IF AT ALL, DOES NOT RELIEVE OR LESSEN THE SUBMITTING CONTRACTOR'S RESPONSIBILITY FOR AN INAPPROPRIATE SUBMITTAL.
- IN NO EVENT WILL ANY SITE VISITS BY THE ELECTRICAL ENGINEER CONCERN CONSTRUCTION MEANS AND METHODS OR CONSTRUCTION SAFETY, AND ALL SUCH MATTERS SHALL REMAIN THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
- ALL CONDUIT, STRUCTURES AND INSTALLATION FOR POWER AND TELEPHONE UTILITIES SHALL CONFORM WITH THE REQUIREMENTS (MINIMUM BEND RADIUS, CONCRETE ENCASUREMENT, CONDUIT, TYPE, ETC.) OF THE UTILITIES COMPANY. VERIFY ALL REQUIREMENTS WITH BURBANK WATER AND POWER PRIOR TO BID, AND INCLUDE ALL COSTS IN BID.
- CONTRACTOR SHALL OBTAIN SOUTHERN CALIFORNIA EDISON CO. (SCE) CONSTRUCTION DRAWINGS PRIOR TO CONSTRUCTION AND SHALL INSTALL POWER CONDUIT AND STRUCTURES ACCORDING TO SCE CO. DRAWINGS. EXTRA PAYMENTS WILL NOT BE GRANTED FOR FAILURE TO DO SO.
- LOCATIONS OF EXISTING UTILITIES ARE NOT SHOWN AND CONTRACTOR SHALL EXERCISE EXTREME CAUTION IN EXCAVATING AND TRENCHING ON THIS SITE TO AVOID EXISTING UTILITIES OR PIPES OR CONDUIT, ETC. AND TO PREVENT HAZARD TO PERSONNEL AND/OR DAMAGE TO EXISTING UNDERGROUND UTILITIES OR STRUCTURES WHETHER OR NOT SHOWN AND INSTALLED BY ANY OTHER CONTRACTS. THE CITY'S PROJECT MANAGER IS NOT RESPONSIBLE FOR THE LOCATION OF UNDERGROUND UTILITIES OR STRUCTURES WHETHER OR NOT SHOWN OR DETAILED BY ANY OTHER CONTRACTS. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE CITY'S PROJECT MANAGER SHOULD SUCH UNIDENTIFIED CONDITIONS BE DISCOVERED. THESE DRAWINGS AND SPECIFICATIONS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY.
- REFER TO THE DRAWINGS AND SHOP DRAWINGS OF OTHER TRADES FOR ADDITIONAL DETAILS WHICH AFFECT THE PROPER INSTALLATION OF THIS WORK.
- THE DRAWINGS INDICATE, IN A DIAGRAMMATIC MANNER, THE DESIRED LOCATIONS AND ARRANGEMENT OF THE COMPONENTS OF ELECTRICAL WORK. DETERMINE EXACT CONDUIT ROUTING, CONDUIT BENDS, AUXILIARY JUNCTION BOXES, SUPPORTS AND UNDEFINED CONSTRUCTION DETAILS AS A JOB CONDITION TO BE INSTALLED IN ACCORDANCE WITH THE APPLICABLE CODE REQUIREMENTS. PROPER JUDGMENT MUST BE EXERCISED IN EXECUTING THE WORK SO AS TO SECURE THE BEST POSSIBLE INSTALLATION IN THE AVAILABLE SPACE AND TO OVERCOME LOCAL DIFFICULTIES DUE TO SPACE LIMITATIONS OR INTERFERENCE OF CONDITIONS ENCOUNTERED.
- IN THE EVENT CHANGES IN THE INDICATED LOCATIONS OR ARRANGEMENTS ARE NECESSARY, DUE TO DEVELOPED CONDITIONS IN THE BUILDING CONSTRUCTION OR REARRANGEMENT OF EQUIPMENT, SUCH CHANGES SHALL BE MADE WITHOUT COST PROVIDING THE CHANGE IS ORDERED BEFORE THE CONDUIT RUNS, AND WORK DIRECTLY CONNECTED TO SAME IS INSTALLED AND NO EXTRA MATERIALS ARE REQUIRED.
- PROVIDE ALL EQUIPMENT WITH ENCLOSURES LISTED OR LABELED FOR USE AND LOCATION WHERE SUCH EQUIPMENT IS INSTALLED.
- GROUNDING SHALL BE EXECUTED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS, BOTH OF THE STATE OF CALIFORNIA AND LOCAL AUTHORITIES HAVING JURISDICTION.
- PROVIDE GROUND WIRE IN EACH CONDUIT CONTAINING CIRCUITS FEEDING RECEPTACLES. THE CONDUIT SHALL NOT BE PERMITTED TO SERVE AS THE ONLY ELECTRICAL GROUND RETURN PATH.
- PROVIDE HANDLE TIES AT CIRCUIT BREAKERS TO SIMULTANEOUSLY DISCONNECT ALL UNGROUNDED CONDUCTORS OF MULTI-WIRE BRANCH CIRCUITS WITH A SHARED NEUTRAL.
- UNLESS NOTED OTHERWISE ALL 120 VOLT HOMERUNS OVER 100 FEET SHALL BE #10 AWG MINIMUM, OVER 175 FEET SHALL BE #8 AWG MINIMUM. ADJUST CONDUIT SIZE ACCORDINGLY.
- NOTIFY THE CITY'S PROJECT MANAGER IN WRITING WHEN INSTALLATION IS COMPLETE AND THAT A FINAL INSPECTION OF THIS WORK CAN BE PERFORMED. IN THE EVENT DEFECTS OR DEFICIENCIES ARE FOUND DURING THIS FINAL INSPECTION, THEY SHALL BE CORRECTED TO THE SATISFACTION OF THE CITY'S PROJECT MANAGER BEFORE FINAL ACCEPTANCE CAN BE ISSUED.

SHEET INDEX

E-1.01 GENERAL NOTES, SINGLE LINE DIAGRAM, DETAILS & SYMBOL LIST

E-2.01 ELECTRICAL PLAN



E-3.01 ELECTRICAL SPECIFICATIONS

SYMBOL LIST

(ALL SYMBOLS NOT NECESSARILY USED ON THESE DRAWINGS)
ALL SYMBOL DESCRIPTIONS ARE SUBJECT TO MODIFICATION AS NOTED ON THE DRAWINGS.
VERIFY EXACT LOCATIONS AND HEIGHTS OF OUTLETS WITH ARCHITECTURAL INTERIOR ELEVATIONS PRIOR TO ROUGH-IN.

- ⊞ DUPLEX CONVENIENCE RECEPTACLE VERTICAL ON FLUSH WALL MOUNTED OUTLET BOX, +18".
- ⊞ JUNCTION BOX INDICATES CONNECTION TO EQUIPMENT AS REQUIRED, TYPICAL.
- ⊞ PANELBOARD, ADJACENT LINE INDICATES PANEL FRONT. ADJACENT BALCON INDICATES PANEL DESIGNATION "A", SEE DRAWING E-3 FOR PANEL SCHEDULE.
- ⊞ CIRCUIT BREAKER STATIONARY (NON-DRAWOUT), SECONDARY VOLTAGE.
- ⊞ FUSED SAFETY SWITCH (DISCONNECT), HORSE POWER RATED, MOUNT ON WALL +45" OR ON EQUIPMENT +38". PROVIDE SWITCH AND FUSES SIZED PER EQUIPMENT MANUFACTURER REQUIREMENTS.
- ⊞ MOTOR CONNECTION, PROVIDE FUSED SAFETY SWITCH (DISCONNECT), HORSE POWER RATED, WALL MOUNTED, +45" OR EQUIPMENT MOUNTED, +38". PROVIDE SWITCH AND FUSES SIZED PER EQUIPMENT MANUFACTURER REQUIREMENTS.
- CONDUIT, INSTALLED CONCEALED IN WALL OR IN CEILING SPACE:
 - 1/2" C - 2 #12
 - 1/2" C - 3 #12
 - 3/4" C - 4 #12
 - 3/4" C - 5 #12
- CONDUIT, INSTALLED CONCEALED IN OR UNDER FLOOR OR BELOW GRADE, 3/4" CONDUIT MINIMUM.
- HOMERUN TO PANEL "B" FOR CIRCUITS 5, 7, 9 WITH SEPARATE NEUTRALS.
- +45" MOUNTING HEIGHT TO CENTER LINE OF DEVICE FROM FINISH FLOOR OR EXTERIOR GRADE.
- ① KEY NOTE CALLOUT. REFER TO CORRESPONDING NOTE ON DRAWING WHERE CALLOUT OCCURS.
- A.F.F. ABOVE FINISH FLOOR
- A.F.G. ABOVE FINISH GRADE
- AWG, A AMPERE
- A.I.C. AMPERES INTERRUPTING CAPACITY (SYMMETRICAL)
- CIRC. CKT. CIRCUIT
- CB CIRCUIT BREAKER
- C CONDUIT
- CLCB CURRENT LIMITING CIRCUIT BREAKER
- C.O. CONDUIT ONLY.
- CONN CONNECTED
- DA DIAMETER
- EAT ELECTRICAL METALLIC TUBING
- EF EXHAUST FAN
- (E) EXISTING EQUIPMENT TO REMAIN
- FLA FULL LOAD AMPS
- GF1 GROUND FAULT CIRCUIT INTERRUPTER.
- GF2 GROUND FAULT PROTECTION
- GRD GROUND
- IG ISOLATED GROUND AND ISOLATED NEUTRAL
- J-BOX JUNCTION BOX
- KVA KILOVOLT AMPERES
- KW KILOWATT
- LC LONG CONTINUOUS LOAD
- LTS, LIT LIGHTING
- MCB MAIN CIRCUIT BREAKER
- MLO MAIN LUGS ONLY
- NEC NATIONAL ELECTRICAL CODE
- NC NOT IN CONTRACT
- PH or Φ PHASE
- PROVIDE FURNISH, INSTALL AND CONNECT.
- REC, RECEPT RECEPTACLE
- RCS RIGID GALVANIZED STEEL
- SECONDARY 600 VOLTS AND LESS
- TYP TYPICAL
- UNL.O. UNLESS NOTED OTHERWISE
- V VOLTS
- VA VOLT AMPERES
- WP WEATHERPROOF
- W WIRE
- 1P SINGLE POLE
- 2P DOUBLE POLE
- 3P TRIPLE POLE

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fbaeng.com



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SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

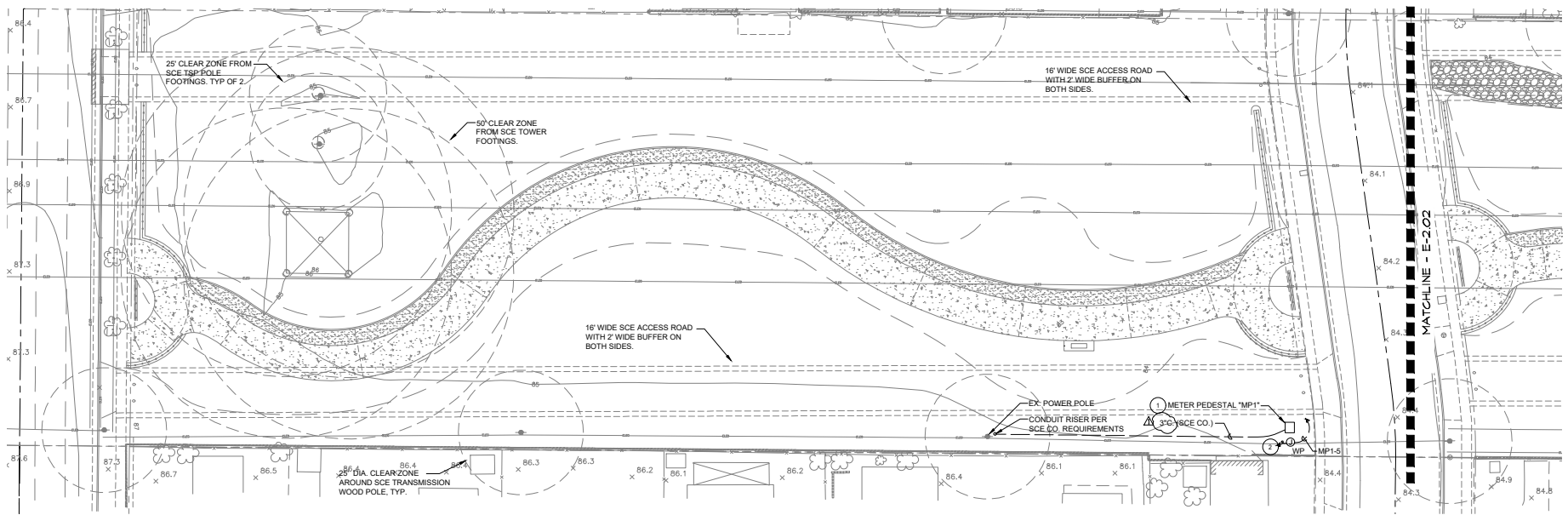
GENERAL NOTES, SINGLE
LINE DIAGRAM, DETAILS &
SYMBOL LIST

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E-1.01

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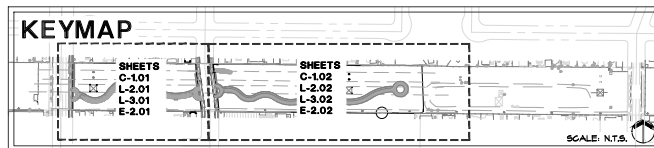
SHEET 11 OF 20

FBA Engineering - Plot Date: 5/14/2023 1:18 PM / Plotted by: Blake Meach / Drawing Location: I:\526046E-2.01_55046- ELECTRICAL PLAN.dwg



KEY NOTES

- SEE E-1.01 FOR METER PEDESTAL DETAIL.
- CONNECT TO IRRIGATION CONTROLLER AS REQUIRED. SEE IRRIGATION PLANS FOR PLANS FOR EXACT LOCATION AND REQUIREMENTS.



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CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

ELECTRICAL PLAN

DRAWING NO.
REV.

E-2.01

DEPARTMENT OF PUBLIC WORKS

SHEET 12 OF 20

ELECTRICAL SPECIFICATIONS

PART 1.00 GENERAL

1.02 SCOPE

- A. Work Included: All labor, materials, appliance, tools, equipment, facilities, transportation, and service necessary for, and incidental to, performing all operations in connection with furnishing, delivery, and installation of the work of this Section, complete, as shown on the Drawings and/or specified herein.

1.03 GENERAL SUMMARY OF ELECTRICAL WORK

- A. The Specifications and Drawings are intended to cover a complete installation of systems. The omission of expressed reference to any item of labor or materials for the proper execution of the work in accordance with present practice of trade shall not relieve the Contractor from providing such additional labor and materials.
- B. Refer to the Drawings and Shop Drawings of other trades for additional details which affect the proper installation of this work.
- C. The Electrical Drawings are diagrammatic in many respects. It is not within the scope of these Drawings to show all necessary details, offsets, or subbases required. Sizes and locations of equipment and wiring may be distorted for clarity on the Drawings. Exact locations of all equipment shall be shown on Landscape Drawings, as dimensioned on Plans, or as approved by City's Project Manager.
- D. Before submitting a bid, the Contractor shall familiarize himself with all features of the existing site, and all Drawings which may affect the execution of the work. No extra payment will be allowed for failure to obtain this information.

1.04 LOCATIONS OF EQUIPMENT

- A. The Drawings indicate diagrammatically the desired locations of arrangements of conduit runs, outlets, equipment, etc., and are to be followed as closely as possible. Proper judgment must be exercised in executing the work so as to secure the best possible installation in the available space and to overcome local difficulties.
- B. The Drawings indicate approximate locations of existing conduits. The exact routing shall be verified in field and length of conductors shall be adjusted to the length required.
- C. Coordinate and cooperate in every way with other trades in order to avoid interference and assure a satisfactory job.

1.05 QUALITY ASSURANCE, STANDARDS AND SYMBOLS

- A. Work and materials in full accordance with the latest rules and regulations of the California Code of Regulations, Title 24, Title 9 Division of Industrial Safety, the City of Burbank, California Electrical Code, the National Life Safety Code, pertinent N.F.P.A. Publications and other Federal State or other City Agencies Having Jurisdiction.
- B. Keep a copy of all applicable Codes available at the job site at all times while performing work under this Section. Nothing in Plans or Specifications shall be construed to permit work not conforming to the most stringent of Codes.
- C. Should any changes be necessary in the Drawings or Specifications to make the work comply with these Requirements, the Contractor shall notify the City's Project Manager at once in writing and obtain work in parts of the Contract which are affected.

1.06 SUBMITTALS

- A. Material Lists and Shop Drawings
1. Submit Shop Drawings for all electrical items except installation materials such as conduit, conduit fittings, outlet boxes, 600-volt conductors, wiring devices, etc.
2. Submittals which are intended to be reviewed as a substitution or departure from the Contract Documents must be specifically noted as such on the Requirements of the Contract Documents will prevail, regardless of the acceptance of the submittal.
3. Shop Drawings shall include Dimensioned Plans, elevations, details, wiring diagrams and descriptive literature of component parts where applicable. Structural calculations and mounting details, signed by Structural Engineer registered by the State of California, shall be submitted for all equipment weighing over 400lbs and shall be in compliance with Title 21 of the California Administrative Code.

1.07 RECORD DRAWINGS

- A. Provide and maintain in good order a complete set of Electrical Contract prints. Changes to the Contract to be clearly recorded on this set of prints. At the end of the project, the Contractor shall submit all changes to one set reproducible Drawing to be delivered unfolded to the City's Project Manager.
- B. The Contractor shall keep the "As-Built" Prints up to date current with all work performed.

1.08 CLEANING EQUIPMENT, MATERIALS, PREMISES

- A. All parts of the equipment shall be thoroughly cleaned of dirt, rust, cement, plaster, etc., and all cracks and corners scraped out clean. Surfaces to be painted shall be carefully cleaned of grease and oil spots and left smooth, clean and in proper condition to receive paint finish.

1.09 JOB CONDITIONS - PROTECTION

- A. Protect all work, materials and equipment from damage from any cause whatever and provide adequate and proper storage facilities during the progress of the work. Provide for the safety and good condition of all work until final acceptance of the work by the Owner and replace all damaged or defective work, materials and equipment before requesting final acceptance.

1.10 CUTTING AND PATCHING

- A. Perform cutting and patching on the construction work which may be required for the proper installation of the electrical work. Patching shall be of the same material, workmanship and finish as specified and accurately match surrounding work to satisfaction of the City's Project Manager.

1.11 IDENTIFICATION

- A. Carriers and cards shall be provided for circuit identification in panelboards. Carriers shall consist of a metal frame retaining a clear plastic cover permanently attached to the inside of panel door. List of circuits shall be typewritten on card. Circuit description shall include name or number of circuits, area, and connected load.

1.13 ELECTRICAL WORK CLOSEOUT

- A. Prepare the following items and submit to the Architect before final acceptance.
1. Two copies of all test results as required under this Section.
2. Two copies of Local and/or State Code Enforcing Authorities final inspection certificates.
3. Copies of As-Built Record Drawings as required under the General Conditions, pertinent Division One Section and Electrical General Provisions.
4. Two copies of all receipts transferring portable or detachable parts to the Owner when requested.

PART 2 - PRODUCTS

2.01 CONDUIT

- A. Rigid metal conduit: Steel, hot-dip galvanized, sheardized or zinc coated.
- B. Intermediate Steel Conduit (IMC): Steel, hot-dip galvanized, sheardized or zinc coated. Couplings and connectors shall be threaded and rated "tapped tight".
- C. Electrical metallic tubing: Steel, galvanized or sheardized. Couplings and connectors, seamless steel construction and of the set screw or weldtight compression type equal to Thomas & Betts Co. #5123 or #5021 Series, complete with insulated thrusts.
- D. Flexible Conduit: Steel, galvanized. Connector shall be equal to Thomas & Betts Co. #3312 and/or #3332 Series, complete with insulated thrust.
- E. Liquid-tight flexible conduit: Sealrite Type U.A. with Apiletion Series "ST" connectors.
- F. Rigid Non-Metallic Conduit (RNM):
1. Polyvinyl Chloride (PVC)-RNM/C
- a. PVC-Schedule 40 heavy wall construction.
- b. PVC-Schedule 80 extra heavy wall construction.
- c. PVC-Type EB
2. RNM/C fittings connecting to metallic raceways shall be provided with a groundbond jumper connector.
- G. Conduit Bodies: Provide types and sizes as required for the location and application. Covers shall be gasketed and secured with corrosion resistant screws.

2.02 WIRE AND CABLE

- A. Copper conductors: #12 AWG minimum unless specifically noted otherwise on the Drawings. Conductors #10 AWG and smaller shall be solid and #8 AWG and larger shall be stranded. Type of wire as noted on Drawings or as follows:
1. Type THWN/THHN insulation used for all conductors unless otherwise noted.
2. Type THWN insulation used for circuit conductors installed in fluorescent lighting fixture raceways, for conductors connected to the secondary of fluorescent or mercury vapor future ballast or other hot locations.
3. Type XHHW or THWN conductors which are not required by the Contract Documents to be exposed to the weather.
4. The following color code for 120/208-volt branch circuits: Neutral - White (Tape feeder neutrals with white tape near connections); Ground - Green; Isolated Ground - Green with yellow stripe; Phase A - Black; Phase B - Red; Phase C - Blue.
5. Feeders identified as to phase or leg in each panelboard with printed identifying tape.

PART 3 - EXECUTION

3.01 GROUNDING

- A. Grounding shall be executed in accordance with all applicable Codes and Regulations and local authorities having jurisdiction.
- B. Provide ground conductor in all branch circuit conduits serving receptacle loads.
- C. Ground conductors for branch circuit wiring shall be attached at each outlet to the back of the box using drilled and tapped holes and washer head screws, 6-32 or larger.
- D. Each panelboard, switchboard, pullbox or any other enclosure in which several ground wires are terminated shall be equipped with a ground bus secured to the interior of the enclosure. The bus shall have a separate lug for each ground conductor. No more than one conductor shall be installed per lug.

3.02 CONDUIT

- A. The sizes of the conduits for the various circuits as indicated on the Drawings and as required by Code for the size and number of conductors to be pulled therein. Open ends capped with approved manufactured conduit seals as soon as installed and kept capped until ready to pull in conductors. Where running threaded unions are necessary, only approved manufactured conduit unions used. No bends or offsets will be permitted unless absolutely necessary. Conduits to be concealed except as noted otherwise.
- B. Rigid steel conduit or intermediate metal conduit shall be used where placed underground in concrete, in brick or masonry walls or exposed on roofs. Rigid steel conduit shall not be installed in direct contact with the earth or sand. Conduits installed in a wet, or exposed location in concrete have threads filled with red lead. For short runs of conduits installed in the ground and with Architect's approval, conduits may be "half" lapped with polyvinyl chloride tape equal to Scotch Wrap. Joints to be "double" wrapped. Tape shall be 10 mil. thick.
- C. Electrical metallic tubing up to and including 4 inch may be installed as permitted by Codes reference within Specification.
- D. Flexible conduit may be installed as permitted by Codes referenced within Specifications. Sealrite, flexible conduit used for final connections to motors and in wet, damp or outdoor areas where Drawings indicate the use of flexible conduit.
- E. Conduits throughout the work shall be securely and rigidly supported. Supports placed not more than 10-feet apart and with a support provided not more than 3-feet from any outlet or bend.

RNM/C Installation Locations

- RNM/C conduit and RNM/C fittings shall be installed in the following locations containing only "non-hazardous material":
1. Underground, concealed below earth grade, unless specifically noted or specified otherwise.
2. Exposed on utility service poles, for pole risers at 5-feet or higher above finish grade. Schedule 80 PVC only.
3. RNM/C type "EB" conduit(s) shall be concrete encased along the entire length of the conduits for all installation locations.
- G. Conduit over metal channel, lath and plaster ceilings securely tied to the furring channels with #16-gauge galvanized wire ties space not over 4-feet apart.
- H. Conduit placed against concrete above ground fastened to the concrete with pipe straps or one-screw conduit clamps attached to the concrete by means of expansion screw anchors and screws.
- I. Conduits which are installed at this time and left empty for future shall have polyvinyl rope left in place for future use.
- J. Conduit stub ups shall be provided with insulated thrust bushings.
- K. Conduit exposed shall be run at right angles or parallel to the walls or structures. All changes in direction, either horizontally or vertically shall be made with conduit outlet bodies as manufactured by Crouse-Hinds or equal. Conduits run on exposed beams or truss work shall be painted to match surrounding surfaces. Conduits run exposed on roofs shall be rigid steel or intermediate metal conduit and shall be installed on 4 x 4 redwood sleepers, maximum 5-foot on centers. Sleepers shall be set on non-hardening mastic.

L. Conduit Separation:

1. Conduit installed underground or below building slab without full concrete encasement. Shall be separated from adjacent conduits of identical systems (i.e., signal to signal, data to data, power to power, control to control etc.) by a minimum of 3-inches. Conduits of non-identical systems (i.e., signal to power; data to power; power to control; signal to control, etc.) shall be separated by a minimum of 12-inches.
2. Conduit installed underground with full concrete encasement, shall be separated from adjacent conduits of similar systems (100 volt and less) by a minimum of 2-inches; conduits for non-power systems (100 volts and less to ground) shall be separated by a minimum of 6-inches from power circuits (over 100 volts to ground); conduits for power circuits shall be separated from adjacent conduits of similar power systems (over 100 volts to ground) by a minimum of 3-inches.
3. Separation of conduits entering termination points or crossing other conduits may be reduced as required within 60-inches of the termination or crossing points.
4. Conduits containing Utility Company service circuits (i.e., electrical power, telephone, or cable television) shall be separated a minimum of 12-inches from all other utilities and conduits, with or without concrete encasement, metallic or non-metallic conduit, above grade or underground conduit locations.
0. Conduit Installed Underground:
- a. Three or more underground conduits occupying the same trench shall be separated and supported on factory fabricated, non-metallic, duct/conduit support spacers. The spacers shall be modular, keyed interlocking type, "Built-Up" to accommodate quantity, size orientation and spacing of installed conduits. The spacers shall maintain a constant distance between adjacent conduit supports and hold conduits in place during trench backfill operations. Minimum support spacer installation interval along with length of the conduits shall be as follows:
1. Concrete encased conduits, not less than 8-feet on center.
2. Non-concrete encased conduits, not less than 5-feet on center.
2. Provide trenching, excavation, shoring and Back-filling required for the proper installation of underground conduits. Tops of backfill shall match finish grade.
3. Bottoms of trenches shall be cut parallel to "Finish Grade" elevation. Make trenches 12-inches wider than the greatest diameter of the conduit.
4. Back-filling Trenches for Conduits without Concrete Encasement Requirements.
- a. Conduits which are not required by the Contract Documents to be concrete encased and are located exterior to building slab, shall be set on a 3-inch bed of damp clean sand. Conduit trenches shall be backfilled to within 12-inches of finished grade with damp sand after installation of conduit is completed. Remainder of backfill shall be native soil.
- b. Conduits located under a building which are not required by the Contract Documents to be concrete encased, shall be completely backfilled and compacted with clean damp sand to the same level as the building foundation pad.
- c. Provide a continuous yellow 12-inches wide flat plastic tracer tape, located 12-inches above the conduits in the trench. The tracer tape shall be imprinted with "Warning-Electric Circuits" a minimum of 24-inches on center.

5. Backfill material:

- a. Sand backfill shall be clean with no clay or organic materials, free of State of California and EPA defined toxic constituents, total chloride content less than 500 ppm, total sulfate content less than 150 ppm, sand pH greater than 4.5 and less than 9.0. Sand and native soil backfill of trenches shall be machine vibrated in 6-inch lifts to provide not less than 90% compaction of backfill.
- b. Native soil backfill shall have no gravel or stones, and no organic matter of aggregate greater than 1-inch.
- c. Concrete mix and slurry mix backfill shall be machine vibrated during installation to remove "Air Voids".
- d. The slurry mix shall consist of concrete, clean gravel, clean sand and clean water mixture, 100psi compressive 28-day cure strength. Maximum shrinking of slurry mix shall not exceed 5% wet to dry.
6. Installation depth below finish grade of underground conduits and underground raceways. In no condition/location less than 12-inches below winter underground frostline. Underground depth dimensions shall be measured from finish top of grade elevation to top of all underground conduit/raceways, typical except under buildings.
- a. Under non-traffic areas not covered with paving or concrete, not less than 24-inches underground.
- b. Under traffic areas including roads and parking areas, not less than 36-inches underground.
- c. Under public/private transit system right-of-way and railroad right-of-way, not less than 48-inches underground.
7. Conduit crossing existing underground utilities shall cross below the bottom depth of the existing utilities. If the top portion of the existing utility depth below finish grade exceeds 72-inches and the specified separation and depths are maintained when crossing over the top of the existing underground utility, the conduit may cross above the existing underground utility.
8. Provide long radius horizontal bends (minimum radius of 36-times the conduit diameter) in underground conduits where the conduit is in excess of 100-feet long.
9. Conduits installed below grade and on grade below buildings, shall not be smaller than 0.75-inch.
10. Underground conduits entering a building shall be sloped. The conduit direction of slope shall be away from the building and shall prevent water in the conduit from "Gravity Draining" towards the building. The conduit slope "High Point" shall originate from the building, out to the first exterior pullbox, manhole etc. exterior conduit termination "Low Point". The minimum slope angle shall be a constant 8-inches (or greater) of fall for each 100-feet of conduit length.
11. Raceway/Conduits, which are installed at this time and left empty for future use, shall have 0.25-inch diameter polyvinyl rope left in place for future use. The pull rope shall be 500-pounds minimum tensile strength. Provide a minimum of 5-feet of slack at each end of pull ropes.

3.03 WIRE AND CABLE

- A. Branch circuit and fixture joints for #10 AWG and smaller wire shall be made with UL-approved connectors listed for 600 volts, approved for use with copper and/or aluminum wire. Connector to consist of a cone-shaped, expandable cut spring insert, insulated with a nylon shell and 2 wings placed opposite each other to serve as a built-in wrench or shall be molded one-piece as manufactured by "Scotchlok".
- B. Branch circuit joints #8 and larger screw pressure lugs made of high strength structural aluminum alloy and UL-approved for use with both copper and/or aluminum wire as manufactured by Thomas & Betts.
- C. Splices insulated with plastic splicing tape, half-lapped and at least the thickness of the wire insulation. Tape shall be fresh and quality equal to Scotch.
- D. Correspond each circuit to the branch number indicated on the panel schedule shown on the Drawings except where departures are approved by the Architect or the Owner's inspectors.
- E. Wiring within panel enclosures to be neatly grouped and laced with Thomas & Betts "T-y-rap" spaced 3" apart and latched out to the terminals. Tag all spare conductors.

UNDERGROUND SERVICE ALERT



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FBA Engineering

Lead Electrical Engineer
1200 Pasadena Avenue, Suite 4100
Costa Mesa, CA 92626
408-662-8500 • 408-662-1077 (fax)
fbaing.com

FBA Job Number: 233-0462



CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

ELECTRICAL
SPECIFICATIONS

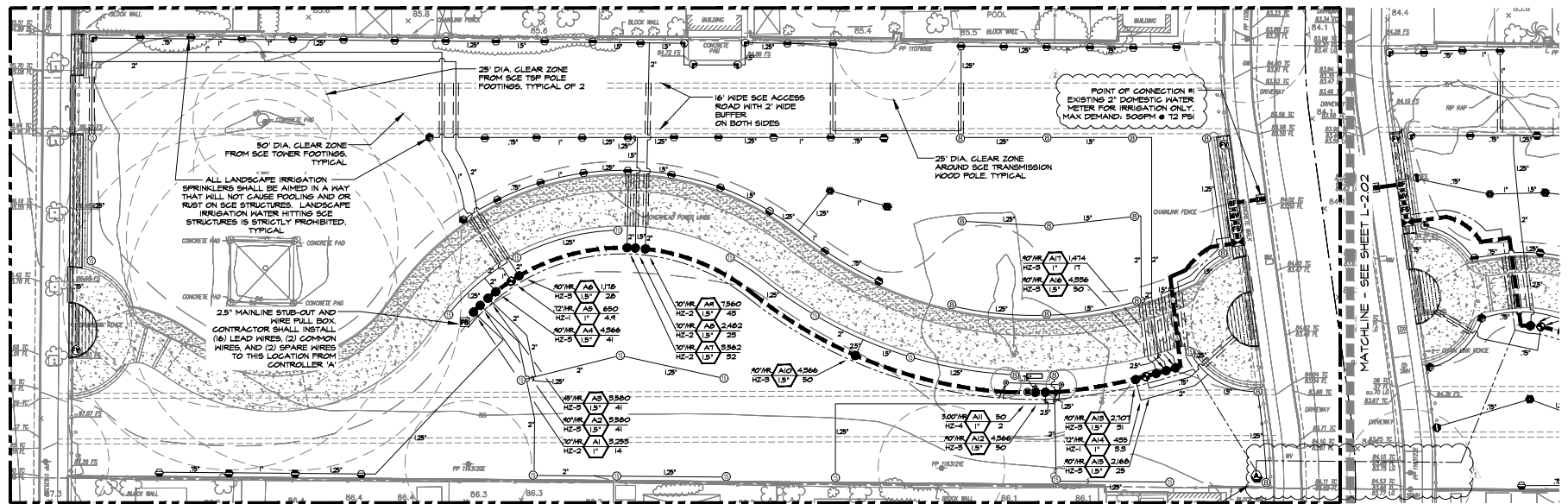
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E-3.01

DEPARTMENT OF PUBLIC WORKS

SHEET 13 OF 20



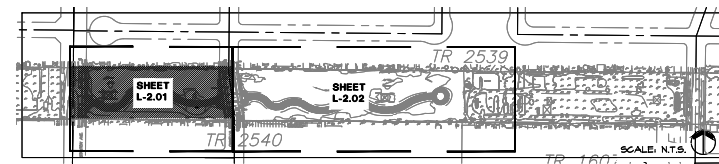
IRRIGATION EQUIPMENT LEGEND

SYMBOL	MANUFACTURER	MODEL NO. / DESCRIPTION	GPM	PSI	RADIUS	PRECIP.	DETAIL
	HUNTER	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-25 NOZZLES	1.0, 1.58/1.8, 5.82	40	25 FT	0.10 IN/HR.	A
	HUNTER	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-50 NOZZLES	1.4, 1.85, 2.46, 5.18	40	50 FT	0.10 IN/HR.	A
	HUNTER	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-50 NOZZLES	1.42, 2.46, 5.81, 1.58	40	55 FT	0.10 IN/HR.	A
	HUNTER	1/4-06-55-8 6' POP-UP ROTOR WITH CHECK VALVE AND NO NOZZLE	8.4	48"	48"	0.4 IN/HR.	A
	HUNTER	1/4-06-55-25 6' POP-UP ROTOR WITH CHECK VALVE AND NO NOZZLE	15.8	48"	54"	0.4 IN/HR.	A
	RAIN BIRD	RD-06-S-PRB-PAO-B POP-UP BUBBLER HEAD, EACH SYMBOL REPRESENTS TWO BUBBLERS PER TREE, PLACE BUBBLERS AT 24" OUTSIDE OF ROOTBALL ON OPPOSITE SIDES OF TREE, ADJUST PER ROOTBALL SIZE TYPICAL.	0.3 (1.0)	40	5'	5.0	AB
	NETATM	T24-A-0140 LANDSCAPE Drip Tubing W/ 4 GPM BUBBLERS 12" ON CENTER, INSTALL, TUBING ROWS A MAXIMUM OF 16' APART. ALL TUBING SHALL BE INSTALLED 5' BELOW FINISHED SOIL GRADE. W/ 4" PVC COATED NINE STANDES FIVE 31 FEET ON CENTER, VERIFY THE LAYOUT AND SPACING IN THE FIELD PRIOR TO STARTING WORK. THIS Drip TUBING IS FOR USE IN SHRUB AREAS ONLY. Drip Line TO BE INSTALLED OUTSIDE OF TREE TRUNK FLARE.					CD
	NETATM	PVC HEADER/OUTLET, SIZE TO MATCH LATERAL, 3/4" MIN. INTERLOCK DRIFLINE FITTINGS AND APPROPRIATE PVC FITTING FOR CONNECTION BETWEEN PVC LATERAL LINES AND Drip TUBING. ALL CONNECTIONS BETWEEN Drip TUBING SHALL BE MADE USING INTERLOCK FITTINGS.					CD
	NETATM	T50-V - MANUAL FLUSH VALVE AT END/MIDDLE OF DRIFLINE 3/4" PVC FLUSH MANIFOLD LINE. INSTALL FLUSH VALVE INSIDE A SEPARATE VALVE BOX, ONE AT THE END OF TUBING ROW IN EACH DIRECTION. INSTALL MIN. ONE FLUSH VALVE PER 1000' OF TUBING IN EACH DIRECTION ON DRIFLINE FLUSH MANIFOLD. INSTALL 1/2" FROM PAVING, INSTALL ALL FLUSH EQUIPMENT PER DETAILS.					E
	TESCO	EXISTING 2" DOMESTIC WATER METER WITH 2" SERVICE LINE					F
	TESCO	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-25 NOZZLES					N/A
	CALSENSE	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-25 NOZZLES					SD
	RAIN BIRD	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-25 NOZZLES					I
	RAIN BIRD	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-25 NOZZLES					J
	RAIN BIRD	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-25 NOZZLES					K
	RAIN BIRD	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-25 NOZZLES					L
	RAIN BIRD	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-25 NOZZLES					M
	RAIN BIRD	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-25 NOZZLES					N
	RAIN BIRD	1/2-06-55-PRB-CV-R 6' POP-UP TURF ROTOR WITH MPR-25 NOZZLES					N/A

CONTROLLER 'A':
CALSENSE 48 STATION TOP ENTRY
PEDESTAL MOUNT CONTROLLER,
30VAC AND 20 AMP BREAKER
REQUIRED FOR CONTROLLER PEDESTAL
WIRE MASTER VALVES, FLOW SENSORS
AND REMOTE CONTROL VALVES
CONNECTED TO POINT OF CONNECTION #1
AND POINT OF CONNECTION #2 DIRECTLY
TO THIS CONTROLLER.

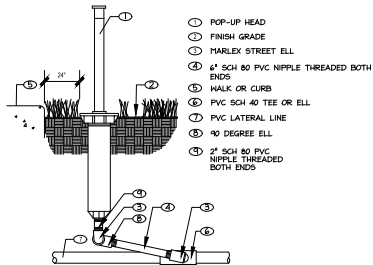
IRRIGATION NOTES

- NOTE A:
THIS IRRIGATION PLAN IS DIAGRAMMATIC. ACTUAL MAINLINE AND RELATED EQUIPMENT LOCATION TO BE WITHIN PLANTERS AND A MINIMUM OF 18" OFF ADJACENT HARDSCAPE AND OTHER OBSTACLES TYP.
- NOTE B:
BUBBLERS AND LATERAL LINES ARE DIAGRAMMATICALLY SHOWN FOR CLARITY ONLY. ACTUAL LOCATION TO BE WITHIN PLANTER. BUBBLERS SHALL BE ALIGNED WITH TREES AND AS DIRECTED BY OWNER'S AUTHORIZED REPRESENTATIVE. CONFIRM ALL LAYOUT IN FIELD WITH OWNER'S AUTHORIZED REPRESENTATIVE PRIOR TO STARTING WORK.
- NOTE C:
CONTRACTOR SHALL PROVIDE THE CITY WITH A NEATLY DRAWN LAMINATED IRRIGATION CONTROLLER CHART AS WELL AS RECORD DRAWINGS WITH AS-BUILT DIMENSIONING.
- NOTE D:
I HAVE COMPLIED WITH THE CRITERIA OF THE IRRIGATION GUIDELINES AND APPLIED THEM ACCORDINGLY FOR THE EFFICIENT USE OF WATER IN THE IRRIGATION DESIGN PLAN.
- NOTE E:
REFER TO SHEET L-2.03 OF THIS PACKAGE FOR IRRIGATION DETAILS.

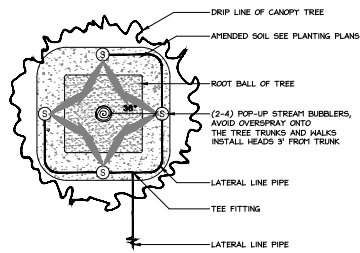


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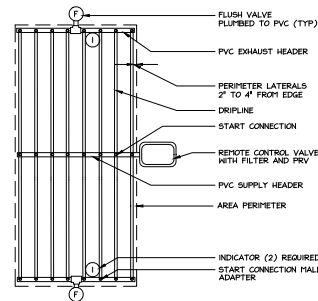




A POP-UP SPRINKLER
N.T.S.

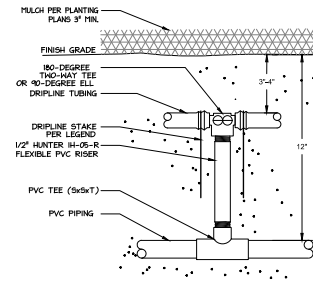


B TREE BUBBLER LAYOUT
N.T.S.

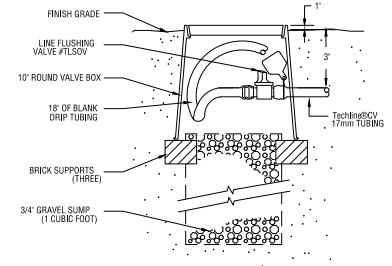


NOTE: AIR RELEASE VALVES NOT REQUIRED WHEN TUBING EMITTERS HAVE BUILT-IN CHECK VALVES.

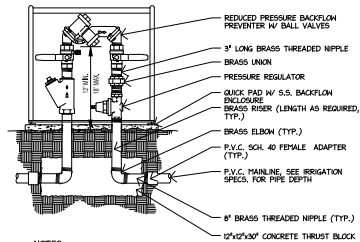
C DRIP TUBING LAYOUT
N.T.S.



D DRIP TUBING START CONNECTION
N.T.S.



E DRIP FLUSH VALVE
N.T.S.

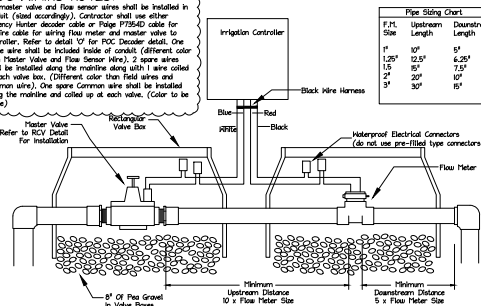


- NOTES:**
1. ALL RISER, UNIONS, ELBOWS AND NIPPLES SHALL BE RED BRASS.
 2. CLOSE NIPPLES SHALL NOT BE USED.
 3. EQUIPMENT TO BE INSTALLED A MIN. OF 12\"/>

F BACKFLOW PREVENTER
N.T.S.

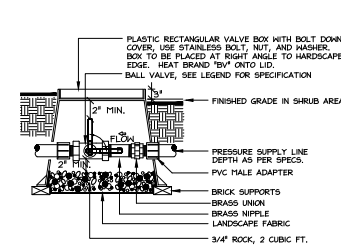
POC WIRING NOTES:

All master valve and flow sensor wires shall be installed in conduit (listed accordingly). Conductor shall use either Agency Hunter decoder cable or Page P754D cable for 2-wire cable for wiring flow meter and master valve to controller. Refer to detail V for POC Decoder detail. One spare wire shall be included inside of conduit (different color than Master Valve and Flow Sensor wires). 2 spare wires shall be installed along the mainline along with 1 wire called in each valve box. (Different color than field wires and common wire). One spare common wire shall be installed along the mainline and called up at each valve. (Color to be white).



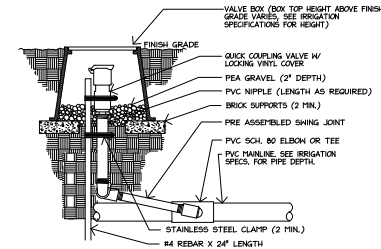
Pipe Sizing Chart			
F.I.T. Size	Upstream Length	Downstream Length	
1/2"	10'	5'	
3/4"	12.5'	6.25'	
1"	15'	7.5'	
1 1/4"	20'	10'	
2"	30'	15'	

G MASTER VALVE AND FLOW SENSOR INSTALLATION
N.T.S.



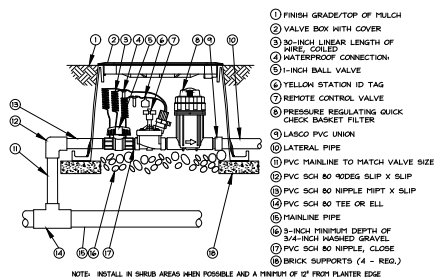
NOTE: BOX TO BE INSTALLED AS TO ALLOW FOR PROPER OPERATION OF BALL VALVE. INSTALL AT RIGHT ANGLE TO HARDSCAPE EDGE. INSTALL VALVE OFF-CENTER IN BOX. INSTALL VALVE BOX EXTENSIONS AS REQUIRED TO ACHIEVE PROPER VALVE INSTALLATION AT MAIN LINE DEPTH.

H BALL VALVE
N.T.S.



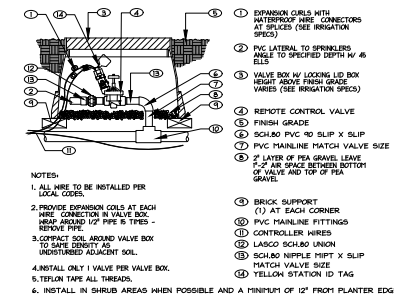
- NOTES:**
1. TEFLON TAPE ALL THREADS (TYP.).
 2. INSTALL IN SHRUB AREAS ONLY AND A MINIMUM OF 12\"/>

I QUICK COUPLER VALVE
N.T.S.



NOTE: INSTALL IN SHRUB AREAS WHEN POSSIBLE AND A MINIMUM OF 12\"/>

J DRIP CONTROL ZONE KIT
N.T.S.



NOTES:

1. ALL WIRE TO BE INSTALLED PER LOCAL CODES.
2. PROVIDE EXPANSION COILS AT EACH WIRE CONNECTION IN VALVE BOX. HANG ABOVE 1/2\"/>

K REMOTE CONTROL VALVE
N.T.S.

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Glaser Design
Irrigation Consulting
CID#6004-glaserdesign.com

CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE. TO EAST OF
CAMELLIA DR

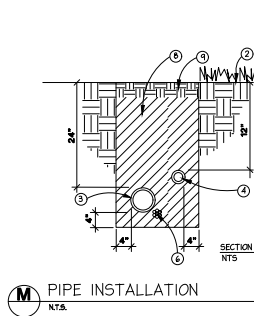
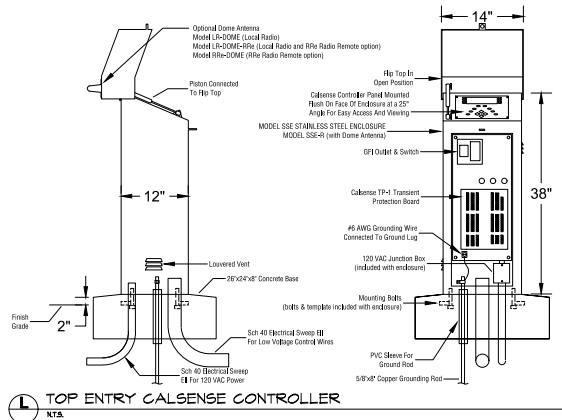
IRRIGATION DETAILS

DRAWING NO.

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L-2.03

DEPARTMENT OF PUBLIC WORKS SHEET 16 OF 20

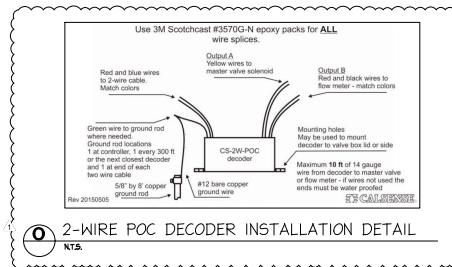
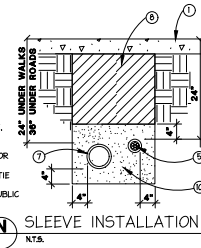


PIPE/SLEEVE LEGEND:

- ① PAVING
- ② FINISH GRADE
- ③ PVC MAINLINE
- ④ PVC LATERAL LINE
- ⑤ CONTROL WIRES OR COP. CABLE IN CONDUIT
- ⑥ CONTROL WIRES OR COP. CABLE
- ⑦ TRENCH WIDTH ALLOW 4" MIN. CLEARANCE BETWEEN PARALLEL PIPES.
- ⑧ SLEEVE FOR MAINLINE AND/OR LATERAL LINE
- ⑨ FINE GRANULAR BACKFILL 1/2" MAX.
- ⑩ TOPSOIL
- ⑪ SAND

PIPE INSTALLATION NOTES:

1. TAPE AND BUNDLE 24 V. WIRES @ 10' INTERVALS.
2. MINIMUM DEPTH OF 24 V. WIRING SHALL BE 24" BELOW GRADE.
3. TRENCH WIDTH ALLOW 4" MIN. CLEARANCE BETWEEN PARALLEL PIPES.
4. SNARE PIPES FROM SIDE TO SIDE WITHIN TRENCH TO ALLOW FOR MOVEMENT.
5. TIE A 30' LOOP IN ALL WIRING AT CHANGES OF DIRECTION UNTIE PRIOR TO BACKFILLING TRENCHES.
6. PROVIDE THRUST BLOCKS PER ACPA STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION DETAILS



IRRIGATION WATER PRESSURE LOSS CALCULATIONS			
WATER METER NUMBER	2	WATER METER SIZE	2 INCHES
WATER METER ELEVATION (FT)		HIGHEST HEAD ELEVATION	FT
REMOTE CONTROL VALVE #	A32	MIN. REQ. STATIC WATER PRESSURE	72 PSI
RCV DEMAND (GPM)	50	TOTAL DEMAND	50 GPM
SIZE (INCHES)	DESCRIPTION	GPM	PRESSURE LOSS
2	SERVICE LINE	50	1.0 PSI
2	WATER METER (DISC TYPE)	50	1.9 PSI
2	BACKFLOW PREVENTION ASSEMBLY (RP2 TYPE)	50	11.0 PSI
2	BACKFLOW ASSEMBLY PIPING	50	1.0 PSI
2	MASTER CONTROL VALVE	50	2.2 PSI
2	FLOW SENSOR	50	1.0 PSI
3.0	ISOLATION VALVE	50	1.0 PSI
3.0	PVC CL. 315 MAINLINE (FT)	760	2.4 PSI
1.5	REMOTE CONTROL VALVE ASSEMBLY	50	3.3 PSI
N/A	LATERAL LINE LOSSES	50	4.0 PSI
N/A	FITTING LOSSES	50	1.0 PSI
TOTAL PRESSURE LOSS OF ALL COMPONENTS			29.8 PSI
PRESSURE REQUIRED AT HEAD (OPERATING PRESSURE)			40.0 PSI
ELEVATION LOSS (FT)		0	0.0 PSI
TOTAL PRESSURE REQUIRED			69.8 PSI
STATIC WATER PRESSURE			72.0 PSI
RESIDUAL WATER PRESSURE			2.2 PSI
SET PRESSURE REGULATOR OR MASTER CONTROL VALVE AT			N/A PSI
PRESSURE BOOST, IF REQUIRED (SET TO ACHIEVE 100 KPA RESIDUAL)			N/A PSI

SCE CORRIDOR PHASE 2 - IRRIGATION SCHEDULE (MINUTES)

												Turf Root Depth		4"									
												Shrub Root Depth		8"									
												Spiral Root Depth (MM)		40"									
CYCLES PER WEEK - TURF												2	3	4	6	6	7	7	7	5	5	3	2
TURF CROP COEFFICIENT												.61	.64	.75	.80	.80	.80	.80	.80	.74	.75	.69	.60
CYCLES PER WEEK - SHRUB												1	1	2	2	2	3	3	3	2	2	1	1
Eto DAILY AVERAGE												.07	.09	.12	.16	.17	.20	.21	.20	.16	.12	.09	.07
												Soil Type (Textual)				CLAY LOAM							
												Field Capacity				37%							
												Permanent Wilk Point				13%							
												Apparent Specific Gravity				1.35							
												IRRIGATION RUN TIMES											
Hydrozone	PLANT TYPE	Water Usage	Kc	SPRINKLER TYPE	EXPOSURE	EXPO FACTOR	PRECIP (in/hr)	SPKLR EFFIC.	ROOT DEPTH (in)	RUN TIME MULTIPLIER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
1	SHRUB	LOW	0.61	GRP	FULL SUN	100%	0.72	81%	6	1.25	10	13	9	12	12	10	10	10	10	12	9	10	
2	TURF	VARIABLE	Var	ROTARY	FULL SUN	100%	0.70	75%	4	1.33	17	15	18	17	18	18	18	18	18	14	17	17	
3	TURF	VARIABLE	Var	ROTARY	FULL SUN	100%	0.66	75%	4	1.33	13	12	16	15	14	14	14	14	14	11	13	13	
4	TREE	MEDIUM	0.50	BUBBLER	FULL SUN	100%	3.00	75%	12	1.33	7	8	6	7	8	6	7	6	7	6	8	7	

NOTE: FULL 300 CIRCLE ROTORS SHALL RUN TWICE AS LONG AS LONG AS 90 MM DIA ZONES.

NOTE: FULL 90° CIRCLE ROTORS SHALL RUN TWICE AS LONG AS 90°/180° DEG ZONES.

2015 MWEL WATER EFFICIENT LANDSCAPE WORKSHEET

Project City of Buena Park, SCE Corridor Ph.2

Reference Evapotranspiration (ETo):

49.6

Hydrozone # (Planting Description)	Plant Factor (PF)	Irrigation Method	Irrigation Efficiency (IE) %	ETAF (PF)(IE)	Landscape Area (sq. ft.)	ETAF x Area	Estimated Total Water Use (ETWU) *
Regular Landscape Areas							
#1 low shrub	0.2	Drip	0.81	0.25	2,197	542.47	16,682.01
Totals					2,197	542.47	16,682.01
Special Landscape Areas							
#2#3 Turf				1	126,078	126,078.00	3,877,150.66
Totals				1	126,078	126,078.00	3,877,150.66
ETWU Total							3,893,832.67
Maximum Allowed Water Allowance (MAWA) *							3,907,553.62

* Refer to legend for Hydrozone description.

* ETWU (Annual Gallons Required) = ETo x 0.62 x ETAF x Area

where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year.

* MAWA (Annual Gallons Allowed) = (ETo) x 0.62 x (ETAF x LA) + ((1-ETAF) x SLA)

where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year, LA is the total landscape area in square feet, SLA is the total special landscape area in square feet, and ETAF is .50 for residential areas and 0.45 for non-residential areas.

ETAF Calculations

Regular Landscape Areas	
Total ETAF x Area	542
Total Area	2,197
Average ETAF	0.25

Average ETAF for Regular Landscape Areas must be 0.50 or below for residential areas, and 0.45 or below for non-residential areas.

All Landscape Areas Including SLA

Total ETAF x Area	126,026.47
Total Area	128,275
Shrub ETAF	
ETAF	0.99

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CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

IRRIGATION DETAILS

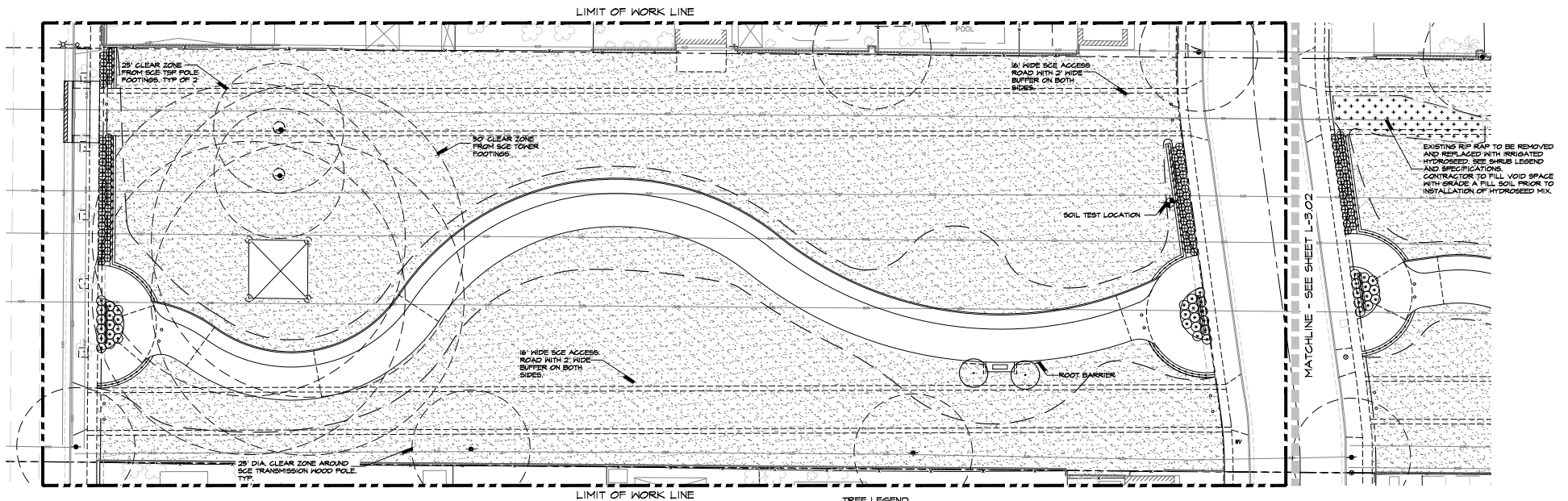
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DEPARTMENT OF PUBLIC WORKS

SHEET 17 OF 20



TREE LEGEND

BOTANICAL NAME COMMON NAME	SIZE	SPACING	HUGOLS	QTY.
T-1 HANDROANTHUS HEPTAPHYLLUS PINK TRUMPET TREE	24" BOX	PER PLAN	M	5

SHRUB LEGEND

BOTANICAL NAME COMMON NAME	SIZE	SPACING	HUGOLS / REMARKS	QTY.
S-1 CARISSA MACROCARPA 'TUTTLE' TUTTLE NATAL PLUM	5 GAL	5'-0" O.C.	L	171
S-2 BOUGAINVILLEA 'DO LA-LA' BOUGAINVILLEA	5 GAL	4'-0" O.C.	L	55
S-3 EXISTING VEGETATION TO REMAIN	--	--	PROTECT IN PLACE	175, 865 SF
S-4 IRRIGATED HYDROSEED MIX-LOW GROW NATIVE HYDROSEED MIX	--	--	HUGOLS L CONTACT JODY HULLER AT 545 SEEDS. (805) 884-0456	861 SF

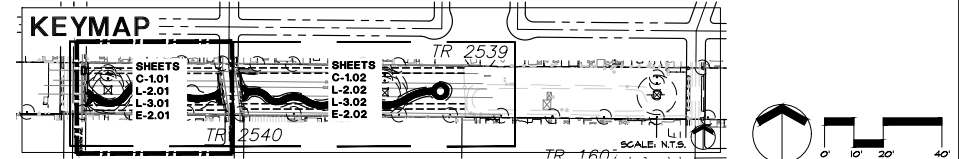
PLANTING NOTES:

- FOR GENERAL PLANTING NOTES AND PLANTING DETAILS SEE SHEET L-1.01.
- ALL TREES PLANTED WITHIN 10' OF ANY HARDSCAPE ELEMENTS (SIDEWALKS, DGS, CURBS, ETC.) SHALL RECEIVE ROOT BARRIERS. SEE DETAIL S, SHEET L-4.01.
- ALL TREES PLANTED IN AREAS OF EXISTING VEGETATION TO REMAIN SHALL RECEIVE ARBOR GUARDS. SEE SPECS.
- ALL SHRUB AREAS SHALL RECEIVE 2" MINIMUM LAYER OF SHREDDED BARK MULCH. SEE SPECS.
- TURF KILL PROCEDURES AS OUTLINED IN SPECIFICATION SECTION 500 TO APPLY ONLY TO AREAS OF PROPOSED PLANTING.

LEGEND

	SOIL TEST LOCATION
	ROOT BARRIER

KEYMAP



UNDERGROUND SERVICE
ALERT



CALL:
811

TWO WORKING DAYS
BEFORE YOU DIG



CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

PLANTING PLAN

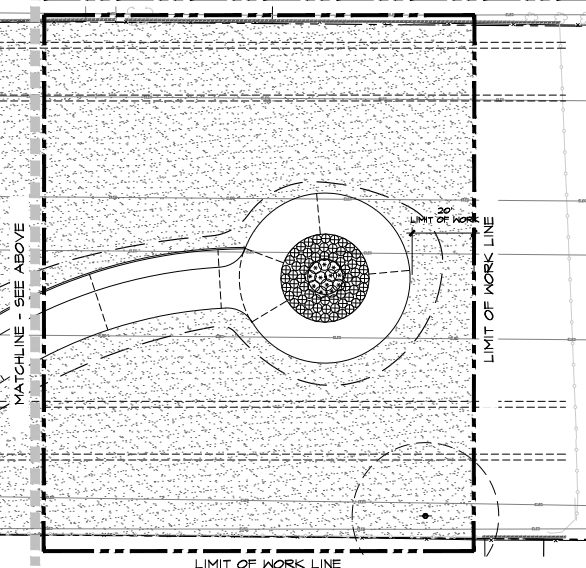
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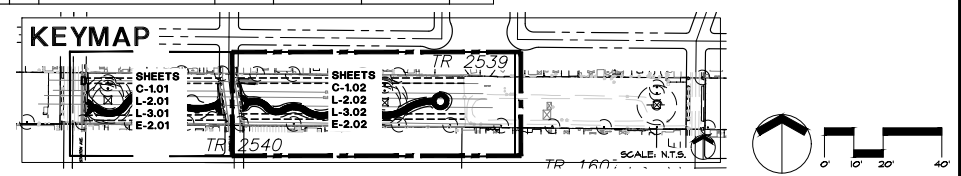
DEPARTMENT OF PUBLIC WORKS

SHEET 18 OF 20

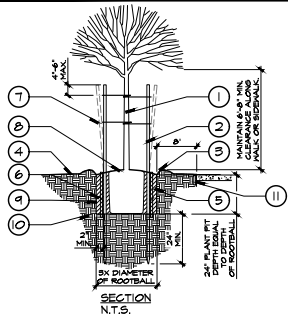


SHRUB LEGEND					
	BOTANICAL NAME COMMON NAME	SIZE	SPACING	MUCLS / REMARKS	QTY.
S-1	CARISSA MACROCARPA TUTTLE TUTTLE NATAL PLUM	5 GAL	3'-0" O.C.	L	171
S-2	BOUGAINVILLEA 'OO LA-LA' BOUGAINVILLEA	5 GAL	4'-0" O.C.	L	55
S-5	EXISTING VEGETATION TO REMAIN	--	-	PROTECT IN PLACE	175, 061 SF
S-4	IRRIGATED HYDROSEED MIX-LOW GROW NATIVE HYDROSEED MIX	--	-	MUCLS L CONTACT JODY MILLER AT 945 SEEDS (809) 604-0450	061 SF

- | LEGEND | |
|---|--------------------|
|  | SOIL TEST LOCATION |
| --- | ROOT BARRIER |



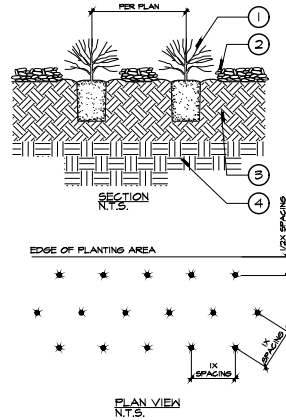
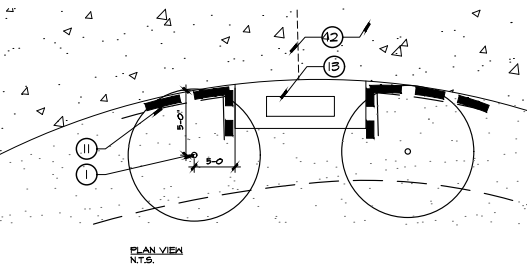
DEPARTMENT OF PUBLIC WORKS	SHEET 19 OF 20
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- NOTES:**
- REMOVE ALL NURSERY STAKES FROM ROOTBALL.
 - LODGE POLE TREE STAKES SHALL BE PLUMB OR ANGLED SLIGHTLY OUTWARD AFTER TREE TIES ARE IN PLACE, AS SHOWN.
 - DO NOT PLANT TREES WITHIN 10' OF SEWER WATER LINES OR 15' WITHIN ALL OTHER UTILITY LINES. NOTIFY LANDSCAPE ARCHITECT OF ANY FIELD CONDITION DISCREPANCIES.
 - SEE IRRIGATION PLANS AND DETAILS FOR TREE BUBBLER SPECS AND DETAILS

LEGEND:

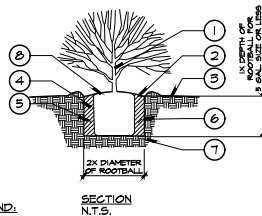
- TREE, CENTER IN PIT.
- (2) 2" DIAMETER, 10' FT TREATED LODGE POLE PINE TREE STAKES PER TREE, PER SPECIFICATIONS. USE 10' FT LENGTH STAKES AT ALL 15 GAL. AND 24" BOX TREES, TYP. KEEP CLEAR OF ROOTBALL. REMOVE TOP OF STAKE TO 4" BELOW LOWEST BRANCH. SET STAKES PERPENDICULAR TO PREVAILING WINDS.
- 4" DEEP TEMPORARY WATERING BASIN BERM AT EDGE OF ROOTBALL. REMOVE AT END OF PLANT ESTABLISHMENT PERIOD. TOPDRESS WITH 2" DEEP MULCH LAYER PER DISTRICT STANDARDS. KEEP 3" AWAY FROM ROOT CROWN.
- FINISH GRADE.
- AMENDED BACKFILL PER SPECIFICATIONS. NATIVE BACKFILL SHALL BE FREE OF CLODS IN EXCESS OF 2" IN DIAMETER.
- PLANT TABLET PER SPECIFICATIONS FOR QUANTITY AND PLACEMENT.
- 2 SETS OF 2 V.I.T. TWIST BRACE (TB24/TB36) TREE TIES BY STRONGBOX, (800) 724-1314. INSTALL USING 2-1/2" GALV. SCREWS. NO WIRE CONNECTIONS ALLOWED.
- SET TOP OF ROOTBALL / CROWN 1"-2" MAX ABOVE SURROUNDING GRADE AND SLOPE FOR DRAINAGE.
- SCARIFY SIDES AND BOTTOM OF PLANTING PIT. SIDES OF PIT TO BE VERTICAL.
- NATIVE UNDISTURBED SOIL.
- ROOT BARRIERS, INSTALL ADJACENT TO ANY HARDSCAPE ELEMENTS WITHIN 5' OF PLANT PIT. SEE PLANTING NOTES AND SPECIFICATIONS.
- ADJACENT HARDSCAPE PER CONSTRUCTION PLANS.
- BENCH SEATING PER CONSTRUCTION PLANS.



LEGEND:

- SHRUB OR GROUND COVER FROM FLAT, CUTTING, LINER, OR PLANTING CONTAINER WITH TRIANGULAR SPACING AS SHOWN.
- 2" LAYER OF HUMUS TOP DRESSING INSTALLED BEFORE PLANTING.
- PLANTING BED DEPTH PER SPECIFICATIONS.
- NATIVE UNDISTURBED SOIL.

2 GROUND COVER PLANTING



LEGEND:

- SHRUB, CENTER IN PIT.
 - 2"-3" DEEP WATERING BASIN BERM AT EDGE OF ROOTBALL. MAINTAIN IN THIS POSITION FOR FIRST 60-90 DAYS AFTER PLANTING. WIDEN BASIN TO PLANT PIT AFTER 60-90 DAYS AS SHOWN. TOPDRESS WITH 2" DEEP MULCH LAYER PER DISTRICT STANDARDS. KEEP 3" AWAY FROM ROOT CROWN.
 - FINISH GRADE.
 - AMENDED BACKFILL PER SPECIFICATIONS.
 - PLANTING TABLETS PER SPECIFICATIONS FOR QUANTITY AND PLACEMENT.
 - SCARIFY SIDES AND BOTTOM OF PLANTING PIT. SIDES OF PIT TO BE VERTICAL.
 - NATIVE UNDISTURBED SOIL.
 - SET TOP OF ROOTBALL / CROWN 1"-2" ABOVE SURROUNDING FINISH GRADE AND SLOPE FOR DRAINAGE.
- NOTES:**
- TEMPORARY WATERING BASIN TO BE INSTALLED IF IRRIGATION SYSTEM IS NOT OPERATIVE AT THE TIME OF PLANTING.

PLANTING NOTES

- ALL TREES WITHIN A SPECIES SHALL HAVE MATCHING FORM.
- ALL LANDSCAPED AREAS TO RECEIVE AUTOMATED IRRIGATION.
- REFER TO PLANTING SPECIFICATIONS FOR SOIL PREPARATION, FERTILIZATION, MULCHING, AND OTHER ADDITIONAL PLANTING INFORMATION.
- ALL PLANT MATERIAL SHALL BE APPROVED BY THE OWNER'S AUTHORIZED REPRESENTATIVE PRIOR TO INSTALLATION.
- FINAL LOCATION OF ALL PLANT MATERIALS SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER'S AUTHORIZED REPRESENTATIVE.
- CONTRACTOR SHALL NOTIFY OWNER'S REPRESENTATIVE 48 HOURS PRIOR TO COMMENCEMENT OF WORK TO COORDINATE PROJECT INSPECTION SCHEDULES.
- SEE DETAILS AND SPECIFICATIONS FOR STAKING METHOD, PLANT PIT DIMENSIONS AND BACKFILL REQUIREMENTS.
- IF CONFLICTS ARISE BETWEEN SIZE OF AREAS AND PLANS, CONTRACTOR TO CONTACT OWNER'S REPRESENTATIVE FOR RESOLUTION. FAILURE TO MAKE SUCH CONFLICTS KNOWN TO THE OWNER'S REPRESENTATIVE WILL RESULT IN CONTRACTOR'S LIABILITY TO RELOCATE THE MATERIALS.
- CONTRACTOR SHALL SUBMIT FOR APPROVAL PHOTOS OF ALL BOXED TREES. PHOTOS SHOULD INCLUDE A PERSON FOR SCALE PURPOSES. ALL BOX TREES SHALL BE OF QUALITY AS DETERMINED BY THE OWNER/LANDSCAPE ARCHITECT. MATERIAL FOUND UNSUITABLE FOR THE DESIGN OR SPECIFICATION INTENT WILL BE REJECTED. THE CONTRACTOR SHALL ALSO SUBMIT WRITTEN SPECIFICATIONS FOR ALL PLANT MATERIAL SPECIFIED ON THIS PROJECT PRIOR TO PLACING ORDER. FAILURE TO DO SO COULD RESULT IN THE REPLACEMENT (AT CONTRACTOR'S EXPENSE) OF ANY PLANTS DETERMINED UNACCEPTABLE BY OWNER/LANDSCAPE ARCHITECT.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO FURNISH PLANT MATERIALS FREE OF PESTS OR PLANT DISEASES. PRE-SELECTED OR TAGGED MATERIAL MUST BE INSPECTED BY THE CONTRACTOR AND CERTIFIED PEST AND DISEASE FREE. IT IS THE CONTRACTOR'S OBLIGATION TO WARRANT ALL PLANT MATERIALS PER THE SPECIFICATIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING HIM/HERSELF FAMILIAR WITH ALL UNDERGROUND UTILITIES, PIPELINES AND STRUCTURES. CONTRACTOR SHALL TAKE SOLE RESPONSIBILITY FOR ANY COST INCURRED DUE TO DAMAGE OF SAID UTILITIES. CONTRACTOR SHOULD CALL UNDERGROUND SERVICE ALERT (2) FULL WORKING DAYS BEFORE COMMENCING ANY DIGGING. PHONE 811 FOR U.S.A.
- CONTRACTOR SHALL NOT WILLFULLY PROCEED WITH CONSTRUCTION AS DESIGNED WHEN IT IS OBVIOUS THAT UNKNOWN OBSTRUCTIONS AND/OR GRADE DIFFERENCES EXIST THAT MAY NOT HAVE BEEN KNOWN DURING DESIGN. SUCH CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER'S AUTHORIZED REPRESENTATIVE. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL NECESSARY REVISIONS DUE TO FAILURE TO GIVE SUCH NOTIFICATION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COORDINATION WITH SUBCONTRACTORS AND CONSTRUCTION MANAGER AS REQUIRED TO ACCOMPLISH PLANTING OPERATIONS.
- LANDSCAPE CONTRACTOR TO RECEIVE SITE GRADED TO +0.10. CONTRACTOR SHALL OBTAIN LETTER OF GRADE CERTIFICATION FROM OWNER PRIOR TO PROJECT EXECUTION.
- PLANT MATERIAL QUANTITIES ARE GIVEN FOR CONVENIENCE ONLY. PLANT SYMBOLS AND SPECIFIED SPACING SHALL TAKE PRECEDENCE. CONTRACTOR SHALL VERIFY PLANT MATERIAL QUANTITIES PER PLAN.
- CONTRACTOR TO ASSURE POSITIVE DRAINAGE IN ALL PLANTING AREAS - 2% MINIMUM ALLOWED.
- AFTER ROUGH GRADES HAVE BEEN ESTABLISHED IN PLANTING AREAS, CONTRACTOR SHALL HAVE SOIL SAMPLES TAKEN AT THE LOCATIONS INDICATED BY DESIGNATION (2 TOTAL). CONTRACTOR SHALL INFORM SOIL TESTING LAB OF THE PLANT MATERIAL SPECIFIED IN SOIL TESTING LOCATIONS (NATIVE TREES & SHRUBS, ORNAMENTAL TREES & SHRUBS, PALM TREES, BERMUDA SOG, ETC.) SO THAT APPROPRIATE PLANTING RECOMMENDATIONS CAN BE GIVEN. THESE SAMPLES SHALL BE TESTED BY MAYPOINT ANALYTICAL OR APPROVED EQUAL. CONTACT: BILL DARLINGTON (714) 282-8771 FOR SOIL FERTILITY, AGRICULTURAL SUITABILITY TEST AND SOIL PREPARATION RECOMMENDATIONS. TWO SAMPLES SHALL BE TAKEN AT EACH LOCATION: (1) GROUND LEVEL TO 10" DEEP, (2) 24" TO 36" DEEP. EACH SAMPLE SHALL CONTAIN APPROXIMATELY 1 QUART OF SOIL AND BE LABELED PER LOCATION AND DEPTH. CONTRACTOR SHALL INSTALL SOIL PREPARATION AND BACKFILL MIX TO CONFORM TO THESE RECOMMENDATIONS ONLY UPON RECEIPT OF WRITTEN CHANGE ORDER FROM OWNER. SUBMIT SOIL REPORT TO OWNER'S AUTHORIZED REPRESENTATIVE PRIOR TO PLANTING.
- GROUND COVERS AND SHRUBS SHALL BE TRIANGULARLY SPACED, UNLESS OTHERWISE INDICATED.
- ALL SOIL FOR LANDSCAPE PLANTING AREAS OR BERMS SHALL BE OBTAINED FROM ON-SITE EXCAVATIONS. SHOULD IMPORT SOIL BE NECESSARY, INDICATE SOURCE LOCATION. SEE PROJECT GEOTECHNICAL REPORT. SOIL SHALL BE SANDY LOAM CONTAINING NO TOXIC CHEMICALS OR ELEMENTS WHICH MAY INHIBIT OR RETARD NORMAL PLANT GROWTH. SOIL TESTING RESULTS SHALL BE SUBMITTED AND APPROVED PRIOR TO SOIL IMPLEMENTATION.
- ALL LANDSCAPED AREAS (EXCLUDING TURF) SHALL BE MULCHED WITH A 3" DEEP LAYER OF MULCH, PER SPECIFICATIONS, AT THE CONCLUSION OF PLANTING OPERATIONS.
- AT EDGES OF PLANTING AREAS, THE CENTER LINE OF THE LAST ROW OF SHRUBS AND/OR GROUND COVER SHALL BE LOCATED NO FARTHER FROM OR CLOSER TO THE EDGE THAN ONE-HALF THE SPECIFIED ON-CENTER SPACING.
- REMOVE ALL NURSERY STAKES AND ESPALIER RACKS IMMEDIATELY AFTER INSTALLATION, UPON PROVIDING SUPPORT PER DETAILS, THIS SHEET.
- ALL TREES PLANTED WITHIN 10' OF ANY HARDSCAPE ELEMENT (SIDEWALKS, WALLS, D.S., PAVERS, CURBS, ETC.) SHALL RECEIVE ROOT BARRIERS. ROOT BARRIER MODEL #: UB 24-2 UNIVERSAL BARRIER BY "DEEP ROOT," CONTACT: (714) 848-0868. ROOT BARRIERS SHALL BE MINIMUM 24" DEEP BY 8' LONG PER TREE.
- ALL MULCH AREAS ON SLOPES TO RECEIVE POLY JUTE NETTING, MODEL #: 814312 AND ANCHOR STAKES MODEL #: 00042574500581 BY DEXMIT CO OR APPROVED EQUAL.
- CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING PROTECTION OF ALL EXISTING SHRUB AND TURF AREAS TO REMAIN DURING CONSTRUCTION. DAMAGED SHRUB AND TURF AREAS BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE.
- AFTER ALL THE WORK INDICATED ON THE DRAWINGS HAS BEEN COMPLETED, INSPECTED & APPROVED BY THE OWNER'S REPRESENTATIVE, ALL AREAS WITHIN THE PROJECT BOUNDARY ARE TO BE MAINTAINED FOR A PERIOD OF 90 CALENDAR DAYS, PER PLANTING SPECIFICATION SECTIONS 800-801.
- ALL SHRUBS & OTHER PLANT MATERIALS SHALL BE GUARANTEED FOR A PERIOD OF 90 CALENDAR DAYS. ALL GUARANTEE PERIODS COMMENCE FROM THE TIME OF FINAL ACCEPTANCE BY THE OWNER'S REPRESENTATIVE AT THE COMPLETION OF THE 90 CALENDAR DAY MAINTENANCE PERIOD, PER PLANTING SPECIFICATION SECTIONS 800-801.
- TURF KILL PROCEDURE AS OUTLINED IN SPECIFICATION SECTION 300 TO ONLY APPLY TO AREAS OF PROPOSED PLANTING.

4 TREE PLANTING AND ROOT BARRIER

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BEFORE YOU DIG



3 SHRUB PLANTING

1 PLANTING NOTES

CITY OF BUENA PARK
SCE CORRIDOR PHASE 2
STANTON AVE TO EAST OF
CAMELLIA DR

PLANTING DETAILS

DRAWING NO.

REV.

L-4.01

DEPARTMENT OF PUBLIC WORKS

SHEET 20 OF 20

**CITY OF BUENA PARK
PROFESSIONAL SERVICES AGREEMENT**

DATE: June 10, 2025

SERVICES: Professional Engineering Services

PROJECT: SCE CORRIDOR TRAIL IMPROVEMENTS PHASE III

PARTIES TO THE AGREEMENT:

“CITY”: City of Buena Park, a California Municipal Corporation

City Representative:	Name:	<u>Mina Mikhael</u>
	Title:	Director of Public Works/ City Engineer
	Tel.:	714-562-3672
	Email:	MMikhael@buenapark.com

“CONSULTANT”: ONWARD ENGINEERING, a Stock Corporation

Consultant Representative:	Name:	Muhammad Ataya
	Title:	Vice President
	Tel.:	(714) 533-3050
	Email:	muataya@oe-eng.com

SUMMARY OF TERMS:

Start Date: June 11, 2025

End Date: June 30, 2026

Contract Value: \$172,258.00

Services a “Public Work”: NO ☐ YES ☒ (add “PW Exhibit”)

Community Workforce Agreement: NO ☒ YES ☐ (add “CWA Exhibit”)

Insurance Approved By Risk Management: NO ☐ YES ☒

APPROVED BY:
(select one)

☐ Department Head
Contract Value ≤ \$10,000

☐ City Manager
Contract Value ≤ \$80,000

☒ City Council
Contract Value > \$80,000
(“Levine Act Exhibit” Required)

**AGREEMENT MUST BE FIRST EXECUTED BY CONSULTANT BEFORE IT MAY BE
EXECUTED ON BEHALF OF THE CITY.
CITY OF BUENA PARK
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement ("*Agreement*") is dated as of June 11, 2025, between the City of Buena Park, a California charter city ("*CITY*"), and Onward Engineering, a Stock Corporation ("*CONSULTANT*"). CITY and CONSULTANT are at times referred to herein jointly as "Parties" and individually as a "Party."

1. TERM. The term of this Agreement shall commence on June 11, 2025 and shall remain in full force and effect until June 30, 2026 unless extended upon the mutual written agreement of the Parties or earlier terminated pursuant to Section 16.2 of this Agreement ("*Term*").

2. SERVICES. Subject to the terms and conditions in this Agreement, CONSULTANT shall provide to CITY those services that are specifically described in Exhibit "A" (the "*Services*"). CITY may request changes or expansion of the Services (each a "*Modification*") and in such cases the Modification to the Services, and any resulting increase or decrease in the Compensation to be paid CONSULTANT and/or any changes to the Schedule of Performance (defined below), shall be documented in a written amendment to this Agreement. Increases or decreases in Compensation resulting from any Modification to the Services shall be based on the rate specified in the Compensation Schedule (defined below), or if not specified in the Compensation Schedule at then-applicable prevailing market rate charged by CONSULTANT to other customers for the same service.

3. SCHEDULE OF PERFORMANCE. CONSULTANT shall commence providing the Services upon receipt of a written "Notice to Proceed" from the City Representative and CONSULTANT shall proceed only to the extent of such authorization. CONSULTANT shall perform all Services in the time required by the schedule of performance described in Exhibit "A" ("*Schedule of Performance*"), or if not specified in the Schedule of Performance in a timely and diligent manner reasonably acceptable to CITY.

4. COMPENSATION. The total compensation paid to CONSULTANT for complete performance of the Services, including any authorized reimbursable expenses, shall NOT EXCEED the total maximum sum of \$172,258.00 ("*Compensation*"). CONSULTANT shall be paid for performing the Services at the hourly rate, daily rate, flat fee, lump sum, or other basis specified in Exhibit "A" to this Agreement ("*Compensation Schedule*"). The Compensation specified in this section shall be the sole and exclusive consideration paid to CONSULTANT for full and complete performance of the Services and may only be increased by formal amendment to this Agreement.

5. PAYMENT.

5.1 Invoices. Each calendar month after CITY's issuance of the Notice to Proceed, CONSULTANT shall submit an invoice to CITY for the Services performed and any authorized reimbursable expenses incurred in the immediately preceding calendar month. (*Ex: invoices for Services rendered in January should be submitted in February*). The invoices shall describe in detail the Services rendered during each invoice period such as the days worked, personnel involved, number of hours worked, rates charged, milestones achieved, work product generated, or reimbursable expenses incurred, as applicable. CONSULTANT shall remit the invoices to the address and in the manner specified by CITY.

5.2 Payment. CITY shall review all invoices and notify CONSULTANT in writing of any disputed charges or amounts. CITY shall pay all undisputed portions of the invoice within thirty (30) calendar days after receipt. CITY shall not withhold federal or state payroll or other taxes, or make deductions, from payments made to CONSULTANT.

6. STANDARD OF SKILL. CONSULTANT shall perform all Services in the manner and according to the standards currently observed by a competent practitioner of CONSULTANT's profession in California, and shall at all times, meet or exceed any applicable professional standards of care, workmanship, or conduct. All products of whatsoever nature that CONSULTANT delivers to CITY pursuant to this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in CONSULTANT's profession. The acceptance of the Services by CITY shall not operate as a release of CONSULTANT from such standards of care, workmanship, or conduct.

7. INDEPENDENT CONTRACTOR. CONSULTANT is and shall at all times remain as to CITY a wholly independent contractor. Neither CITY nor any of its agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's employees or agents, except as herein set forth. CONSULTANT shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees 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.

7.1 CONSULTANT shall not have the status of an employee of CITY under this Agreement, or be entitled to participate in any insurance, medical care, vacation, sick leave or other benefits provided for CITY's officers or employees.

7.2 In the event that CONSULTANT, or any of its employees, agents, or subcontractors 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 CITY, CONSULTANT shall indemnify, defend, and hold CITY harmless 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.

7.3 CONSULTANT represents that it has, or will secure at its own expense, all personnel required to perform the Services under this Agreement. All of the Services shall be performed by CONSULTANT or under its direct supervision, and all personnel engaged in the work shall be qualified to perform it. CONSULTANT reserves the right to determine the assignment of its own employees to the performance of the Services under this Agreement, but CITY reserves the right, for good cause, to require CONSULTANT to exclude any employee from performing Services on CITY's premises.

8. ADMINISTRATION.

8.1 City's Representative. The City Representative identified on the cover page of this Agreement shall have authority to administer this Agreement and oversee CONSULTANT's performance of the Services, provided that an individual's authority to amend this Agreement shall be governed by applicable provisions of the Buena Park Municipal Code. All activities performed by CONSULTANT shall be coordinated through the City Representative. CITY may change the identity of the City Representative upon written notice to CONSULTANT.

8.2 Consultant's Representative. Consultant's Representative identified on the cover page of this Agreement has the authority to administer this Agreement on behalf of CONSULTANT and to act, bind, and approve all matters relating to this Agreement on behalf of CONSULTANT. Consultant's Representative shall not be replaced without the advance consent of CITY, which consent shall not be unreasonably withheld.

9. SAFETY REQUIREMENTS. All work performed under this Agreement shall be performed in such a manner as to provide safety to the public and to meet or exceed the safety standards outlined by CAL OSHA. CITY may issue restraint or cease and desist orders to CONSULTANT when unsafe or harmful acts are observed or reported relative to the performance of the Services. CONSULTANT shall maintain the work sites free of hazards to persons and property resulting from its operations. CONSULTANT shall immediately report to CITY any hazardous condition noted by CONSULTANT.

10. INDEMNIFICATION AND HOLD HARMLESS.

10.1 Purpose of Section. CONSULTANT agrees that CITY, and its elected officials, officers, employees, and agents (cumulatively "*City Indemnitees*") shall, to the fullest extent permitted by California law, be fully protected from any loss, injury, damage, claim, liability, taxes, fees, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other cost or damages of any kind arising out of or in any way related to CONSULTANT's provision of the Services or performance of this Agreement. This Section is intended by the Parties to provide the fullest protection possible under California law to CITY and the City Indemnitees. CONSULTANT acknowledges that CITY would not have entered into this Agreement without the covenants and commitments of CONSULTANT in this Section 10.

10.2 Indemnification for Design Services (if applicable). Consistent with California Civil Code Section 2782.8, if and to the extent the Services are design professional services to be performed by a design professional, as that term is defined under said Section 2782.8, CONSULTANT shall, to the fullest extent permitted by law, indemnify, protect, defend, and hold the City Indemnitees harmless for all claims, demands, costs, or liability that arise out of, pertain, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, its officers, employees, or agents in said performance of the Services, excepting only liability arising from the sole negligence, active negligence, or intentional misconduct of CITY.

10.3 Indemnification for Services. Other than in the performance of design professional services by a design professional, as covered by Section 10.2 above, to the fullest extent permitted by law CONSULTANT shall, at its sole cost and expense, protect, defend, hold harmless and indemnify the City Indemnitees from and against any and all damages, costs, taxes, fees, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and/or losses of any nature whatsoever, including fees of accountants, attorneys and other professionals, and all costs associated therewith, and the payment of all consequential damages (collectively "*Claims*"), in law or equity, whether actual, alleged or threatened, which arise out of, pertain to, or relate to the acts or omissions, or willful misconduct, of CONSULTANT, or its officers, agents, servants, employees, subcontractors, materialmen, suppliers, or contractors, or their officers, agents, servants or employees (or any entity or individual that CONSULTANT shall bear the legal liability thereof) in the performance of this Agreement, including CONSULTANT's active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of CITY, as determined by final arbitration or court decision or by the agreement of the Parties. CONSULTANT shall defend the City Indemnitees in any action or actions filed in connection with any Claims with counsel of CITY's choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense.

CONSULTANT shall reimburse the Indemnitees for any and all legal expenses and costs incurred by City Indemnitees in connection therewith.

10.4 Taxes, Assessments, Workers Compensation. CONSULTANT shall pay all required taxes on amounts paid to CONSULTANT under this Agreement and 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 shall fully comply with applicable workers' compensation laws regarding CONSULTANT and its CONSULTANT shall indemnify and hold CITY harmless from any failure of CONSULTANT to comply with applicable workers' compensation laws.

10.5 Obligations Not Limited by Insurance. The obligations and covenants of CONSULTANT in this Section 10 are independent and separate from any requirement or covenant to carry insurance. The obligations of CONSULTANT under this Section 10 shall not be limited by the limits of any policies of insurance by this Agreement or otherwise maintained by CONSULTANT, nor shall CONSULTANT's obligations be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives any statutory immunity under such statutes or laws as to the CITY or City Indemnitees.

10.6 Survival; Enforcement. CONSULTANT's obligations and covenants under this Section shall survive the expiration or termination of this Agreement and shall continue in full force and effect for a time at least equal to the statute of limitations that is applicable to the underlying Claim, demand, cost or liability. CITY may offset against the amount of any compensation due CONSULTANT any amount due to CITY from CONSULTANT as a result of CONSULTANT's failure to promptly pay CITY any obligation for reimbursement or indemnification arising under this Section 10.

11. INSURANCE. At all times during the term of this Agreement CONSULTANT shall maintain insurance coverage in the forms, types, and amounts that are set forth in this Section 11, and upon CITY's request CONSULTANT shall provide evidence of such coverage to the satisfaction of CITY's Director of Risk Management, which may include a visual inspection of all policies, copies of declarations page, endorsements signed by an authorized representative of the underwriting company, or certificates of insurance.

11.1 Minimum Scope of Insurance. CONSULTANT shall maintain policies with coverage at least as broad as:

.1 Commercial General Liability insurance using the most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, which shall include insurance for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations, products and completed operations, and contractual liability.

.2 The most current version of Insurance Service Office (ISO) Business Auto Coverage Form CA 00 01, which shall include coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1-Any Auto).

.3 Workers' Compensation insurance as required by the California Labor Code and Employer's Liability Insurance.

.4 Professional Liability (Errors and Omissions) insurance appropriate to CONSULTANT's profession. If such insurance policy is written on a claims-made form, the

retroactive date must be shown and must be before the effective date of the Agreement or the commencement of Services by Consultant.

11.2 Minimum Limits of Insurance. CONSULTANT shall maintain insurance coverage limits not less than:

.1 Commercial General Liability: \$2,000,000 per occurrence for bodily injury, personal injury, and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services / location or the general aggregate limit shall be \$4,000,000 and contain specific language creating a duty to defend against any suit seeking damages.

.2 Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

.3 Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

.4 Professional liability: \$2,000,000 per claim, with an extended reporting period of not less than two years.

11.3 Umbrella or Excess Insurance. In the event CONSULTANT purchases an umbrella or excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies) required by this Section 11.

11.4 Deductibles and Self-insured Retentions: CONSULTANT shall be responsible for payment of any deductibles contained in any insurance policy(ies) required hereunder and CONSULTANT shall also be responsible for payment of any self-insured retentions. Any deductibles or self-insured retentions must be declared to, and approved by, the City Manager or his/her designee. At the option of the City Manager or his/her designee, either (i) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY and City Indemnitees; or (ii) CONSULTANT shall provide a financial guarantee, satisfactory to the City Manager or his/her designee, guaranteeing payment of losses and related investigations, claim administration and defense expenses. At no time shall CITY be responsible for the payment of any deductibles or self-insured retentions.

11.5 Required Endorsements. Each insurance policy shall be endorsed as follows:

.1 Except with respect to Employer's Liability or Professional Liability/E&O policies required by this Section 11, CITY and City Indemnitees shall be named as additional insureds (collectively "*Additional Insureds*"). Additional Insured endorsements shall not: (a) be limited to "Ongoing Operations"; (b) exclude "Contractual Operations"; (c) restrict coverage to the "Sole" liability of CONSULTANT; or (d) contain any other exclusion contrary to this Agreement.

.2 For any claims related to this Agreement or the Services performed under this Agreement, CONSULTANT's insurance coverage shall be primary to any other similar insurance carried by Additional Insureds. Any insurance or self-insurance maintained by Additional Insureds shall be in excess of CONSULTANT's insurance and shall not be called upon to contribute with it.

.3 All insurance coverage shall contain a provision that prohibits cancellation, modification or lapse without thirty (30) calendar days' prior written notice from insurer to CITY. The notice shall be provided via certified mail, return receipt requested. CONSULTANT shall require its insurer to modify the applicable policy and all certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

.4 Each policy shall be endorsed to state that the insurer waives the right of subrogation against CITY and City Indemnitees.

11.6 Duration of Insurance. The requirements of this Section 11 shall survive expiration or termination of the Agreement. Insurance must be maintained, and evidence of insurance must be provided for at least 3 years after any expiration or termination of the Agreement or, in the alternative, the policy shall be endorsed to provide not less than a 3-year discovery period.

11.7 Acceptability of Insurers. All insurance coverage required by this Agreement shall be written by insurers admitted to conduct business in the State of California by the Department of Insurance and rated "A:VIII" in the most recent A.M. Best's Insurance Rating Guide.

11.8 Verification of Coverage. CONSULTANT shall furnish CITY with evidence of the insurance required by this Agreement to the satisfaction of CITY. Such evidence shall consist of original certificates of insurance and amendatory endorsements, including an additional insured endorsement. The endorsements shall be on forms provided by CITY or on such other forms approved by CITY and conforming to CITY's requirements. CONSULTANT shall file all certificates of insurance and fully executed endorsements with CITY before commencing performance of the Services. Where and at the times applicable, CONSULTANT shall also provide proof that the policies of insurance required under this Agreement and expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. CONSULTANT shall furnish such proof to CITY prior to the expiration of the original policies. CITY may require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. CONSULTANT shall provide complete copies of policies to CITY upon request.

11.9 Other Insurance Provisions.

.1 All insurance coverage and limits provided pursuant to this Agreement shall apply to the full extent of the policies involved, available or applicable. Nothing contained in this Agreement or any other agreement relating to CITY or its operations limits the application of the insurance coverage.

.2 Requirements of specific coverage features or limits contained in this Section 11 are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only and is not intended by any Party to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

.3 All insurance coverage shall cover CONSULTANT's operations pursuant to the terms of this Agreement.

.4 Any actual or alleged failure on the part of CITY or any other additional insured under these requirements to obtain proof of insurance required under this Agreement in no way waives any right or remedy of CITY or any additional insured, in this or any other regard.

.5 In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, CITY has the right, but not the duty, to obtain the insurance it deems necessary, and CONSULTANT shall promptly reimburse to CITY any premium paid by CITY.

.6 CONSULTANT shall provide immediate notice to CITY of any claim or loss against CONSULTANT that includes CITY or any of the Additional Insureds as a defendant. CITY assumes no obligation or liability from the notice. CITY shall have the right, but not the duty, to monitor the handling of the claim or claims if they are likely to involve CITY.

11.10 Subcontractors. CONSULTANT shall include all subcontractors, or any other party involved in the performance of the Services, as insureds under its policies or shall require subcontractors or any other party involved in the Services by CONSULTANT to carry the same insurance as required in this Section 11. CONSULTANT shall obtain certificates evidencing the coverage and make reasonable efforts to ensure that the coverage is provided as required in this Section. CONSULTANT shall require that no contract used by any subcontractor, or contract CONSULTANT enters into on behalf of CITY, shall reserve the right to charge back to CITY the cost of insurance required by this Agreement. CONSULTANT shall, upon request, submit to CITY for review, all agreements with subcontractors or others with whom CONSULTANT contracts with on behalf of CITY, and all certificates of insurance obtained in compliance with Section 11.8. CITY's failure to request copies of the documents shall not impose any liability on CITY, or its employees, or be deemed a waiver of any of CITY's rights.

12. WORK PRODUCT.

12.1 Deliverables. CONSULTANT shall, in such time and in such form as CITY may require, furnish reports concerning the status of Services required under this Agreement. CONSULTANT shall, upon request by CITY and upon completion or termination of this Agreement, deliver or return to CITY all material furnished to CONSULTANT by CITY.

12.2 Ownership.

.1 All draft and final reports, documents and other written material, and any and all images, ideas, concepts, designs including website designs, source code, object code, electronic data and files or other media whatsoever, created or developed by CONSULTANT in the performance of this Agreement (collectively, "*Work Product*") shall be considered to be "works made for hire" for the benefit of CITY. All Work Product and any and all intellectual property rights arising from their creation, including all copyrights and other proprietary rights, shall be and remain the property of CITY without restriction or limitation upon their use, duplication or dissemination by CITY upon final payment being made. CONSULTANT shall not obtain or attempt to obtain copyright protection as to any of the Work Product.

.2 CONSULTANT hereby assigns to CITY all rights of ownership to the Work Product, including any and all related intellectual property and proprietary rights that are not otherwise vested in CITY pursuant to subsection .1 above.

.3 CONSULTANT warrants and represents that it has secured all necessary licenses, consents or approvals necessary to the production of the Work Product, and that upon final payment, CITY shall have full legal title to the Work Product, and full legal authority and the right to use and reproduce the Work Product for any purpose. CONSULTANT shall defend, indemnify and hold CITY and the City Indemnitees harmless from any loss, claim or liability in any way related to a claim that CITY's use of any of the Work Product is violating federal, state or local laws, or any contractual provisions, or any rights or laws relating to trade names, licenses, franchises, copyrights, patents or other means of protecting intellectual property rights or interests in products, ideas or inventions. CONSULTANT shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked documents, materials, equipment, devices or processes in connection with its provision of the Work Product produced under this Agreement. In the event any the use of any of the Work Product or other deliverables hereunder by CITY is held to constitute an infringement and the use of any of the same is enjoined, CONSULTANT, at its expense, shall: (a) secure for CITY the right to continue using the Work Product and other deliverables by suspension of any injunction, or by procuring a license or licenses for CITY; or (b) modify the Work Product and other deliverables so that they become non-infringing while remaining in compliance with the requirements of this Agreement. CONSULTANT's covenants under this Section 12.2 shall survive the expiration or termination of this Agreement.

13. CONFIDENTIALITY. During performance of this Agreement, CONSULTANT may gain access to and use CITY information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "*City Information*") that are valuable, special and unique assets of CITY. CONSULTANT agrees to protect all City Information and treat it as strictly confidential, and further agrees that CONSULTANT shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of CITY. In addition, CONSULTANT shall comply with all CITY policies governing the use of CITY network and technology systems. A violation by CONSULTANT of this section shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

14. RECORDS. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information relating to the Services, as required by CITY or the City Representative. CONSULTANT shall maintain adequate records on services provided in sufficient detail to permit an evaluation of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, CONSULTANT shall provide access to such books and records to the City Representative, or his or her designees, and shall give the City Representative, or his or her designees, the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement.

15. ASSIGNMENT AND SUBCONTRACTING. This Agreement is personal to CONSULTANT and CITY has entered this Agreement in reliance on CONSULTANT's skill, competence and experience. CONSULTANT shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without CITY's prior written consent, by and through the City Representative. CITY's consent to an assignment of rights under this Agreement shall not release CONSULTANT from any of its obligations or alter any of its obligations to be performed under this Agreement. Any attempt at assignment or delegation by CONSULTANT in violation of this Section shall be void and of no effect and shall entitle CITY to immediately terminate this Agreement for cause. As used in this section, "assignment" and

“delegation” means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs. CONSULTANT shall not subcontract any performance required under this Agreement without CITY’s prior written consent.

16. SUSPENSION AND TERMINATION.

16.1 Right to Suspend. CITY shall have the right at any time to temporarily suspend CONSULTANT’s performance hereunder, in whole or in part, by giving a written notice of suspension to CONSULTANT. If CITY gives such notice of suspension, CONSULTANT shall immediately suspend its activities under this Agreement as specified in such notice.

16.2 Termination. CITY shall have the right to terminate this Agreement at any time by giving a written notice of termination to CONSULTANT. If CITY gives such notice of termination, CONSULTANT shall immediately cease rendering Services pursuant to this Agreement. If CITY terminates this Agreement:

.1 CONSULTANT shall, not later than five days after such notice of termination, deliver to CITY copies of all Work Product or other information prepared pursuant to this Agreement.

.2 CITY shall pay CONSULTANT the reasonable value of Services rendered by CONSULTANT prior to termination; provided, however, CITY shall not in any manner be liable for lost profits that might have been made by CONSULTANT had the Agreement not been terminated or had CONSULTANT completed the Services required by this Agreement. In this regard, CONSULTANT shall furnish to CITY such financial information as in the judgment of CITY is necessary for CITY to determine the reasonable value of the Services rendered by CONSULTANT. The foregoing is cumulative and does not affect any right or remedy that CITY may have in law or equity.

17. Conflicts of Interest. CONSULTANT shall comply with all applicable federal, state and local conflict of interest laws, including the Political Reform Act (Cal. Gov. Code § 81000 *et seq.*), the Levine Act (Cal. Gov. Code § 84308), and California Government Code Section 1090. CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of CITY or that would in any way hinder CONSULTANT’s performance of Services under this Agreement. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of CITY. CONSULTANT agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY at all times during the performance of this Agreement.

18. NOTICES. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be given in writing to the person at the addresses specified on first page of this Agreement and deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during CONSULTANT’s and CITY’s regular business hours, or (c) three business days after deposit in the United States mail, by first class mail, postage prepaid. Either Party may change the specified person or address at which it is to receive notices by advising the other Party in writing.

19. MISCELLANEOUS TERMS.

19.1 Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement by this reference. In the event of any inconsistency between the express provisions of this Agreement and any provision of an exhibit, the provisions of this Agreement shall prevail.

19.2 Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance.

19.3 Nuisance; Compliance with Laws. CONSULTANT shall not maintain, commit or permit the maintenance or commission of any nuisance in connection with performing the Services. In the performing the Services CONSULTANT shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and the local laws, regulations, and policies of the City of Buena Park.

19.4 Permits and Licenses. CONSULTANT, at its sole expense, shall obtain and maintain during the term of this Agreement all appropriate permits, licenses, and certificates that may be required in connection with performing the Services.

19.5 Governing Law; Venue. The terms of this Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, without regard for its conflicts of laws principles, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. The venue for resolving any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be a court with jurisdiction that is located in the County of Orange, California.

19.6 Cost of Litigation. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement (whether in contract, tort, or both), the prevailing Party shall be entitled to receive from the losing Party all attorneys' fees, costs and expenses in such amount as the courts may determine to be reasonable.

19.7 Waiver. No delay or omission to exercise any right, power or remedy accruing to CITY under this Agreement shall impair any right, power or remedy of CITY, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver by CITY of any breach, any failure of a condition, or any right or remedy under this Agreement shall be: (1) effective unless it is in writing and signed by the Party making the waiver; (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy; or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

19.8 Efficient Performance. CONSULTANT shall commence, carry on and complete its assignments with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry and applicable professional standards.

19.9 No Third Party Beneficiaries. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19.10 When Rights and Remedies Not Waived. In no event shall the making by CITY of any payment to CONSULTANT constitute or be construed as a waiver by CITY of any breach of covenant, or any default that may then exist, on the part of CONSULTANT, and the making of any such payment by CITY while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to CITY with regard to such breach or default.

19.11 Severability. If any part, term or provision of this Agreement shall be held illegal, unenforceable or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

19.12 Captions. The titles of the sections, subsections and paragraphs set forth in this Agreement are inserted for convenience and reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement and the rights or obligations of the Parties to this Agreement.

19.13 Word Usage. Unless the context clearly requires otherwise, (a) the word “shall” is mandatory and “may” is permissive; (b) “or” is not exclusive; and (c) “includes” or “including” are not limiting.

19.14 Integrated Agreement and Modification of Agreement. This Agreement, and all exhibits referred to in this Agreement, constitutes the final, complete and exclusive statement of the terms of the agreement between CITY and CONSULTANT with respect to the subject matter of this Agreement. This Agreement supersedes all prior or contemporaneous oral or written negotiations, representations or agreements of the Parties. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may be modified only by a writing signed by both Parties.

19.15 Authority to Bind Parties. Each of the undersigned hereby represents that he or she has the authority to execute this Agreement on behalf of his or her contracting Party.

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above by and through their duly authorized representatives.

CITY OF BUENA PARK
a California municipal corporation

CONSULTANT*

Name of Business

Signature

Signature

Name:

Name:

Title:

Title:

***If CONSULTANT is a corporation, then pursuant to California Corporations Code Section 313 this Agreement must be executed by either: (1) the chairperson of the board; (2) the president; or (3) the vice president plus any one of the following: the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer.**

Signature

Name: _____

Title: _____

ATTEST:

BY: _____
Adria M. Jimenez, City Clerk

APPROVED AS TO FORM:

BY: _____
Christopher Cardinale, City Attorney

EXHIBIT A

1) **SERVICES.** CONSULTANT shall provide to CITY the following Services

All services as described in the CONSULTANT's Proposal for Professional Services for the SCE CORRIDOR TRAIL IMPROVEMENTS PHASE III (the "PROPOSAL"), attached as "Exhibit A-1".

2) **SCHEDULE OF PERFORMANCE.** CONSULTANT shall perform all Services in compliance with the following Schedule of Performance:

CONSULTANT shall provide the Services within the times and deadlines set forth in the Project Schedule that is include on Page 42 of the PROPOSAL, provided that the deadlines shall be recalculated with a start date of June 11, 2025.

3) **COMPENSATION SCHEDULE.** CONSULTANT shall be paid for performing the Services at the follow rates and times:

Consultant shall be paid by labor hours and in a total not to exceed amount of \$172,258.00, as described in the Design Budget and Fee & Expense Schedule included in the Proposal.



300 South Harbor Boulevard,
Suite 814, Anaheim, CA 92805
www.oe-eng.com

REQUEST FOR PROPOSAL

FOR SCE CORRIDOR TRAIL IMPROVEMENTS PHASE III PLANS, SPECIFICATIONS AND ESTIMATE



FOR THE CITY OF

BUENA PARK

Aaron Esparza-Almaraz, Assistant Engineer
City of Buena Park Public Works Department
6650 Beach Boulevard, Buena Park, CA 90621
aesparzaalmaraz@buenapark.com



Onward Engineering
300 S. Harbor Blvd., Suite 814
Anaheim, CA 92805
(714) 533.3050 | www.oe-eng.com

Aaron Esparza-Almaraz, Assistant Engineer
City of Buena Park – Public Works Department
6650 Beach Boulevard
Buena Park, CA 90621
T: (714) 562-3690
Email: aesparzaalmaraz@buenapark.com

April 28th, 2025

SUBJECT: REQUEST FOR PROPOSAL FOR SCE CORRIDOR TRAIL IMPROVEMENTS PHASE III PLANS, SPECIFICATIONS AND ESTIMATE

Onward Engineering (OE) is pleased to submit our proposal to provide professional engineering services on the SCE Trail Improvements, Phase III Plans, Specifications and Estimate Project for The City of Buena Park. This project represents a valuable opportunity to enhance Buena Park's trail network, and OE is excited to bring our expertise and dedication to this endeavor. With a number of existing Class I multipurpose trails along a continual route, this project will benefit cyclists, pedestrians, and the broader community.

Our team brings a strong background in trail and active transportation projects, including most recently, the Adams Avenue Active Transportation Improvements in Costa Mesa and the Santa Anita Active Transportation Program, Cycle 5 ATP Project, Phase I, II, & III in El Monte, as well as trail projects for Encinitas, Brea, and Rancho Cucamonga. We understand the technical and coordination complexities inherent in working within SCE corridors and across multiple agency standards.

Leading the project will be Justin Smeets, PE, PLS, QSD, whose extensive active transportation and public works experience, coupled with Delfino "Chino" Consunji, PE providing QA/QC oversight, will deliver a high level of quality, accountability, and responsiveness throughout all phases. We are already familiar with the Phase II alignment and constraints, having conducted a preliminary field visit, and are prepared to move efficiently into final design once awarded.

At Onward Engineering, we place a strong emphasis on clear communication, schedule control, and rigorous document management. Our use of ClickUp for agile project management, along with real-time reporting tools, will provide Buena Park with full transparency and control at every project milestone.

OE is prepared to make this project a priority. We have already conducted a preliminary site visit, equipping us to hit the ground running. This proactive approach reflects our commitment to maintaining project momentum and addressing any site-specific considerations early. By prioritizing this project, we can ensure timely progress, meeting the City's standards.

I will be the Primary Contact and the individual responsible for entering OE into agreement with the City of Buena Park. If you have any questions, please feel free to contact me at: (714) 533-3050 or by email, at: muataya@oe-eng.com. We look forward to a successful relationship with the City of Buena Park.

This proposal to remain valid for a period of 180 days.

Thank you,

Muhammad Ataya, MPA
Vice President, Onward Engineering



A SCOPE OF WORK

PROJECT MANAGEMENT

The **City of Buena Park** is requesting Project Management services that will include organizing, scheduling and chairing periodic meetings (video conference and coordination meetings) with the City to discuss progress, with agendas prepared/distributed 2 days prior and minutes within 3 days after, as well as six 1-hour long in-person development meetings with SCE and City staff; assessing and establishing project goals, strategies, and cost limitations; preparing and submitting project scheduling progress updates; monitoring and controlling the project schedule, budget and quality; along with proactive general Project Management services. By implementing this approach, we feel that we are pro-actively ensuring quality and the successful management of any given project.

OE'S FIVE STEP PROJECT MANAGEMENT APPROACH



These steps correlate to the Project Management Institute Standards for Project Management.



QUALITY POLICY SYSTEM COMPONENTS

QUALITY ASSURANCE & QUALITY CONTROL MANUAL
(Design & Construction Projects)

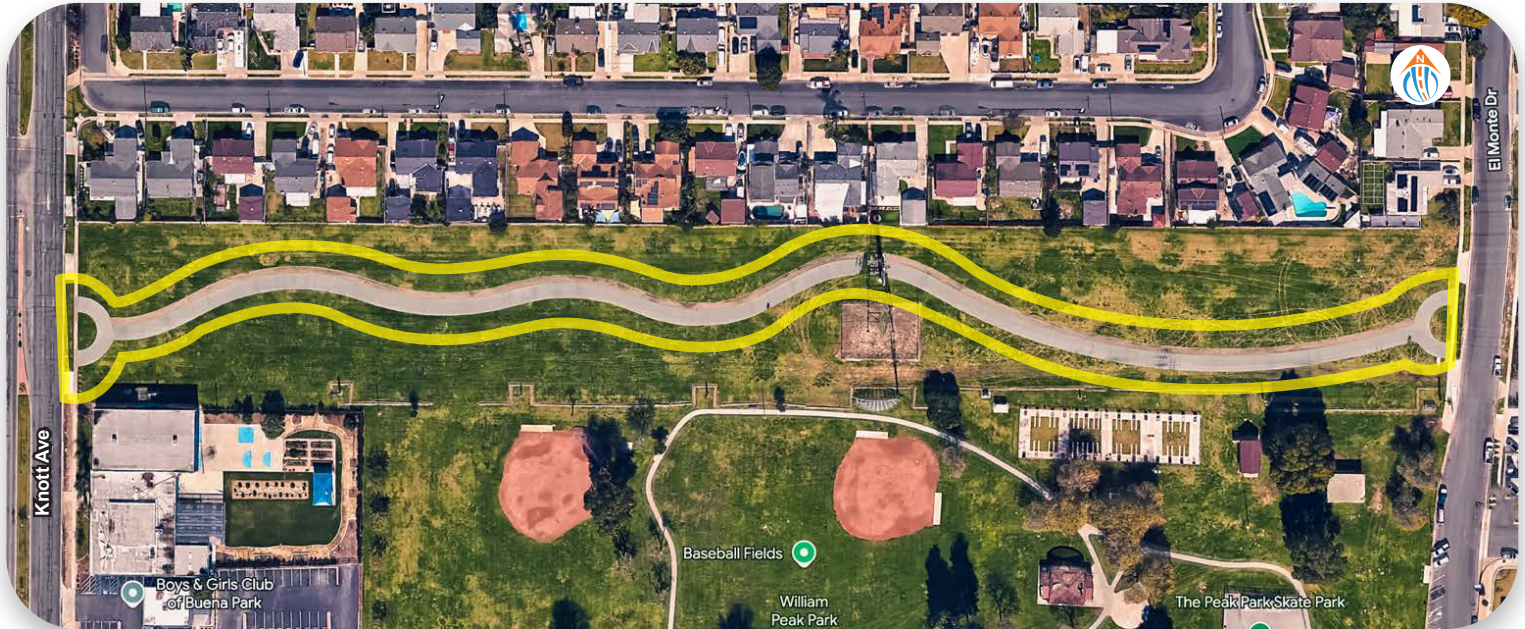
THE STANDARD OPERATING PROCEDURE

THE PROJECT QUALITY CONTROL PLAN
(Project & Site Specific QC Plan)

OE will fulfill the City's needs and comply with all statutory and regulatory obligations with emphasis on safety, quality, schedule and maximum cost effectiveness. Our team pride themselves on the quality of the engineering services provided, making great efforts to assure that each project is of the highest quality, exceeding the needs and expectations of our valued Clients.

PROJECT UNDERSTANDING

The City of Buena Park is seeking a qualified firm to provide professional engineering services for the SCE Corridor Trail Improvements Phase III Project which includes the construction of approximately 1,400 linear feet (0.27 miles) of decomposed granite (DG) and portland cement concrete (PCC) pedestrian trails within an SCE Corridor between Knott Avenue and El Monte Drive.



DESIGN COMPONENTS

DG AND PCC TRAIL CONSTRUCTION • SITE GRADING • ELECTRICAL SERVICE INSTALLATION • LANDSCAPING AND IRRIGATION • CURB, GUTTER AND SIDEWALK REPAIRS • ADA CURB RAMP CONSTRUCTION • UTILITY APPURTENANCE ADJUSTMENTS • SIGNING ENHANCEMENTS

TENTATIVE MILESTONES

- Notice to Proceed – May 27, 2025
- 65% PS&E Submittal – July 1, 2025
- 95% PS&E Submittal – August 18, 2025
- 100% PS&E Submittal – September 15, 2025
- Design Duration – 111 days (Approximately 3.5 months)

PROJECT WORKFLOW

1 AGENCY COORDINATION

Coordinate with Southern California Edison (SCE) and the City to gather design input and restrictions.

2 RECORDS RESEARCH

Review available as-built records from the City, as well as other data available from third-party sources to assist in the preparation of the engineering design and construction plans

3 UTILITY RESEARCH

Identify all existing above ground and underground utilities and verify pertinent utility data (i.e. location, size, depth, type, etc.). Notify all utility owners of planned construction and modify, relocate, or protect in place all utilities.

4 GEOTECHNICAL INVESTIGATION

Conduct a geotechnical investigation to verify the existing soil conditions and provide recommendations for the trail construction.

5 TOPOGRAPHIC SURVEY

Conduct a topographic survey to document existing site features and elevations to facilitate the development of the base maps and vertical profiles.

6 SITE EVALUATION

Conduct a site evaluation to document the condition of existing infrastructure and verify utility appurtenance locations. Identify design constraints based on site conditions.

7 PRELIMINARY DESIGN

Develop a preliminary design and construction cost estimate.

8 UTILITY POTHOLING (OPTIONAL)

Conduct utility potholing to ensure there are no conflicts between the proposed site enhancements and existing underground utilities.

9 PLANS, SPECIFICATIONS, ESTIMATES (PS&E)

Develop PS&Es that include the previously described design components.

10 PS&E QA/QC

Check plans, specifications, and estimates for accuracy and adherence to applicable state and federal standards.

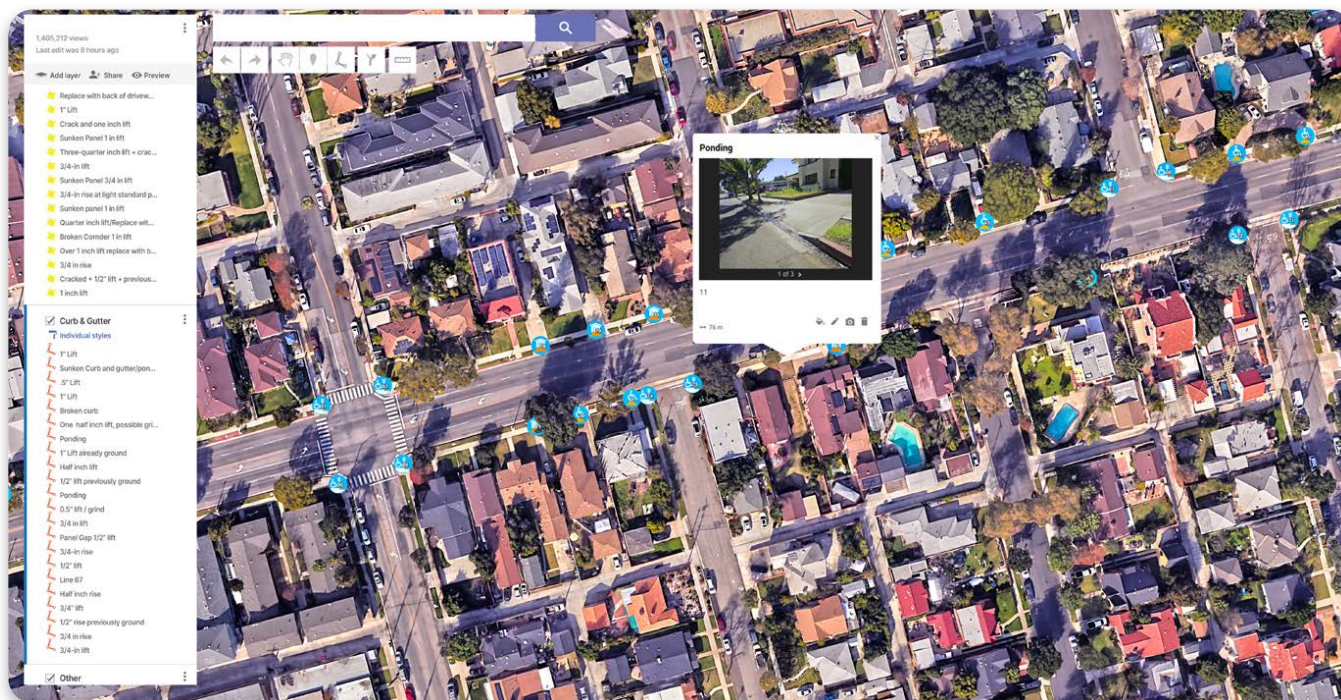
11 BID ASSISTANCE & CONSTRUCTION SUPPORT

Conduct a site evaluation to document the condition of existing infrastructure and verify utility appurtenance locations. Identify design constraints based on site conditions.

PROJECT APPROACH

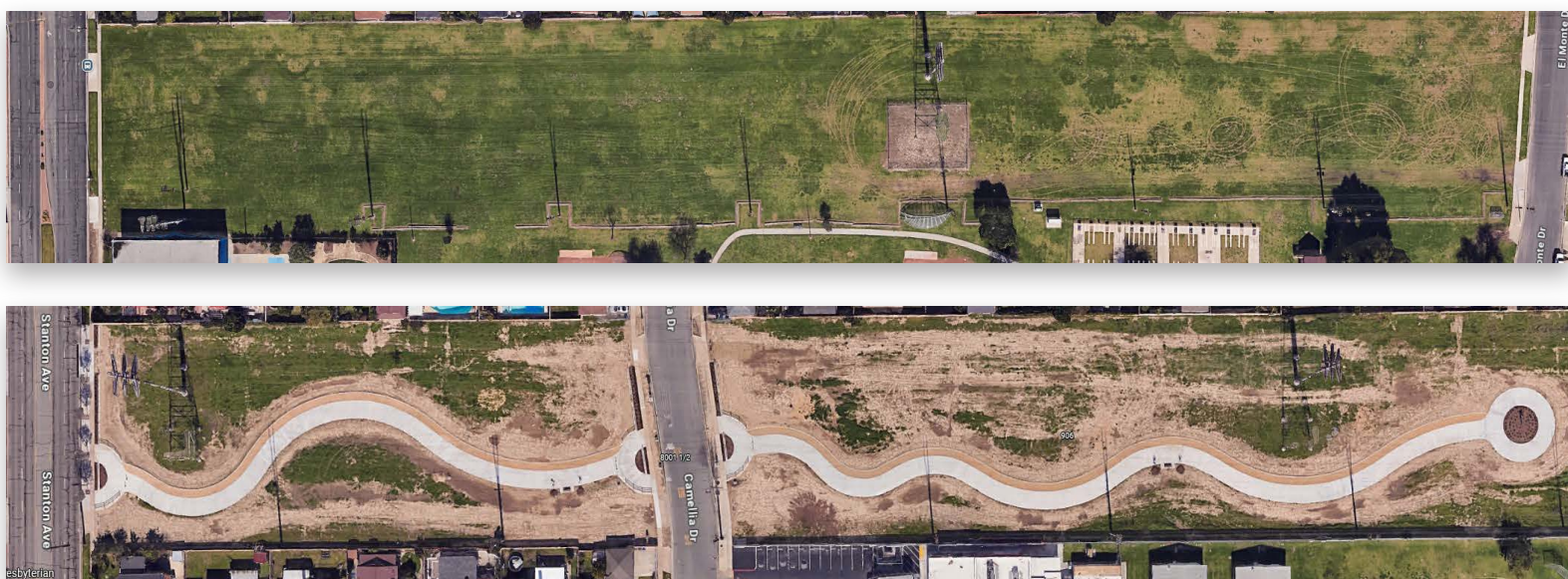
SITE EVALUATION

A review of available documentation and a detailed visual inspection of the site will be undertaken. The inspection will include visual observations, photographs, and field measurements (i.e. design conflict, repair limits, dimensions, etc.). All findings of the site evaluation will be geo-referenced on aerial photographs in a GIS map. Each design conflict will have dimensions, street level photographs, or any other pertinent information linked to the map. If requested, OE will provide the City with a link to the site evaluation data, which will also be transferred to the construction plan sheets.



PEDESTRIAN TRAIL ALIGNMENT

The trail alignment will generally follow the Phase II design with meandering trails that divert around SCE transmission poles and towers and split into semi-circles at the street intersections. The trail alignment will also accommodate 16' wide SCE access roads with 2' buffers on both sides of the corridor.



PEDESTRIAN TRAIL AMENITIES

The trail may be enhanced with the following amenities:

Benches • Trash Receptacles • Dog Waste Stations • Lodge Pole Fences • Vehicle Bollards • Trail Signage



PEDESTRIAN TRAIL DESIGN

The trail designs will generally follow the Phase II design which includes the following specifications:

DG TRAIL

- 6' width
- 1% cross slope
- ½" minus stabilized compacted decomposed granite with organic lock binder
- Color: California Gold
- Compacted subgrade per geotechnical recommendations
- 6" concrete mow curb along outer edge.

PCC TRAIL

- 14' Width
- 1% Cross slope
- ½" Tooled radius
- Color: natural gray, medium broom finish
- Trail thickness will vary for vehicle and pedestrian paved sections
- Vehicular pavement to accommodate a minimum 68,000 lb load
- Concrete type, thickened edge, rebar type and spacing, and crushed miscellaneous base per geotechnical recommendations.



FINAL DETERMINATION

The final determination of the pedestrian trail structural sections will be based on the following data sources:

- Site evaluation findings
- Geotechnical investigation results and recommendations.
- Cost-Benefit Analysis.
- Discussions with the City.

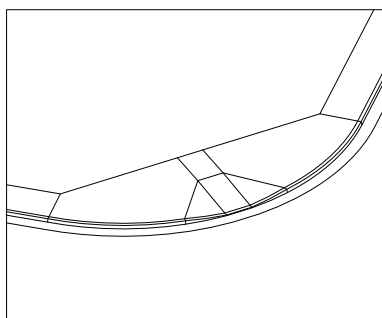
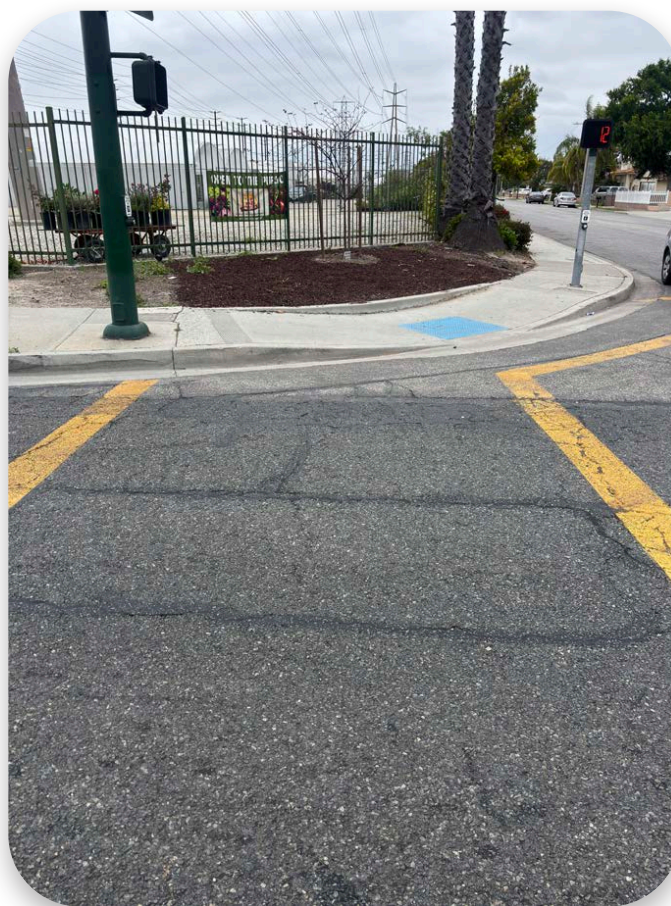
CURB, GUTTER & SIDEWALK

Based on the preliminary site evaluation, the existing curb, gutter, and sidewalk were generally in good condition with some minor cracking. A detailed assessment of the curb and gutter will be conducted to identify areas requiring repairs that will be included in the construction plans. At a minimum, curb and gutter would be reconstructed where drainage is affected, and sidewalk would be replaced where not in compliance with ADA requirements (i.e. heaved sidewalk panels, minimum path widths). Additional reconstruction to replace sections where minor cracking or breakage has occurred could also be undertaken to improve aesthetics and prevent further degradation that could affect ADA compliance, drainage, or public safety in the future.



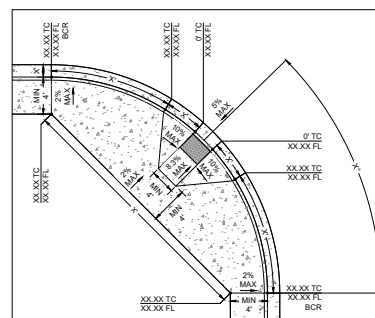
CURB RAMPS

Based on preliminary field observations, no curb ramps are present within the project limits; however, 2 curb ramps that appear to be ADA compliant are present immediately north of the site at the Thelma Avenue/ Knott Avenue intersection. If the final design includes the addition of new curb ramps to allow mid-block street crossings between the corridor segments, custom curb ramp details would be prepared. The ramps would be redesigned as 3-dimensional surfaces in Civil 3D to ensure that the ADA slope and dimension requirements are adhered to. Custom curb ramp details prepared for the construction plans would include horizontal geometrics and design elevations.



3-DIMENSIONAL CURB RAMP DESIGN

RAMP DESIGN EXHIBIT



CURB RAMP DETAIL

DRIVEWAYS



Based on preliminary field observations, 1 driveway is present on the west end of the site and 2 driveways are present on the east end of the site. The driveways are in good condition and appear to be ADA compliant. If it is determined that any of the driveways require relocation to accommodate the trail alignment or to allow better access for service vehicles, custom driveway details would be prepared. The driveways would be redesigned as 3-dimensional surfaces in Civil 3D to ensure that the ADA slope and dimension requirements are adhered to. Custom driveway details prepared for the construction plans would include horizontal geometrics and design elevations.

GRADING, LANDSCAPING & IRRIGATION

The site is relatively flat and due to the limited surface area of impermeable surfaces being added to the site, it is anticipated that surface runoff can be managed on the site through percolation in the landscaped areas. The landscape will be graded away from the trails to divert surface runoff to the permeable areas of the site.



Landscaping enhancements will generally follow the Phase II design which includes planting trees next to the pedestrian benches and planting shrubs at the entrances to the trail section. An irrigation system will be installed parallel to the trail alignment and a new electrical system will be installed to power the system.

PEDESTRIAN SAFETY ENHANCEMENTS



Increased pedestrian traffic is expected in the area accessing amenities at William Peak Park. Pedestrian safety enhancements would be recommended for inclusion in the design if the City anticipates future trail improvements on either of the adjacent segments of the SCE corridor which would entice pedestrians to jaywalk across the streets. Although a pedestrian crossing exists near the west end of the site, the nearest crossings to the east end of the site are 600' to the south and 750' to the north. The following pedestrian safety enhancements could be considered for the east side of the site:

- **Mid-Block Pedestrian Crosswalks.**
- **Mid-Block ADA Curb Ramps.**
- **Rectangular Rapid Flashing Beacons.**
- **Radar Speed Feedback Signs.**

LESSONS LEARNED

The following is a description of some lessons learned on other projects of similar scope that can be applied to this project to improve efficiency.

RECURRENT PROJECT MEETINGS

It is recommended that progress meetings be conducted at regular intervals between the City PM, Consultant PM, and Consultant Design Engineer. These approximately 30-minute to 1-hour meetings conducted via video conference or telephone allow the Consultant to give the City a brief update on the progress of the project and to discuss new design approaches and challenges. This continuous engagement assists in keeping the project on track to meet milestones and reduces the amount of time the City needs to spend reviewing the PS&E as many of their comments and concerns will have already been addressed.

BASE MAP ACCURACY

To ensure that the base maps are accurate and complete, the site evaluation will be conducted once the drone mapping, topographic survey data, and utility as-built information has been incorporated into the base maps to verify that utility appurtenance locations and ownership are portrayed correctly.

ESTABLISHING REPAIR METRICS

Prior to the site evaluation, measurable repair values (i.e. minimum crack widths, minimum sidewalk panel fault heights, etc.) should be established with input from the City to ensure that the recommendations for repairs meet the City's requirements.

ADHERENCE TO BUDGET

Significant changes to the design can be costly and delay milestones, particularly on larger scale projects. Therefore, the budget will be strictly adhered to throughout the design phase and all construction items will be quantified as accurately as possible early in the design process to prevent scope creep.

THIRD PARTY COMMUNICATION

Early and continuous communication with third parties will be critical to minimize delays to the project schedule. OE will identify key personnel within organizations and provide complete design plans as early as feasible to minimize review cycles.

PROJECT SCOPE OF WORK

PHASE 1: SITE RESEARCH

1 | MEETINGS

Deliverables: Meeting Minutes & Agenda (*digital copies*) • Project Schedule Updates (*digital copies*)

OE will coordinate and lead the following meetings:

- Kick-Off Meeting • Project Development Meetings (6 total) • 30%, 65% & 95% Plan Check Meetings (3 total)

2 | RESEARCH & REVIEW AVAILABLE DATA

Deliverables: • Copies of Existing Records (*digital copies*)

The OE team will compile and review all available records and documents from the City and other third-party sources including:

- As-Built Plans/Atlas Maps (*i.e. sewer, storm, water, traffic signals, utilities*)
- Survey Data (*i.e. topography, aerial photographs, centerlines, monuments, property boundaries*)
- Geotechnical Investigation Reports.

3 | UTILITY NOTIFICATION

Deliverables: • Utility Contact Matrix (*digital copy*) • First, Second & Final Utility Notices (*digital copies*) • Utility Owner Correspondence & Records (*digital copies*)

The utility research and notification will consist of the following tasks:

- Compile a contact information list of potential utility owners utilizing City and DigAlert records.
- Prepare the first utility notice following kick-off meeting to inform utility owners of the upcoming project and request information pertaining to their utilities such as verification of the sizes, depths, and locations of their underground lines, facilities, and substructures within the project vicinity.
- Prepare the second utility notice following completion of 65% plans to provide utility owners with the plans and prompt them to identify any revisions they require to the information related to their utilities. Additionally, identify any utilities that require relocation.
- Prepare the final utility notice following completion of the 100% plans to provide utility owners with the final plans, provide additional details regarding the upcoming construction activities, and provide final notice that utilities must be relocated immediately if not already completed.
- Create a utility contact matrix to summarize utility owner contact information and track receipt of as-built information.

4 | GEOTECHNICAL INVESTIGATION

Deliverables: • Geotechnical Investigation Report (*digital copy*)

A geotechnical investigation will be conducted by  **GROUP DELTA** Inc. The scope of work is as follows:

- Prepare a borehole location plan.
- Obtain a no fee encroachment permit from the City.
- Clear utilities through DigAlert and a review of available plans.
- Set up traffic control where required in accordance with the Watch Manual.
- Perform a subsurface exploration program consisting of 2 borings to a maximum depth of 20 feet below ground surface (bgs) and 3 borings to a maximum depth of 10 feet bgs or until refusal.
- Document existing pavement conditions and structural section.
- Backfill boring locations with soil cuttings.

- Perform laboratory testing for subsurface explorations to classify the soils and characterize the engineering properties of soils for pavement design. Laboratory tests will include:
 - Moisture Content and Dry Density.
 - Grain Size Analyses.
 - Atterberg Limits.
 - Compaction Test (ASTM D 1557).
 - R-Value.
 - Corrosion.
- Perform engineering analysis to provide recommendations for excavation, backfill, compaction, and construction of the DG and PCC trails.
- Prepare a geotechnical investigation report.

Allowances have not been included for capping boreholes with hot-mix asphalt, or utilizing specialized drilling rigs to drill through macadam pavement or gravel/cobbles. These items can be included in the geotechnical scope of work for an additional cost.

PHASE 2 PRELIMINARY DESIGN

5 | TOPOGRAPHIC SURVEY

Deliverables: • Survey Data Files (*digital copies*) • AutoCAD Survey Base Map (*digital copy*)

A topographic survey will be conducted by OE which would typically include the following tasks:

- Establish horizontal control referencing the California Coordinate System of 1983 (CCS83) and vertical control referencing the North American Vertical Datum 1988.
- Survey centerline monuments and ties to establish centerline and right-of-way alignments.
- Survey corridor on a 50-foot grid. The standard cross-sectional data will consist of right-of-way and topographical changes in the landscape. Street cross sections would be surveyed at 50-foot intervals and consist of right-of-way, back of walk, top of curb, flow line, gutter lip, and crown for both sides of the street.
- Survey visible utility appurtenances within the right-of-ways.

6 | BASE MAPS

Deliverables: • Right-of-Way, Corridor/Street, & Utility AutoCAD Base Maps (*digital copies*)

The following base maps will be prepared in AutoCAD:

- Centerline and ROW (*utilizing Gis maps, tract maps*).
- Existing corridor/street layout (*utilizing aerial photographs, topographic survey, field observations*).
- Existing utilities layout (*utilizing atlas maps, and as-built plans*).

7 | SITE EVALUATION

Deliverables: • Site Evaluation Notes & Photographs (*digital copies*)

OE will conduct a site evaluation during the preliminary design phase to gather the following information:

- Verify records drawings and data.
- Evaluate existing site conditions.
- Identify proposed improvements.
- Collect street level photographs of repair locations/design conflicts.

8 | 30% PLANS

Deliverables: • 30% Plans (*digital copy*)

A preliminary conceptual design (30% Plans) will be prepared that include the existing site features, underground utilities, proposed trail alignment, and right-of-way impacts. The plans will be submitted to the City and SCE

for review and a plan check meeting will be coordinated to discuss any changes required to the design prior to commencing with the 65% PS&E.

9 | 65% PLANS & ESTIMATE

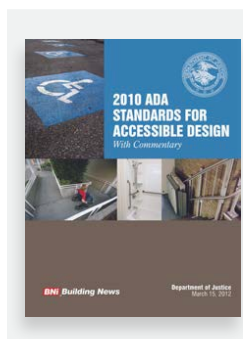
Deliverables: • 30% Submittal Review Comments/Responses & Red-Lined Plans (digital copies) • 60% Plans (digital copy) • 60% Specifications (digital copy) • 60% Cost Estimate (digital copy)

PLANS

The plans will be drafted using the City's standard title block, notes, and formatting, as well as conventional line styles. All plans will be developed using the latest AutoCAD Civil 3D software at the following scales unless instructed otherwise by the City:

	<i>description</i>	<i>horizontal scale</i>	<i>vertical scale</i>
1	Title Sheet	N/A	N/A
2	Typical Sections	NTS	NTS
3	Miscellaneous Details	NTS	NTS
4	Ramp Details <i>(if required)</i>	1" = 5'	N/A
5	Driveway Details <i>(if required)</i>	1" = 5'	N/A
6	Trail Improvement Plans	1" = 20'	N/A
7	Grading Plans	1" = 20'	N/A
8	Erosion Control Plans	1" = 20'	N/A
9	Electrical Plans	1" = 20'	N/A
10	Landscaping & Irrigation Plans	1" = 20'	N/A

Designs will adhere to the latest editions of the governing standards for each design component which may include the following:



Americans with Disabilities Act - Standards for Accessible Design
(trail improvements; concrete infrastructure improvements)



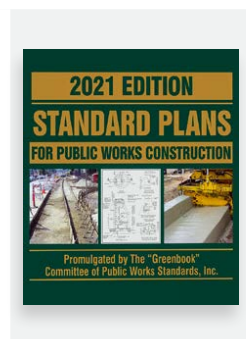
California Manual Building Codes
(electrical design; landscaping & irrigation)



City of Buena Park Standard Plans
(trail improvements; concrete infrastructure improvements; landscaping & irrigation)



SCE Requirements
(trail improvements; electrical design)



Standard Plans for Public Works Construction
(trail improvements; concrete infrastructure improvements; landscaping & irrigation)

COST ESTIMATE

Development of the Cost Estimate will include the following tasks:

- Review cost templates provided by the City to verify typical bid items & descriptions;
- Compile quantities based on measurements from plan sheets & site evaluation spreadsheet;
- Develop unit rate construction costs from recently awarded projects based on data from the following:
 - PlanetBids;
 - Bid summaries from recent City projects;
 - Bid summaries from recent OE projects;
 - Caltrans Construction Cost Database.

SUBMITTAL

Electronic copies of the plans, specifications, and cost estimate will be submitted to the City and SCE for review and feedback. OE will coordinate a Plan Check Meeting with the City and SCE following completion of their review.

PHASE 3 FINAL DESIGN

10 | STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

Deliverables: • SWPPP (*digital copy*)

OE anticipates that this project will require a SWPPP due to the scope including the disturbance of greater than 1 acre (43,560 square feet) of soil. A SWPPP will be prepared in accordance with the requirements of the Clean Water Act to allow the construction site operators to receive NPDES permit coverage for their stormwater discharges.

11 | WATER QUALITY MANAGEMENT PLAN (WQMP)

Deliverables: • WQMP (*digital copy*)

OE anticipates that this project will require a WQMP due to the scope including the construction of greater than 5,000 square feet of impermeable surfaces. A WQMP will be developed utilizing the Orange County, Model WQMP guidance document.

12 | 95% PS&E

Deliverables: • 65% Submittal Review Comments/Responses/Red-Lined Plans (*digital copies*) • 95% Plans (*digital copy*) • 95% Specifications (*digital copy*) • 95% Cost Estimate (*digital copy*)

SPECIFICATIONS

Development of the Specifications will include the following tasks:

- Acquire boilerplate templates from the City.
- Update template text to include project specific information.
- Update Project Bid Schedule to match cost estimate bid items and quantities.
- Check General Provisions and Special Provisions section numbering, and titles for consistency with the referenced edition of the Standard Specifications for Public Works Construction (Greenbook).
- Add pay clauses to Special Provisions that match the Project Bid Schedule.
- Add any additional provisions requested by the City or deemed necessary due to the project design and construction.

The 95% plans and cost estimate will be prepared and submitted following the same processes described in the 65% submittal task.

13 | 100% PS&E

Deliverables: 95% Submittal Review Comments/Responses/Red-Lined Plans (*digital copies*) • 100% Plans (*digital/hard copy-36"x24" format on bond paper-signed /stamped*) • 100% Specifications (*digital copy*) • 100% Cost Estimate (*digital copy*) • Complete PS&E Package (*digital copies-USB thumb drive*) • AutoCAD & PDF Design Files (*digital copies-USB drive*)

The 100% plans, specifications, and cost estimate will be prepared and submitted following the same processes described in the 65% and 95% submittal tasks.

PHASE 4 BID ASSISTANCE & CONSTRUCTION SUPPORT

14 | BID ASSISTANCE & CONSTRUCTION SUPPORT

Deliverables: • Responses to Design Inquiries (*digital copies*) • As-Built Plans (*digital copy & hard copy - 36"x24" format on bond paper - signed & stamped*) • AutoCAD & PDF Design Files (*digital copies-USB thumb drive*)

OE will provide the following ongoing support services during the bid and construction phases:

BID PHASE

- Attend pre-bid meeting
- Prepare responses to Requests for Information (4 RFIs)
- Prepare contract addenda (2 addenda)

CONSTRUCTION PHASE

- Attend pre-construction meeting
- Conduct field inspections as requested (4 total)
- Respond to RFIs (8 RFIs)
- Review submittals (12 submittals)
- Prepare as-built plans.

Revisions to the PS&E package or providing additional administrative support can be done at the City's request on a time and material basis using the hourly rates in our fee proposal. Additionally, we can provide full-service construction management and inspection services upon City request.

OPTIONAL TASKS

15 | CUSTOM RAMP DESIGN DETAILS

Deliverables: Ramp Design Details (*included with plan submittals*)

Comprehensive design details will be prepared for ramps that are not ADA compliant and are determined to be too complex for the contractor to reconstruct by referencing SPPWC standard details. The ramp details will include horizontal geometry, design elevations, and utility adjustments.

16 | CUSTOM DRIVEWAY DESIGN DETAILS

Deliverables: Driveway Design Details (*included with plan submittals*)

Comprehensive design details will be prepared for driveways that are not ADA compliant and are determined to be too complex for the contractor to reconstruct by referencing SPPWC standard details. The driveway details will include horizontal geometry, design elevations, and utility adjustments.

17 | UTILITY POTHOLING (PER DAY)

Deliverables: Utility Potholing Report (*digital copy*)

Utility potholing will be conducted by Certerra Subsurface Imaging. The number of potholes required cannot be determined conclusively until utility as-builts are overlaid on the preliminary design; therefore, a daily rate has been provided that is equivalent to approximately 3 potholes to 15 feet below grade. The general scope of work would be as follows:

- Mark borehole locations.
- Obtain a no-fee encroachment permit from the City.
- Call USA to mark utilities.
- Provide traffic control in accordance with the MUTCD.
- Advance potholes within the proposed locations to depths of 15 feet below grade.
- Backfill potholes and finish surface with cold patch asphalt.
- Prepare a Utility Pothole Report with a summary of pothole locations, utility diameters and depths, and soil stratigraphy logs.

QUALITY ASSURANCE & QUALITY CONTROL



Quality Assurance (QA) is a proactive measure to verify that our systems and procedures align with the City's requirements and expectations. Achieving design quality is crucial for controlling costs during construction. By dedicating resources to producing quality designs, QA delivers a better return on investment and must be adhered to throughout all phases of project design.

The most effective Construction Management (CM) approach begins during the design phase. Emphasizing design quality and clarity is the best way to minimize change orders, claims, and construction costs. Our QA approach focuses on creating well-documented, well-designed plans and specifications that meet a high standard of quality. This means our designs must be Clear, Complete, Correct, Consistent, and Constructible (the "5 C's").

Providing contractors with high-quality plans allows them to understand exactly what to bid on, minimizing areas of interpretation. The requirement for public bidding further incentivizes our design engineering team to achieve both quality and clarity in project plans and specifications. Our primary goal is to achieve the highest project quality by implementing and maintaining accuracy and consistency across all calculations, drawings, and specifications in project documents.

PLAN REVIEW

Our documents will go through 3 levels of review prior to each submittal:



ERROR MITIGATION

This three tiered review allows for error mitigation on 3 separate levels of detail:



Plan checks will check that the plans meet the 5 C's: Consistent, Clear, Correct, Constructible, and Complete.



Quality Control (QC) involves performing all activities in conformance with valid requirements, regardless of their overall contribution to the design process. Good CAD techniques, attention to detail, and ensuring that plans are accurate and useful to the contractor are essential components of quality.

Our project engineers and project managers understand that quality results from a series of processes. It requires a team to perform numerous appropriate activities at the right times during the plan development process. QC is not just a final review; it is an ongoing approach that emphasizes quality throughout every phase of the design process.

At OE, we believe in designing smarter and building better. Our design team adheres to established design policies, procedures, standards, and guidelines in the preparation and review of all design products, ensuring compliance and good engineering practices as directed by the Project QC Plan. This continuous focus on quality helps us deliver superior results for every project.

The elements of the QC Plan are as follows:

- **PROJECT INFORMATION:** Title | Number | Location | Description | Plan Scope | Plan Overview
- **PROJECT SPECIFICATIONS:** PS&E | Industry Quality Standards | OE Quality Standards | Other Specifications
- **PROCESS CONTROL:** Quality Control Tasks Listing | Process Coordination | Process Communication
- **PROJECT ORGANIZATION & COMMUNICATION:** Key Personnel | Responsibilities | Authority | Chain of Communication
- **DESIGN CONTROL:** Design Plan | Design Reviews
- **CONTROL OF NONCONFORMITY:** Identifying | Recording | Reporting
- **PROJECT CLOSE-OUT:** Closeout Checklist | Closeout Report | Lessons Learned

PROJECT CONTROLS

Effective project controls are essential for managing and delivering successful projects. At OE, our project controls framework encompasses a range of activities and processes designed to ensure that projects are completed on time, within budget, and to the required quality standards. Below are the key components of our project controls approach.

DESIGN KICK-OFF MEETING & PROJECT MEETINGS

The kickoff meeting is a critical first step in setting the stage for a successful project. During this meeting, we:

- Establish project goals and objectives as well as any technical requirements.
- Define roles and responsibilities.
- Review the project schedule and milestones.
- Discuss potential risks and mitigation strategies.
- Set expectations for communication and collaboration.

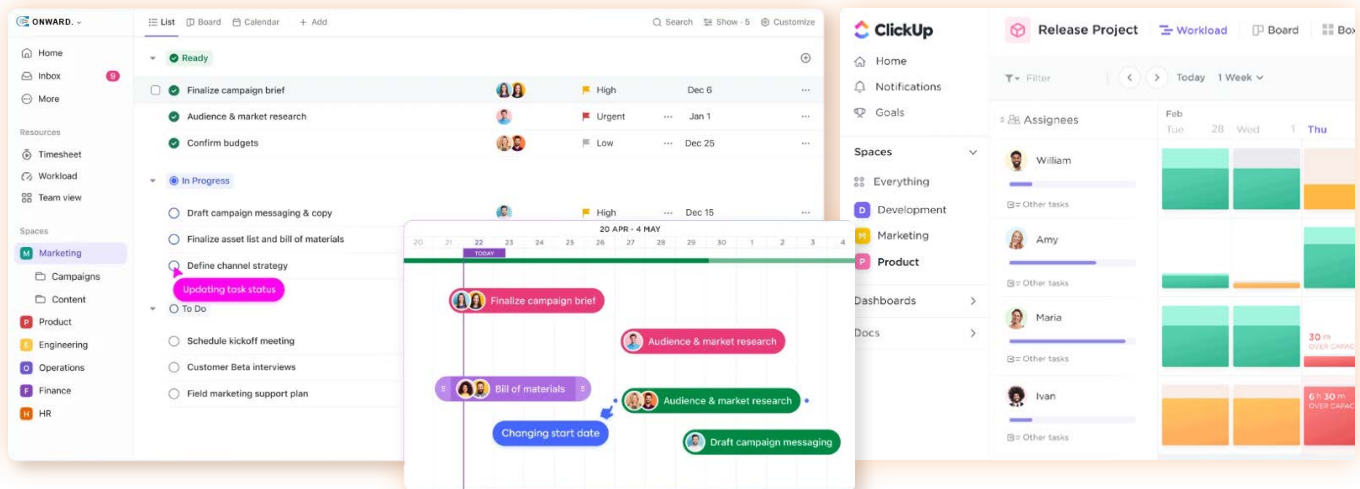
Regular project meetings are held to monitor progress, address any issues, and keep all stakeholders informed. These meetings facilitate open communication, ensuring that everyone is aligned and working towards the same goals.

SCHEDULE CONTROL

Monitoring the project schedule is vital to identify any delays early and take corrective actions. Our approach includes:

- Regularly updating the project schedule.
- Identifying the root causes of any slippage.
- Comparing planned progress with actual progress.
- Implementing corrective measures to get the project back on track.

We hold two internal meetings weekly: one for status updates and the other for resource allocation. These meetings help us stay aligned, address any emerging issues promptly, and ensure that resources are used effectively to keep the project on track.



EARNED VALUE & PLANNED VALUE REPORTING

To support this process, we prepare Earned Value (EV) Reports and Planned Value (PV) Reports on a monthly basis. These reports help us:

- Assess "Health of Schedule" by comparing value of work planned (PV) to the value of work actually completed (EV).
- Proactively identify schedule variances and areas that may require corrective action.
- Provide transparency and insight into project progress for all stakeholders.

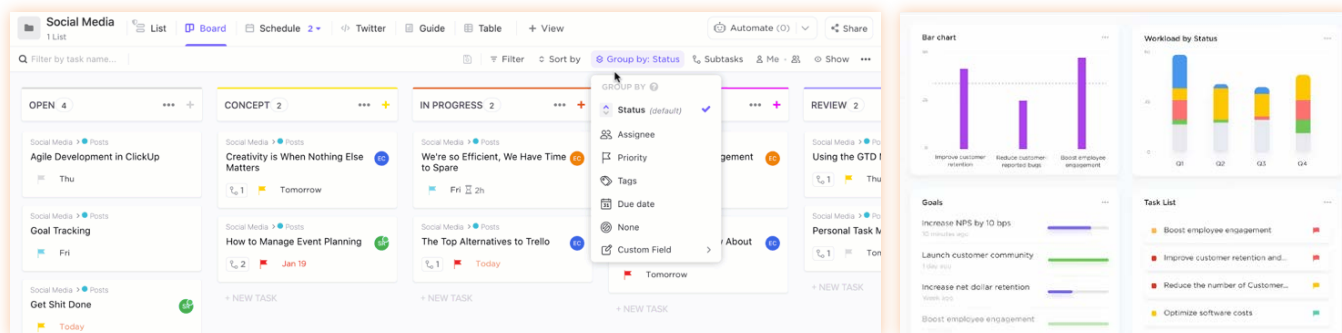
By proactively tracking schedule slippage and using EV and PV reports, we minimize delays and keep the project moving forward.

AGILE PROJECT MANAGEMENT

We also use ClickUp to monitor and track workload and resources. ClickUp enables us to manage tasks, allocate resources efficiently, and monitor project progress in real-time. Various views within ClickUp help us manage different phases of the project, such as utility notifications and research. It also supports views like Task List, Gantt Chart, and

Kanban Boards. This tool supports our Agile Project Management (PM) practices by allowing us to:

- Break down projects into manageable tasks, sub-tasks and checklists.
- Adjust priorities dynamically based on project needs.
- Facilitate collaboration and communication among team members.



STATUS UPDATE REPORTS

OE provides comprehensive status update reports to keep all stakeholders informed about the project's progress. These reports include:

- A summary of completed tasks and milestones.
- An overview of upcoming activities.
- Identification of any issues or risks.
- Recommendations for corrective actions.
- Updated project timelines and forecasts.
- Access to ClickUp for real-time collaboration with the City.
- Inclusion of Earned Value (EV) and Planned Value (PV) reports for transparent progress tracking. These reports ensure transparency and enable informed decision-making.

DOCUMENT CONTROL

Proper document control is essential for maintaining project integrity and ensuring that all project documents are accurate and accessible. Our document control practices include:

- Utilizing Box Enterprise as our document management system.
- Operating on a HIPAA-certified, enterprise-grade, cloud filing system.
- Mapping all of the City's standards, folder structures, templates, and document formats for implementation.
- Storing all documents on our cloud-based Box Enterprise account.
- Allowing secure, remote access and review of our entire filing system by City staff.
- Ensuring compliance with project requirements and Caltrans' LAPM filing requirements.
- Enabling City staff to select passwords for access to view, upload, or download any project files (e.g., PS&E, schedules, utility logs, field observations, daily reports, photo diaries) without changing the City's existing IT framework.
- Providing flexible access to project files from anywhere and on any device, and enabling access to select files for other collaborators.

Effective document control helps prevent misunderstandings and ensures that everyone is working with the latest information.

COST CONTROL

One of our core corporate philosophies is honesty and transparency, and costs and budgeting are no exception. Our cost control measures include:

- Using advanced financial software to prepare invoices and reports.
- Allowing the City to request billing statements at any time during the billing cycle.
- Providing real-time reports of hours and expenses, enabling the City to easily compare proposed resources to resources used and/or remaining.
- Ensuring the budget is reliable and accurate, and falls within the City's allotted budget.
- Demonstrating flexibility in reducing project costs or staying within the budget.



B CONSULTANT'S REPRESENTATIVE



OE REPRESENTATIVE

JUSTIN SMEETS - PE, PLS, QSD



BS: Civil Engineering, **CSUF**, 2007
PE: Professional Engineer **#78314**
PLS: Land Surveyor **#9293**
QSD: SWPPP Developer **#00852**
OCTA (prior) **CERTIFIED** Pavement Analysis

 BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS		ISSUANCE DATE MAY 25, 2016 EXPIRATION DATE SEPTEMBER 30, 2026 CURRENT DATE / TIME FEBRUARY 5, 2025 8:51 AM
LICENSING DETAILS FOR: 9293		
NAME: SMEETS, JUSTIN LUDWIG LICENSE TYPE: LAND SURVEYOR LICENSE STATUS: CLEAR 	ADDRESS 1600 EVERGREEN AVE FULLERTON CA 92635 ORANGE COUNTY MAP	



 BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS		ISSUANCE DATE JUNE 10, 2011 EXPIRATION DATE SEPTEMBER 30, 2025 CURRENT DATE / TIME FEBRUARY 5, 2025 8:51 AM
LICENSING DETAILS FOR: 78314		
NAME: SMEETS, JUSTIN LUDWIG LICENSE TYPE: CIVIL ENGINEER LICENSE STATUS: CLEAR 	ADDRESS 1600 EVERGREEN AVE FULLERTON CA 92635 ORANGE COUNTY MAP	

ALTERNATIVE

DELFINO "CHINO CONSUNJI- PE



BS: Civil Engineering,
 University of the Philippines, 1986
PE: Professional Engineer **#57908**
 • Engineering Management,
 Construction, **UCLA Extension**, 1991
 • Building Construction and,
 Construction, **AOTS Japan**, 1990
 • Inland Navigation & Management,
IFIT Belgium, 1989

 BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS		ISSUANCE DATE FEBRUARY 20, 1998 EXPIRATION DATE JUNE 30, 2026 CURRENT DATE / TIME APRIL 16, 2025 12:19:0 PM
LICENSING DETAILS FOR: 57908		
NAME: CONSUNJI, DELFINO REYES LICENSE TYPE: CIVIL ENGINEER LICENSE STATUS: CLEAR 	ADDRESS 2912 CIMMARON LN FULLERTON CA 92635 ORANGE COUNTY MAP	

PROJECT TEAM

ORGANIZATIONAL CHART

CITY OF BUENA PARK



PROJECT MANAGER

JUSTIN SMEETS - PE, PLS, QSD



BS: Civil Engineering, CSUF, 2007
PE: Professional Engineer #78314
PLS: Land Surveyor #9293
QSD: SWPPP Developer #00852
OCTA (prior) CERTIFIED Pavement Analysis

QA/QC MANAGER

DELFINO "CHINO" CONSUNJI- PE



BS: Civil Engineering, University of the Philippines, 1986
PE: Professional Engineer #57908
 • Engineering Management, Construction, UCLA Extension, 1991
 • Building Construction and, Construction, AOTS Japan, 1990
 • Inland Navigation & Management, IFIT Belgium, 1989

OE SURVEY TEAM

Note: OE will make available key personnel to the extent proposed and for the duration of the required services. No person designated as "key" shall be removed or replaced without the prior written concurrence of the City.

PROJECT ENGINEERS

RYAN DENNIS



BS: Civil Engineering, University of Calgary, 2005
MINOR: Environmental Engineering, University of Calgary, 2005
P.ENG: Professional Engineer (Canada)
TECH: AutoCAD/Civil 3D

DAVID LORIA



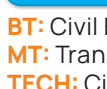
AS: 3D Animation, Brooks College
FAA #4098277: Drone Pilot
LEICA GEO: Cyclone Point Cloud
EOS SYSTEMS: Analysis/3D Modeling
TOPCON: Scan Master Point Cloud
TECH: CAD/Civil 3D; Revit; 3D Max; Recap

DAYTON LOWE



COURSEWORK: Civil Engineering, CM & Technology, Broward College
OCTA (prior) CERTIFIED: Pavement Conditions Analysis
TECH: AutoCAD/Civil 3D

WIKKI VIKAS



BT: Civil Engineering, VSIT, Hyderabad
MT: Transportation, VNIT, Nagpur
TECH: Civil 3D; MX Roads/OpenRoads; AutoCAD; MicroStation; AutoTURN/AutoTrack; SewerGEMS; Infraworks

JASON TO



BS: Civil Engineering, CSUF
EXPERIENCE: Surveying; Soil Mechanics; Reinforced Concrete/Structural Steel Design
TECH: AutoDesk/AutoCAD & ArcGis/RAM

PAVAN POHEKAR

BE: Civil Engineering, Institute of Technology & Research, Amravati
MT: Structures, VIIT, Pune
TECH: Civil 3D; AutoCAD; ProjectWise; HECRAS.

ERIC URSO - LSIT



BS: Civil Engineering, The Citadel Military College of South Carolina
MS: Geographic Information Science, California State University, Long Beach
LSIT: Land Surveyor-in-Training #9297
TECH: Survey CAD; AutoCAD/Civil 3D

YASH GUPTA

BT: Civil Engineering, Rajasthan Tech. University
MT: Transportation, MNIT, Jaipur
TECH: Civil 3D; AutoDesk Vehicle Track; PDS Line/Sign; AutoCAD; WaterGEMS; EPANET; STAAD; 3D Max

ABI SINGH

BTECH: Civil Engineering, Bharati Vidyapeeth University, 2020

SUB CONSULTANTS

CERTERRA - POTHOLING



ASHLEY SALVINO
 Regional Vice President
 (888) 902-3569 | ashleys@cbelow.com
 1385 Old Temescal Rd., #100,
 Corona, CA. 92881

GROUP DELTA - GEOTECHNICAL



CURT SCHEYHING
 Principal Geotechnical Engineer
 (949) 450-2100
 32 Mauchly, Suite B, Irvine, CA 92618

FBA ENGINEERING - ELECTRICAL



BILL ZAVRSNICK, LEED AP
 Principal / Project Director
 (949) 852-9995 | fbaengr.com
 150 Paularino Avenue, #A120,
 Costa Mesa, CA. 92626

SITIO - LANDSCAPE ARCHITECTURE



PABLO CORTEZ, President
 (657) 217.6169 | pcortez@sitioila.com
 323 N. Resh Street
 Anaheim, CA 92805

DELFINO “CHINO” CONSUNJI, PE

QA/QC MANAGER



39
YEARS OF
EXPERIENCE

FIELDS OF EXPERTISE:



CALTRANS



ASPHALT



TRAILS



DRAINAGE



ROADWAY

QUALIFICATIONS

BS: Civil Engineering, University of the Philippines, 1986 • **CERTIFICATE:** Engineering Management for Construction, UCLA Extension, 1991 • **CERTIFICATE:** Building Construction & Management, AOTS Japan, 1990 • **CERTIFICATE:** Inland Navigation & Management, IFIT Belgium, 1989 • **PE #57908** Professional Engineer

BACKGROUND

Delfino “Chino” Consunji is an experienced professional engineer specializing in the design, construction, project management and inspection of buildings, private development and public works projects. Chino’s experience includes working for engineering consultants, contractors, developers, construction management firms and municipal agencies. He has served as City Engineer for the Cities of La Habra, Norwalk, Brea, West Covina and Downey and as Public Works Director for West Covina and Downey. He has managed the design and construction of over 500 projects with a total contract amount of more than \$500 million throughout his over 39-year career. These projects included arterial highways and residential streets rehabilitation; intersection widening improvements; traffic signal upgrades, synchronization and safety enhancements; water, sewer, storm drain and NPDES improvements; building and facility improvements; bridge reconstruction and seismic upgrades; and park improvement projects. Chino is a Registered Professional Engineer (Civil) in the State of California.

EXPERIENCE

ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS – MULTIPURPOSE TRAILS PROJECT, COSTA MESA

Chino served as the Project Manager to the City of City of Costa Mesa for the Adams Avenue Active Transportation Improvements – Multipurpose Trails Project. With 6,800 linear feet (1.3 miles) of Class I multipurpose trails along Adams Avenue, connecting the Santa Ana River bridge to Royal Palm Drive, the project benefited cyclists, pedestrians, and the broader community. The project required pavement rehabilitation; multipurpose trails construction; median modifications; approximately 16 ADA ramp and 9 driveway construction; streetlight relocation/traffic signal modifications at 4 separate intersections; landscaping and irrigation; utility appurtenance adjustments/relocations; signing and striping replacement; a topographic survey consisting of aerial photographs, centerlines, monuments, and property boundaries; a geotechnical study of subgrade soil and recommendations on pavement treatments and multipurpose trail construction; 29 utility potholes; and a complete CEQA/NEPA environmental assessment for an E-76 permit. OE utilized geo-referencing of the work site in a GIS map for data referencing and plan sheets.

TRACKS AT BREA PROJECT, BREA

As Deputy Director/City Engineer, Chino worked closely with the Economic Development Project Manager and engineering and right-of-way consultants in developing the scope of the project; negotiating and acquiring railroad right-of-way and flood control channel easements; and reviewing and approving preliminary concept design of this 4.5-mile trail project. This project included removal and remediation of contaminated soil, grading, construction of 4.5 miles of pedestrian trails, hardscaping and landscaping, and trail amenities such as restrooms, drinking fountains, fitness equipment, shelters, benches, trash receptacles, wayfinding signage and interpretative boards. Chino managed the right-of-way acquisition, environmental clean-up of contaminated soil, final design and grading operations for this trail project. The pedestrian trails consist of 10-feet of asphalt pavement and 5-feet of decomposed granite walking trail. The total cost of the project was \$12 million with funding coming from federal and state grants, Redevelopment Agency bonds and park development fees.

MEASURE S FIRE STATIONS & PARK IMPROVEMENT PROGRAM, DOWNEY

Measure S, a ½ percent sales tax was approved by 63% of Downey voters in November 2016. In the fall 2017, the City's public financing authority approved the issuance of \$50 million in lease revenue bonds to fund several building improvement projects. These projects included the reconstruction and expansion of Fire Station 1, Fire Station 2, Fire Station 3, Fire Station 4, Downey City Library, Downey Theatre, and Police Department Building and improvements to several City parks, namely: Apollo Park, Dennis the Menace Park, Golden Park, Independence Park, Wilderness Park, Furman Park and Discovery Sports Complex. As Public Works Director/City Engineer, Chino oversaw the review and plan check of the building and park improvement projects; issuance of public works encroachment permits for all work in the public right-of-way; and construction and inspection of off-site improvements and water and sewer system upgrades/improvements for these facilities. The major improvements completed included Fire Station 1 – complete reconstruction and modernization of the fire station including new offices, kitchen, restrooms, lockers and sleeping quarters. Project included construction and modernization of the Emergency Operations Center (EOC) incorporating new technology and equipment. Finally, the project included removal and replacement of concrete pavement; Fire Station 2 – complete reconstruction and modernization of the fire station including new offices, kitchen, restrooms, lockers and sleeping quarters. The project included new landscaping and irrigation in front of the fire station; Fire Station 3 – complete reconstruction and modernization of the fire station including new offices, kitchen, restrooms, lockers and sleeping quarters. The project included new landscaping and irrigation in front of the fire station; Fire Station 4 – complete reconstruction and modernization of the fire station including new offices, kitchen, restrooms, lockers and sleeping quarters. The project included relocation of an aboveground fueling facility and new landscaping and irrigation in front of the fire station; Apollo Park – the project included construction of a new synthetic turf soccer field and ballfield lighting; new playground equipment and rubber surfacing; renovation of existing restroom facilities; new landscaping and irrigation systems; parking lot upgrades; and ADA improvements; Dennis the Menace Park – the project included soil stabilization and grading; construction of a new office/restroom building; new playground equipment and rubber surfacing; new turf; parking lot upgrades and ADA improvements; Discovery Park Sports Complex – the project included construction of a new synthetic turf soccer field, new ballfield lighting, and installation of a recycled water irrigation system; Furman Park – the project included renovation and modernization of existing community buildings; installation of new playground equipment and rubber surfacing; installation of new picnic shelters; replacement of irrigation system; tennis court upgrades; parking lot upgrades and ADA improvements.

ORANGEWOOD PARK SOCCER COMPLEX, WEST COVINA

One of the high-priority projects of the City of West Covina was the construction of a new soccer complex in the north part of the City. As Public Works Director/City Engineer, Chino oversaw the design, bidding and contract award process and construction and inspection of the Orangewood Park Soccer Complex. This project included construction of two new lighted soccer fields, concession/office/restroom building, walking trails, field fencing and netting, picnic areas, drought tolerant landscaping and irrigation, playground equipment and parking lot. The total project cost was \$4.5 million funded from Park Dedication Fees.

FY 2023-24 PAVEMENT MANAGEMENT PROGRAM IMPLEMENTATION PROJECT, GLENDALE

Chino served as the Project Manager to the City of Glendale on the Fiscal Year 2023 to 2024 Pavement Management Program Implementation Project. The purpose of this project was to rehabilitate approximately 48,650 linear feet (9.2 miles) of street, a total of 60 streets in all. OE was tasked with providing designs for pavement resurfacing and reconstruction; curb, gutter and sidewalk repairs at 9 separate locations; a total of 124 ADA curb ramps and driveways construction; catch basin enhancements; bus stop improvements and relocations; sewer point repairs; tree well installation and tree planting; utility appurtenance adjustments and relocations; signing and striping; and surveying well monument installations and replacements. Additional work included sewer video inspection to identify sewer defects and preparing sanitary sewer plans for repairs that included point repairs, and sectional and full-length slip lining, along with Traffic Control plans. OE also acquired no-fee permits for ground disturbance work within the City's right-of-way.

ARTERIAL STREET IMPROVEMENT PROJECT, FOUNTAIN VALLEY

Chino is the Project Manager for the Arterial Street Improvement Project in the City of Fountain Valley. This project focuses on the rehabilitation of critical arterial roadways, enhancing safety and mobility for both residents and visitors. The project includes Ellis Avenue from Brookhurst Street to Ward Street, approximately 2,600 linear feet; Ward Street from Apache River Avenue to Ellis Avenue, approximately 1,140 linear feet; Newhope Street from Edinger Avenue to Heil Avenue, approximately 2,600 linear feet; and Slater Avenue from Brookhurst Street to Ward Street, approximately 2,600 linear feet. In total, the project covers approximately 8,940 linear feet of roadway improvements. The scope of work features a combination of a 2-inch grind with ARAM interlayer and ARHM overlay, including a leveling course, Type II slurry, and extensive concrete improvements. These enhancements includes sidewalk upgrades, ADA-compliant ramps, driveway reconstructions, and curb and gutter improvements, all designed to ensure long-lasting durability and significantly improves driving conditions on these vital thoroughfares.

JUSTIN SMEETS, PE, PLS, QSP

PROJECT MANAGER



20
YEARS OF
EXPERIENCE

FIELDS OF EXPERTISE:



WIDENING



WATER



SEWER



DRAINAGE



BIKE LANE

QUALIFICATIONS

PE #78314: Registered Civil Engineer • **PLS #9293:** Professional Land Surveyor • **QSD/QSP #00852:** Qualified SWPPP Developer • **BS:** Civil Engineering, California State University, Fullerton, 2007 • **OCTA CERTIFICATION** (prior) Pavement Evaluation & Recommendations

BACKGROUND

Justin wields 20 years of experience involving civil engineering design, municipal engineering and facilities design, construction management and construction administration. Using AutoCAD Civil 3D, Justin handles the management and development of engineering plans and specifications and mapping. Justin additionally handles land development and grading design projects, conducted earthwork calculations, and incorporates typical designs. He is proficient in federally funded projects as well, and familiar with the Caltrans Local Assistance Procedures Manual (LAPM). Justin has successfully taken multiple projects from the initial federal funding application, to the Preliminary Environmental Study, to E-76 approval, and all the way through construction of audited federally funded construction projects. He has experience managing construction projects and handles planning and running kickoff meetings with the contractor, reviewing project submittals, RFIs, CCOs, and checking contractor invoices against field quantities. Justin ensures to coordinate the daily construction details with the contractor and inspector. He has completed multiple SWPPPs and erosion and sediment control plans per the latest Construction General Permit.

EXPERIENCE

RANCHO SANTA FE ROAD MULTI-USE PEDESTRIAN, BICYCLE AND EQUESTRIAN TRAIL-82, ENCINITAS

Justin was the Project Manager on the Rancho Santa Fe Road Multi-Use Pedestrian, Bicycle and Equestrian Trail project (Trail 82) for the City of Encinitas. The purpose of the project was to design a multi-use trail (pedestrian, bicycle, and pedestrian use) along Rancho Santa Fe Road. The trail extended approximately 0.95 miles (5,016 feet) from Encinitas Boulevard to El Camino Del Norte along the east side of Rancho Santa Fe Road, connecting several sections of existing trail, with a varying width from approximately 6 ft. to 8 ft. The land use surrounding the project limits consisted primarily of single-family residences with some commercial developments near the intersection of Encinitas Boulevard and Rancho Santa Fe Road. The relocation of surface utility features and fences was required to accommodate the trail and the existing trail surface was rehabilitated to reduce vegetation damage, improve drainage, and comply with ADA maximum slope and minimum walkway width requirements. This included concrete curb and gutter replacement, water bar installation, ADA curb ramp reconstruction, driveway and headwall reconstruction and trail fence installation. The trail also had intersection crossings, which required slip-resistant coating upgrades, asphalt stamping and signage and striping.

LEMON ST. TRAIL & MEDIAN IMPROVEMENTS - TE & SRTS PROJECT, VILLA PARK

Justin served as a Project Manager and Construction Manager for this federally-funded Transportation Enhancement (TE) and Safe Routes to School (SRTS) grant project. The project involved designing a decomposed granite trail, 10 custom DG ADA-complaint ramps, a median, and bike lanes along 1 mile of Lemon Street, from Villa Park Road to Santiago Boulevard. To develop the trail, the roadway was narrowed slightly, still allowing for a 12-foot driving lane, and a 6-foot bike lane in both directions. This project was unique in that it was funded by four different sources, two of which were federal, one from OCTA, and the fourth from the City. This project involved 3 separate applications, and was carried all the way through construction by Justin. During construction, quantities and document control were critical. This project was completed on-time and well within the City's and federal budgets.

ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS - MULTIPURPOSE TRAILS, COSTA MESA

Justin was the Project Manager to the City of Costa Mesa for the Adams Avenue Active Transportation Improvements - Multipurpose Trails Project. With 6,800 linear feet (1.3 miles) of Class I multipurpose trails along Adams Avenue, connecting the Santa Ana River bridge to Royal Palm Drive, the project benefited cyclists, pedestrians, and the broader community. The project required pavement rehabilitation; multipurpose trails construction; median modifications; approximately 16 ADA ramp and 9 driveway construction; streetlight relocation/traffic signal modifications at 4 separate intersections; landscaping and irrigation; utility appurtenance adjustments/relocations; signing and striping replacement; a topographic survey consisting of aerial photographs, centerlines, monuments, and property boundaries; a geotechnical study of subgrade soil and recommendations on pavement treatments and multipurpose trail construction; 29 utility potholes; and a complete CEQA/NEPA environmental assessment for an E-76 permit. OE utilized geo-referencing of the work site in a GIS map for data referencing and plan sheets.

OLIVE GROVE PARK MULTI-USE TRAIL PROJECT, RANCHO CUCAMONGA

Justin was the Project Manager on the Olive Grove Park Multi-Use Trail Project for the City of Rancho Cucamonga. The project was experiencing deep rutting which endangered trail users. The rutting was due to the steepness of the trail and a lack of a stormwater management infrastructure. The trail was reconstructed with decomposed granite and reinforced with a soil stabilizer to reduce the loss of fine material. The trail was regraded to divert stormwater to new PCC v-ditches along the trail that also intercepted all stormwater from the adjacent parkway, preventing it from crossing the trail. An underground culvert was constructed beneath a T-intersection in the trail to divert the surface run-off beneath the trail to a new v-ditch on the opposite side of the trail where the crossfall of the trail reversed and conveyed the surface runoff to an existing catch basin at the base of the park. The trail design also required the integration of flat landings every 25 feet to satisfy ADA requirements. The redesign of the trail included the construction of retaining curb next to the flat landings to secure the trail material adjacent to the landings which had previously been eroded, creating steps in the trail. The project included grading of 80,000 square feet.

MEADS AVENUE EQUESTRIAN TRAIL RELOCATION PROJECT, ORANGE COUNTY

Justin performed Project Management services to the County of Orange to relocate an equestrian trail from the south side of Meads Avenue to the north side of Meads Avenue between Orange Park Boulevard and Hillside Drive. This relocation required realigning the roadway. Drainage was a concern and was considered carefully during design. Realigning Meads Avenue required some careful consideration to preserve the rural look which the residents in Orange Park Acres prefer and still maintain drainage to eliminate erosion of the proposed trail. The existing trail had significant erosion which caused a loss and migration of sediment further down the street. A concrete or asphalt swale were considered to help further minimize erosion and limit the required maintenance on the trail and roadway shoulder while still maintaining the same aesthetic appearance.

LOS SERRANOS WIDENING, SIDEWALK AND EQUESTRIAN TRAIL IMPROVEMENT PROJECT, CHINO HILLS

Justin was the Project Manager for the Los Serranos Widening, Sidewalk and Equestrian Trail Improvement Project (ATP Funded). The proposed project limits included the widening of ten rural residential streets in the Los Serranos area of Chino Hills. The project limits are located just west of the 71-freeway towards the east end of the City of Chino Hills. The project locations are surrounded by single family residential homes. The project is funded through the Active Transportation Program Project. Currently the Los Serranos area is very rural. The project limits include very minimal curb, gutter, and sidewalk. The ATP grant proposed provided funding for curb, gutter, and sidewalk on one side of each of the ten streets. The design included widening one side of the street on ten street segments within the City of Chino Hills.

DURFEE AVENUE & RAMONA BLVD. SIDEWALK IMPROVEMENTS PROJECT, EL MONTE

Justin provided the City of El Monte with Project Management services for the Durfee Avenue & Ramona Boulevard Sidewalk Improvements Project (CIP No. 002). The project limits included two areas. The first was south side of Ramona Boulevard, between the eastern city limit - west side of San Gabriel River Trail - and Durfee Avenue (1,115 linear feet). The second location was on both sides of Durfee Avenue, between Ramona Boulevard and the address of 4000 Durfee Avenue (2,525 linear feet). The project had five main objectives. (1) reconstruct sidewalks, driveways, and curb ramps within project limits as necessary to comply with current ADA requirements. (2) identify surface utilities preventing ADA compliance and provide design alternatives that include constructing around the interfering utilities or relocating them. (3) evaluate existing infrastructure (sidewalks, driveways, and curb ramps) for adherence to current ADA requirements. (4) construct new ADA compliant sidewalk where absent. (5) ensure all improvements are constructed within the existing right-of-way.



RYAN DENNIS, P.ENG.

PROJECT ENGINEER



19
YEARS OF
EXPERIENCE

FIELDS OF EXPERTISE:



ROADWAY



ASPHALT



PAVEMENT



CALTRANS



WIDENING

QUALIFICATIONS

P.ENG.: APEGA Registered Civil Engineer • **BS:** Civil Engineering & **MINOR:** Environmental Engineering, University of Calgary, 2005 • **CERTIFIED** AutoCAD & Civil 3D

BACKGROUND

As a Project Engineer for OE, Ryan leads the design team by performing and coordinating detailed designs on public works projects. Ryan has over 19 years of experience. He received his degree in Civil & Environmental Engineering from the University of Calgary and is a Registered Civil Engineer in Alberta, Canada. He possesses an ability to produce drawings, layouts, sketches, maps, and graphic representations of engineering designs. He also has extensive knowledge of AutoCAD Civil 3D. Ryan provides support during the overall engineering and design effort.

EXPERIENCE

PAVEMENT MANAGEMENT PROGRAM IMPLEMENTATION PROJECT, GLENDALE

Ryan provided Project Engineering services to the City of Glendale on the Fiscal Year 2023 to 2024 Pavement Management Program Implementation Project. The purpose of this project was to rehabilitate approximately 48,650 linear feet (9.2 miles) of street, a total of 60 streets in all. OE was tasked with providing designs for pavement resurfacing and reconstruction; curb, gutter and sidewalk repairs at 9 separate locations; a total of 124 ADA curb ramps and driveways construction; catch basin enhancements; bus stop improvements and relocations; sewer point repairs; tree well installation and tree planting; utility appurtenance adjustments and relocations; signing and striping; and surveying well monument installations and replacements. Additional work included sewer video inspection to identify sewer defects and preparing sanitary sewer plans for repairs that included point repairs, and sectional and full-length slip lining, along with Traffic Control plans. OE also acquired no-fee permits for ground disturbance work within the City's right-of-way.

ADAMS AVENUE ACTIVE TRANSPORTATION IMPROVEMENTS - MULTIPURPOSE TRAILS, COSTA MESA

Ryan served as Project Engineer to the City of Costa Mesa for the Adams Avenue Active Transportation Improvements - Multipurpose Trails Project. With 6,800 linear feet (1.3 miles) of Class I multipurpose trails along Adams Avenue, connecting the Santa Ana River bridge to Royal Palm Drive, the project benefited cyclists, pedestrians, and the broader community. The project required pavement rehabilitation; multipurpose trails construction; median modifications; approximately 16 ADA ramp and 9 driveway construction; streetlight relocation/traffic signal modifications at 4 separate intersections; landscaping and irrigation; utility appurtenance adjustments/relocations; signing and striping replacement; a topographic survey consisting of aerial photographs, centerlines, monuments, and property boundaries; a geotechnical study of subgrade soil and recommendations on pavement treatments and multipurpose trail construction; 29 utility potholes; and a complete CEQA/NEPA environmental assessment for an E-76 permit. OE utilized geo-referencing of the work site in a GIS map for data referencing and plan sheets.

NEWPORT BOULEVARD WIDENING IMPROVEMENTS PROJECT, COSTA MESA

Ryan served as Project Engineer for the City of Costa Mesa on the Newport Boulevard Widening Improvements Project. The project consisted of widening a portion 77 Fair Drive of southbound Newport Boulevard to accommodate a fourth through lane and improve its Level of Service from the then "F" rating (ranging from 1.10 to 1.30). The section of roadway

that was enhanced extended approximately 2,700 linear feet southwest from 19th Street to the Superior Avenue turn-off located northeast of 17th Street. The project was located within Caltrans jurisdiction and required traffic signal modifications, utility and street light relocations, and right-of way acquisitions to accommodate the additional through lane and right-turn pockets.

ARDEN DRIVE ZONE 3 STREET & BIKE LANE IMPROVEMENTS PROJECT, EL MONTE

Ryan served as Project Engineer for the City of El Monte on the Arden Drive Zone 3 Street and Bike Lane Improvements Project. The work called for the preparation of PS&E to rehabilitate pavement on Zone 3 streets and Arden Drive, as well as construct ADA ramps, repair damaged curb and reconstruct cross gutters where drainage was affected. The pavement was treated with slurry seal, cape seal, milling and overlays. Failed pavement sections were treated with a deeper grind and a grindable fibrous interlayer to prevent reflective cracking in lieu of full depth reconstruction. Sidewalk was replaced in areas that did not meet ADA compliance, such as heaved sidewalk panels and minimum path widths. Damage due to tree root infiltration of 126 trees was also noted, requiring OE to assign a licensed arborist. Further enhancements were included in the design per the San Gabriel Valley Regional Bicycle Master Plan to include a Class II bike lane along Arden Drive and Class III bike lanes along Hickson Street, Esto Avenue, Marsen Street, Ranger Avenue, and Arden Way. OE subsequently updated the City's Master Bike Plan with recommendations. OE also conducted public outreach activities to address concerns from local businesses, residents and stakeholders affected by the construction.

MULTI-USE PEDESTRIAN, BICYCLE AND EQUESTRIAN TRAIL-82, ENCINITAS

Ryan served as Project Engineer for the Rancho Santa Fe Road Multi-Use Pedestrian, Bicycle and Equestrian Trail project (Trail 82) for the City of Encinitas. The purpose of the project was to design a multi-use trail (pedestrian, bicycle, and pedestrian use) along Rancho Santa Fe Road. The trail extended approximately 0.95 miles (5,016 feet) from Encinitas Boulevard to El Camino Del Norte along the east side of Rancho Santa Fe Road, connecting several sections of existing trail, with a varying width from approximately 6 ft. to 8 ft. The land use surrounding the project limits consisted primarily of single-family residences with some commercial developments near the intersection of Encinitas Boulevard and Rancho Santa Fe Road. The relocation of surface utility features and fences was required to accommodate the trail and the existing trail surface was rehabilitated to reduce vegetation damage, improve drainage, and comply with ADA maximum slope and minimum walkway width requirements. This included concrete curb and gutter replacement, water bar installation, ADA curb ramp reconstruction, driveway and headwall reconstruction and trail fence installation. The trail also had intersection crossings, which required slip-resistant coating upgrades, asphalt stamping and signage and striping.

THE TRACKS AT BREA, SEGMENT 3, BREA

Ryan provided Project Engineering services to the City of Brea for the Tracks at Brea, Segment 3, a new bicycle and pedestrian trail from Brea Boulevard to State College Boulevard. The project included constructing a new 10-foot-wide asphalt bike trail and a 5-foot-wide walking trail, as well as a parking lot with decorative paving. The scope of work also entailed installing bioswales, drought-tolerant plants and trees, a bicycle-fixing station, and benches and trash cans. After soil excavation and remediation, the soil was fine graded and a storm drain system was installed, complete with a desilting riser to comply with the NPDES permit and prevent sediment loss. As the project disturbed greater than 1 acre, it triggered the need to comply with the Construction General Permit. The permit required a Stormwater Pollution Prevention Plan, a Notice of Intent to be filed with the California Stormwater Resources Control Board, and sampling during qualifying rain events. The project was funded by the Land and Water Conservation Fund, the Clean Transportation Fund via the Mobile Source Air Pollution Reduction Review Committee (MSRC), Safe Routes to Schools California, the Housing-Related Parks Program, and City funds.

ARTERIAL STREET IMPROVEMENT PROJECT, FOUNTAIN VALLEY

Ryan served as a Project Engineer for the Arterial Street Improvement Project in the City of Fountain Valley. This project focuses on the rehabilitation of critical arterial roadways, enhancing safety and mobility for both residents and visitors. The project includes Ellis Avenue from Brookhurst Street to Ward Street, approximately 2,600 linear feet; Ward Street from Apache River Avenue to Ellis Avenue, approximately 1,140 linear feet; Newhope Street from Edinger Avenue to Heil Avenue, approximately 2,600 linear feet; and Slater Avenue from Brookhurst Street to Ward Street, approximately 2,600 linear feet. In total, the project covers approximately 8,940 linear feet of roadway improvements. The scope of work features a combination of a 2-inch grind with ARAM interlayer and ARHM overlay, including a leveling course, Type II slurry, and extensive concrete improvements. These enhancements includes sidewalk upgrades, ADA-compliant ramps, driveway reconstructions, and curb and gutter improvements, all designed to ensure long-lasting durability and significantly improves driving conditions on these vital thoroughfares.

DAYTON LOWE

PROJECT ENGINEER



30
YEARS OF
EXPERIENCE

FIELDS OF EXPERTISE:



ROADWAY



ASPHALT



PAVEMENT



ADA RAMP



WIDENING

QUALIFICATIONS

BROWARD COLLEGE COURSEWORK Civil Engineering Technology & Construction Management • **OCTA PAVEMENT REHABILITATION** (prior) Certification • **CERTIFIED** AutoCAD & Civil 3D

BACKGROUND

As a Project Engineer for OE, Dayton performs and coordinates detailed designs on arterial roadways, utility coordination for major relocations on high profile projects and assistance in coordination efforts on multiple projects. He possesses an ability to produce drawings, layouts, sketches, maps, and graphic representations of engineering designs. He also has extensive knowledge of AutoCAD, Autodesk Civil 3D, Eagle Pointe Civil package and others. Dayton provides support during the overall engineering and design effort, including the preparation of design drawings and calculations. He is experienced in developing residential, commercial, and industrial conceptual site plans from the preliminary phase to final construction documents; knowledgeable in the design of gravity sanitary sewer systems; skilled in the design of sanitary sewer pump stations and force main systems; accomplished in the design of water mains for residential, commercial and industrial projects; practiced in the design of drainage systems; talented in preparing drainage calculations for effective and efficient drainage systems; and familiar in the design of grading plans for storm water drainage and ADA compliance. Dayton is also proficient in preparing and submitting packages to governmental agencies to obtain required permits for construction and in the design of roadway layouts including intersections, roundabouts, turn-lanes and travel lanes.

EXPERIENCE

MULTI-USE PEDESTRIAN, BICYCLE AND EQUESTRIAN TRAIL-82, ENCINITAS

Dayton served as Project Engineer for the Rancho Santa Fe Road Multi-Use Pedestrian, Bicycle and Equestrian Trail project (Trail 82) for the City of Encinitas. The purpose of the project was to design a multi-use trail (pedestrian, bicycle, and pedestrian use) along Rancho Santa Fe Road. The trail extended approximately 0.95 miles (5,016 feet) from Encinitas Boulevard to El Camino Del Norte along the east side of Rancho Santa Fe Road, connecting several sections of existing trail, with a varying width from approximately 6 ft. to 8 ft. The land use surrounding the project limits consisted primarily of single-family residences with some commercial developments near the intersection of Encinitas Boulevard and Rancho Santa Fe Road. The relocation of surface utility features and fences was required to accommodate the trail and the existing trail surface was rehabilitated to reduce vegetation damage, improve drainage, and comply with ADA maximum slope and minimum walkway width requirements. This included concrete curb and gutter replacement, water bar installation, ADA curb ramp reconstruction, driveway and headwall reconstruction and trail fence installation. The trail also had intersection crossings, which required slip-resistant coating upgrades, asphalt stamping and signage and striping.

YALE AVENUE REHABILITATION & BRIDGE OVERCROSSING PROJECT, IRVINE

Dayton provided Project Engineering services to the City of Irvine located at Yale Avenue from Deerfield Avenue to the I-5 Overpass. Yale Avenue serves as a major Northeast Southwest arterial for the City of Irvine. This segment of Yale Avenue varies between a 2-lane arterial with bike lanes to a 4-lane arterial with bike lanes and raised medians. The limits of this project were entirely within residential neighborhoods with Heritage Park and a fire station located at the northwest corner of Yale Avenue and Walnut Avenue. The first segment from Deerfield Avenue to approximately Edgmere Avenue entailed a 2" mill and a 2" Rubberized Hot Mix Asphalt Type G (RHMA-G) overlay with some full depth structural sections where the street is severely deteriorated. The second segment of roadway from Edgmere Avenue

to the I-5 Overpass required a 6" mill and placement of 2.5" of RHMA-G over 4" Hot Mix Asphalt (HMA) in the street with a 2" to 2½" transitional grind at the bike lanes. This project also corrected ADA deficiencies for sidewalks and ramps. Our design team checked for existing roadway signs and striping for compliance with both the City standards as well as the 3R federal design requirements. Another important aspect of this project was its proximity to Caltrans right-of-way. Traffic control through the I-5 bridge overcrossing required obtaining a Caltrans Encroachment Permit.

NORWALK TRANSIT SYSTEM (NTS) BUS STOP IMPROVEMENT PROJECT, PHASE I (FTA FUNDED), NORWALK

Dayton provided extensive work as a Project Engineer for the City of Norwalk. The City's Transit System was in need of a revamping of the City's 166 bus stops, with a new bus stop addition within the City of Santa Fe Springs. Each bus stop required a variety of any one of the following upgrades: solar power equipt shelters; seating; trash receptacles; and signs built for real-time posting. OE was tasked with signage installation at 73 of the City's bus stops along Routes 1 and 4, along with upgrading a further 9 stops. OE provided PES/Environmental preparations, base map and maintenance plan development, concept plans for bus stops, as well as a thorough field survey of all of the bus stops which included the use of drone surveying. OE's contribution required 60 working days out of the project's duration of approximately 18 months from the notice to proceed, with an estimated total project cost of \$1.5 million, funded by the Federal Transit Administration (FTA).

CITYWIDE ADA CURB RAMPS & PATH OF TRAVEL PEDESTRIAN ACCESSIBILITY IMPROVEMENTS, LONG BEACH

Dayton was the Project Engineer for the City of Long Beach involving Citywide ADA Curb Ramps and Path of Travel Pedestrian Accessibility Improvements. The objective of the project is to design and construct at least 20,000 new ADA compliant curb ramps over the next 20 years in accordance with current State and Federal accessibility codes and standards. The project is to complete 1,000 of those ramps deemed most critical for accessibility. OE's team utilizes AutoCAD Civil 3D on 3D surfaces for the designs in compliance with the Long Beach Standard Plan No. 122 in order to satisfy the maximum allowable slopes dictated in the most current version of Caltrans Standard Plan A88A, and has had to consider other accessibility standards due to occasional unavailability of a suitable ramp case and type. The project work entails the preparation of detailed individual curb ramp construction plans with the inclusion of horizontal geometrics, design elevations and dimensions, and utility appurtenance adjustments and relocations, along with concrete infrastructure such as curb, gutter, cross-gutters, and sidewalk. The necessary reconstruction is incorporated in order to accommodate the new curb ramps, meet accessibility requirements, and maintain drainage. Additional design elements have also required consideration, which involve constructing 32"x54" size flat landings next to each pedestrian push button at signalized intersections and installing guardrails where retaining curbs adjoin walkable hard surfaces. Due to the large volume of ramps reconstructed each year, small batches of design details and construction of the ramps are being provided to the City at regular intervals through out a continuous process, with City submittals made on a monthly basis at a scaled frequency and quality.

RED HILL AVENUE PAVEMENT REHABILITATION PROJECT, IRVINE

Dayton provided Project Engineering services to the City of Irvine for this ARRA-funded project, which included preparing PS&E, plan and profile, striping and signing plans, traffic control and phasing plans and detour plans. The scope of work consisted of rehabilitating approximately 3,300 LF of roadway on Red Hill Avenue, from Deer Avenue to Reynolds Avenue. Red Hill Avenue is a major 6 lane arterial that runs parallel to the State Route 55 Freeway and serves as a non-freeway alternate route for commuters. Our design included portions of grind and overlay, full depth reconstruction, ARHM cap, removal and replacement of 4,500 LF of curb gutter, 1,500 SF of sidewalk, installing ADA-compliant ramps, and installing video detection systems at intersections, as well as various related improvements. To minimize extended traffic delays and expedite the construction schedule, OE designed a detour plan, routing commuter and truck traffic around the construction site. OE also coordinated with both the City of Irvine and the City of Santa Ana, whose jurisdiction included parts of Red Hill Avenue, to ensure equity in the project for both stakeholders and to gain project approval. The final plans included City of Irvine, City of Santa Ana and Caltrans Standards as applicable in each jurisdiction. OE processed submittals through all reviewing agencies and ensured the project design proceeded smoothly and successfully.

STODDARD WELLS ROAD WIDENING, APPLE VALLEY

Dayton provided the Town of Apple Valley with Project Engineering services for the Stoddard Wells Road Widening Project. The project consisted of widening the roadway and shoulders of the section of Stoddard Wells Road between Interstate 15 and Johnson Road with a total length of approximately 8,450 linear feet (1.6 miles). The existing road was approximately 22 feet wide with one lane of traffic in either direction and unimproved dirt shoulders. The Town asked that the roadway be widened to 26 feet with 12-foot wide shoulders added to both sides of the road. The shoulders were reinforced with the addition of recycled asphalt pavement.



DAVID LORIA

PROJECT ENGINEER



15
YEARS OF
EXPERIENCE

FIELDS OF EXPERTISE:



ROADWAY



DRONE



LASER SURVEY



WATER



WIDENING

QUALIFICATIONS

FAA LICENSED #4098277 Commercial Drone Remote Pilot • **LEICA GEOSYSTEMS** Cyclone Point Cloud Processing Software • **EOS SYSTEMS** PhotoModeler Motion Photogrammetric Image Analysis/3D Modeling • **AUTODESK** Auto CAD, Civil 3D, Revit, 3D Max, Recap • **TOPCON** Scan Master Point Cloud Processing Software • **AS: 3D COMPUTER ANIMATION** Brooks College, Long Beach, 2004 • **CERTIFIED** AutoCAD & Civil 3D

BACKGROUND

David Loria has accumulated over 15 years of experience crafting his knowledge and skills in the survey and engineering industries that include CAD management, drafting and estimating, survey data and mapping, design analysis, base mapping, QA/QC checking, HD Laser scanning, 3D modeling and animation, forensic research, improving workflow pipeline methods, base maps, generating digital terrain models and accurate 3D line-work, and point cloud analysis and feature extraction, as well as advance photogrammetric modeling and analysis software. He has over 8 years of experience planning and performing site inspections and laser scans in the field, and analyzing, drafting, modeling and animating scenes for final presentations under strict deadlines. Other skills include drafting as-builts and record drawings for contract closeout submittals, and drafting base maps by combining survey data, Edison field inventory maps, public utility as-builts and other data for planning the removal, installation, replacement or repair of Edison electrical line, equipment or structures. David is proficient in multiple workflows depending on the needs and budget of a project to make sure it is completed on time and within budget.

EXPERIENCE

RESIDENTIAL STREETS PAVEMENT REHABILITATION PROJECTS-AREAS 1, 2, & 4, DOWNEY

David provided the City of Downey with Project Engineering services for the Residential Streets Pavement Rehabilitation Project for Areas 1, 2, and 4. The main objective was to improve the PCI of the area residential street segments in order to extend the street service life, improve safety, minimize costs and maintenance needs, and enhance aesthetics. In order to accurately develop a scope of work and fees for the design services, OE conducted a detailed field evaluation, a thorough review of the City's Pavement Management Plan, and approximated the costs for the construction activities to develop a final list of residential street segments. OE was then able to determine the quantity of streets that could be incorporated into the engineering design, which rehabilitation method to use and which method could be feasibly rehabilitated while adhering to the City's available budget, along with providing recommendations and estimates. Upon approval by the City, the team then began to prepare separate PS&E packages for each of the 3 zone areas. The resulting work required a total of 7,500 feet of new and reconstructed curb, gutter and sidewalk along 21 residential street segments, with roadway improvements stretching .18 mile in Zone 1, 1.003 miles in Zone 2, and .22 mile in Zone 3. On a number of segments OE used straight grade between tie in points at adjacent segments to maximize drainage slopes. A total of 164 Curb Ramps were reconstructed to meet ADA compliance along with 85 total driveways, in addition to street widening and single-sided street parking construction. Collaboration with Caltrans, LA County Flood Control District and Union Pacific Rail Road was also performed in order to acquire permit acquisitions on the segments.

NEWPORT BLVD. WIDENING IMPROVEMENTS PROJECT, COSTA MESA

David worked as a Project Engineer to the City of Costa Mesa on the Newport Boulevard Widening Improvements Project, which consists of widening a portion 77 Fair Drive of southbound Newport Boulevard to accommodate a fourth through

lane and improve its Level of Service from the current "F" rating (ranging from 1.10 to 1.30). The section of roadway to be enhanced is approx. 2,700 linear feet southwest from 19th Street to the Superior Avenue turn-off located northeast of 17th Street. The project is within Caltrans jurisdiction and requires traffic signal modifications, utility and street light relocations, and right-of way acquisitions to accommodate the additional through lane and right-turn pockets.

LAKE FOREST DRIVE RESURFACING (BAKE PARKWAY TO I-5), LAKE FOREST

David served as a Project Engineer for the City of Lake Forest on this project to prepare full design plans, specifications and estimates (PS&E) for this roadway resurfacing project located at Lake Forest Drive, between Bake Parkway and the I-5 freeway. The project design plans were to be phased in order for the construction to be distributed into three phases as funding permitted. Along the approximately 5.5 mile stretch of road within the project limits, the phases required the construction of 152 ADA ramps and 22 ADA driveways in total and 7,105 linear feet of median curb height construction, along with the construction of bus pads, curb gutter and sidewalk repairs, and signing and striping replacement. The main objective is to improve the PCI of the street segments following our team's professional assessment of the existing pavement conditions in order to extend the street service life, improve safety by upgrading to safer streets with better ride quality and pedestrian access, minimize future maintenance costs and enhance aesthetics. This project is funded through Measure M2, SB1 and Infrastructure Reserves Funds.

LOS SERRANOS WIDENING, SIDEWALK & EQUESTRIAN TRAIL IMPROVEMENT, CHINO HILLS

David provided full Project Engineering services for the Los Serranos Widening, Sidewalk and Equestrian Trail Improvement Project (ATP funded). The proposed project limits included the widening of ten rural residential streets in the Los Serranos area of Chino Hills. The project limits are located just west of the 71-freeway towards the east end of the City of Chino Hills. The project locations are surrounded by single family residential homes. The project was funded through the Active Transportation Program Project. Currently the Los Serranos area is very rural. The project limits included very minimal curb, gutter, and sidewalk. The ATP grant proposed provided funding for curb, gutter, and sidewalk on one side of each of the ten streets. The design included widening one side of the street on ten street segments within the City of Chino Hills.

CITYWIDE ADA CURB RAMPS & PATH OF TRAVEL PEDESTRIAN ACCESSIBILITY IMPROVEMENT, LONG BEACH

David served as a Project Engineer to the City of Long Beach involving Citywide ADA Curb Ramps and Path of Travel Pedestrian Accessibility Improvements. The objective of the project is to design and construct at least 20,000 new ADA compliant curb ramps over the next 20 years in accordance with current State and Federal accessibility codes and standards. The project is to complete 1,000 of those ramps deemed most critical for accessibility. OE's team utilizes AutoCAD Civil 3D on 3D surfaces for the designs in compliance with the Long Beach Standard Plan No. 122 in order to satisfy the maximum allowable slopes dictated in the most current version of Caltrans Standard Plan A88A, and has had to consider other accessibility standards due to occasional unavailability of a suitable ramp case and type. The project work entails the preparation of detailed individual curb ramp construction plans with the inclusion of horizontal geometrics, design elevations and dimensions, and utility appurtenance adjustments and relocations, along with concrete infrastructure such as curb, gutter, cross-gutters, and sidewalk. The necessary reconstruction is incorporated in order to accommodate the new curb ramps, meet accessibility requirements, and maintain drainage. Additional design elements have also required consideration, which involve constructing 32"x54" size flat landings next to each pedestrian push-button at signalized intersections and installing guardrails where retaining curbs adjoin walkable hard surfaces. Due to the large volume of ramps reconstructed each year, small batches of design details and construction of the ramps are being provided to the City at regular intervals through out a continuous process, with City submittals made on a monthly basis at a scaled frequency and quality.

DURFEE AVENUE & RAMONA BLVD. SIDEWALK IMPROVEMENTS PROJECT, EL MONTE

David served as a Project Engineer to the City of El Monte for the Durfee Avenue & Ramona Boulevard Sidewalk Improvements Project (CIP No. 002). The project limits included two areas. The first was south side of Ramona Boulevard, between the eastern city limit - west side of San Gabriel River Trail - and Durfee Avenue (1,115 linear feet). The second location was on both sides of Durfee Avenue, between Ramona Boulevard and the address of 4000 Durfee Avenue (2,525 linear feet). The project had five main objectives. (1) reconstruct sidewalks, driveways, and curb ramps within project limits as necessary to comply with current ADA requirements. (2) identify surface utilities preventing ADA compliance and provide design alternatives that include constructing around the interfering utilities or relocating them. (3) evaluate existing infrastructure (sidewalks, driveways, and curb ramps) for adherence to current ADA requirements. (4) construct new ADA compliant sidewalk where absent. (5) ensure all improvements are constructed within the existing right-of-way.

ERIC URSO, LSIT

PROJECT ENGINEER



10
YEARS OF
EXPERIENCE

FIELDS OF EXPERTISE:



ROADWAY



ASPHALT



PAVEMENT



CALTRANS



WIDENING

QUALIFICATIONS

BS: Civil Engineering, The Citadel, The Military College of South Carolina • **MS:** Geographic Information Science, California State University, Long Beach • **LSIT: #9297:** Land Surveyor-In-Training • **SOFTWARE:** AutoCAD, SurveyCAD and Civil 3D

BACKGROUND

Eric found his passion in the Civil Engineering field over 10 years ago, graduating with a Bachelor of Science in Civil Engineering from The Citadel, The Military College of South Carolina, and very recently completing his Master's program at California State University, Long Beach in Geographic Information Science (GIS). He has spent many years working in construction management. His time spent in construction management helped him understand many of the inner-workings of the industry. Lately, within the past year, Eric has focused his attention toward Land Surveying. In that role, he has performed topographic surveys, construction surveys, boundary surveys, and construction staking, which has sharpened his skills and increased his attention to detail, allowing for a more clear understanding when applying his skills and experience to CAD work, including proficiency with Pix4DMapper, ENVI and photogrammetry. Eric has now worked as a Land Surveyor on various projects for Los Angeles and Orange Counties. Such projects include the 6th Street Bridge in Downtown Los Angeles, Metro Purple Line Extension Section 3 in Century City, and 405 Highway Widening for Orange County Transportation Authority (OCTA). This work includes proficiency in using the Leica Total Station System and Data Collector and the use of GPS for traversing and establishing bench marks.

EXPERIENCE

6TH STREET BRIDGE VIADUCT REPLACEMENT PROJECT, DOWNTOWN LOS ANGELES

Eric provided Project Engineering Services on the 6th Street Bridge Viaduct Replacement Project which replaced the original structure built in 1932. The new structure viaduct accommodates vehicles and pedestrians, as did the original, and provides dedicated lanes for bikes. A new 12-acre public park running below the bridge, accessible by multiple stairways and a monumental helical bike ramp, provides access to much-needed recreational fields with restrooms, a café, the LA River, public art, and a programmed arts plaza. The new viaduct, a tied arch bridge referred to as the "Ribbon of Light," pays homage in its design to the 1932 bridge, which had two pairs of iconic arches over the LA River section of the structure. The new bridge employs a series of 10 pairs of sculptural arches with the tallest pairs placed adjacent to and framing the LA River where the original arches stood and another taller pair span the I-101 as a gateway on the east. The \$588-million project was funded by the Federal Highway Administration, the state of California and the City of Los Angeles. The project was completed in the Summer of 2022.

METRO DIVISION 20 PORTAL WIDENING TURNBACK & STRUCTURAL BRIDGE REINFORCEMENT PROJECT, LOS ANGELES

On the Metro Division 20 Portal Widening Turnback and Structural Bridge Reinforcement Project for the City of Los Angeles, Eric processed and reviewed submittals, RFIs, and correspondence for construction services in the Metro Rail Yard which consisted of demolition, civil improvements, traction power substation, ductbanks, street improvements, support of excavation, and structural bridge reinforcement.

247TH STREET AREA WATER MAIN REPLACEMENT PROJECT, LOMITA

Eric served as Project Engineer to The City of Lomita for the 247th Street Area Water Main Replacement Project. The project limits were on 246th Street, 247th Place, 248th Street, Western Avenue and Lomita Boulevard and involved the

installation of 3,300 linear feet of new 6-inch PVC water mains to provide improved flow, pressure, and fire protection. The existing 4-inch/6-inch water main systems were constructed between 1928 and 1930 and had exceeded its useful service life. The proposed water main was installed parallel to the existing main while keeping the old line in service to minimize downtime for the public. All fire hydrants, service laterals, valves, blow-offs, air release valves, and other associated water appurtenances were replaced, and sectional pavement, curb gutter and sidewalk were removed and reconstructed according to ADA standards and drainage patterns. Encroachment permits from Caltrans and the City of Los Angeles within their jurisdictions were secured. Funding was sourced from the City's CIP Program and the FEMA Hazard Mitigation Grant Program.

BENNETT AVENUE, WASHINGTON AVENUE, WESTRIDGE AVENUE AND BENDER AVENUE CUL-DE-SACS PROJECT, GLENDORA

Eric served as Project Engineer on the Bennett Avenue, Washington Avenue, Westridge Avenue and Bender Avenue Cul-De-Sacs Project for the City of Glendora. This included the design of nearly 7,000 LF of new 8-inch ductile iron/C909 PVC water mains to improve flow, pressure and fire protection, along with 311,000 SF of streets requiring improvements. Other work included a striping enhancement concept to incorporate marked class II bike lanes, repurposing crosswalk warning lights, reconstructing and replacing 16 ADA curb ramps for compliance, traffic signal inductive loop replacement, and water main appurtenance installation and replacement. A section of pipeline located at Bennett Avenue near Valencia Street had passed beneath a storm drain, requiring directional drilling to facilitate new water main installation through the area. This was accompanied by assessments of fire hydrants, air and vacuum release valves, and water meters and services laterals.

DURFEE AVENUE & RAMONA BOULEVARD SIDEWALK IMPROVEMENTS PROJECT, EL MONTE

Eric was the Project Engineer for the City of El Monte on the Durfee Ave. and Ramona Blvd. Sidewalk Improvements Project (CIP No. 002). The project limits included two areas. The first was the south side of Ramona Boulevard, between the eastern city limit - west side of San Gabriel River Trail - and Durfee Avenue (1,115 linear feet). The second location was on both sides of Durfee Avenue, between Ramona Boulevard and the address of 4000 Durfee Avenue (2,525 linear feet). The project had five main objectives. (1) reconstruct sidewalks, driveways, and curb ramps within project limits as necessary to comply with current ADA requirements. (2) identify surface utilities preventing ADA compliance and provide design alternatives that include constructing around the interfering utilities or relocating them. (3) evaluate existing infrastructure (sidewalks, driveways, and curb ramps) for adherence to current ADA requirements. (4) construct new ADA compliant sidewalk where absent. (5) ensure all improvements are constructed within the existing right-of-way.

ZONE 3 COLLECTOR ROAD IMPROVEMENTS PROJECT, LAGUNA BEACH

Eric served as Project Engineer to the City of Laguna Beach toward the development of Plans, Specifications & Estimates for street improvements of Park Avenue, from Glenneyre Street to Wendt Terrace; Glenneyre Street, from Park Avenue to Thalia Street; and Thalia Street, from Temple Hills Drive to the South End The City. The project consisted of rehabilitating approximately 3,200 linear feet of Park Avenue, 2,500 linear feet of Glenneyre Street, and 2,500 linear feet of Thalia Street. Additional tasks include analyzing crown slopes at pedestrian crossings to reduce crossfall and steep crowns, as needed, along with utility adjustments, a record of survey on Thalia Street, a two-phase set of traffic control plans, and signing and striping. Traffic control and detour plan phasing was also included in order to accommodate the summer moratorium. For Thalia Street, OE prepared a Record of Survey and filed with the County of Orange illustrating the existing centerline from Temple Hills Drive to the southwest end.

METRO WEST SIDE PURPLE LINE EXTENSION PROJECT, LOS ANGELES

Eric processed and reviewed submittals and any transmittals necessary for decking and excavation work at La Brea, Fairfax, and La Cienega on the Metro West Side Purple Line Extension Project. In providing Metro with any support they needed, Eric's duties encompassed public records inquiries, pay app reviews, RFI reviews, keeping up to date with SOE work which includes pile production and tracking, Geotech Instrumentation, tie back installation, coordination with surveyors, and participating in field visits when, necessary.

METRO DIVISION 20 PORTAL WIDENING TURNBACK PROJECT, LOS ANGELES

On the Metro Division 20 Portal Widening Turnback Project for the City of Los Angeles, Eric processed and reviewed submittals, RFIs, and correspondence for construction services in Metro Rail Yard which consists of demolition, civil improvements, traction power substation, ductbanks, street improvements, support of excavation, and structural bridge reinforcement.



POTHOLING

ASHLEY SALVINO

Regional Vice President

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CERTERRA offers professional locating and mapping services throughout Southern California. Their highly experienced technicians utilize the most advanced equipment in the industry to gather information for any project. Accurate information is vital in planning and can prevent costly delays from damages caused by cutting, coring, drilling or digging in areas congested by unseen hazards in concrete, masonry and underground. Their approach to potholing - excavating a small hole for visual verification - when electronic detection cannot provide such as line size, material, or exact depth, potholing is the most precise method of verification. After locating the utilities, survey grade CAD drawings of the underground utility locations can be provided by their survey team. Certerra can tie into existing controls and work with any available standards. Accurate, easy to read, detailed documentation is vital to a project, and Certerra offers empty conduit, vault locations, 3D modeling and many other precise reports to aid the design and project plan.

COMPANY EXPERIENCE

N. SANTA MONICA BOULEVARD RECONSTRUCTION, SANTA MONICA

Certerra was contracted by Psomas LA to clear and mark out existing utilities for multiple utility upgrade alignments in the road. Our crews worked on the street, performing their own Traffic Control, during rush hour traffic and weekends to complete our investigation and to accommodate the cities' traffic congestion. We performed over 120 pothole locations, including the potholing of ramp footings that are to be excavated during the reconstruction. Our CCTV crews also used the robotic camera to video approximately 1,260 linear ft. of storm drain lines in multiple locations. Certerra's final reporting was sent to our client in the form of a CCTV video report, and a detailed pothole report. This was a large and complex project that was completed quickly in 1 month thanks to our entire team's efforts!

SONY PICTURES STUDIO, SONY PICTURES

Certerra was contracted to provide Sony Pictures Studios with a site map of all currently existing underground utilities. The scope of services on this project included: Utility Locating with Ground Penetrating Radar (GPR) and Electromagnetic Location, Potholing, and Utility Mapping. The client was given a 2D map depicting horizontal locations and vertical depths as determined in the field. This project was divided into four phases to minimize the impact on productivity during filming on the lots. Potholing on site was limited to night work and weekends to alleviate noise and traffic issues in the extremely active facility. Certerra continues to support the Studios by locating utilities in various areas for new design projects.

COLE AVENUE STORM DRAIN, RIVERSIDE COUNTY

Certerra provided Utility Locating to determine the horizontal location of all underground facilities within the proposed alignment of the new storm drain pipeline in Riverside, CA. In order to achieve this task, Certerra used an Electromagnetic Locator, Handheld GPR, Ground Penetrating Radar, Ram Rods, and a Transponder. The utility locations were then plotted on a CADD Drawing in clear, easy-to-read detail. Each utility was labeled and color-coded in accordance with the indications marked in the field. Certerra then submitted to the City the revised exhibit along with a final estimated potholing list to obtain approval prior to the commencement of the work. After, C Below verified the depth of all existing utility facilities per the City approved pothole list using Vacuum Excavation methods. Each pothole was clearly documented and then back-filled, compacted, and patched to match in kind.

WILSHIRE BUS RAPID TRANSIT PROJECT, LOS ANGELES COUNTY

Certerra potholed 10 locations at various destinations of the Wilshire Bus Rapid Transit Project. Certerra's Project Engineer constructed City-approved Traffic Control plans that were utilized by the technicians in the field to ensure safety and efficiency. Certerra also attained all appropriate permits from the City. Certerra was able to verify locations of water, electric, and gas lines, after which we provided a Pothole Report of the findings.



GEOTECHNICAL

CURT SCHEYHING

Principal Geotechnical Engineer

(949) 450-2100

32 Mauchly, Suite B, Irvine, CA. 92610

Group Delta is a consulting geotechnical and environmental engineering firm with seven offices located in the counties of Orange, Los Angeles, San Bernardino, San Diego and Alameda. Their team consists of civil and geotechnical engineers, environmental engineers, engineering geologists, laboratory and field technicians, deputy inspectors, drafting/CADD technicians, and drilling and support personnel specialized in their respective fields. Group Delta offers a broad range of services including Geotechnical Engineering, Geological Services, Soils and Materials Testing, Environmental Services and more. Group Delta holds the following accreditations: ISO 17025; AASHTO (American Association of State Highway and Transportation Officials); ACI (American Concrete Institute); AMRL (AASHTO Materials Reference Laboratory); ANSI (American National Standards Institute); APWA (American Public Works Association); ASNT (American Society of Nondestructive Testing); ASTM (American Society for Testing and Materials); AWS/CWI (American Welding Society/Certified Welding Inspector); California Department of Transportation (Caltrans); and CCRL (Cement and Concrete Reference Laboratory)

COMPANY EXPERIENCE

GERALD DESMOND BRIDGE REPLACEMENT, PORT OF LONG BEACH, CA

Group Delta Performed field and lab testing on over 130 borings up to 250 feet plus over 90 CPT's up to 150 feet deep. Interpreting full scale pile load tests on 6-and 8-foot diameter CIDH piles, up to 180-foot long. Geotechnical Engineer of Record and reviewing all seismic and foundation reports. Serving as Environmental Compliance Manager. Highest vertical clearance of all cable-stayed bridges in the United States. Gerald Desmond Bridge accounts for 15% of waterborne cargo movement in the US. Higher clearance to accommodate the newest generation of efficient cargo ships. 2nd tallest cable-stayed bridge design in the US

GOLD LINE EASTSIDE LIGHT RAIL EXTENSION, LOS ANGELES

Group Delta provided PFRs for bridges, plus an SFR and ISA for the 101 bridge, a 9-span bridge over US 101. Provided a preliminary foundation report which included seismic investigations for existing structures. Geotechnical design in accordance with Caltrans standards. Light rail system is powered electrically with overhead catenary wires. Line includes twin tunnels measuring 1.8-miles under Boyle Heights. Line includes eight new stations of which two stations are underground. Directly connects to existing Metro Gold Line in Los Angeles to the Pasadena Line

STATE ROUTE 91 IMPROVEMENT PROJECT, RIVERSIDE COUNTY

Group Delta developed post advanced planning study geotechnical data reports for bridges. Provided daily review of design-build contractors submittals. Providing quality assurance materials testing and special inspection for multiple parcels within expanding Caltrans right of way. Corridor improvements focused on existing 14-miles of congestion. Improvements to 6-mile boundary that runs from SR-241 toll road to the SR-91. Project includes major improvements to I-15 Freeway Corridor. Project to relieve major daily congestion

STATE ROUTE 22 IMPROVEMENTS, ORANGE COUNTY

Group Delta developed 33 post advanced planning study geotechnical data reports for 33 bridges. Work performed under a formal QA/QC program in accordance with the ISO 9000. Provided construction support services including material testing and inspection. Moderate seismic accelerations and shallow groundwater. Project was awarded the ACEC 2006 Project of the Year Improvements were made for approximately 12 miles and extended through four cities. Included 32 bridge structures, 83 retaining walls and sound walls, 51 ramps and 317 utility crossings. Budget was \$490 million.

CENTRAL PARK WEST, IRVINE

Group Delta provided geotechnical recommendations for the development. Major issues for this project included shallow groundwater, heavy measurements and mat foundations. Construction support services included quality control testing and inspection services. First urban master planned community located in Orange County. Development borders four major intersections and has close proximity to shopping areas. Housing includes various luxury flats consisting of four-story buildings over two levels of basement parking.

FBA ENGINEERING**LIGHTING/ELECTRICAL****BILL ZAVRSNICK, LEED AP***Principal / Project Director*

(949) 852-9995

150 Paularino Avenue, #A120, Costa Mesa, CA. 92626

FBA Engineering provides professional, independent and innovative electrical engineering via consulting, planning, design and construction documents for projects from basic to complex whether local, national or international. Their team approach is one of collaboration with Architects, Owners and Contractors - one that is dedicated to creating alliances, open communication, trust and success.

COMPANY EXPERIENCE**WATER'S EDGE PROJECT, PLAYA VISTA**

The Water's Edge project consisted of the design and construction of a new shell and core 2-story office building and a 4-story office building with 2-levels of parking below for 459 cars. FBA provided Electrical Engineering, Architectural Lighting Design, Telecommunications Systems and Fire Alarm Design Services.

WATER GARDENS OFFICE BUILDING COMPLEX, SANTA MONICA

A 6-Story buildings, 1,200,000 sq. ft. with 45 acres below grade parking structure, 17-acre property, 8-buildings (six 6-story structures and two 5-story structures) that total a whopping, 1.27-million square feet of office space, LEED Gold Specifically, OTL handled the mechanical, recirculation, water quality and electrical components of four water features, including the gateway fountain, the 470-foot long river feature, which forms a connection between the gateway entry point and the courtyard, the courtyard's focal point boulder fountain, the courtyard accent fountain. Part of the design included a long, linear urban stream feature, constructed with very little slope to create a slow-moving, meandering water effect. The bottom of the stream was textured to maximize the water's character at minimal flow rates. This texture, which was identified through a mock-up process, ensures that the stream looks great and the water has visible ripples while allowing the streams to use smaller, more energy-efficient pumps. Running plumbing between the new water features and the previous lake's equipment room (which was entirely re-outfitted for the new project) was particularly challenging on this project due to the quantity of non-fountain mechanical and utility systems that were already located in the parking garage. Sustainability was a primary focus for this project. Through sustainable construction and design, the team was successful in reducing annual water consumption by half, which in turn decreases operating costs for the property owner. OTL worked closely with Morley Builders and the project's engineering team to route pipe through the garage, suspended from the ceiling, to ensure that the fountain plumbing did not conflict with other utilities while meeting the fountain plumbing performance specs. OTL worked closely with the design team to identify and install a lining system that proved successful for the project. Part of OTL's lining installation scope included successfully converting an existing square PVC liner for reuse in the new round gateway fountain, which offered significant cost savings for the project owners.

LAKESHORE TOWERS PROJECT, IRVINE

The Lakeshore Tower project consisted of the design and construction of a new 19-story office building with suites, meeting rooms, lounges, dining facility and fitness center. FBA provided Electrical Engineering, Architectural Lighting Design, Telecommunications Systems and Fire Alarm Design Services. The project involved an 18-Story Office Building, 400,000 Sq. Ft., 10-Story Office Building, 275,000 Sq. Ft., 5-Story Office Building, 130,000 Sq. Ft., and a 7 levels above grade, 989 parking stalls, 595,000 Sq. Ft.

AZULON AT MESA VERDE APARTMENT COMPLEX PROJECT, COSTA MESA

The Azulon at Mesa Verde Luxury Apartment Complex project consisted of the design and construction of new resort inspired 55+ Apartment Community with custom apartment units, clubhouse, library, lounge, demonstration kitchen, theater/screening room, billiard/game room, pool, spa, fitness center, craft studio, barbecues, outdoor dining patios, fireplaces, walkway paths, parking, and garages. FBA provided Electrical Engineering, Architectural Lighting Design, Telecommunications Systems, and Fire Alarm Design.



LANDSCAPING CONSULTANT

(657) 217.6169

pcortez@sitiola.com

323 N. Resh Street, Anaheim, CA 92805

Sitio Landscape Architecture Inc. is a design studio focused on applying the principles of landscape architecture to outdoor design at all scales. Sitio exists as a collection of designers, trades and supporters. Each providing their talents and time to build a company that reflects their professional goals. Sitio's success is rooted in their professional relationships. Sitio's designers have worked on a variety of project types with other landscape architecture firms, past and present. Private residential, public parks, multi-family housing, master planned communities, municipality projects, education, medical and religious campuses, commercial and retail centers, and complete streets initiatives are all within their capabilities and can be developed from the schematic phase, through concept planning and on to construction documentation. Sitio also provides landscape construction administration. Landscape Architect, Pablo Cortez (PLA# 6373) leads Sitio with his own varied experience and organizational skills to help design and create living, vibrant outdoor spaces.

COMPANY EXPERIENCE

KIDSTREAM OUTDOOR PLAY SPACE

Sitio provided site plan development & construction documentation.



RIVERSIDE SINGLE FAMILY DETACHED ENTITLEMENT



WOODLAND HILLS MULTI-FAMILY



RESOURCE ALLOCATION MATRIX

task #	task name	QA/QC MANAGER (hour)	PROJECT MANAGER (hour)	PROJECT ENGINEER (hour)	PARTY CHIEF (hour)	CHAIN/ ROD MAN (hour)	OE TOTAL HOURS
PHASE 1							
1	Meetings		26	16			42
2	Research & Review		8	8			16
3	Utility Notification		4	28			32
4	Geotechnical Investigation		8	4			12
<i>Sub-Total Phase 1</i>			46	56			102
PHASE 2							
5	Topographic Survey			8	24	24	56
6	Base Maps		4	18			22
7	Site Evaluation		2	10			12
8	30% Plans	8	8	48			64
9	65% Plans & Estimate	8	32	90			130
<i>Sub-Total Phase 2</i>		16	46	174	24	24	284
PHASE 3							
10	SWPPP	4	16	80			100
11	WQMP	2	32	20			54
12	95% PS&E	8	32	68			108
13	100% PS&E	8	16	44			68
<i>Sub-Total Phase 3</i>		22	96	212			330
PHASE 4							
14	Bid Assistance/Construction Support		42	22			64
<i>Sub-Total Phase 4</i>			42	22			64
GRAND TOTALS		38	230	464	24	24	780
OPTIONAL TASKS							
16	Custom Driveway Design Details <i>(Per Driveway)</i>	1	1	8			10
17	Utility Potholing <i>(Per Day)</i>						

D REFERENCES

FIRM EXPERIENCE & REFERENCES

COSTA MESA

ADAMS AVE. ACTIVE TRANSPORTATION IMPROVEMENTS - MULTIPURPOSE TRAILS

OE provided Design Engineering services to the City of Costa Mesa for the Adams Avenue Active Transportation Improvements – Multipurpose Trails Project. With 6,800 linear feet (1.3 miles) of Class I multipurpose trails along Adams Avenue, connecting the Santa Ana River bridge to Royal Palm Drive, the project benefited cyclists, pedestrians, and the broader community. The project required pavement rehabilitation; multipurpose trails construction; median modifications; approximately 16 ADA ramp and 9 driveway construction; streetlight relocation/traffic signal modifications at 4 separate intersections; landscaping and irrigation; utility appurtenance adjustments/relocations; signing and striping replacement; a topographic survey consisting of aerial photographs, centerlines, monuments, and property boundaries; a geotechnical study of subgrade soil and recommendations on pavement treatments and multipurpose trail construction; 29 utility potholes; and a complete CEQA/NEPA environmental assessment for an E-76 permit. OE utilized geo-referencing of the work site in a GIS map for data referencing and plan sheets.

REFERENCE: John Rico, Associate Engineer, jrico@elmonteca.gov, (626) 580-2058, 11333 Valley Boulevard, El Monte, CA 91731-3293

EL MONTE

ARDEN DR. ZONE 3 STREET & BIKE LANE IMPROVEMENTS PROJECT

OE provided engineering design services for the City of El Monte on the Arden Drive Zone 3 Street and Bike Lane Improvements Project. The work called for the preparation of PS&E to rehabilitate pavement on Zone 3 streets and Arden Drive, as well as construct ADA ramps, repair damaged curb and reconstruct cross gutters where drainage was affected. The pavement was treated with slurry seal, cape seal, milling and overlays. Failed pavement sections were treated with a deeper grind and a grindable fibrous interlayer to prevent reflective cracking in lieu of full depth reconstruction. Sidewalk was replaced in areas that did not meet ADA compliance, such as heaved sidewalk panels and minimum path widths. Damage due to tree root infiltration of 126 trees was also noted, requiring OE to assign a licensed arborist. Further enhancements were included in the design per the San Gabriel Valley Regional Bicycle Master Plan to include a Class II bike lane along Arden Drive and Class III bike lanes along Hickson Street, Esto Avenue, Marsen Street, Ranger Avenue, and Arden Way. OE subsequently updated the City's Master Bike Plan with recommendations. OE also conducted public outreach activities to address concerns from local businesses, residents and stakeholders affected by the construction.

REFERENCE: John Rico, Associate Engineer, jrico@elmonteca.gov, (626) 580-2058, 11333 Valley Boulevard, El Monte, CA 91731-3293

BREA

THE TRACKS AT BREA SEGMENT 3

OE provided consulting services to the City of Brea for the Tracks at Brea, Segment 3, a new bicycle and pedestrian trail from Brea Boulevard to State College Boulevard. The project included constructing a new 10-foot-wide asphalt bike trail and a 5-foot-wide walking trail, as well as a parking lot with decorative paving. The scope of work also entailed installing bioswales, drought-tolerant plants and trees, a bicycle-fixing station, and benches and trash cans. After soil excavation and remediation, the soil was fine graded and a storm drain system was installed, complete with a desilting riser to comply with the NPDES permit and prevent sediment loss. As the project disturbed greater than 1 acre, it triggered the need to comply with the Construction General Permit. The permit required a Stormwater Pollution Prevention Plan, a Notice of Intent to be filed with the California Stormwater Resources Control Board, and sampling during qualifying rain events. The project was funded by the Land and Water Conservation Fund, the Clean Transportation Fund via the Mobile Source Air Pollution Reduction Review Committee (MSRC), Safe Routes to Schools California, the Housing-Related Parks Program, and City funds.

REFERENCE: Raymond Contreras, Project Manager, (714) 990-7763, raymondcc@ci.brea.ca.us, 1 Civic and Cultural Center, Brea, CA 92821

RANCHO CUCAMONGA

OLIVE GROVE PARK MULTI-USE TRAIL PROJECT

OE provided design engineering services on the Olive Grove Park Multi-Use Trail Project for the City of Rancho Cucamonga. The project was experiencing deep rutting which endangered trail users. The rutting was due to the steepness of the trail and a lack of a stormwater management infrastructure. The trail was reconstructed with

decomposed granite and reinforced with a soil stabilizer to reduce the loss of fine material. The trail was regraded to divert stormwater to new PCC v-ditches along the trail that also intercepted all stormwater from the adjacent parkway, preventing it from crossing the trail. An underground culvert was constructed beneath a T-intersection in the trail to divert the surface run-off beneath the trail to a new v-ditch on the opposite side of the trail where the crossfall of the trail reversed and conveyed the surface runoff to an existing catch basin at the base of the park. The trail design also required the integration of flat landings every 25 feet to satisfy ADA requirements. The redesign of the trail included the construction of retaining curb next to the flat landings to secure the trail material adjacent to the landings which had previously been eroded, creating steps in the trail. The project included grading of 80,000 square feet.

REFERENCE: Romeo David, PE, Associate Engineer, romeo.david@cityofrc.us, (909) 774-4070, 10500 Civic Center Drive, Rancho Cucamonga, CA 91730

ENCINITAS

MULTI-USE PEDESTRIAN, BICYCLE AND EQUESTRIAN TRAIL-82

OE provided Engineering Design services for the Rancho Santa Fe Road Multi-Use Pedestrian, Bicycle and Equestrian Trail project (Trail 82) for the City of Encinitas. The purpose of the project was to design a multi-use trail (pedestrian, bicycle, and pedestrian use) along Rancho Santa Fe Road. The trail extended approximately 0.95 miles (5,016 feet) from Encinitas Boulevard to El Camino Del Norte along the east side of Rancho Santa Fe Road, connecting several sections of existing trail, with a varying width from approximately 6 ft. to 8 ft. The land use surrounding the project limits consisted primarily of single-family residences with some commercial developments near the intersection of Encinitas Boulevard and Rancho Santa Fe Road. The relocation of surface utility features and fences was required to accommodate the trail and the existing trail surface was rehabilitated to reduce vegetation damage, improve drainage, and comply with ADA maximum slope and minimum walkway width requirements. This included concrete curb and gutter replacement, water bar installation, ADA curb ramp reconstruction, driveway and headwall reconstruction and trail fence installation. The trail also had intersection crossings, which required slip-resistant coating upgrades, asphalt stamping and signage and striping.

REFERENCE: Pete Milligan, PE, Engineer II, (now with San Diego County Water Authority), (858) 522-6800 pmilligan@sdewa.org, 4677 Overland Avenue., San Diego, CA 92123

LONG BEACH

EAST 2ND STREET BIKE LANE IMPROVEMENTS PROJECT

OE provided Design Engineering services to the City of Long Beach for the East 2nd Street Bike Lane Improvements Project from the Pacific Coast Highway to the east city limits. Phase 1 of this project included designing Class 2 bike lanes in both directions along E. 2nd Street. Phase 2, which was combined with Phase 1, included incorporating a pavement grind/overlay with localized removal and replacements of the entire pavement section into the design. Phase 3 included the preparation of conceptual median landscaping plans and a conceptual Class 1 bike lane with right-of-way takes. The project was completed on time and within budget.

REFERENCE: Derry Mac Mahon, City Engineer, (310) 525-0681, dmacmahon@koacorp.com, 333 W. Ocean Boulevard, Long Beach, CA. 90802

ORANGE COUNTY

MEADS AVENUE EQUESTRIAN TRAIL RELOCATION PROJECT

OE provided design engineering services to the County of Orange to relocate an equestrian trail from the south side of Meads Avenue to the north side of Meads Avenue between Orange Park Boulevard and Hillside Drive. This relocation required realigning the roadway. Drainage was a concern and was considered carefully during design. Realigning Meads Avenue required some careful consideration to preserve the rural look which the residents in Orange Park Acres prefer and still maintain drainage to eliminate erosion of the proposed trail. The existing trail had significant erosion which caused a loss and migration of sediment further down the street. A concrete or asphalt swale were considered to help further minimize erosion and limit the required maintenance on the trail and roadway shoulder while still maintaining the same aesthetic appearance.

REFERENCE: Jamie N Reyes, PE Civil Engineer, Traffic & Design Division, OC Public Works, (714) 647-3903, Reyes@ocpw.ocgov.com, 300 N. Flower St., Santa Ana, CA 92703

BELLFLOWER

BELLFLOWER BOULEVARD COMPLETE STREETS PROJECT - HSIP FUNDED

OE provided the City of Bellflower with Design Engineering services for the HSIP – Bellflower Boulevard Complete Streets Project. The project consists of enhancing approximately 2,200 linear feet (0.42 miles) of Bellflower Boulevard from Artesia Boulevard to the South City Limit, approximately 330 feet south of Rose Street. Bellflower Boulevard is an arterial street with two lanes of traffic and curbside parking in both directions, a dual left turn lane, and traffic signals at high

volume intersections. The project was partially funded by Cycle 9 of the Highway Safety Improvement Program (HSIP). The project has an estimated cost of \$1,162,100. The street enhancements included adding Class III Bike Lanes, reducing the lane widths, adding raised medians with landscaping and irrigation, upgrading and adding high visibility crosswalks, rapid flashing beacons, and pedestrian countdown heads at the intersections, bulb-outs, and road resurfacing.

REFERENCE: Philip Wang, PE, City Engineer (now in Whittier), (562) 567-9500 , pwang@cityofwhittier.org, 13230 Penn Street, Whittier, CA. 90602

EL MONTE

SANTA ANITA ACTIVE TRANSPORTATION, CYCLE 5 ATP PROJECT, PHASE I, II, & III

OE provided consultant services for the City of El Monte on the Santa Anita Active Transportation Program, Cycle 5 ATP Project. This project was funded by LACMTA Net Toll Revenue Reinvestment Grant Fund and Measure M funding, totaling \$2,200,000. This project entailed cold-milling and ARHM overlay (nearly 200,000 tons). Additionally, the project included video detection and traffic signal updates, and wayfinding sign and bike rack installation at various intersections. The purpose of this project was to improve safety for all roadway users, improve conditions for non-motorized modes of travel thereby promoting pedestrian, cycle and transit use, improve neighborhood connectivity and livability, and to improve the comfort of non-motorized user traveling to and from the El Monte Transit Center and Downtown El Monte. Work was split into three segments, Class II Bike Lane Installation on Santa Anita Avenue from Tyler Avenue to Lower Azusa Road (0.53 miles), Pavement, Curb and Ramp Upgrades on Tyler Avenue from Ramona Blvd. to Santa Anita Avenue (0.97 miles), and Pavement, Curb and Ramp Upgrades on Ramona Blvd. from Santa Anita Avenue to Tyler Avenue (0.36 miles).

REFERENCE: Lee Torres, P.E., City Engineer, (now in Palmdale), (661) 267-5300, ltorres@cityofpalmdaleca.gov, 38250 Sierra Highway, Palmdale, CA 93550

LAGUNA NIGUEL

NIGUEL ROAD STREET REHABILITATION

OE provided the City of Laguna Niguel with Project Engineering services for the Niguel Road Street Rehabilitation and ADA Improvement Project. The project consisted of rehabilitating an approximately 1.93 mile (10,200-foot) section of Niguel Road that extends from Alta Tera to Marina Hills Drive. Niguel Road from Highland Avenue to Marina Hills Drive (8,450 linear feet) is an arterial street with two lanes of traffic in either direction, raised center medians, centerline striping, left and right-turn pockets, and bike lanes. Niguel Road from Alta Terra to Highland Avenue is a residential collector street (1,750-feet) with one lane of traffic in both directions. A major part of this project involved the full design of the 64 ramps for the nearly 2 mile stretch hilly roadway. Parking was prohibited on the street except on the north side of Niguel Road from Alta Terra to Galina Way which required traffic management. Additional tasks included repairing curb, gutter, and sidewalk and constructing ADA compliant access ramps where required.

REFERENCE: Jacki Scott, Public Works Director/Analyst, jscott@cityoflagunaniguel.org, (949)362-4337 , 30111 Crown Valley Pkwy. Laguna Niguel, CA 92677

CHINO HILLS

LOS SERRANOS WIDENING, SIDEWALK & EQUESTRIAN TRAIL IMPROVEMENT

OE provided full Design Engineering services for the Los Serranos Widening, Sidewalk and Equestrian Trail Improvement Project (ATP funded). The proposed project limits included the widening of ten rural residential streets in the Los Serranos area of Chino Hills. The project limits are located just west of the 71-freeway towards the east end of the City of Chino Hills. The project locations are surrounded by single family residential homes. The project was funded through the Active Transportation Program Project. Currently the Los Serranos area is very rural. The project limits included very minimal curb, gutter, and sidewalk. The ATP grant proposed provided funding for curb, gutter, and sidewalk on one side of each of the ten streets. The design included widening one side of the street on ten street segments within the City of Chino Hills.

REFERENCE: Tad Garrety, (909) 364-2722, tgarrety@chinohills.org, Chino Hills Engineering Department, 4000 City Center Drive, Chino Hills, CA 91709

LOMITA

247TH STREET AREA WATER MAIN REPLACEMENT PROJECT

OE provided Design Engineering services to The City of Lomita for the 247th Street Area Water Main Replacement Project. The project limits were on 246th Street, 247th Place, 248th Street, Western Avenue and Lomita Boulevard and involved the installation of 3,300 linear feet of new 6-inch PVC water mains to provide improved flow, pressure, and fire protection. The existing 4-inch/6-inch water main systems were constructed between 1928 and 1930 and had exceeded its useful service life. The proposed water main was installed parallel to the existing main while keeping the old line in service to minimize downtime for the public. All fire hydrants, service laterals, valves, blow-offs, air release valves, and other associated water appurtenances were replaced, and sectional pavement, curb gutter and sidewalk were removed and reconstructed according to ADA standards and drainage patterns. Encroachment permits from Caltrans and the City of Los Angeles within their jurisdictions were secured. Funding was sourced from the City's CIP Program and the FEMA Hazard Mitigation Grant.

REFERENCE: Mondher Saied, PE, (310) 325-7110x110 - m.saied@lomitacity.com, 24300 Narbonne Avenue Lomita, CA 90717

ALHAMBRA**WATER MAIN REPLACEMENT-HALSTEAD DR., HIDALGO AVE., & MAIN ST.**

OE provided engineering design services for the City of Alhambra on the Water Main Replacement Project with site locations at Halstead Drive, Hidalgo Avenue, and Main Street. The purpose of the project was to replace water mains that were constructed between the 1910s and 1920s with approximately 5,400 linear feet (1.0 mile) of water mains in order to improve water flow and firefighting capabilities. The limits included Halstead Circle (from Vega St. to Vega St.) and on Hidalgo Avenue (from Alhambra Rd. to Main St.) in which 6" cast iron piping was replaced with 8" ductile iron pipe (DIP). The work on Main St. (from Hidalgo to Champion Place) involved replacing 4" cast iron piping with 8" DIP. Service lateral reconnection, trench backfilling, pavement reconstruction, signing and striping, and curb and gutter repairs were also addressed.

REFERENCE: Thomas Amare, Engineering Associate - (626) 300-1562 - tamare@cityofalhambra.org - 111 South First Street, Alhambra, CA. 91801

LONG BEACH**CITYWIDE ADA RAMPS & PATH OF TRAVEL PEDESTRIAN ACCESSIBILITY IMPROVEMENT**

OE is providing Design Engineering services to the City of Long Beach involving Citywide ADA Curb Ramps and Path of Travel Pedestrian Accessibility Improvements. The objective of the project is to design and construct at least 20,000 new ADA compliant curb ramps over the next 20 years in accordance with current State and Federal accessibility codes and standards. The project is to complete 1,000 of those ramps deemed most critical for accessibility. OE's team utilizes AutoCAD Civil 3D on 3D surfaces for the designs in compliance with the Long Beach Standard Plan No. 122 in order to satisfy the maximum allowable slopes dictated in the most current version of Caltrans Standard Plan A88A, and has had to consider other accessibility standards due to occasional unavailability of a suitable ramp case and type. The project work entails the preparation of detailed individual curb ramp construction plans with the inclusion of horizontal geometrics, design elevations and dimensions, and utility appurtenance adjustments and relocations, along with concrete infrastructure such as curb, gutter, cross-gutters, and sidewalk. The necessary reconstruction is incorporated in order to accommodate the new curb ramps, meet accessibility requirements, and maintain drainage. Additional design elements have also required consideration, which involve constructing 32"x54" size flat landings next to each pedestrian push-button at signalized intersections and installing guardrails where retaining curbs adjoin walkable hard surfaces. Due to the large volume of ramps reconstructed each year, small batches of design details and construction of the ramps are being provided to the City at regular intervals through out a continuous process, with City submittals made on a monthly basis at a scaled frequency and quality.

REFERENCE: Keith Hoey, PE, Senior Civil Engineer, m(562) 570-6586, keith.hoey@longbeach.gov, 411 West Ocean Boulevard,, 5th Floor, Long Beach, CA. 90802

CORONA**SIDEWALK GAP CLOSURE AT EAST CHASE DRIVE & SMITH AVENUE**

OE provided engineering design services for the City of Corona on the Sidewalk Gap Closure Project located at East Chase Drive and Smith Avenue. The purpose of the project was to construct approximately 1,400 linear feet (0.27 miles) of ADA accessible sidewalk along the following streets: (1) Chase Drive between Gilbert Avenue and Thacker Drive; (2) Thacker Drive from Mid-block to Chase Drive; and (3) Smith Avenue between SR-91 freeway and Pleasant View Avenue. The project was funded by the Agreement for Funding Under SB 821 Bicycle and Pedestrian Facilities Program, Agreement No. 22-62-058-00, entered into between the City and the Riverside County Transportation Commission (RCTC) and was subject to all Federal and State requirements. OE's design work included closing sidewalk gaps and designing ADA compliant curb ramps and driveways to improve accessibility, safety, and mobility for pedestrians.

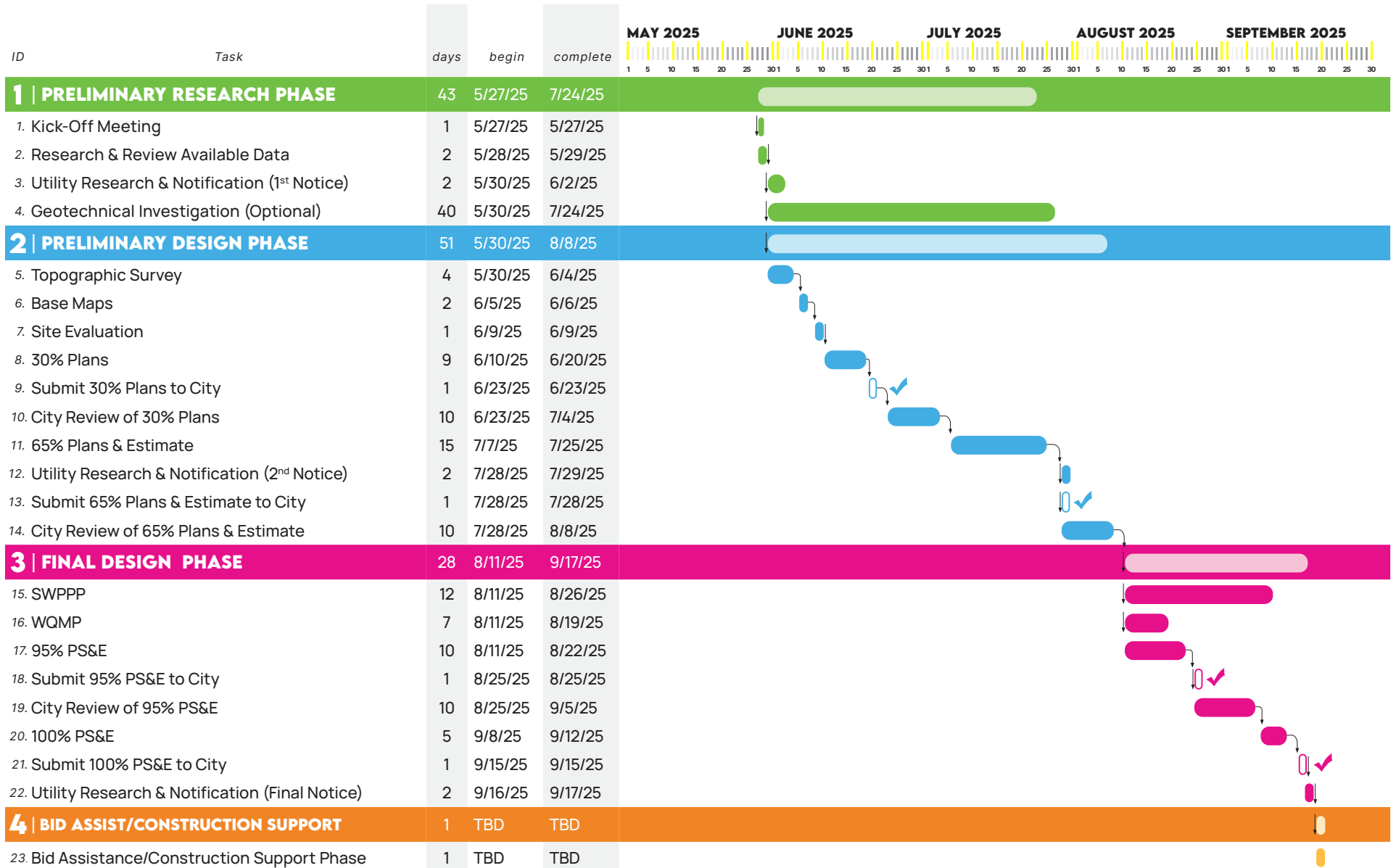
REFERENCE: Gerardo Sanabria, Associate Engineer - (951) 736-2266 - gerardo.sanabria@coronaca.gov - 400 S. Vicentia Avenue, Corona, CA. 92882

COSTA MESA**NEWPORT BOULEVARD WIDENING IMPROVEMENTS PROJECT**

OE provided the City of Costa Mesa with design engineering services on the Newport Boulevard Widening Improvements Project. The project consisted of widening a portion 77 Fair Drive of southbound Newport Boulevard to accommodate a fourth through lane and improve its Level of Service from the current "F" rating (ranging from 1.10 to 1.30). The section of roadway to be enhanced extended approximately 2,700 linear feet southwest from 19th Street to the Superior Avenue turn-off located northeast of 17th Street. The project was located within Caltrans jurisdiction and required traffic signal modifications, utility and street light relocations, and right-of way acquisitions to accommodate the additional through lane and right-turn pockets.

REFERENCE: Jennifer Rosales, Project Manager, (714) 754-5180, jennifer.rosales@costamesaca.gov, 77 Fair Drive, Costa Mesa, CA 92626

E SCHEDULE



F DESIGN BUDGET

task #	task name	QA/QC MANAGER \$200 (hour)	PROJECT MANAGER \$180 (hour)	PROJECT ENGINEER \$140 (hour)	PARTY CHIEF \$220 (hour)	CHAIN/ ROD MAN \$180 (hour)	OE TOTAL HOURS	OE SUB-TOTAL COST	GROUP DELTA LUMP SUM	FBA ENGINEERING LUMP SUM	SITIO LUMP SUM	CERTERRA LUMP SUM	SUB- CONSULTANT SUB-TOTAL COST	GRAND TOTAL COST
PHASE 1														
1	Meetings		26	16			42	\$6,920.00						\$6,920.00
2	Research & Review		8	8			16	\$2,560.00						\$2,560.00
3	Utility Notification		4	28			32	\$4,640.00						\$4,640.00
4	Geotechnical Investigation		8	4			12	\$2,000.00	\$20,539.00				\$20,539.00	\$22,539.00
	Sub-Total Phase 1		46	56			102	\$16,120.00	\$20,539.00				\$20,539.00	\$36,659.00
PHASE 2														
5	Topographic Survey			8	24	24	56	\$10,720.00						\$10,720.00
6	Base Maps		4	18			22	\$3,240.00						\$3,240.00
7	Site Evaluation		2	10			12	\$1,760.00	\$460.00				\$460.00	\$2,220.00
8	30% Plans	8	8	48			64	\$9,760.00	\$1,380.00	\$10,350.00			\$11,730.00	\$21,490.00
9	65% Plans & Estimate	8	32	90			130	\$19,960.00	\$1,725.00	\$12,075.00			\$13,800.00	\$33,760.00
	Sub-Total Phase 2	16	46	174	24	24	284	\$45,440.00	\$3,565.00	\$22,425.00				\$71,430.00
PHASE 3														
10	SWPPP	4	16	80			100	\$14,880.00						\$14,880.00
11	WQMP	2	32	20			54	\$8,960.00						\$8,960.00
12	95% PS&E	8	32	68			108	\$16,880.00	\$1,725.00	\$10,350.00			\$12,075.00	\$28,955.00
13	100% PS&E	8	16	44			68	\$10,640.00	\$1,725.00	\$1,725.00			\$3,450.00	\$14,090.00
	Sub-Total Phase 3	22	96	212			330	\$51,360.00	\$3,450.00	\$12,075.00			\$15,525.00	\$66,885.00
PHASE 4														
14	Bid Assistance/Construction Support		42	22			64	\$10,640.00	\$690.00	\$2,300.00			\$2,990.00	\$13,630.00
	Sub-Total Phase 4		42	22			64	\$10,640.00	\$690.00	\$2,300.00			\$2,990.00	\$13,630.00
	GRAND TOTALS	38	230	464	24	24	780	\$123,560.00	\$20,539.00	\$7,705.00	\$36,800.00		\$65,044.00	\$188,604.00
OPTIONAL TASKS														
16	Custom Driveway Design Details (Per Driveway)	1	1	8			10	\$1,500.00						\$1,500.00
17	Utility Potholing (Per Day)											\$9,545.00	\$9,545.00	\$9,545.00

The hourly rates above are our fee schedule. Any additional work will be negotiated utilizing those hourly rates.
All fees proposed herein reflect the prevailing wage requirements as applicable to this project per the California Labor Code.



EXHIBIT B (if applicable)

PUBLIC WORKS - CALIFORNIA LABOR CODE REQUIREMENTS

(Labor Code §§ 1720 *et seq.*, 1813, 1860, 1861, 3700)

If the Services, in whole or in part, constitute “public works” as defined by California law, then CONSULTANT shall comply with the terms and conditions set forth in this PUBLIC WORKS EXHIBIT.

“Public works” include, but is not limited to the following: BOUNDARY SURVEY WORK, TOPOGRAPHICAL SURVEY WORK, RELOCATION WORK, CONSTRUCTION INSPECTION, TESTING AND OVERSIGHT SERVICES, SITE ASSEMBLY WORK, PRECONSTRUCTION TESTING AND INSPECTION SERVICES, INSTALLATION AND REMOVAL OF TEMPORARY FENCING AT PROJECT SITES, OR GEOTECHNICAL WORK (INCLUDING SOIL AND COMPACTION TESTING, FIELD TECHNICIAN OBSERVATION OF ALL TRENCHING AND BACKFILL OPERATIONS, AND FIELD TECHNICIAN INSTALLATION OF MONITORING DEVICES).

As to any portion of the Services that are “public works,” CONSULTANT shall comply in all respects with all applicable provisions of the California Labor Code, including the following:

1. This Agreement is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and CITY and CONSULTANT agree to be bound by all the provisions thereof as though set forth fully in this Agreement.
2. CONSULTANT shall be registered with the Department of Industrial Relations (“DIR”) in accordance with California Labor Code Section 1725.5 and has provided proof of registration to CITY prior to the Effective Date of this Agreement.
3. CONSULTANT agrees to comply with the provisions of California Labor Code Sections 1771, 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The applicable prevailing wage determination(s) may be obtained at:

<http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>.

Applicable prevailing wage determinations are also on file with CITY and are available to any interested party upon request. CONSULTANT shall, as a penalty to CITY, forfeit not more than two-hundred dollars (\$200) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for any public work done under this Agreement by CONSULTANT or by any subcontractor.

4. Pursuant to California Labor Code Section 1771.4, CONSULTANT’s services are subject to compliance monitoring and enforcement by the Department of Industrial Relations. CONSULTANT shall post job site notices as prescribed by DIR regulations and furnish the records specified in California Labor Code Section 1776 directly to the Labor Commissioner in the manner prescribed by California Labor Code Section 1771.4(a)(3) and (c)(2).

5. CONSULTANT shall comply with the provisions of California Labor Code Section 1776 which, among other things, require CONSULTANT and each subcontractor to (1) keep accurate payroll records, (2) certify and make such payroll records available for inspection as provided by Section 1776, and (3) inform CITY of the location of the records. CONSULTANT is responsible for compliance with Section 1776 by itself and all of its subcontractors.
6. CONSULTANT shall comply with the provisions of California Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONSULTANT is responsible for compliance with Section 1777.5 by itself and all of its subcontractors.
7. CONSULTANT shall comply with the provisions of California Labor Code Section 1813 concerning penalties for workers who work excess hours. CONSULTANT shall, as a penalty to CITY, forfeit twenty-five dollars (\$25) for each worker employed in the execution of this Agreement by CONSULTANT or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code.
8. California Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, CONSULTANT hereby certifies as follows:

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

EXHIBIT C (if applicable)

**REQUIRED FOR ALL CONTRACTS AWARDED BY THE CITY COUNCIL
(OTHER THAN COMPETITIVELY BID, LABOR, OR PERSONAL EMPLOYMENT CONTRACTS)**

LEVINE ACT DISCLOSURE STATEMENT

California Government Code section 84308, commonly referred to as the "Levine Act," precludes an elected or appointed officer of a local government agency from making, participating in, or in any way attempting to influence the awarding of a contract by the agency if the officer receives any political contributions totaling more than \$500 in the 12 months preceding the contract award, during the proceeding leading to the contract award, and for 12 months following the final decision on the contract, when the contribution is from any person that has a financing interest in the contract. This prohibition applies to contributions made directly to the officer, received by the officer on behalf of any other officer, or received on behalf of any candidate for office or on behalf of any committee. The Levine Act also requires disclosure of any such contributions to be made by a party to be awarded a contract by the local agency. The Levine Act does not apply to contracts that are competitively bid, labor, or personal employment contracts.

LEVINE ACT DISCLOSURES:

1. Have you or your company, or any agent on behalf of you or your company, made any contributions of more than \$500 to any member of the Buena Park City Council in the 12 months preceding the date the City issued the request for proposals leading to the contract?

YES ___ NO ___

If yes, please identify the Councilmember(s) and amount of any such campaign contribution(s):

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any contributions of more than \$500 to any member of the Buena Park City Council after the date of the issuance of the request for proposals, or in the 12 months after the City Council's decision on the contract?

YES ___ NO ___

If yes, please identify the Councilmember(s):

NOTE: Answering yes to either of the two (2) questions above does not preclude the City of Buena Park from awarding a contract to your firm. It does, however, preclude the identified officer(s) from making, participating in, or in any way attempting to influence the contract award process. Failing to provide full and accurate information on this form may be grounds for disqualification and other legal penalties.

DATE

SIGNATURE OF AUTHORIZED OFFICIAL

NAME OF COMPANY

NAME, TITLE

City Council Regular Meeting Agenda Report

B. APPROVAL OF THE CITY OF BUENA PARK'S SPEED CUSHION TRAFFIC CALMING PROGRAM AND POLICY NO. 53

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	NEW BUSINESS Item: 5B.
Prepared By	Department Head Approval
Deepthi Arabolu, Assistant City Engineer	Mina Mikhael, Director of Public Works/City Engineer
Presented By	
Deepthi Arabolu, Assistant City Engineer	

RECOMMENDED ACTION

1) Approve the Speed Cushion Traffic Calming Program; and 2) Approve the associated City Council Policy Statement No. 53.

PREVIOUS CITY COUNCIL ACTION

On April 22, City staff presented a draft policy for implementing speed humps and speed cushions as traffic calming measures in residential neighborhoods with established speeding issues. Following City Council's direction to finalize this policy, staff is presenting the completed document for review and adoption.

DISCUSSION

This policy provides a clear framework to guide the identification, design, implementation, and potential removal of speed cushions on local residential roadways in Buena Park. The policy's goal is to improve neighborhood safety and quality of life by reducing excessive vehicle speeds, while balancing community input and efficient use of City resources.

To ensure the policy reflects best practices, City staff contacted several cities across Orange County and other regions that have implemented similar programs. These conversations provided valuable insights into the effectiveness, community response, and long-term considerations of speed cushion programs. Many elements in Buena Park's policy are derived from the most successful and efficient approaches observed in other jurisdictions.

Additionally, staff conducted in-person evaluations by driving streets with installed speed cushions to assess real-world conditions. Based on this research staff developed a standard plan tailored to Buena Park's roadway conditions and emergency response needs, which is included in the finalized policy. Here are the key elements of the Policy:

1. **Traffic calming** uses physical devices and non-intrusive enforcement to reduce vehicle speeds and improve safety for all road users. Speed cushions are raised devices designed to slow vehicles while allowing emergency responders to pass with minimal delay.

2. **Petition and Evaluation Process:**

- **Phase I:** Community members submit an initial petition identifying speed concerns on eligible local streets. City staff then evaluate traffic data and consider non-physical measures such as enhanced signage and enforcement over six months.
- **Phase II:** If speeding persists, a formal property owner petition is conducted. Approval requires at least 70% support from affected property owners, and 100% support from those adjacent to the proposed improvements. Eligible streets must meet specific criteria including speed, traffic volume, and roadway classification.

3. **Design and Approval:** Staff develops a concept plan in coordination with public safety agencies and presents it to the Traffic & Transportation Commission and City Council for final approval, prior to installation.

4. **Speed Cushion Removal Process**

The policy also establishes a community-driven process to remove speed cushions, if desired:

- A removal petition requires signatures from at least 51% of affected property owners.
- A subsequent vote requires 70% approval to proceed.
- Removal is typically scheduled with routine paving projects unless funding is available sooner.
- If removal is not approved, petitions may be resubmitted after 12 months.

The policy balances effective traffic calming with community involvement and City resource management. It provides a structured approach to addressing neighborhood speeding concerns through speed cushions, while also allowing for their removal if community consensus changes.

BUDGET IMPACT

The implementation and management of the Speed Cushion Policy will have the following budget considerations:

1. **Implementation Costs**

- **Design & Construction:** Installation of speed cushions typically includes costs for materials, labor, signage, striping, and any required traffic control during installation.
- **Estimated Cost per Location:** Approximately \$8,000 to \$10,000 per speed cushion, depending on site-specific needs and layout.
- **Annual Program Budget:** Funding will be allocated through the existing Public Works Capital Improvement Program (CIP) or Traffic Calming Program budget. The number of installations per year will be determined based on available funding and petition approvals.

2. **Administrative Costs**

- Staff Time: Administrative review, petition processing, community outreach, data collection, and coordination with emergency services will be absorbed within current staffing levels in the Public Works Department. However, a significant increase in petition volume may require re-evaluation of staffing needs in future budget cycles.

3. Maintenance Costs

- Speed cushions are relatively low-maintenance but may require periodic repainting, repair, or replacement due to wear or roadway resurfacing. These ongoing maintenance needs will be incorporated into the City's pavement management and maintenance planning.

4. Removal Costs

- If removal is approved and scheduled during a planned paving project, the cost is minimal and absorbed into the repaving scope. If funding is available sooner, for example, through available cost savings, removal will be implemented as those funds are available.

Attachments

[Att 1 of 2 Final Buena Park Speed Hump-Cushions Traffic Calming Program.pdf](#)
[Speed Cushion Traffic Calming Program Policy.pdf](#)

Speed Cushion Traffic Calming Program



Prepared for:
City of Buena Park
Department of Public Works

Prepared by:



MARK THOMAS

TABLE OF CONTENTS

Table of Contents	ii
List of Tables and Figures.....	iii
Appendices	3
1.0 INTRODUCTION.....	2
1.1 What is Traffic Calming?.....	2
1.2 Objective.....	3
1.3 Living Document	4
1.4 Key Terms.....	4
1.5 Frequently Asked Questions.....	5
2.0 SPEED CUSHION PETITION PROCESS	7
2.1 Phase I – Initial Evaluation	7
<i>2.1.1 Petitioner Initial Evaluation Form</i>	<i>7</i>
2.2 Phase II – Property Owner Initial Request, Property Review, and Concept Review.....	8
<i>2.2.1 Property Owner Initial Request.....</i>	<i>8</i>
<i>2.2.2 City Roadway Screening</i>	<i>8</i>
<i>2.2.3 Property Owner Review and Approval.....</i>	<i>9</i>
3.0 SPEED CUSHION CONCEPT PLAN DEVELOPMENT AND COUNCIL APPROVAL.....	10
3.1 Concept Plan Development	10
<i>3.1.1 Review Meetings</i>	<i>10</i>
<i>3.1.2 Approval Process.....</i>	<i>10</i>
4.0 SPEED CUSHION REMOVAL PETITION PROCESS	11

LIST OF TABLES AND FIGURES

Figure 1 – Speed Cushion Installation Consideration Petition Process Requirements.....	7
Table 1 – Speed Cushion Implementation Screening Criteria.....	8
Table 2 – Speed Cushion Removal Consideration Petition Process.....	11

APPENDICES

Appendix A: Speed Cushions Installation	12
Criteria and Screening Study	12
Appendix B: Petition Initial Evaluation Form	20
Appendix C: Property Owner Initial Request Form	21
Appendix D: Preliminary Concept Design	22
Appendix E: Petition Initial Evaluation Form (REMOVAL).....	23

1.0 INTRODUCTION

This document presents the policies and procedures to implement speed humps and speed cushions on local roadways within the City of Buena Park (City). These related engineering solutions shall be identified for potential implementation to help manage motorist speeding on local roadways or residential streets within the City.

This document provides the City with a guidance framework for communities and/or neighborhoods to potentially implement local roadway speed humps and speed cushions, including:

- Screening criteria to justify the need and potential implementation of speed humps and speed cushions.
- Recommended design guidance for speed humps and speed cushions implementation.
- Process to remove speed humps and speed cushions if desired by the community and/or neighborhood.

This policy also provides a defined process to make efficient use of City resources including staff time and available funding.

1.1 WHAT IS TRAFFIC CALMING?

Traffic Calming is defined by the Institute of Transportation Engineers (ITE) as the combination of physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized roadway users. Using this policy, City staff may evaluate and identify the cause of local roadway traffic issues and determine feasible traffic calming solutions for potential implementation, such as the installation of speed humps and speed cushions. Traffic calming efforts not only include engineering countermeasures but also include non-intrusive enforcement and education efforts. Often, enforcement efforts are deployed as an initial step to mitigate speeding concerns, minimizing the need for costly capital projects that require ongoing maintenance by the City.

Defining Speed Humps and Speed Cushions

Speed humps are defined as continuous raised traffic calming devices, approximately 3 to 4 inches high curb-to-curb, installed across the entire width of the road to slow vehicles by elevating the wheelbase of the motor vehicle. Speed humps force motorists to slow down to a manageable speed. Research studies¹ have shown that speed humps may be effective at reducing speeds by nearly 10 miles per hour (MPH). Speed humps are commonly used in residential areas where speed reduction is warranted.

¹ U.S. Department of Transportation Federal Highway Administration, Speed Management Countermeasures, "More than Just Speed Humps," July 2014. Available at: <https://highways.dot.gov/safety/speed-management/speed-management-countermeasures-more-just-speed-humps#1>



Speed hump in Stockton, California

Speed cushions are similar to speed humps, raised traffic calming devices, approximately 3 to 4 inches high, installed across the entire width of the road to slow vehicles by elevating the wheelbase of the motor vehicle, but include two-wheel cutouts designed to allow unimpeded travel by vehicles with a wide track, typically operated by emergency responders (police, fire, ambulance) with minimal slowing. Speed cushions are commonly used in residential areas where speed reduction is warranted without significantly impeding emergency vehicle response times. Other names referring to speed cushions include speed lumps or speed pillows.



Speed cushion in the neighboring City of Anaheim

For the purposes of this policy document, we use the term “speed cushion” to represent the traffic calming tool to address vehicle traffic speed concerns.

1.2 OBJECTIVE

The overall objective of this policy is to implement, where applicable and warranted, speed cushions on local roadways to improve the quality of life in residential neighborhoods by reducing adverse impacts caused by vehicular traffic.

1.3 LIVING DOCUMENT

This policy document identifies appropriate speed cushions guidelines to address traffic-related concerns, improve neighborhood safety, and accommodate travel by motor vehicles, pedestrians, and bicyclists. This document is designed to be a “living document” to ensure the most current industry-wide research, information, and tools shall be continuously updated and made available to the City. This document is intended to be updated as appropriate by the Director of Public Works, as lessons learned are identified and additional information is obtained by City staff. If no issues arise, the document will remain current.

1.4 KEY TERMS

Key terms documented herein include:

85th Percentile Speed – As established by the California Vehicle Code, this speed is used to set roadway speed limits to be enforced by radar. For example, of 100 vehicles, 85 of those would be traveling at the 85th percentile speed or less.

ADT – Average Daily Traffic, the number of vehicles passing through a particular roadway segment in one 24-hour weekday period.

Affected Properties – Any property owner immediately adjacent to the community or neighborhood local roadway(s) defined within the project study area boundary.

Affected Property Voter – A property owner of an affected property is eligible to cast a vote on behalf of the property. The property owner of an affected multi-family housing shall receive one vote.

Arterial Roads – Roads that act as major thoroughfares, carrying traffic from local roads and collector roads typically across a greater distance, greater volume, and higher traveling speed. Arterial roads are designated in the City of Buena Park’s General Plan Mobility Element.

City – City of Buena Park.

City Staff – Employed agency staff at the City of Buena Park.

Collector Roads – Roads that primarily act as connectors, channeling or connecting traffic between local roads and arterial roads.

Cut-Through Traffic – Traffic that travels through a local roadway but does not begin or end a trip in the neighborhood.

MPH – The standard measure for motor vehicle speed is in miles per hour (MPH).

Project Study Area – Used in this document to indicate the project study area. The project study area shall be primarily a neighborhood or residential area with a set of local roadways providing local access and through movement.

Petition Checklist – Used by the Petitioner to solicit property owners written requests and approval of speed cushion implementation or removal. This checklist shall be used by Petitioners to request the project study area and reasons for the request. (See Attachment C).

Petition Initial Evaluation Form - The form is to be completed by the petitioner to commence Phase 1. The form identifies the local roadway segment(s) for potential speed cushion implementation and prompts the City to consider enforcement and signing and striping roadway treatments. (See Attachment B).

Petitioner – The individual listed as the primary contact for the traffic calming petition submitted to the City. If the petitioner is a school official, then a Letter of Support from the School District is required.

Phase I – Phase I improvements are considered non-physical features. These improvements are intended to be implemented in a greater number of situations since they require significantly less modifications to existing infrastructure. Phase I improvements include items such as police enforcement activities, installation of traffic signs, and enhanced roadway striping.

Phase II – Phase II improvements are the installation of the traffic calming device following the Phase I efforts. Phase II improvements require property owner support which shall be obtained through a petition.

Program – This City policy related to the installation of speed cushions (it is intended for Program to be used interchangeably with Policy).

Residential/Local Roadways – Roadways that primarily serve residential areas and are typically two-lane roadways with a 25-mph speed limit and low vehicle volumes. These roadways are not included in the roadway classification system in the City of Buena Park General Plan Circulation Plan.

Property Owner Initial Request – Conducted before the City determines if a roadway is eligible for speed cushions implementation, requiring 51% of neighbors to agree that there is an issue that they want to consider mitigating with speed cushions.

School Bus Access Route – A roadway with a school entrance/exit route and without a traffic control device within 1,000 feet of the proposed implementation location.

Sight Distance – The furthest distance at which a driver may clearly view oncoming traffic, stopped vehicles, obstacles, and pedestrians and cyclists.

Speeding – For the purposes of evaluating petitions by speed criteria, speeding shall refer to vehicle speeds +more than 5 mph over the posted speed limit.

1.5 FREQUENTLY ASKED QUESTIONS

What is the Buena Park Speed Cushion Traffic Calming Program?

The Speed Cushion Traffic Calming Program is a citywide initiative aimed at enhancing safety and addressing speeding issues within residential neighborhoods. This program considers the procedures, criteria and guidelines for installation and/or removal of speed cushions.

How do I know if my road qualifies for installation of speed cushions?

Eligible streets must be classified as local roadways and must be publicly owned by the City. Private roadways, alleyways, and driveways are not eligible for this program. The eligibility of local roadways shall be reviewed and approved by City staff based on the established evaluation criteria before being considered for speed cushion installation. See Attachment A.

Are speed bumps, speed humps, and speed cushions all the same thing?

Speed bumps, speed humps, and speed cushions all serve to reduce vehicle speeds. Speed bumps are typically reserved for off-street use such as parking lots and are more disruptive to moving motor vehicles. The city does not allow speed bumps to be used on its local roadways. Speed humps and speed cushions are designed to better accommodate standard passenger vehicles and emergency vehicles traveling on local roadways.

How long does the traffic calming installation process take?

The process to install speed cushions shall vary depending on the severity of the issues, size of the project study area, number of potential installations, and property owner response timeline to implementation. For less complex situations, speed cushions may be implemented within six months. For projects that require substantial design, construction, and community coordination, the process may take longer than six months, but should be less than one year.

How do I begin my petition or request more information?

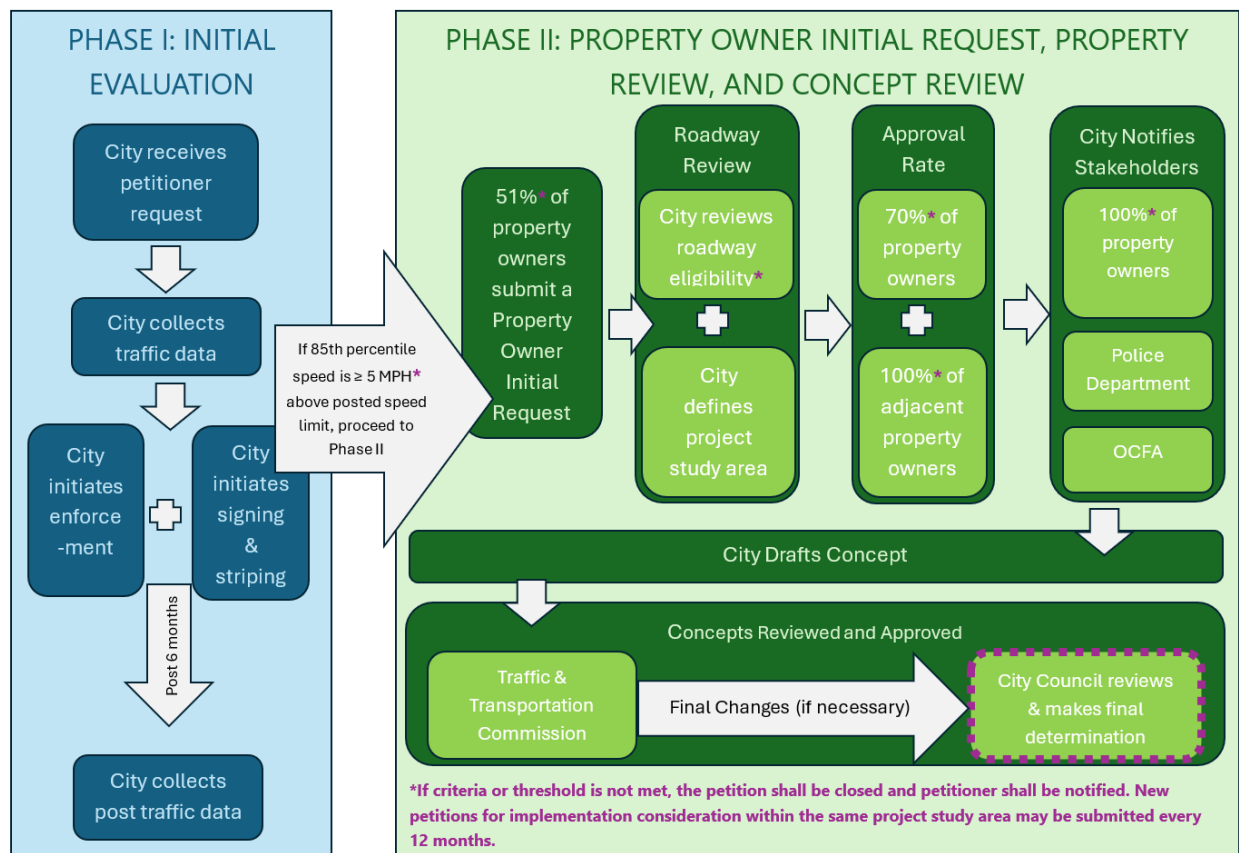
To request a petition form and/or further information about this program, please contact the Public Works Department via email, phone, or in person.

- Call (714) 562-3670
- Email PW@buenapark.com
- Return a completed physical copy of the petition form to the Public Works Department at 6650 Beach Boulevard, Buena Park, CA 90622

2.0 SPEED CUSHION PETITION PROCESS

This section presents how the City of Buena Park (City) shall receive and process speed cushion petitions. As petitions are received, the City shall evaluate them based on the qualifying criteria identified below in Section 3.0: Applicability and Implementation Criteria. Refer to Figure 1 (flowchart) below for an overview of the process including descriptions of the processes to meet the Phase I – Initial Evaluation and Phase II – Property Owner Initial Request, Property Review, and Concept Review.

Figure 1 – Speed Cushion Installation Consideration Petition Process Requirements



2.1 PHASE I – INITIAL EVALUATION

2.1.1 PETITIONER INITIAL EVALUATION FORM

The petitioner may contact the City either in-person, by phone, or by email to receive information regarding the program process and then proceed to complete the Phase I – (Petition) Initial Evaluation form (see Appendix B). The form is available at City Hall. In this process, the petitioner shall identify the local roadway segment(s) for potential speed cushion implementation. The petition form establishes if the roadway segment may be eligible for speed cushion implementation.

After initiation of Phase I, the City shall collect initial data and consider enforcement, signing, and striping

implementation improvements. All petitions that meet the criteria must first go through the (initial) Phase I process, including initial improvement implementation, which shall include a six-month evaluation before the City considers the project study area for Phase II speed cushion installation.

The City shall revisit conditions six months after Phase I deployment. If the review indicates the 85th percentile speed is at least 5 MPH above the posted or prima facie speed limit, the City shall notify the petitioner of the results and proceed with the subsequent Phase II If appropriate. Note that if the 85th percentile speed is not at least 5 MPH above the posted or prima facie speed limit, then the request is not eligible to move on to phase II. If the 85th percentile speed is not sufficient to proceed to Phase II, new petitions may be submitted as often as every 12 months.

2.2 PHASE II – PROPERTY OWNER INITIAL REQUEST, PROPERTY REVIEW, AND CONCEPT REVIEW

A request for Phase II speed cushion consideration for implementation shall require several additional steps of review, as outlined below.

2.2.1 PROPERTY OWNER INITIAL REQUEST

Consideration for speed cushions implementation requires completion of Phase 1. If this requirement is met, then 51% of neighbors with residences along the local roadway must sign and submit a Property Owner Initial Request, agreeing there is an issue, and stating the desire to consider speed cushions. A designated petitioner may collect and submit the Property Owner Initial Request to City staff. New petitions for speed cushion implementation consideration within the same project study area may be submitted every twelve months. If this requirement is not met, the request will not proceed any further.

2.2.2 CITY ROADWAY SCREENING

The City shall screen the identified local roadway segment(s) to verify eligibility by reviewing the criteria in Table 1. If the local roadway segment(s) is eligible for the speed cushion program, the City shall define the project study area. The City shall review the identified local roadway segment(s) and surrounding roadways within the project study area to identify potential segments that also have potential traffic issues and/or that would be affected by the implementation of potential traffic calming improvements. During screening, the City shall identify the project study area and determine access points, travel patterns, and traffic diversion to adjacent streets. The City shall then collect relevant traffic data (i.e., auto travel speeds, collisions, and traffic volumes) to further screen and evaluate the need for Phase II. As shown in Table 1, screening criteria is listed for City review and use to determine if the petitioned project study area local roadway(s) are eligible for consideration of speed cushion implementation. Appendix A presents the checklist used by the City to screen and assess the eligibility of the implementation.

Table 1 – Speed Cushion Implementation Screening Criteria

#	CRITERIA	REQUIREMENT
1.	Minimum Roadway Length	1,000' uninterrupted by traffic control device, unless the road is a frontage road
2.	Classification Type Limit	Residential (Local Roadway) Only

3.	Travel Lanes	No more than 1 lane in each direction
4.	Maximum Grade	5% or less
5.	Prohibited Roadway Types	Local roadways shall not be a designated truck or transit route, and shall not provide primary access to a school, police station, fire station, or medical facility served by paramedics or ambulance units
6.	Maximum Posted Speed Limit	25 mph
7.	Documented Car Volumes	At least 1,000 - 3,000 Average Daily Traffic (ADT)
8.	Observed Speeding	85 th percentile speed is at least 5 MPH above the posted or prima facie speed limit

Upon completion of the screening, the City shall determine if the screening criteria is met or not met by the project study area and local roadway(s) petition. If the City determines that the screening criteria is met, then the petition is eligible for speed cushion implementation and the process shall move forward as presented below in Section 2.3 and Section 3.0. If the City determines that the screening criteria is not met, then the petition shall be closed, and the City shall send a notification to the petitioner.

2.2.3 PROPERTY OWNER REVIEW AND APPROVAL

Once the City has confirmed local roadway eligibility, a petition shall be mailed to (a minimum of) 100% of affected property owners.

Voting on Installation

Affected property owners within the project study area must have the opportunity to vote on behalf of their property or household on the potential speed cushion installation for the local roadway(s). Voting is required to ensure that the community along each local roadway identified for potential improvement approves moving forward with a program concept plan. Both of the following are required in this process:

1. A minimum approval rate of 70% from property owners **in the project study area** agreeing to the proposed physical features (including parallel streets), must be met to proceed with a concept design and implementation Phase II, See Attachment D.
2. An approval rate of 100% from property owners **directly adjacent** to the proposed physical features (including parallel streets), must be met for the local roadway to proceed to the concept design and implementation Phase II. If this approval rate is not met or satisfied, then the petition shall be closed by the City.

Property owners are all eligible to participate in the petitioning process. If the units in a multi-family property are individually owned, each owner has a vote.

3.0 SPEED CUSHION CONCEPT PLAN DEVELOPMENT AND COUNCIL APPROVAL

3.1 CONCEPT PLAN DEVELOPMENT

If the petition is approved by the City, then City Public Works staff shall develop a preliminary concept design with the appropriate traffic calming improvements (speed cushions) identified for the local roadway(s) to address existing and potential traffic concerns within the project study area.

3.1.1 REVIEW MEETINGS

The preliminary conceptual speed cushion design shall be developed by City Public Works staff for review with the City's Public Safety representatives, including police and fire. A review shall be held at a Traffic & Transportation Commission Meeting to inform property owners of the implementation concept plan (purpose, location of the improvements, installation schedule) in the project study area. Meeting notices shall be mailed to property owners of the affected properties.

The Traffic & Transportation Commission review meeting is intended to allow property owners to voice support and/or concerns regarding the speed cushion concept plan with City staff. Based on the outcomes of this meeting, City staff may adjust or change the concept design plan to better meet the needs of the property owners in the project study area. Also, because of the Traffic & Transportation Commission review meeting, the City shall develop the final design plan. Upon completion of the final design plan, staff shall present it to the City Council for approval, and the City will issue a work order for the implementation.

3.1.2 APPROVAL PROCESS

The concept plan shall be presented to the Traffic Commission for review and approval as outlined in section 3.1.1 above. The final design plan shall be presented to the City Council for review and approval. Refinements by City staff may occur based on input from the Traffic & Transportation Commission or City Council. Following final refinements, a work order shall be issued for implementation.

4.0 SPEED CUSHION REMOVAL PETITION PROCESS

This section presents how the City shall receive and process a speed cushion removal petition. As shown in Table 2, a request to remove the installed speed cushion must require the submittal of a written request from a minimum of 51% signatures of property owners in the project study area, see Appendix E. Property owners within the project study area shall have an opportunity to vote on the removal of speed cushions. Once the City receives the required signatures, a petition shall be mailed to 100% of property owners. Affected Property Voters shall have the opportunity to vote on behalf of their property or household, for the specific speed cushion removal.

Voting shall be required to ensure that the property owners along each local roadway identified for potential speed cushion removal approve the removal. A minimum approval rate of 70% must be met to proceed with the removal.

If the 70% approval rate is met, the City shall add the removal to the "special project" list. During the next paving project for the specific local roadway(s), the City shall repave the roadway without the speed cushions. The City may remove the speed cushions sooner if funds are available. If the approval rate is not met, then the petition may be closed and the speed cushions shall remain in-place. Property owners may be able to resubmit a petition for speed cushion removal twelve months after the first petition close date.

Table 2 – Speed Cushion Removal Consideration Petition Process

#	PROCESS	RECOMMENDATION
1.	Property Owner Initial Request	<ul style="list-style-type: none">Written Property Owner Initial Request required by 51% of property owners along the local roadway.
2.	Property Review and Staff Approval	<ul style="list-style-type: none">100% of properties in the project study area are contacted alerting property owners of removal request.70% of approval required by property owners.
3.	Removal Process Meetings	<ul style="list-style-type: none">City Council reviews removal petition.
4.	<i>**Expedited Removal</i>	<ul style="list-style-type: none"><i>Property owners have 60 business days to send payment to City.</i>

Appendix A: Speed Cushions Installation Criteria and Screening Study

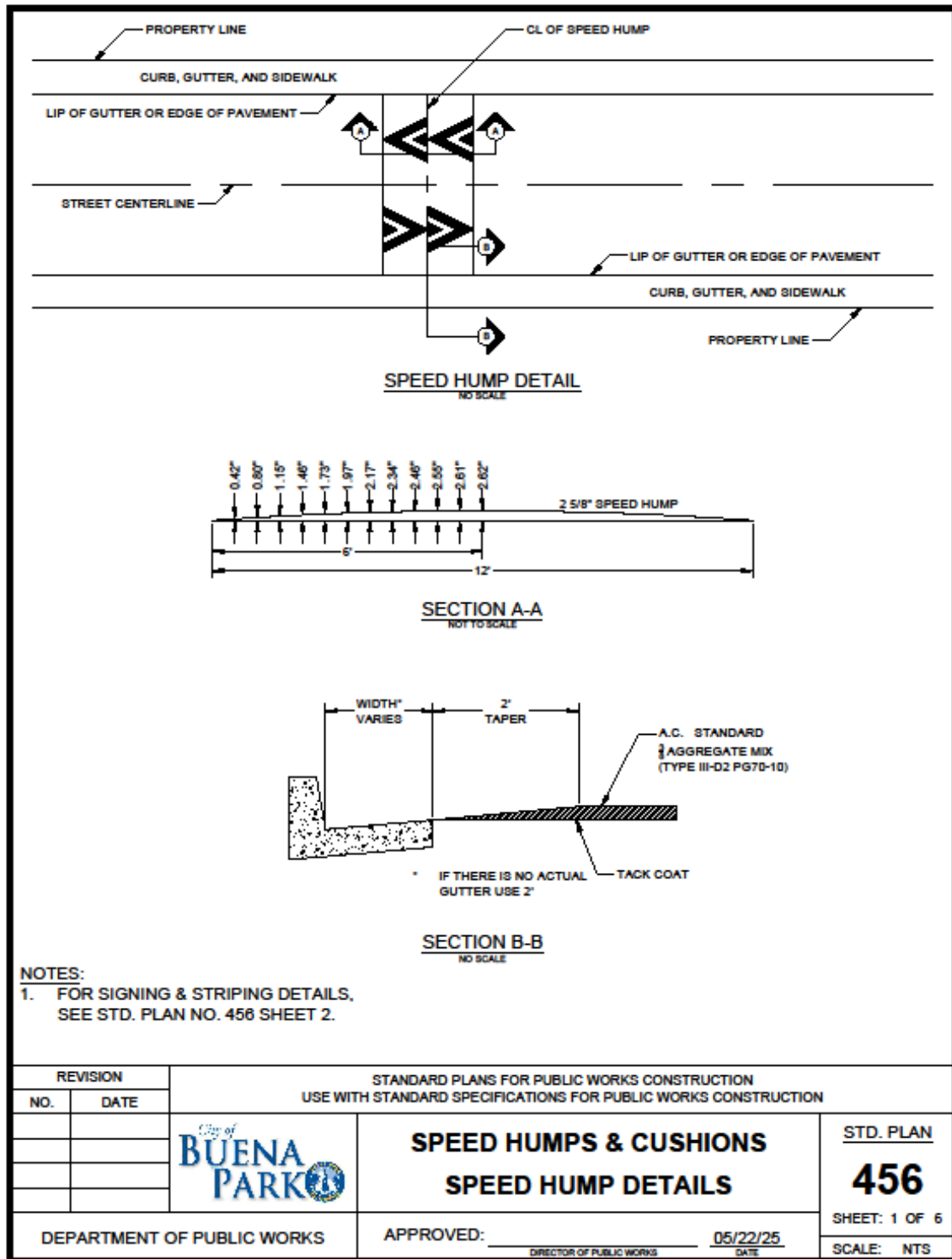
SPEED CUSHIONS INSTALLATION CRITERIA AND CONSIDERATIONS

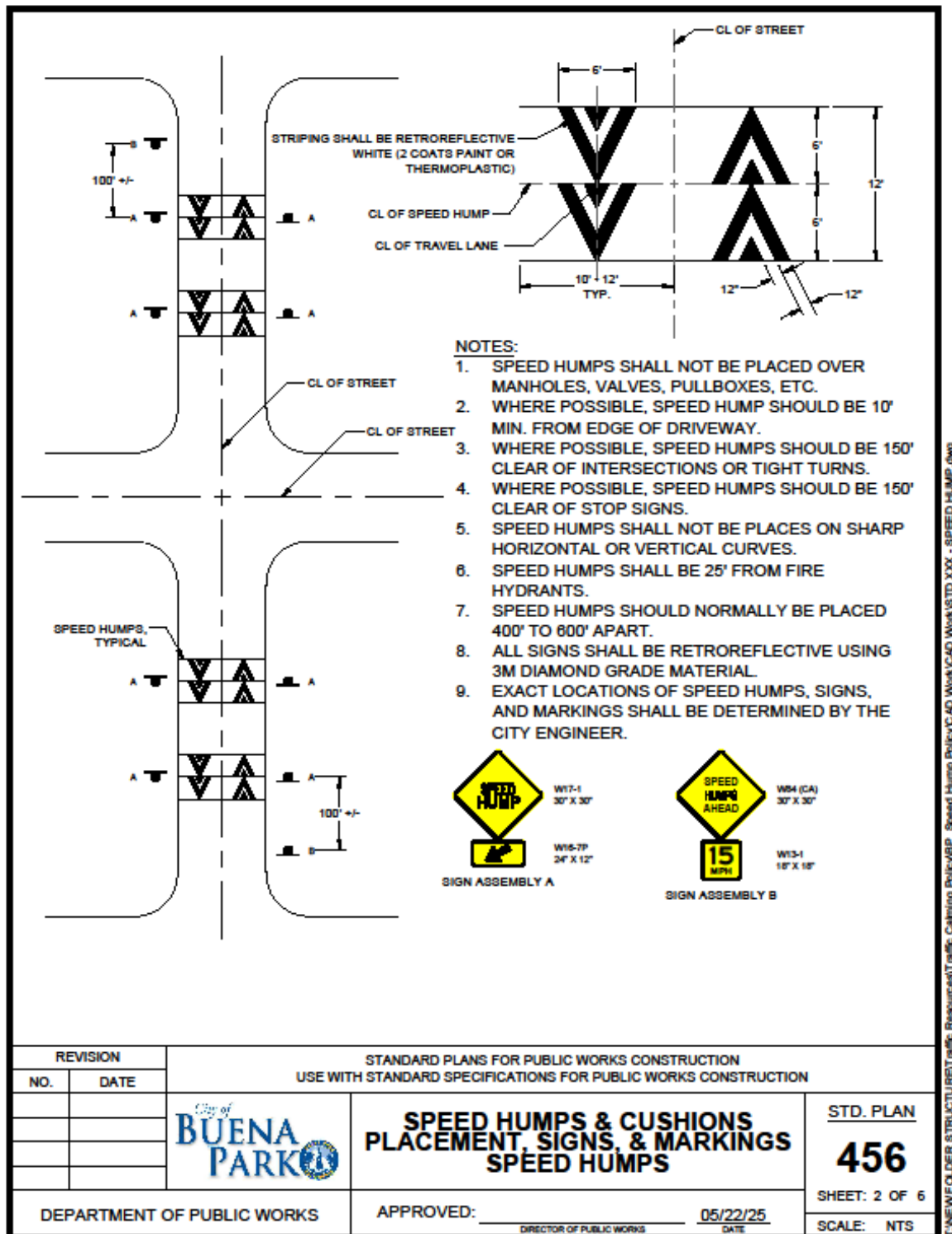
- Speed cushion 150 feet from the nearest intersection.
- Spacing between speed hump/cushions should be placed from 400 to 600 feet apart. Spacing should be as even as possible to produce a uniform speed along the roadway.
- Evaluate roadway geometry to satisfy horizontal and vertical sight distance without utility conflicts.
- Speed cushion markings and design should adhere to City of Buena Park Department of Public Works design standards.
- Signage should adhere to City of Buena Park Department of Public Works design standards.

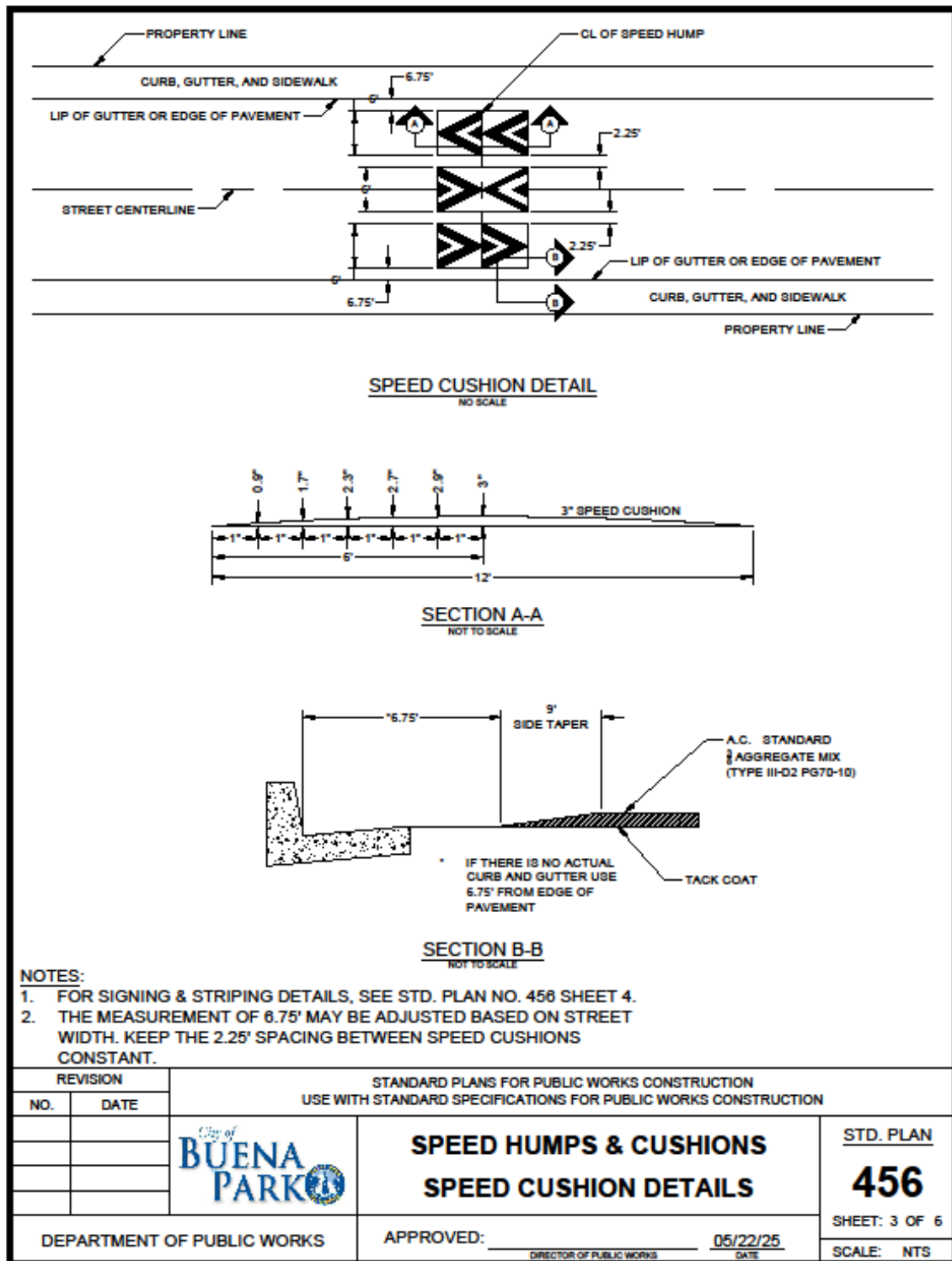
EXAMPLE SPEED CUSHION IN ANAHEIM

[2198-2110 Broden Street, Anaheim, CA 92802](#)

TYPICAL PLANS AND DIMENSIONS – PUBLIC WORKS STD. PLAN 456







NOTES:

1. SPEED CUSHIONS SHALL NOT BE PLACED OVER MANHOLES, VALVES, PULLBOXES, ETC.
2. WHERE POSSIBLE, SPEED CUSHIONS SHOULD BE 10' MIN. FROM EDGE OF DRIVEWAY.
3. WHERE POSSIBLE, SPEED CUSHIONS SHOULD BE 150' CLEAR OF INTERSECTIONS OR TIGHT TURNS.
4. WHERE POSSIBLE, SPEED CUSHIONS SHOULD BE 150' CLEAR OF STOP SIGNS.
5. SPEED CUSHIONS SHALL NOT BE PLACED ON SHARP HORIZONTAL OR VERTICAL CURVES.
6. SPEED CUSHIONS SHALL BE 25' FROM FIRE HYDRANTS.
7. SPEED CUSHIONS SHOULD NORMALLY BE PLACED 400' TO 600' APART.
8. ALL SIGNS SHALL BE RETROREFLECTIVE USING 3M DIAMOND GRADE MATERIAL.
9. EXACT LOCATIONS OF SPEED CUSHIONS, SIGNS, AND MARKINGS SHALL BE DETERMINED BY THE CITY ENGINEER.

W17-1
30" X 30"

W15-7P
24" X 12"

SIGN ASSEMBLY A

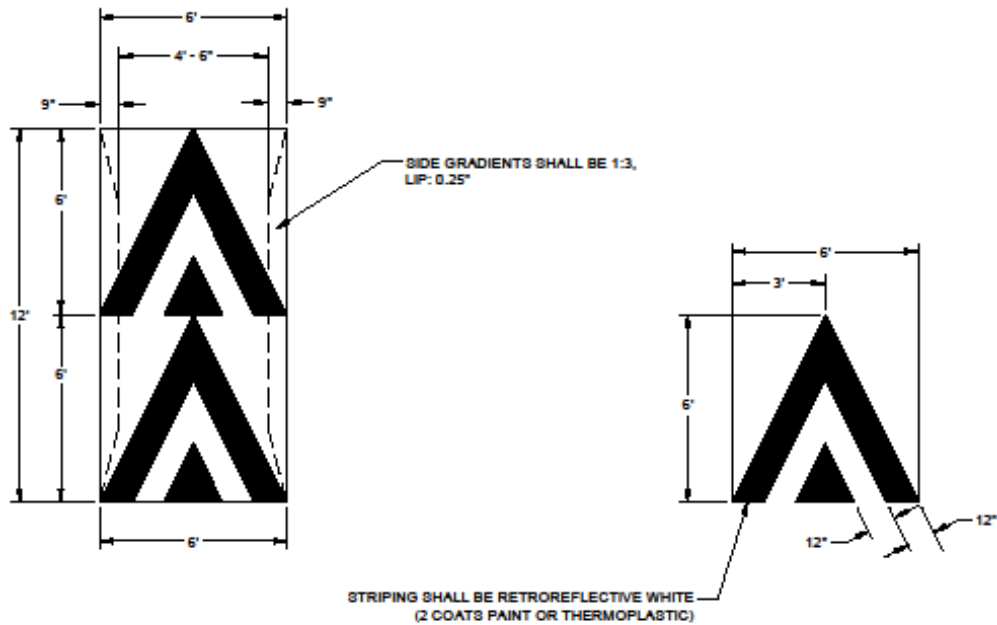
W84 (CA)
30" X 30"

W13-1
18" X 18"

SIGN ASSEMBLY B


REVISION		STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION	
NO.	DATE		
			SPEED HUMPS & CUSHIONS PLACEMENT, SIGNS, & MARKINGS SPEED CUSHIONS
DEPARTMENT OF PUBLIC WORKS		APPROVED: _____ <small>DIRECTOR OF PUBLIC WORKS</small>	05/22/25 <small>DATE</small>
		STD. PLAN 456 SHEET: 4 OF 6 SCALE: NTS	

T:\NEW FOLDER 8\STRUCTURE\Traffic Resources\Traffic Calming Policy\BP_Speed Hump Policy\CAD Work\CAD Work\STD XXX - SPEED HUMP.dwg

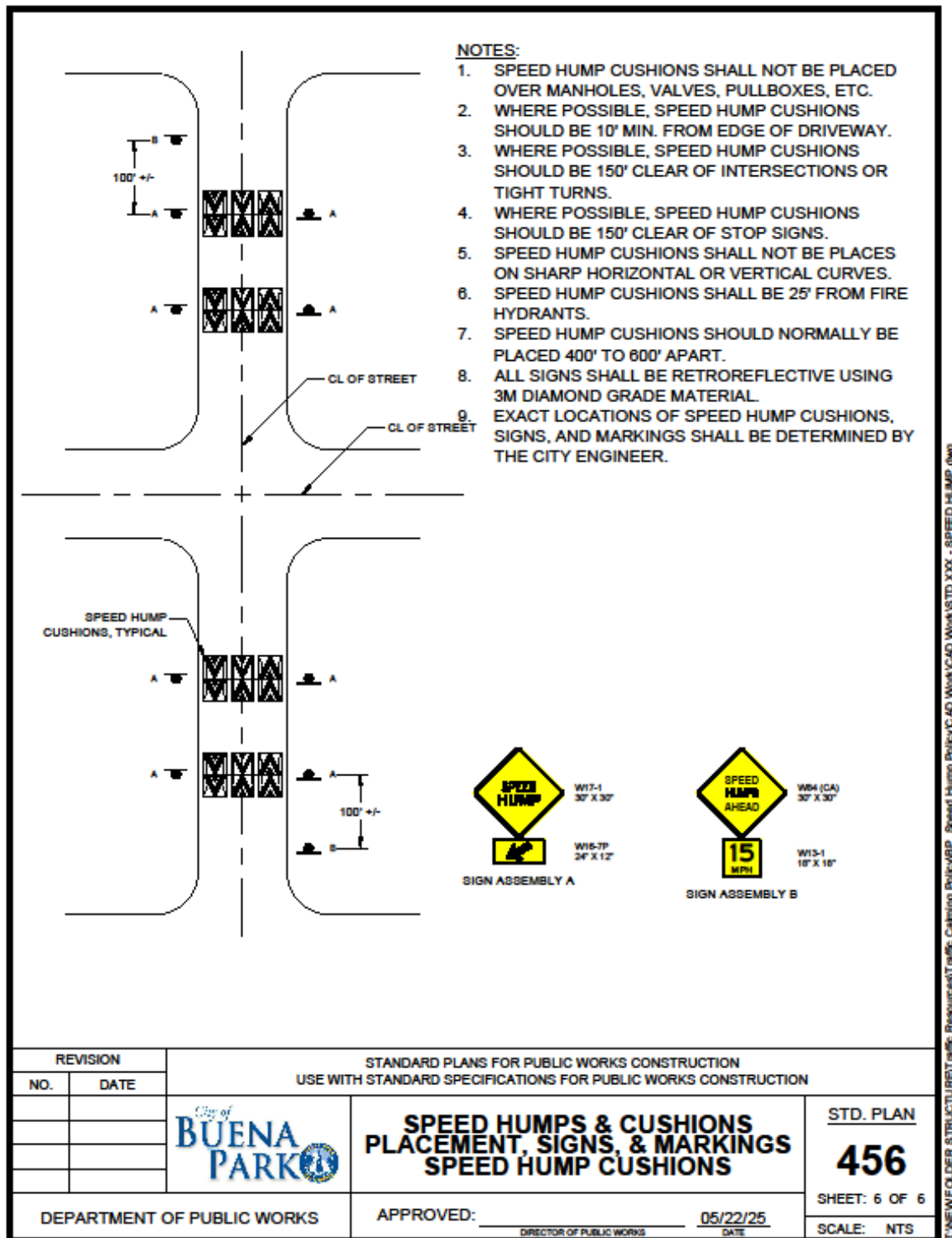


NOTES:

1. SPEED HUMP CUSHIONS DIFFER FROM SPEED CUSHIONS IN THAT THEY ARE PRE-FORMED AND MANUFACTURED FROM RECYCLED RUBBERIZED MATERIAL.
2. SPEED HUMP CUSHIONS CAN BE INSTALLED THROUGH IN-ROAD ANCHORS AND BOLTS, AND CAN BE REMOVED FOR RESURFACING PROJECTS.
3. SPEED HUMP CUSHIONS CAN BE TRAFFIC LOGIX OR OTHER APPROVED EQUAL.

REVISION		STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION		
NO.	DATE			
			SPEED HUMPS & CUSHIONS SPEED HUMP CUSHION DETAILS	STD. PLAN
				456
				SHEET: 5 OF 6
				SCALE: NTS
DEPARTMENT OF PUBLIC WORKS		APPROVED: _____ DIRECTOR OF PUBLIC WORKS		05/22/25 DATE

T:\NEW FOLDER 8\STRUCTURE\Traffic Resources\Traffic Calming Policy\BP_Speed Hump Policy\CAD Work\STD XXX - SPEED HUMP.dwg



Appendix B: Petition Initial Evaluation Form



Phase I – Petition Initial Evaluation Form

Date: _____

Petitioner (Your Name): _____

Street Address: _____

Phone Number: _____

Email Address: _____

A. Roadway name: _____

a. Segment: From – _____ To – _____

B. Adjacent roadways: _____

Summarize your speed and safety concerns:

The City will review this Petition Initial Evaluation form, collect relevant data, and if deemed warranted by the City, consider enforcement and signing and striping roadway treatments.

The City will contact you directly at the email provided above, to share an update on the evaluation results in 6 to 12 months. Submit this form via email to PW@buenapark.com or mail to the Public Works Department at 6650 Beach Boulevard, Buena Park, CA 90622.

Keep a copy of this form for your records.

CITY TO COMPLETE ITEMS BELOW

Date received: _____

Date reviewed: _____

Appendix C: Property Owner Initial Request Form



Phase II – Property Owner Initial Request

Date: _____

A request has been received by the Buena Park Public Works Department to consider installing speed hump(s) or speed cushion(s) in your neighborhood. In order to proceed with this application, **51 percent** of all affected (fronting) property owners must give their consent (one signature per property).

The speed humps or speed cushions are tentatively proposed to be located on *[Insert street name:_____]**, but alternative location(s) may be proposed due to property owners' objectives

Before considering signing this petition, please read the accompanying information regarding speed humps and the policies and procedures that pertain to this request. Please call the Department of Public Works if you have any questions at: (714) 562-3670.

Property Owner Name (Please Print): _____

Property Address: _____

Phone Number: _____ Email Address: _____

I hereby attest that I am the owner of the property identified above. I have read the City's Speed Hump Program Information Sheet and understand that Speed Humps may delay emergency response times by Police, Fire, and Paramedic services to my neighborhood, and may cause increased vehicular noise and damage to my roadway. I hereby request the City evaluate if Speed Humps or Cushions may be implemented along the local roadway indicated above*.

Signature: _____ Date: _____

You may mail or hand deliver your signed consent form to the initial petitioner, or submit to the City via email: PW@buenapark.com or mail to the Public Works Department at 6650 Beach Boulevard, Buena Park, CA 90622.

Appendix D: Preliminary Concept Design



Phase II – Preliminary Concept Design

A. Roadway name: _____

B. Segment limits: _____

PRELIMINARY CONCEPT DESIGN



Phase II – Preliminary Concept Design

Property Owner Name (Please Print): _____

Property Address: _____

Phone Number: _____ Email Address: _____

I hereby attest that I am the owner of the property identified above. I have read the City's Speed Hump Program Information Sheet and understand that Speed Humps may delay emergency response times by Police, Fire, and Paramedic services in my neighborhood, and may cause increased vehicular noise and damage to my roadway. I hereby approve the above preliminary concept design.

Signature: _____ Date: _____

Appendix E: Petition Initial Evaluation Form (REMOVAL)



Petition Initial Evaluation Form (REMOVAL)

Date: _____

Petitioner (Your Name): _____

Street Address: _____

Phone Number: _____

Email Address: _____

A. Roadway name: _____

a. Segment: From – _____ To – _____

B. Adjacent roadways: _____

Summarize your speed hump or cushion concerns:

The City will review this Petition Initial Evaluation form, collect relevant data, and if deemed warranted by the City, consider removal of speed hump or cushion.

The City will contact you directly at the email provided above, to share an update on the evaluation results in 6 to 12 months. Submit this form via email to PW@buenapark.com or mail to the Public Works Department at 6650 Beach Boulevard, Buena Park, CA 90622.

Keep a copy of this form for your records.

CITY TO COMPLETE ITEMS BELOW

Date received: _____

Date reviewed: _____

*City of*
BUENA PARK**CITY COUNCIL POLICY STATEMENT**

RESPONSIBLE DEPARTMENT: PUBLIC WORKS

CONTACT PERSON: DIRECTOR OF PUBLIC WORKS

SUBJECT: INSTALLATION OF SPEED CUSHION TRAFFIC CALMING DEVICES

It is the policy of the City of Buena Park that the installation of traffic calming devices, specifically: speed humps, speed cushions, and speed hump cushions, shall be allowed, and shall comply with the guidelines set forth in this policy. Note that the term “speed cushions” shall be used throughout the remainder of this document, and refers to speed humps, speed cushions, and speed hump cushions.

Background

Requests for the installation of traffic calming devices in residential areas are becoming more frequent. Speed cushions are one type of device that may be effective in lowering speeds in these areas. In order to effectively process these requests, a set of uniform guidelines shall be established. These guidelines shall ensure that all requests are processed in a similar manner.

Procedure

The specific procedure for the process of requesting, reviewing, installing, and removing speed cushions is contained in the attached “Speed Cushion Traffic Calming Program.” This document shall be considered a “living document,” and may be updated from time to time as deemed necessary by the Director of Public Works.



City Council Regular Meeting Agenda Report

C. RESOLUTION TO ADOPT A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF BUENA PARK AND THE BUENA PARK TECHNICAL, OFFICE AND PROFESSIONALS ASSOCIATION (TOPs)

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	NEW BUSINESS Item: 5C.
Prepared By	Department Head Approval
Eddie Fenton, Assistant City Manager/Director of Human Resources	Eddie Fenton, Assistant City Manager/HR Director
Presented By	
Eddie Fenton, Assistant City Manager/Director of Human Resources	

RECOMMENDED ACTION

1) Adopt a resolution approving a successor Memorandum of Understanding (MOU) between the City of Buena Park and the Buena Park Technical, Office and Professionals Association (TOPs).

DISCUSSION

The City's labor contract with the Buena Park Technical, Office and Professionals Association (TOPs) expires July 4, 2025. The City and TOPs representatives have been meeting since March 2025, to develop a successor MOU. In accordance with the Meyers-Milias-Brown Act, the City and TOPs representatives exchanged ideas and proposals, met-and-conferred on matters of concern, and have reached a tentative agreement on the terms and conditions of employment. Attached for review and approval is a new two-year MOU for TOPs. In an effort to continue positive labor relations and recognizing the value of having labor stability with employment contracts for two years with TOPs, the City and TOPs agreed upon a five percent (5%) cost of living adjustment each year, and increases towards medical insurance contributions. As a result of the positive negotiations, a tentative agreement has been reached on a successor Memorandum of Understanding (MOU) and was ratified by the TOPs members.

This document is presented to the City Council for review and approval as the final step in the labor negotiation process. It reflects the same language as presented to the City Council in properly-noticed closed sessions on labor negotiations, as allowed under the Brown Act. Listed below is a summary of significant changes to the successor MOU.

1. BASE PAY SCHEDULE

5% Cost of Living (COLA) increase effective July 5, 2025.

5% Cost of Living (COLA) increase effective July 4, 2026.

2. BILINGUAL PAY

Level I – Basic Bilingual Skills Pay – \$50 per month.

Level II – Advanced Bilingual Skills Pay – With City Manager approval, \$165 per month.

3. ADMINISTRATIVE LEAVE

FLSA exempt personnel are not eligible to accrue compensatory time or be paid overtime. Each employee shall receive 60 hours of administrative leave per fiscal year.

4. COMMERCIAL VEHICLE OPERATOR LICENSE

In the best interest of the City, as determined by the Director of Human Resources, an employee who has a State of California commercial vehicle operator license shall receive an additional \$75 per month for Class B and \$150 per month for Class A licenses.

5. EDUCATION PROGRAM

All employees shall receive the following Educational Incentive:

- Associate of Arts Degree \$120 per month
- Bachelor of Arts Degree \$150 per month
- Master's or Ph.D. Degree \$180 per month

Special Certificates:

- 10 or more semester units \$60 per month
- 20 or more semester units \$90 per month

6. SAFETY SHOES

An employee who performs significant field work as part of his/her normal and customary job duties shall receive up to \$350 on per fiscal year basis depending on the job classification.

7. MEDICAL INSURANCE CONTRIBUTION

For coverage effective: July 1, 2025

- Employee Only \$1,239 (\$75 increase)
- Employee & One Dependent \$1,732 (\$100 increase)
- Employee & 2 + Dependents \$2,100 (\$150 increase)

For coverage effective: July 1, 2026

- Employee Only \$1,314 (\$75 increase)
- Employee & One Dependent \$1,832 (\$100 increase)
- Employee & 2 + Dependents \$2,250 (\$150 increase)

8. HOLIDAYS

Add one additional floating holiday.

9. VACATION LEAVE

Vacation shall accrue to each full-time employee at the following rates:

<u>Years of Service</u>	<u>Vacation Hours Accrued</u>
-------------------------	-------------------------------

Less than 1 year	80 hrs. vacation per year
Less than 2 years	90 hrs. vacation per year
Less than 3 years	100 hrs. vacation per year
Less than 4 years	110 hrs. vacation per year
Less than 5 years	110 hrs. vacation per year

11. DENTAL INSURANCE ENHANCEMENTS

Effective January 1, 2026 - Increase Ortho Lifetime Maximum to \$2,000 and add Adult Ortho coverage for both Plan A & B.

Increase the number of teeth cleanings to three cleanings annually for both Plan A & B.

12. VISION INSURANCE ENHANCEMENTS

Effective January 1, 2026 - Increase Frames and Contact Lens Allowances to \$200.

Add Second Pair Benefit for \$20 co-pay. Second Pair can be used for Second pair of glasses or Contact Lenses.

BUDGET IMPACT

The total budget impact for the implementation of the proposed MOU over the next two fiscal years is estimated at \$1,133,100. This estimate will be included within the proposed FY 2025-2027 Budget. These changes comply with the authorization provided by the City Council.

Attachments

[Reso MOU for TOP 2025.pdf](#)

[TOPs MOU 2025.06 Final Draft 2025.06.24.pdf](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA PARK, CALIFORNIA, APPROVING A NEW MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE BUENA PARK TECHNICAL, OFFICE, AND PROFESSIONALS ASSOCIATION EFFECTIVE JULY 5, 2025, AND SUPERSEDING RESOLUTION NO. 14863

WHEREAS, the City Council has designated the Assistant City Manager/Director of Human Resources as the City of Buena Park's lead negotiator to meet and confer in good faith with the representatives of the Buena Park Technical, Office, and Professionals Association; and

WHEREAS, pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code Section 3500, et seq.) the Assistant City Manager/Director of Human Resources has met and conferred in good faith with the representatives of the Technical, Office, and Professionals Association on matters relating to wages, hours, and other terms and conditions of employment; and

WHEREAS, said representatives of the City and the Association have reached a tentative agreement and have jointly prepared a written Memorandum of Understanding and Compensation Plan which are attached to this resolution and incorporated herein; and

WHEREAS, such agreement is within the parameters established by the City Council for an agreement with the Technical, Office, and Professionals Association; and

WHEREAS, the City Council finds that the terms and conditions of this agreement are proper and in the best interest of the City;

NOW, THEREFORE, the City Council of the City of Buena Park does hereby resolve, determine and order as follows:

Section 1: The Memorandum of Understanding between the City and the Buena Park Technical, Office, and Professionals Association dated June 25, 2024, is hereby repealed.

Section 2: Resolution No. 14863 is superseded. All conflicting Resolutions of the City are repealed.

Section 3: The Memorandum of Understanding between the City and the Buena Park Technical, Office, and Professionals Association effective July 5, 2025, and attached hereto is approved.

PASSED AND ADOPTED this 10th day of June 2025, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

RESOLUTION NO. _____
Page 2

Mayor

ATTEST:

City Clerk

I, Adria Jimenez, City Clerk of the City of Buena Park, California, hereby certify that the foregoing resolution was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Buena Park, held this 10th day of June 2025.

City Clerk

JULY 5, 2025 – JULY 2, 2027

BUENA PARK TECHNICAL, OFFICE & PROFESSIONALS ASSOCIATION



MEMORANDUM OF UNDERSTANDING

No. 25-27

ADOPTED ____ RESOLUTION No. ____

**MEMORANDUM OF UNDERSTANDING
BUENA PARK TECHNICAL, OFFICE AND
PROFESSIONALS ASSOCIATION**

EMPLOYER – EMPLOYEE RELATIONS

PREAMBLE	1
ARTICLE 1 – TERM	1
ARTICLE 2 – REPRESENTATION AND RECOGNITION	1
ARTICLE 3 – MANAGEMENT RIGHTS	2
ARTICLE 4 – BOARD OF DIRECTORS’ MEETINGS	3
ARTICLE 5 – ADDITIONAL ITEMS	3

PAY

ARTICLE 6 – ASSIGNMENT OF CLASSES TO PAY RANGES	4
ARTICLE 7 – BASE PAY SCHEDULE	4
ARTICLE 8 – BILINGUAL PAY	4
ARTICLE 9 – LONGEVITY	5
ARTICLE 10 – CERTIFICATE PAY	5
ARTICLE 11 – COMMERCIAL VEHICLE OPERATOR LICENSE	5
ARTICLE 12 – OVERTIME PAY	5
ARTICLE 13 – EDUCATION PROGRAM	10
ARTICLE 14 – SAFETY SHOES	11
ARTICLE 15 – UNIFORM ALLOWANCE	11
ARTICLE 16 – MILEAGE	12
ARTICLE 17 – CHILD CARE REIMBURSEMENT PROGRAM	12

RETIREMENT

ARTICLE 18 – PUBLIC EMPLOYEES’ RETIREMENT SYSTEM	13
ARTICLE 19 – SOCIAL SECURITY	14

INSURANCE

ARTICLE 20 – MEDICARE	15
ARTICLE 21 – MEDICAL INSURANCE	15
ARTICLE 22 – DENTAL INSURANCE	18
ARTICLE 23 – VISION INSURANCE	189
ARTICLE 24 – LONG TERM DISABILITY INSURANCE	19
ARTICLE 25 – LIFE INSURANCE	19
ARTICLE 26 – CAFETERIA PLAN	20
ARTICLE 27 – ADMINISTRATION	20

LEAVES

ARTICLE 28 – HOLIDAYS	21
ARTICLE 29 – VACATION LEAVE	22
ARTICLE 30 – SICK LEAVE	23
ARTICLE 31 – BEREAVEMENT LEAVE	26
ARTICLE 32 – WORKERS COMPENSATION	26
ARTICLE 33 – JURY DUTY	27
ARTICLE 34 – OTHER LEAVES	27

WORKING CONDITIONS

ARTICLE 35 – PAY PERIODS	
ARTICLE 36 – ATTENDANCE	29
ARTICLE 37 – HOURS OF WORK AND SCHEDULES	
ARTICLE 38 – 9/80 PLAN ALTERNATE WORK SCHEDULE	30
ARTICLE 39 – 4/10 PLAN ALTERNATE WORK SCHEDULE	33
ARTICLE 40 – SUBSTANCE ABUSE	37
ARTICLE 41 – EMERGENCY MEDICAL ATTENTION	37
ARTICLE 42 – GRIEVANCE PROCEDURE	38
ARTICLE 43 – ADVISORY ARBITRATION	
ARTICLE 44 – PERFORMANCE EVALUATION	
ARTICLE 45 – MEDICAL EXAMINATIONS	39
 SIGNATURES	 40

EXHIBITS

EXHIBIT A – PAY SCHEDULE	41
EXHIBIT B – COMPENSATION PLAN	45
EXHIBIT C – HIRING OF EMPLOYEE RELATIVES	50
EXHIBIT D – HARASSMENT IN EMPLOYMENT POLICY	52
EXHIBIT E – ADVISORY ARBITRATION	60

MEMORANDUM OF UNDERSTANDING

Between

THE CITY OF BUENA PARK

and

BUENA PARK TECHNICAL, OFFICE AND PROFESSIONALS ASSOCIATION
(TOPs)

EMPLOYER – EMPLOYEE RELATIONS

PREAMBLE

Pursuant to Government Code, Section 3500, *et seq.* representatives of the City of Buena Park Technical, Office and Professionals Association (hereinafter referred to as the Association) have met and conferred under the provisions of the Meyers-Millias-Brown Act (MMBA) with representatives of the City of Buena Park (hereinafter referred to as the City), and have reached an understanding and recommend that the Buena Park City Council adopt this Memorandum of Understanding (MOU).

ARTICLE 1 – TERM

The term of this Memorandum of Understanding shall be July 5, 2025, through midnight on July 2, 2027, unless otherwise specified in provisions hereinafter. Terms and conditions of employment already in effect on July 4, 2025, shall be considered minimums for the purpose of this agreement except as amended or repealed by specific provisions hereinafter.

ARTICLE 2 – REPRESENTATION AND RECOGNITION

- A. The Association is the only employee organization entitled to meet-and-confer in good faith on matters within the scope of representation on behalf of employees in the Technical, Office and Professionals Unit, which shall consist solely of the classifications listed in Exhibit A.
- B. All positions classified as “key personnel” should not be involved either directly or indirectly in matters within the scope of representation. “Key Personnel” shall not serve as an officer within the TOPs Association. For purposes of this Article, “key personnel” includes all classifications/positions assigned to the following departments:

City Manager’s Office
City Clerk’s Office
Human Resources Department

ARTICLE 3 – MANAGEMENT RIGHTS

- A. In order to ensure that the City is able to carry out its functions and responsibilities imposed by law, the City has and will retain the exclusive right to manage and direct the performance of City services and the work force performing such services. Therefore the following matters will not be subject to the meet-and-confer process, but shall be within the exclusive discretion of the City:
1. To determine issues of public policy;
 2. To determine the merits, necessity or organization of any service or activity conducted by the City;
 3. To determine and change the facilities, methods, means and personnel by which City operations are to be conducted;
 4. To expand or diminish services;
 5. To determine and change the number of locations, relocations, and types of operations, and the processes and materials to be employed in carrying out all City functions, including, but not limited to, the right to subcontract any work or operation;
 6. To determine the size and composition of the work force, to assign work to employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments, and to establish the days and hours when employees shall work;
 7. To relieve employees from duty because of lack of work or other non-disciplinary reasons;
 8. To discharge, suspend, or otherwise discipline employees for proper cause;
 9. To determine job classifications;
 10. To hire, transfer, promote, and demote employees for non-disciplinary reasons;
 11. To determine policies, procedures and standards for selection, training and promotion of employees;
 12. To establish employee performance standards, including, but not limited to, quality and quantity standards;
 13. To maintain the efficiency of governmental operations;
 14. To take any and all necessary actions to carry out its mission in emergencies;

15. To exercise complete control and discretion over its organization and the technology of performing its work services;

16. To establish reasonable work and safety rules and regulations in order to maintain the efficiency and economy desirable in the performance of City services.

The City, in exercising these rights and functions, will not discriminate against any employee because of membership or non-membership in any employee organization.

B. All management rights, powers, authority and functions, whether heretofore or hereinafter exercised, shall remain vested exclusively with the City. No third party neutral shall have the authority to diminish any of the management rights which are included in this Article.

C. Management will meet-and-confer prior to the implementation of any management rights which are normally considered matters concerning wages, hours, and other terms and conditions of employment under the provisions of the Meyers-Milias-Brown Act.

ARTICLE 4 – BOARD OF DIRECTORS’ MEETINGS

Each member of the Association Board of Directors shall receive up to one-and-one-half hours time off per month for Board meetings.

The City will allow the Association time to hold its General membership meetings during work hours twice in a calendar year.

On duty personnel attending such meetings shall be on an on-call status and shall respond to calls for service. At no time shall coverage be compromised. No overtime or compensatory time will be paid for the meeting. Each member and their respective supervisor within each department shall be responsible for maintaining a minimum level of coverage during the meetings.

Prior to scheduling and holding a general membership meeting during work hours, the Association shall request approval in writing to the Director of Human Resources or his/her designee within seven calendar days of such meeting to be held.

ARTICLE 5 – ADDITIONAL ITEMS

During the term of this Memorandum of Understanding, no additional items will be placed under discussion for purposes of meet-and-confer unless mutually agreed upon by both parties.

The parties shall cooperate to improve the format, clarity, and consistency of the Memorandum of Understanding.

PAY

ARTICLE 6 – ASSIGNMENT OF CLASSES TO PAY RANGES

The schedule of base pay rates is contained in Exhibit A.

ARTICLE 7 – BASE PAY SCHEDULE

- A. All classifications in Exhibit A – Pay Schedule shall receive a 5% increase to each step within the pay schedule effective July 5, 2025.
- B. All classifications in Exhibit A – Pay Schedule shall receive a 5% increase to each step within the pay schedule effective July 4, 2026.

“Me Too” Clause: If during the effective period of this agreement, the City Employees Association receives a salary adjustment increase in a greater amount than the terms included in this agreement, the employees in this unit shall receive the same salary adjustment increase at the same time.

ARTICLE 8 – BILINGUAL PAY

Level I – Basic Bilingual Skills Pay – An employee shall receive an additional \$50.00 per month if the following conditions are met:

- A. The employee passes a qualifying examination administered by Human Resources.
- B. The employee uses bilingual skills as required by the City.

Level II – Advanced Bilingual Skills Pay – With City Manager approval, an employee shall receive an additional \$165.00 per month if the following conditions are met:

- A. The employee passes an advanced-level interpretation skills-based examination administered by Human Resources to demonstrate competency in American Sign Language, Korean, or Spanish only.
- B. The employee must be expected to translate and interpret a wide variety of difficult, sensitive, and highly-complex written and spoken Citywide communications, including materials and matters of a highly sensitive or technical nature and with a high consequence of error in English and American Sign Language, Korean, or Spanish.
- C. The employee may be expected to perform these services at City Council Meetings, Town Hall or Community Meetings, or with special dignitaries (i.e. Sister City program) as needed.

ARTICLE 9 – LONGEVITY PAY

The City agrees to implement a longevity pay program to be administered in the following manner:

- A. An employee with 15-19 years or more of current continuous City service shall receive an additional two (2) percent base salary.
- B. An employee with 20 years or more of current continuous City service shall receive an additional three (3) percent base salary.

ARTICLE 10 – CERTIFICATE PAY

- A. Incumbents of the Water Quality Specialist and Water Loss Specialist classifications who possess a California State Health Department Water Distribution 3 Operator Certification shall receive an additional \$100 per month.
- B. Employees who possess a job-related certificate from a professional organization as determined by the Department Head and the Director of Human Resources shall receive an additional \$50 per month.

No employee may receive more than one Certificate Pay benefit at a time.

ARTICLE 11 – COMMERCIAL VEHICLE OPERATOR LICENSE

In the best interest of the City, as determined by the Director of Human Resources, an employee who has a State of California commercial vehicle operator license shall receive an additional \$75 per month for Class B and \$150 per month for Class A licenses. Such employees are subject to the provisions of the City's Drug and Alcohol policy, which includes, but is not limited to, post-accident testing, random testing, reasonable suspicion testing, and return-to-duty/follow-up testing.

ARTICLE 12 – OVERTIME PAY

- A. OVERTIME PAY. An employee required to work in excess of 40 hours in a seven-day cycle shall receive pay at the rate of time and one-half his/her regular rate of pay. The regular rate of pay shall include the following components in addition to base pay.

- Shift Differential
- Educational Incentive
- Bilingual Pay
- Acting Pay
- Special Assignment Pay
- Longevity Pay
- Excess Medical
- Waiver of Medical Insurance

In determining an employee's eligibility for the overtime regular rate, paid and unpaid leaves of absences shall be excluded from the total hours worked. Paid leave of absence include, but are not limited to, the following:

- Vacation
- Holiday Leave
- Sick Leave
- Administrative Leave
- Compensatory Leave
- Workers' Compensation Leave
- Jury Duty
- Bereavement Leave
- Military Leave

For overtime not otherwise paid at the regular rate, it shall be paid at time and one-half of the hourly equivalent of the employee's base pay rate for all hours worked in excess of the employee's daily work schedule, or for all hours earned in excess of 40 hours per week. The term "earned" shall include hours for vacation, holiday, sick leave and jury duty.

There shall be no pyramiding of overtime. Hours worked by an employee in any workday or workweek on which premium rates have once been allowed shall not be used again in any other overtime calculation other than computing total actual hours worked.

B. COMPENSATORY TIME.

1. **Fair Labor Standards Act (FLSA).** In lieu of receiving overtime pay pursuant to Paragraph A above, an employee may elect to receive compensatory time off on a time and one-half basis. The employee shall be allowed to "bank" compensatory time at a time and one-half basis. No employee shall accrue more than 60 hours of such compensatory time. (This 60 hour maximum bank is in conjunction with Section 2 below.) Should any employee exceed 60 hours of accrued compensatory time, he/she shall be paid at time and one-half his/her regular rate.

An employee may use such compensatory time within a reasonable period after making the request if the use of compensatory time does not unduly disrupt the operations of the department.

2. **Non-Fair Labor Standards Act (Non-FLSA).** Overtime hours not otherwise subject to the FLSA regular rate of pay (after taking paid leave time exclusions into account) may be taken as compensatory time off. Such hours shall be earned, banked, and taken off at the straight time rate. No employee shall accrue more than 60 hours of such compensatory time (this 60 hour maximum bank is in conjunction with Section 1 above). Should any employee exceed 60 hours of

accrued compensatory time, he/she shall be paid at time and one-half his/her base rate.

C. AUTHORIZATION.

1. All overtime requests must have the prior authorization of a supervisor prior to the commencement of such overtime work. Where prior written authorization is not feasible, explicit verbal authorization must be obtained. Calls for service beyond the end of duty time are considered as authorized.
2. An employee's failure to obtain prior approval may result in the denial of the overtime request.
3. The City may prescribe reasonable periods of overtime work to meet its operational needs.

D. CLOTHES CHANGING. Employees are not authorized to wear their uniforms or any part thereof that is distinguishable as such unless on duty. Each employee is provided with a locker for his/her own personal convenience. An employee may or may not utilize the locker for storage and changing purposes at his/her own discretion.

Nothing herein prevents an employee from wearing his/her uniform to and/or from his/her residence to work.

Nothing herein prevents an employee from wearing his/her uniform while conducting personal business during lunch time.

Time spent in changing clothes before or after a shift, is not considered hours worked and is not compensable in any manner whatsoever.

E. TRAINING TIME. Training time outside normally scheduled work hours shall be compensated pursuant to Code of Federal Regulations (CFR), Section 785.27, *et seq.*

Travel time outside normally scheduled work hours shall be compensated pursuant to CFR Section 785.33, *et seq.*

When feasible, the City will adjust the employee's work schedule to minimize the impact of travel and training time.

F. CITY VEHICLE USE. An employee who is provided with a City vehicle to travel to and from work shall not be compensated in any manner whatsoever for such travel time in the City vehicle.

This provision also applies in those situations where the radio must be left on and monitored.

- G. CALL-BACK PAY. Call-back duty occurs when an employee is ordered to return to duty on a non-regularly scheduled work shift. Call-back does not occur when an employee is held over from his/her prior shift or is working prior to his/her regularly scheduled shift. An employee called back to duty shall be credited with a minimum of two hours work commencing when he/she leaves his/her residence and will terminate at the end of the two hour minimum, or if the call-back lasts longer than two hours the time he/she returns to his/her residence.

Any call-back lasting two hours or less shall result in a credit for two hours worked. When added to the eight hour day or 40 hour work week an employee shall end up with a net result of three hours pay (or three hours comp time at time and one-half). Any call-back lasting more than two hours shall result in a credit for actual hours worked. When this credit is added to the eight hour day or 40 hour work week, the net result will be time and one-half the actual hours worked on the call-back.

Similar calculations as outlined above will be used when an employee is entitled to a four hour call-out because the call-back occurs on Sunday, a holiday, or between 12:01 a.m. and 5:00 a.m.

The above provision shall not result in a double payment for call-outs lasting less than two hours (or when applicable, four hours). For instance, if an employee works one hour on a call-out, he/she shall be credited with two hours, resulting in three hours of pay or comp time after application of time and one-half. He/she shall not be entitled to the one hour at time and one-half plus the two hour minimum.

An employee who receives multiple calls within the allotted two hours minimum (or when applicable, four hour minimum) is not entitled to double-payment for call-backs even if the employee has returned to his/her residence. For example, if an employee receives a call-back that is completed and returns to his/her residence and then receives a second call-back within the original two hour minimum compensation window, the second call-back will result in a continuation of service commencing from the original call-back start time regardless if the call was similar or different than the original call-back.

This provision is to be distinguished from "Court Standby" pay in Section I which is to be used when an employee is called back to court.

This provision replaces Section 2.0. (1)(a) of Resolution No. 8083.

- H. COURT PAY. When an employee is physically called to court, while off duty, he/she shall be credited on an hour for hour basis for the time actually spent in court. An employee shall be credited with a minimum of two (2) hours for the court appearance. Travel time shall be not considered hours worked and shall not be compensated in any manner whatsoever.

This provision replaces Section 2.G.(l)(b) of Resolution No. 8083.

- I. COURT STANDBY. An employee may leave a telephone number where he/she may be reached while on court standby. Such time is not considered hours worked under the Fair Labor Standards Act and will not be compensated, except as set forth below.

In recognition of the City's established practices the City shall continue to compensate employees at the rate of two (2) hours of compensation for a.m. standby duty and two (2) hours of compensation for p.m. standby duty. This payment is being made pursuant to the MOU, not pursuant to FLSA. Time compensated in the above manner shall not constitute hours worked for purposes of FLSA

- J. FAIR LABOR STANDARDS ACT (FLSA) EXEMPTIONS. Although the following classifications are part of the Association, they are designated as exempt employees as defined by the Fair Labor Standards Act (FLSA):

Classification Title
ACCOUNTANT
ASSISTANT ENGINEER
ASSISTANT PLANNER
ASSOCIATE PLANNER
COMMUNITY SERVICES COORDINATOR
HOMELESS OUTREACH COORDINATOR
HOUSING AND CDBG ANALYST
HUMAN RESOURCES ANALYST
MANAGEMENT ANALYST
SENIOR COMMUNITY SERVICES COORDINATOR
SENIOR PLANNER

As a result, FLSA exempt personnel are not eligible to accrue compensatory time or be paid overtime. Each employee shall receive 60 hours of administrative leave per fiscal year. Administrative leave must be taken by June 30 each year and no part of it may be carried over into the next fiscal year.

Additional time may be granted by the employee's department head for time spent at required meetings and special events.

The definition of meetings and special events includes:

- City job-related emergencies.
- City Council meetings.
- City Commission or Committee meetings, or
- Any meeting, conference, training, or professional development event approved in advance by the department head or his/her designee.

ARTICLE 13 – EDUCATION PROGRAM

A. REIMBURSEMENT.

An employee who is pre-approved by the department head to attend a specified, off-duty education course shall receive reimbursement for certain expenses.

An approved education course is defined as off-duty instruction that will be mutually and immediately beneficial to the employee and the City.

1. Prior to enrolling in the class, an employee desiring partial reimbursement for expenses shall acquire the department head's approval as to course content and its relationship to the employee's City employment. On completion of the course, with a grade of "C" or better, the employee shall submit a Request for Educational Reimbursement form to the department head along with a copy of the official transcripts and receipts for the total cost of the course.

Effective January 1, 2024, on approval by Human Resources and Finance, the employee shall then be reimbursed up to a maximum of \$5,000 per calendar year for tuition, books, transportation costs where appropriate, registration fees and related expenses necessary for completion of the course.

2. Reimbursement will be made only for coursework completed within the current calendar year (January 1 – December 31). The difference between the City's maximum obligation during any calendar year and the total amount of actual reimbursement received by the employee during that calendar year shall not be carried over or be available for use by the employee in any subsequent year.
3. A copy of the official transcript shall be forwarded to the Human Resources Office for retention in the employee's education file.

B. EDUCATIONAL INCENTIVE ALLOWANCE. An employee with a job-related (as determined by the City) degree or certificate from an accredited educational institution shall receive an additional allowance as follows:

- Associate of Arts Degree \$120.00 per month
- Bachelor of Arts Degree \$150.00 per month
- Master's or Ph.D. Degree \$180.00 per month

Special Certificates:

- 10 or more semester units \$60.00 per month
- 20 or more semester units \$90.00 per month

No employee may receive more than one Educational Incentive Allowance benefit at one time.

ARTICLE 14 – SAFETY SHOES

- A. An employee who performs significant field work as part of his/her normal and customary job duties shall receive up to \$350.00 on per fiscal year basis depending on the job classification, through a direct purchase from a City selected vendor, for safety shoes which comply with current California Office of Safety and Health Administration (Cal/OSHA) standards, Title 8, Section 3385, as amended.
- B. An employee who purchases safety shoes through this program, shall wear such safety shoes while performing work outside of an office environment, in compliance with Cal/OSHA standards, Title 8, section 3385. Any employee failing to adhere to this requirement shall be subject to disciplinary action, up to and including termination. The City Manager and/or his designee shall have discretion as to the need and necessity of the safety shoe purchase.
- C. Positions receiving one pair of safety shoes per year are as follows:

Building Inspector	Senior Building Inspector/Code Enforcement
Building Inspector Technician	Senior Building Inspector/Plan Checker
Code Enforcement Officer	Senior Environmental Inspector
Code Enforcement Technician	Senior Public Works Inspector
Environmental Inspector	Storekeeper
Homeless Outreach Coordinator	Water Loss Specialist
Public Works Inspector	Water Quality Specialist

Positions receiving one pair of safety shoes every two years are as follows:

Assistant Engineer	Planning Technician
Assistant Planner	Senior Planner
Associate Planner	

ARTICLE 15 – UNIFORM ALLOWANCE

- A. The City shall provide a work uniform to each employee and shall provide a City-paid cleaning service for such uniforms.
- B. The City agrees to continue to provide uniform cleaning service for those bargaining unit members who currently receive it.
- C. The monetary value for such purchase, rental, and maintenance of the required clothing which is a ready substitute for personal attire (uniform) shall be reported to the California Public Employees' Retirement System (CalPERS) as compensation as required by law. The annual retirement contribution shall be based on the stated

amounts for the term of the MOU listed in Article 16 – Public Employees’ Retirement System. Any additional tax liabilities are borne solely by the employee.

ARTICLE 16 – MILEAGE

An employee required to use a personal vehicle for City business shall be reimbursed at the rate allowed by the Internal Revenue Service.

ARTICLE 17 – CHILD CARE REIMBURSEMENT PROGRAM

- A. Employees who have qualified dependent(s) between the ages of 0 and 5 (under 6) years old shall receive an additional \$100 per month, per child, for child care assistance.
- B. Qualifying dependents are natural born child, adopted child, step child, and/or parent-child relationship.
- C. Child care reimbursement payments will not be considered compensation reportable to CalPERS or included in the calculation of the regular rate for overtime, benefits, or any other purpose.

RETIREMENT

ARTICLE 18 – PUBLIC EMPLOYEES’ RETIREMENT SYSTEM

A. RETIREMENT PLAN. The City shall maintain its contract for a pension plan with the California Public Employees Retirement System (CalPERS), as originally adopted on March 1, 1964, and amended thereafter.

B. CONTRACT OPTIONS. The City’s contract with CalPERS shall include the following options:

	<u>Government Code Section</u>
1. One Year Highest Compensation	20042
2. Military Service Credit as Public Service	21024
3. 2.5% at 55 – Full Formula	21354.4
4. Fourth Level of 1959 Survivor Benefit	21574
5. Pre-Retirement Optional Settlement 2 Death Benefit	21548

C. SECOND TIER CONTRACT OPTIONS. The City’s contract with CalPERS for employees hired on or after December 22, 2012, shall include the following options:

	<u>Government Code Section</u>
1. Three Highest Years Compensation	20037
2. Military Service Credit as Public Service	21024
3. 2% at 60 – Full Formula	21353
4. Fourth Level of 1959 Survivor Benefit	21574
5. Pre-Retirement Optional Settlement 2 Death Benefit	21548

D. THIRD TIER CONTRACT OPTIONS. The City’s contract with CalPERS for employees hired on or after January 1, 2013, shall include the following options:

	<u>Government Code Section</u>
1. Three Highest Years Compensation	7522.32
2. Military Service Credit as Public Service	21024
3. 2% at 62 – Full Formula	7522.20

- | | | |
|----|--|-------|
| 4. | Fourth Level of 1959 Survivor Benefit | 21574 |
| 5. | Pre-Retirement Optional Settlement 2 Death Benefit | 21548 |

E. CONTRIBUTIONS.

1. Employees hired before December 22, 2012, the full eight percent (8%) cost of the CalPERS member contributions shall be paid by each employee via payroll deduction on a pre-tax basis.
2. Employees hired on or after December 22, 2012, the full seven percent (7%) cost of the CalPERS member contributions shall be paid by each employee via payroll deduction on a pre-tax basis.
3. Employees hired on or after January 1, 2013, shall pay 50% of the normal cost rate for the benefit formula 2% at Age 62 via payroll deduction on a pre-tax basis (Government Code Section 7522.30).
4. 1959 Survivor Benefit. Each employee will pay the employee share required by CalPERS (currently \$2.00 per month) and the City will pay the employer costs.

ARTICLE 19 – SOCIAL SECURITY

In the event the City and its employees are required to participate in the Federal Social Security program, the contribution designated by law to be the responsibility of the employee shall be paid in full by the employee and the City shall not be obligated to pay or “pickup” any portion thereof.

INSURANCE

ARTICLE 20 – MEDICARE

Employees hired by the City on or after April 1, 1986, shall pay the designated employee contribution to participate in the Medicare Program and the City shall be under no obligation to pay or “pickup” any such contributions.

ARTICLE 21 – MEDICAL INSURANCE

- A. The City shall provide group medical under the California Public Employees' Medical and Hospital Care Act (PEMHCA).
- B. City Contribution. The City shall contribute the following monthly amounts for group medical insurance. Any additional contribution necessary to maintain group medical insurance shall be borne solely by the employee.

1. Persons Hired On or Before June 30, 1999.

Employees

For coverage effective:	July 1, 2025
• Employee Only	\$1,239
• Employee & One Dependent	\$1,732
• Employee & 2 + Dependents	\$2,100

For coverage effective:	July 1, 2026
• Employee Only	\$1,314
• Employee & One Dependent	\$1,832
• Employee & 2 + Dependents	\$2,250

Retirees

• Retiree Only	\$126.00
• Retiree & One Dependent	\$172.00
• Retiree & 2 + Dependents	\$195.00

2. Persons Hired On or After July 1, 1999.

Employees

For coverage effective:	July 1, 2025
• Employee Only	\$1,239
• Employee & One Dependent	\$1,732
• Employee & 2 + Dependents	\$2,100

For coverage effective	July 1, 2026
• Employee Only	\$1,314
• Employee & One Dependent	\$1,832
• Employee & 2 + Dependents	\$2,250

Retirees

The City's contribution for retirees who were hired on or after July 1, 1999, is determined by the California Public Employees Retirement System (CalPERS) in accordance with Section 22892 of the Public Employees' Medical and Hospital Care Act (PEMHCA). The contribution amounts are subject to change each calendar year based on changes to the medical care component of the Consumer Price Index.

- *For coverage effective January 1, 2025: \$158.00/month per retiree.*
- *For coverage effective January 1, 2026: To be determined by CalPERS*
- *For coverage effective January 1, 2027: To be determined by CalPERS*

C. EXCESS MEDICAL. An employee who selects a health insurance plan which costs less than the City's maximum monthly contribution may have the difference placed in his/her deferred compensation account, purchase products available through the City's Cafeteria Plan, or receive a cash payout. For example, an employee with no dependents is entitled to a maximum monthly contribution of \$1,239.00 per month. If he/she has a health insurance plan which costs \$628.63 per month the employee is entitled to \$610.37 per month in excess medical.

D. WAIVER OF MEDICAL INSURANCE.

1. An employee may elect to not be covered by a City group medical insurance plan if he/she provides proof of coverage from another group medical insurance source. The City may require proof of coverage at any time.
2. An eligible employee may elect to have the City's monthly contribution applied to his/her deferred compensation account, the purchase of products offered through the Cafeteria Plan, and/or receive a cash payout.

The City contributions shall be \$753.00 per month.

E. SERVICE RETIREMENT ACCOUNT (SRA). In addition to the Contribution pursuant to the CalPERS contract, employees hired on or after July 1, 1999, will be allowed to bank accrued sick leave time for use upon Retirement from Service, into a Service Retirement Account to defer out-of-pocket expenses for purchasing group medical insurance under the City's program. The City will participate in the SRA by matching the employee contribution on a two-for-one (2:1) basis.

1. SRAs are not subject to fellow employee donations of sick leave or any other leave provisions. However, the SRA will be coordinated with the City's Sick Leave Buyback program.
2. To be eligible, an employee must have a sick leave balance of at least 480 hours, and must maintain at least 480 hours of sick leave after making such deposit.
3. An eligible employee may place up to one-half of any unused portion of his/her annual sick leave accrual into the SRA, with the City matching contribution of two-to-one (2:1). This provision will be coordinated with the Sick Leave buyback provision, thereby limiting buyback and SRA deposits to one-half of any unused portion of their annual sick leave accrual.
4. The SRA is not subject to bearing interest. Eligible employee deposits and the City's matching contributions are flat deposits.
5. Sick leave placed in the SRA will be converted into cash at the employee's base pay rate and thus will no longer be available as sick leave once deposited in the SRA.
6. The donor employee shall have two options for withdrawal of funds:
 - a. At the option of the employee, upon retirement from service, the SRA will be paid at the then hourly rate for the depositor. This shall include the employee contribution as well as the City's matching portion, which will be used to offset/defer costs associated with purchasing group medical insurance plans during retirement.
 - b. The employee may, at any time, withdraw hours from the SRA to convert to cash, and will be paid at the base pay rate in effect when the original deposit was made. An employee making an early withdrawal from the SRA, shall not be entitled to any of the City's matching contribution, and shall lose that equal portion of the matching contribution as was withdrawn, i.e., two-to-one.
7. In the event that a participating employee separates from employment on other than a Retirement from Service (Service Retirement or Disability Retirement), the City shall payoff only the employee's portion of the contributions made to the SRA, at the base pay rate for each deposit, and shall not be entitled to any of the City's matching contribution.
8. In the event the SRA survives an active employee, or a retired employee, the City will pay off the balance of the employee's contribution to the survivor of record. Payment will be at the then-current base pay rate for the active employee and/or at the base pay rate of withdrawal for retired employee, including the City's matching contribution.

9. The City reserves and retains the right to hear and make determinations regarding any disputes caused by this provision of the MOU. Determinations shall be made in a manner that no employee shall lose his/her portion of the SRA and the City will not lose its portion of the matching contribution. Any determinations made in hearing a dispute to grant the City's portion of the matching contribution will be made on a case by case basis, and will not be determined to be a past practice or official policy of the City.

Any person employed by the City prior to July 1, 1999, who is not currently a member of this unit of representation shall enjoy all benefits and rights of those employees hired prior to July 1, 1999, upon later occupying a position within this unit of representation.

10. Effective July 21, 2012, employees not currently enrolled in the SRA program are not eligible to enroll in this program. This program is closed to new enrollees.

ARTICLE 22 – DENTAL INSURANCE

The City shall continue to provide the current dental program for employees and their eligible dependents under the age of 26.

Each employee is responsible for choosing one of the three plans listed below. In the event that no choice is made, the employee will be deemed to have chosen no dental insurance coverage.

Employees may switch plans only during the open enrollment period designated by the City.

Payment of Premiums. Employees shall pay the amounts shown. Any additional amount necessary to maintain group dental insurance shall be paid by the City.

- A. **50/50 PLAN.** The insurance carrier pays 50% of major expenses (up to a maximum of \$2,000 per calendar year) and the employee pays 50%.

Monthly

- | | |
|-----------------------------|--------|
| • Employee Only | \$3.00 |
| • Employee & 1 Dependent | \$5.00 |
| • Employee & 2 + Dependents | \$7.50 |

- B. **80/20 PLAN.** The insurance carrier pays 80% of major expenses (up to a maximum of \$2,000 per calendar year) and the employee pays 20%.

Monthly

- | | |
|--------------------------|---------|
| • Employee Only | \$10.00 |
| • Employee & 1 Dependent | \$15.00 |

- Employee & 2 + Dependents \$20.00

C. **HMO PLAN.** The insurance carrier pays a portion of all services based on the fee schedule. Employees who enroll in this plan do not pay any monthly premium. Each employee is responsible for any co-payment associated with this plan.

ARTICLE 23 – VISION INSURANCE

- A. The City shall provide a vision insurance program for employees and their eligible dependents under the age of 26.
- B. Each employee is responsible for enrolling in the plan. In the event that no choice is made, the employee will be deemed to have chosen no vision insurance coverage.
- C. Effective January 1, 2026, the City shall contribute \$6 monthly for group vision insurance. Any additional contribution necessary to maintain group vision insurance shall be borne solely by the employee.

ARTICLE 24 – LONG TERM DISABILITY INSURANCE

- A. The City shall pay the entire premium for a City-owned long-term disability insurance policy affording coverage to each active employee.
- B. The policy shall have a benefit waiting period of 60 calendar days of continuous disability. Any time after the expiration of the benefit waiting period, the employee may apply for this insurance and may use accrued leave pursuant to the City's policy thereon.
- C. The maximum benefit for total disability shall be 66 2/3 of the eligible employee's basic monthly earnings as defined in the policy document, or \$10,000 per month, whichever is less.

ARTICLE 25 – LIFE INSURANCE

- A. The City shall provide group term life insurance (including accidental death and dismemberment) for each employee (either full-time or part-time) in the amount of one times (1x) the employee's basic annual earnings to a maximum of \$150,000. Each employee, at his/her own expense, may purchase additional life insurance from the insurer through the City.
- B. The City shall provide group term life insurance, (including accidental death and dismemberment) in the amount of \$1,500 for each employee's:
 - 1. legal spouse or registered domestic partner and/or
 - 2. children under the age of 26.

ARTICLE 26 – CAFETERIA PLAN

- A. The City shall provide a full flexible Cafeteria Plan under IRS Code Section 125, to include Premium Only Conversion, Health Care Spending and Dependent Care Accounts.
- B. The City and individual participants shall divide the cost of the third-party administration service fee. Service fees are to be paid only by employees enrolled in the Health Care Spending Account and/or Dependent Care Spending Account. There is no service fee for participants in the Premium Only Conversion plan. The service fee may be amended from time to time by the City and the third-party administrator. The City will consult with employees prior to increasing any deduction from employees for any plan year.
- C. The City will utilize any assets remaining in the plan at the end of each plan year to off-set service fees for employees enrolled in either the Health Care Spending Account and/or Dependent Care Spending Account. “Plan year” is as defined in the plan documents. This item is governed by the Cafeteria Plan documents as it relates to Plan Year. Asset utilization to off-set service fees shall be determined no later than June 30 of any subsequent year.

ARTICLE 27 – ADMINISTRATION

- A. The City shall have the right to select any insurance carrier or other (including self-insurance) method of providing coverage to fund the benefits included under the terms of this MOU, provided that the benefits of the employees shall be substantially the same as those in existence prior to implementation of this MOU.
- B. If, during the term of this MOU, any change of insurance carrier or method of funding for any benefit provided hereunder occurs, the City shall meet with the Association prior to any change of insurance carrier or method of funding the coverage.
- C. All group insurance benefits shall be provided and calculated in accordance with the City’s contracts with insurance providers.

LEAVES

ARTICLE 28 – HOLIDAYS

- A. The following dates, and such other days or portions of days as may be designated by motion of the City Council, shall be observed as paid holidays.

Holiday	Date
New Year's Day	January 1
Martin Luther King Jr. Day	3 rd Monday in January
Washington's Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday following 4 th Thursday in November
Day before Christmas	December 24
Christmas Day	December 25

In addition to the above, two floating holidays per fiscal year may be earned. These floating holidays shall be designated by the employee and requires management approval, in advance, before it is taken. New hires must be employed for three months before becoming eligible for the floating holiday. Regular part-time employees shall receive four and one-half hours of pay for each floating holiday.

- B. When a holiday occurs on a Saturday, the preceding Friday will be observed instead. When a holiday occurs on a Sunday, the following Monday will be observed. When a holiday occurs on an off-Friday, the preceding Thursday shall be observed.
- C. Holiday Closure. The City shall close the City Hall, City Yard, and Community Center facilities to the public during the holiday period between Christmas Eve and New Year's Day. During the closure, employees will have the option to use accrued Vacation, Compensatory Time, Administrative Leave, or Floating Holiday. Employees without sufficient accrued leave time to cover the holiday closure may borrow from future vacation accrual.

The City maintains the right to determine the essential services which will still operate during this closure period.

ARTICLE 29 – VACATION LEAVE

A. ACCRUAL. Vacation shall accrue to each full-time employee at the following rates:

<u>Years of Service</u>	<u>Vacation Hours Accrued</u>
Less than 1 year	80 hrs. vacation per year (6.667 hrs. per month)
Less than 2 years	90 hrs. vacation per year (7.5 hrs. per month)
Less than 3 years	100 hrs. vacation per year (8.333 hrs. per month)
Less than 4 years	110 hrs. vacation per year (9.167 hrs. per month)
Less than 5 years	110 hrs. vacation per year (9.167 hrs. per month)
5 years to 10 years	120 hrs. vacation per year (10 hrs. per month)
10 years or more	160 hrs. vacation per year (13-1/3 hrs. per month)

An employee having a probationary or regular appointment that is less than full-time, but is half-time or more, shall accrue vacation on a prorated basis, based on the employee's regular (i.e., not overtime) paid hours in each pay period.

B. ACCUMULATION. Accumulation of vacation leave in excess of that earned in two years is prohibited. All vacation leave exceeding the authorized accumulation shall be forfeited.

C. USAGE. Vacation leave taken shall not be in excess of that actually earned at the time the vacation starts.

1. Each employee must take at least 40 hours of vacation each fiscal year.
2. The time during the calendar year at which an employee shall take vacation shall be determined with particular regard for the needs of the service and due regard for the wishes of the employee.
3. In the event one or more municipal holidays falls within a vacation leave, such days shall not be charged as vacation leave, and the vacation leave shall be extended accordingly for employees eligible for such holidays.
4. Any leave of absence without pay shall not accrue vacation leave for each 30 day period of such leave.
5. No employee shall be entitled to any vacation until completion of six (6) months of continuous service.

6. All usage of vacation and compensation time should be requested and approved by the employee's department head or designee at least two days prior to the start of vacation time.

D. ANNUAL CONVERSION.

1. An employee may elect to convert up to 40 hours of vacation leave into a cash payment at the employee's then-current rate of base pay. To be eligible for this option, the employee must utilize 40 hours of vacation leave in the preceding fiscal year.
2. Notwithstanding the above paragraph, an employee may convert up to a maximum of 80 hours of annual vacation leave into a cash payment as long as the employee has 240 hours, or more, of annual vacation leave "on the books" after the conversion.

E. VACATION PAY AT SEPARATION. Upon separation, an employee will receive compensation at the current rate of base pay for all unused earned vacation, up to and including the date of separation.

1. An employee who separates while serving a probation period in a classification to which the employee has been promoted shall receive vacation pay at separation based on the hourly equivalent of the base pay received immediately prior to promotion, provided the employee has successfully completed a probation period in the classification from which the employee was promoted.
2. An employee who has not completed six (6) months of continuous service shall not receive vacation pay at separation.

F. CONTINUOUS SERVICE. For the purpose of computing years of service, an employee's continuous service shall be based on the effective date on which the employee received initial probationary appointment in the City service.

ARTICLE 30 – SICK LEAVE

A. ACCRUAL.

1. Each employee shall accrue sick leave with pay at the rate of eight hours for each full calendar month of continuous service in which the employee has worked or has been on authorized leave of absence with pay
2. Any leave of absence without pay exceeding 15 consecutive days shall result in no accrual of sick leave during the consecutive days of the employee's leave of absence without pay that is in excess of 15 consecutive days.

B. ACCUMULATION. Sick leave may be accumulated without limit.

C. USAGE.

1. Eligibility for Use of Sick Leave. Sick leave may be taken only when the employee has sick leave credits. An employee shall be eligible to take sick leave after he/she has worked one full calendar month.
2. Sick leave may be granted only with the approval of the department head and only in case of a bona fide illness or medical/dental appointments of the employee. The department head may require a physician's certificate or other evidence of the adequacy of the reason for the employee's absence during any period for which sick leave was requested.
3. Sick leave may also be used for a bona fide illness or medical/dental appointments of a family member (spouse, child, brother, sister, mother, father, mother-in-law, father-in-law, grandmother, grandfather) or designated person when the presence of the employee is required up to a maximum of three days per individual situation. The department head may require a physician's certificate or other evidence of the adequacy of the reason for the employee's absence during any period for which sick leave was requested.

A "designated person" is defined as any one person identified by the employee at the time the employee requests paid sick leave. This designation is limited to only one designated person per 12-month period.

4. Maternity leave. The employee shall submit a doctor's statement approving her fitness to continue working for a specified term. A post-natal release from the doctor must be submitted prior to returning to work.
5. Sick leave shall not be used in lieu of, or added to, vacation. Accrued vacation leave shall be used for sickness when all sick leave has been taken.
6. Sick leave during vacation. An employee who becomes ill while on vacation may have such period of illness charged to accumulated sick leave instead of to vacation, provided that immediately upon return to duty, the employee submits to the department head a written request for sick leave and a written statement signed by the employee's physician describing the nature and dates of the illness.
7. Limitations. No employee shall be entitled to accrue or to take sick leave with pay while absent from duty for all of the following reasons:
 - a. Disability or illness arising from compensated employment other than with the City of Buena Park.
 - b. Leave of absence without pay.

- c. Absence because of intoxication or for the purpose of recovering from intoxication.

D. MEDICAL LEAVE OF ABSENCE. Upon written request of the employee and recommendation of the department head, the City Manager may authorize in writing a leave of absence without pay for the purpose of recovering from an illness, provided:

1. The employee has used all accumulated sick leave.
2. The employee has been continuously employed in the City service for at least one year.
3. The employee presents to the department head for referral to and consideration by the City Manager a written explanation of the employee's illness and an estimate of the time needed for recovery signed by the employee's physician.
4. Prior to resuming duties, the employee may be required to take a medical examination at the employee's expense and as prescribed by the City Manager. The employment record and the results of such examination shall be considered by the City Manager in determining the employee's fitness to return to work.
5. The maximum period of such leave shall be three calendar months. If the employee desires an extension, the employee shall follow the procedure described in subparagraph 3 above.

E. PENALTY FOR ABUSE. When, in the judgment of the department head, the employee's reason for being absent because of alleged sickness is inadequate, the department head shall indicate on the payroll form that the absence was without pay. The department head may recommend to the City Manager that appropriate disciplinary action be imposed against the employee.

F. ANNUAL BUYBACK PROGRAM.

1. To be eligible an employee must have:
 - a. 480 hours of accumulated sick leave as of the first pay period of July of the preceding year, and
 - b. 480 hours of accumulated sick leave remaining after the cash out.
2. An employee who wishes to participate must file a written request with the Finance Department. This request will apply for the previous fiscal year sick leave accumulation.
3. Participants will be paid for 50% of the hours accrued during the fiscal year. These hours being paid will be deducted from the employee's sick leave bank. The

remaining hours accrued, but not used, will remain in the employee's sick leave bank. Payment will be based at the employee's base hourly rate in effect at the time of payment.

- G. SICK LEAVE PAY ON SEPARATION. Except as herein provided, no payment shall be granted to an employee for accrued sick leave at the time of separation. Termination of an employee's continuous service, except by reason of layoff for lack of work or funds, shall abrogate all sick leave accrued at the time of such separation, regardless of whether the employee subsequently reenters the City service. Employees appointed on or after September 20, 1982, shall not be eligible for sick leave pay on termination as provided for in this section.

Employees hired on or prior to September 19, 1982, shall be paid for 50% of the value of his/her unused sick leave based on the employee's rate of base pay at the time of honorable separation or retirement.

Employees may only accrue 120 days (960 hours) of sick leave for the purposes of this section and for the purposes of compensation on separation.

ARTICLE 31 – BEREAVEMENT LEAVE

Whenever an employee who is eligible to receive sick leave is compelled to be absent from duty by reason of the death (or critical illness where death appears imminent) of a family member, the employee shall, upon approval of the department head, be entitled to up to three work days of bereavement leave with pay once per fiscal year. Employees in need of additional time off may charge such absence to the employee's accumulated sick leave to a maximum of five working days for each such incident. Use of such leave shall not count against the sick leave buy back or deposits made to the SRA.

"Family member" is defined as the employee's or spouse's:

- Father
- Grandfather
- Sibling(s)
- Spouse
- Mother
- Grandmother
- Child
- Grandchildren

ARTICLE 32 – WORKERS COMPENSATION

- A. An employee who is absent from duty because of an on-the-job injury sustained during City employment shall receive his/her normal pay during the first 27 calendar weeks of such accident, provided the employee returns to the City any compensation paid under the provisions of the California Workers' Compensation Law for the corresponding period of time.

During this maximum 27-week period, an employee so entitled shall continue to receive all forms of compensation he/she would be receiving as if at work. The employee shall also be eligible for consideration for merit pay increases during this period.

- B. After this maximum 27-week period, an employee who has not returned to work shall not receive any other form of compensation from the City, including, but not limited to, accrual of vacation and sick leave, holiday pay, special assignment pay, education pay or payment of group insurance premiums. An employee may not use accumulated sick leave or vacation to supplement temporary disability indemnity payments.

ARTICLE 33 – JURY DUTY

No deduction shall be made in the pay of an employee who serves on jury duty if the employee has waived or remitted the jury fee for such jury duty. An employee who serves on jury duty on a scheduled day off shall not be required to remit his/her jury fees for that day. If the employee has not so waived or remitted the jury fee, the employee shall be paid only for the time actually worked in the City position. An employee summoned to jury duty shall immediately notify his/her supervisor in writing. The employee shall remit to the City all fees and allowances payable for jury duty, less reimbursements from the court for meals, travel, or lodging.

ARTICLE 34 – OTHER LEAVES

- A. LEAVE WITHOUT PAY. Upon written recommendation of the department head, the City Manager may authorize a leave of absence without pay for a period not to exceed 30 calendar days in a calendar year.

Authorized leaves of absence without pay of 30 calendar days or less, and leaves of absence with pay for any period shall not constitute an interruption of an employee's continuous service and shall not be deducted in computing total City service. Authorized leaves of absence without pay in excess of 30 calendar days, unless covered by the Family Medical Leave Act, shall be deducted in computing an employee's total City service for advancement in salary range and for other purposes specified in this MOU, but shall not serve to interrupt continuous service.

- B. MILITARY LEAVE. An employee having a probationary or regular appointment shall be entitled to such benefits as are provided in the California Military and Veterans Code. An employee requesting military leave shall present a copy of military orders to the department head prior to the beginning of the leave.

Employees who present military orders for active duty status shall continue to receive all forms of compensation he/she would be receiving as if at work for the first 30 days of such absence in any one fiscal year (except weekend drills and/or training).

Weekend drills and/or training are not considered active duty under the Military and Veterans Code and not eligible for salary continuation benefits.

If an employee is called to inactive duty and must report to such duty on days the employee is scheduled to work, the employee must request the time off and use their leave banks for such absence if necessary.

WORKING CONDITIONS

ARTICLE 35 – PAY PERIODS

A. The City shall utilize the biweekly payroll system. Pay periods shall begin at 12:01 a.m. every other Saturday and end at midnight the second Friday (i.e., 14 calendar days later) thereafter. Paydays shall occur on the Friday following the conclusion of each pay period. The one exception is when that Friday is a federal holiday, the payday shall fall on the preceding business day.

B. Direct Deposit. The City shall electronically deposit employee's paychecks directly into a savings or checking account designated by the employee. All employees shall participate in the City's direct deposit payroll program. Each employee shall be responsible for providing the Human Resources Department with the correct routing number and account number of his or her banking institution.

ARTICLE 36 – ATTENDANCE

A. Each employee shall be in attendance at his/her work station in accordance with the rules regarding hours of work, holidays, and leaves. All departments shall keep daily attendance records of employees which shall be reported to Payroll on a designated form and on the dates specified. Absence without leave, whether voluntary or involuntary, for a period longer than five consecutive assigned working days is an automatic resignation from City service.

B. An employee who is absent from duty shall report the reason for such absence to the department head or immediate supervisor prior to the normal work shift. Absences not reported in such manner may be considered absence without leave. A deduction of pay shall be made for the duration of any absence without leave. Upon return to work, such absence must be justified.

ARTICLE 37 – HOURS OF WORK AND SCHEDULES

Unless otherwise prescribed in writing by the City Manager, the work week, work shift, and work schedule for each position shall be as follows:

- A. WORK WEEK. The work week for all full-time positions shall be 40 hours.
- B. WORK SHIFT. The work shift for all full-time positions scheduled on the "9/80 Work Plan" shall be nine hours a day for eight days, and eight hours for one day for a total of 80 hours in a two-week period.
- C. WORK SCHEDULE. The work schedule for each position shall be as established by the department head. All offices of the City, except those for which special regulations are required, shall be kept open for business on all days of the year except Saturdays,

Sundays, and holidays continuously on week days in accordance with the Alternative Work Schedule.

- D. ALTERNATIVE WORK SCHEDULES. The decision to implement any alternative work schedule, including the 9/80 Plan and the trial 4/10 Plan for the City Yard facility, City Hall, Community Center, Ehler's Event, and Stage Stop Hotel is at the sole discretion of the City. The alternative work schedule may be revoked at any time by the City as long as 30 days notice of revocation is given to the Association and employees. Any modified work schedule shall not be considered a vested right or benefit and the City has no obligation to meet-and-confer or meet and consult prior to revocation. Any revocation shall not be subject to any internal grievance or appeal process or court action.

Except in cases of emergency, the City shall provide two weeks notice to an employee of any changes in his/her work schedule.

ARTICLE 38 – 9/80 PLAN ALTERNATE WORK SCHEDULE

- A. Federal legislation in Air Quality Management District (AQMD) Rule 15 requires employers, including cities, to use alternative methods to reduce vehicular pollution emissions. The 9/80 work schedule will reduce the average number of vehicle trips to the work site between 6:00 a.m. and 10:00 a.m., and comply with the Federal requirements. It also satisfies Council's direction to provide extended service hours to the public and employees.
- B. Plan Defined. The work period will be forty hours per week. It will consist of nine days instead of ten in a two-week pay period. Employees will work eight days for nine hours a day and one day for eight hours for a total of 80 hours in the pay period. The basic work day will increase from 8 eight to 9 nine hours a day. The standard for accounting is 80 hours in a pay period. During a pay period, the employee shall have one occasion of two consecutive days off and one occasion of three consecutive days off. The 9/80 Plan allows employees to be off an additional day during the pay period.

Days off will be consecutive and scheduled at the discretion of the department heads. Days off include every other Friday. Once days off are determined, they are fixed unless otherwise approved.

- C. Work Period for all FLSA-Exempt Employees. The work period for employees on the 9/80 who are exempt from the FLSA requirements will be the same as the pay period (Saturday of the first calendar week through Friday of the second calendar week). This schedule coincides with the current payroll reporting period.
- D. Work Period for Non-Exempt Employees. The work period for all employees who are not exempt from FLSA requirements on the 9/80 will continue to be 40 hours and a pay period will still consist of two work periods. However, the first work period will end and the second work period will begin in the middle of the fifth work day shift in the

pay period. Depending upon the employee's schedule, four or five hours will belong to the first work period and the remaining four or five hours of that day will belong to the second work period. Work periods can break on different days of the week depending upon which days the employee works. The work period break in a pay period can be as early as the middle of the first Wednesday or as late as the middle of the second Monday of the pay period. The pay period will still coincide with the current payroll reporting period.

- E. Payroll Period Report Dates – All Employees. Payroll will still be reported in accordance with our payroll calendar for all employees, including those on the 9/80 Plan.
- F. Work Hours. For employees who normally work daytime hours Monday through Friday, the following work schedules are available to serve the needs of the City.

7:00 a.m. - 5:00 p.m. 1 hour lunch
7:30 a.m. - 5:30 p.m. 1 hour lunch
8:00 a.m. - 6:00 p.m. 1 hour lunch

The day of the week the employee has off during one work period will be an eight-hour work day the next work period and vice versa. For example, if the employee is off the first Friday of a pay period, he/she will work eight hours on the second Friday of that pay period. All other days worked in that pay period will be nine-hour shifts.

The department head or his/her designee may adjust the designated start/stop schedules as seasonal and/or weather conditions indicate.

The following depicts the four different work schedule patterns within a pay period:

Days Worked Within Pay Period

Group	1	2	3	4	5	6	7	8	9	10
A	9 hrs	9 hrs	9 hrs	9 hrs	8 hrs	9 hrs	9 hrs	9 hrs	9 hrs	Off
B	9 hrs	9 hrs	9 hrs	9 hrs	Off	9 hrs	9 hrs	9 hrs	9 hrs	8 hrs
C	8 hrs	9 hrs	9 hrs	9 hrs	9 hrs	Off	9 hrs	9 hrs	9 hrs	9 hrs
D	Off	9 hrs	9 hrs	9 hrs	9 hrs	8 hrs	9 hrs	9 hrs	9 hrs	9 hrs

G. Payroll Reporting.

1. If an employee uses sick time, vacation time, holiday time or compensation time earned during the pay period and this time had not been reported on the payroll report submitted Monday morning, the time taken must be submitted to the Finance Department in writing.
2. If an employee is in an Absence Without Pay (AWOP) Status at any time during the pay period, and this had not been indicated on the payroll report submitted on

Monday morning, the supervisor or payroll clerk shall call Finance immediately to make a payroll correction.

3. All employees should make every effort to notify their supervisor on Thursday, if they will be using sick leave or AWOP time on Friday.
4. When an employee separates from employment, the employee will be paid for all hours worked.
5. When an employee changes to a different work schedule, it must coincide with the start of a pay period.

H. Leave Time Accruals. Benefit leave time accruals will remain the same as designated in this Memorandum of Understanding. Depending on the work day, benefit leave time off under the 9/80 Plan will be at the rate of either eight or nine hours.

I. Holidays.

1. If a holiday falls on the Friday the City is closed, the holiday will be observed on the preceding workday.
2. If a holiday falls on the employee's day off, an eight-hour day off must be taken within the same pay period as the holiday. An employee's alternate day off for the holiday must be approved by the department head.
3. If a holiday (including floating holidays) falls on the employee's nine-hour workday, an employee will be credited with nine hours. If a holiday falls on an employee's eight-hour workday, an employee will be credited with eight hours.
4. On pay periods containing holidays where employees' regularly scheduled hours need to be altered, for those employees who are subject to FLSA requirements, additional work schedule adjustments may be required for the day that breaks their two 40 hour work periods within the pay period to ensure the 40 hour work periods are maintained.
5. Holidays occurring on an employee's regular eight-hour work day are not affected by the above schedule.

J. Paid Sick Time/Vacation.

1. Employees using paid sick leave on an eight-hour day will be charged eight hours.
2. Employees using paid sick leave on a nine-hour day will be charged nine hours.
3. If the scheduled hours are greater than the sick leave balance, the difference will be covered by:

- a. Use vacation or compensatory time.
 - b. Other Leaves
 - c. Leave without pay.
4. Vacation is charged in the same manner. Vacations occurring on eight-hour days will be charged eight hours, and those falling on nine-hour days will be charged nine hours.
- K. Workers Compensation. Employees will be paid for industrial accident leave hours in accordance with their current 9/80 work schedule. An employee will return on the same 9/80 work schedule.
- L. Military Leave, Jury and Paid Extended Sick Leave. Employees ordered to military duty, summoned to jury duty, or on paid extended sick leave will be paid according to their current work schedule. After the completion of the military leave, jury duty, or paid extended sick leave, the employee will return to his/her regular 9/80 work schedule.
- An employee shall not receive overtime (pay or comp time) when such leave falls on his/her day off.
- M. 9/80 Plan Review. A decrease in productivity will represent a negative impact to the alternative work plans. Productivity may be measured by various criteria, which may include, but are not limited to:
- Sick leave usage
 - Inadequate staffing
 - Measurable work output
 - Employee turnover
 - Tardiness
 - Employee morale

Moreover, other impacts include: service delivery to the public, citizen input through compliments, commendations, or complaints, energy savings, and related costs or funding to the City.

ARTICLE 39 – 4/10 PLAN ALTERNATE WORK SCHEDULE

Effective July 4, 2015, for employees covered under this MOU currently assigned to the City Yard facility (Effective June 24, 2023, for City Hall, Community Center, Ehler's Event, and Stage Stop Hotel), the City shall implement and evaluate a "4/10 Alternative Work Schedule" for a trial period of one year.

- A. The intent is to determine the effectiveness and efficiency of the City Employees Association work force in providing service to the community while working an alternative work schedule that includes a 4/10 component.
- B. During this evaluation period, there will be no additional costs (direct or indirect) to the City as a result of a modified work schedule, specifically related to overtime except for

call-backs for service and emergency calls and time-off accruals such as sick leave, vacation, holidays, etc. All such accruals will remain unchanged.

- C. At the conclusion of this evaluation period, a review will be conducted by the City to determine the effectiveness of this alternative work schedule. A decrease in productivity will represent a negative impact to this alternative work schedule. Productivity may be measured by various criteria which may include but are not limited to:

- Sick leave usage
- Inadequate staffing
- Measurable work output
- Employee accidents
- Employee turnover
- Tardiness
- Employee morale

Other impacts include service delivery to the public, including citizen input through compliments, commendations, or complaints, energy savings, and related costs or funding to the City.

- D. PLAN DEFINED. Under this work schedule, employees work four consecutive, 10 hour days in a seven day workweek. The 4/10 schedule provides for a 40 hour workweek every seven days and three consecutive days off.

4/10 scheduling will be at the discretion of the department head.

- E. WORK PERIOD. The work period for employees on the 4/10 who are exempt or non-exempt from FLSA requirements will remain the same Saturday through Friday. There are two 40 hour work periods per pay period. This schedule coincides with the current payroll reporting period.

- F. PAYROLL PERIOD REPORT DATES – ALL EMPLOYEES. Payroll will still be reported in accordance with our payroll calendar for all employees, including those on the 4/10 Plan.

- G. PAYROLL REPORTING.

1. If an employee uses sick time, vacation time, holiday time or compensation time earned during the pay period and this time had not been reported on the payroll report submitted Monday morning, the time taken must be submitted to the Finance Department in writing.
2. If an employee is in an Absence Without Pay (AWOP) Status at any time during the pay period, and this had not been indicated on the payroll report submitted on Monday morning, the supervisor or payroll clerk shall call Finance immediately to make a payroll correction.

H. WORK HOURS.

The department head or his/her designee may adjust the designated start/stop schedules as seasonal and/or weather conditions indicate.

I. Enrolling in or Dropping off the 4/10 Plan

1. Prior to enrollment in the 4/10 plan, each employee is required to read the 4/10 plan guidelines and sign a statement that he/she has read all the conditions of the plan. A copy will be placed into the employee's personnel file in the Human Resources office.

To expedite future shift changes that affect many employees' work plans and/or changes many employees' day off, a memo listing each employee's new work schedule and days off should be signed by each employee affected and submitted to Finance (payroll) and to Human Resources where a copy of the memo will be filed in each affected person's employee file. These changes must coincide with the beginning of a new pay period.

2. When an employee separates from employment, the employee will be paid for all hours worked.
3. When an employee changes to a different work schedule, it must coincide with the start of a pay period.

J. LEAVE TIME ACCRUALS. Benefit leave time accruals will remain the same as designated in this Memorandum of Understanding.

K. HOLIDAYS.

1. If a holiday falls on the Friday the City is closed, the holiday will be observed on the preceding workday.
2. If a holiday falls on the employee's day off, a 10-hour day off must be taken within the same pay period as the holiday. An employee's alternate day off for the holiday must be approved by the department head.
3. On pay periods containing holidays where employees' regularly scheduled hours need to be altered, for those employees who are subject to FLSA requirements, additional work schedule adjustments may be required for the day that breaks their two 40 hour work periods within the pay period to ensure the 40 hour work periods are maintained.
4. Holidays occurring on an employee's regular 10-hour workday are not affected by the above schedule.

5. When a floating holiday is taken, employees taking the holiday on a 10-hour day will be charged 10 hours.

L. PAID SICK TIME/VACATION.

1. Employees using paid sick leave on a 10-hour day will be charged 10 hours.
2. If the scheduled hours are greater than the sick leave balance, the difference will be covered by:
 - a. Use vacation or compensatory time.
 - b. Other leaves.
 - c. Absence without pay.
3. Vacation is charged in the same manner. Vacations occurring on 10 hour days will be charged 10 hours.

M. WORKERS COMPENSATION. Employees will be paid for industrial accident leave hours in accordance with their current 4/10 work schedule. An employee will return on the same 4/10 work schedule.

N. MILITARY LEAVE, JURY AND PAID EXTENDED SICK LEAVE. Employees ordered to military duty, summoned to jury duty, or on paid extended sick leave will be paid according to their current work schedule. After the completion of the military leave, jury duty, or paid extended sick leave, the employee will return to his/her regular 4/10 work schedule.

An employee shall not receive overtime (pay or comp time) when such leave falls on his/her day off.

O. DEPARTMENT HEAD RESPONSIBILITY. Changes to an employee's 4/10 work schedule must be coordinated through the department head, Human Resources and Finance to ensure that changes to and from the 4/10 Plan coincide with the beginning of a pay period.

P. The decision to implement any alternative work schedule, including the 9/80 Plan and the trial 4/10 Plan for the City Yard facility, City Hall, Community Center, Ehler's Event, and Stage Stop Hotel, is at the sole discretion of the City. The alternative work schedule may be revoked at any time by the City as long as 30 days notice of revocation is given to the Association and employees. Any modified work schedule shall not be considered a vested right or benefit and the City has no obligation to meet-and-confer or meet and consult prior to revocation. Any revocation shall not be subject to any internal grievance or appeal process or court action.

ARTICLE 40 – SUBSTANCE ABUSE

- A. It is the responsibility of all affected employees to cooperate to protect the lives, personal safety and property of co-workers and fellow citizens. The parties hereto and all affected employees shall take all reasonable steps to accomplish these goals and to minimize potential dangers.
- B. It is in the best interest of the City, the Association, employees, and the public to ensure that employees do not appear for work under the influence of drugs or alcohol, or possess illegal substances or alcohol while at work, because such conduct is likely to result in reduced productivity, an unsafe work environment, poor morale, and increased potential liability to the City. “Under the influence” means the knowing use of any illegal substance, alcohol, or knowing misuse of a prescribed drug in a manner and to a degree that substantially impairs the employee's work performance or the ability to use City property or equipment safely.
- C. An employee, not on paid standby, who is called at home to return to work may decline to return if he/she feels physically unable to perform his/her job even if the employee perceives that the inability to perform is the result of having consumed alcoholic beverages. No reason need be given by the employee and the employee shall not be subjected to discipline for his/her refusal to return to work.
- D. The City provides an Employee Assistance program for employees who have problems with drugs and/or alcohol. Every effort shall be made by the City to refer employees who have such problems to this counseling service for assistance.
- E. The City may, upon showing of reasonable suspicion that this policy is being violated, compel an employee who is unable to perform the duties of his/her position to submit to a medical examination on City time and at the City's expense. “Reasonable suspicion” is a belief based on objective and articulable facts sufficient to lead a reasonable and prudent supervisor to suspect that an employee is “under the influence” in that the employee’s ability to perform the functions of the job is impaired or the employee’s ability to perform his/her job safely is reduced. Allegations of harassment pursuant to this paragraph shall be reported to the Human Resources Department. The Human Resources Department shall conduct an investigation into the alleged harassment and take appropriate corrective action as a result of its investigation. Nothing contained herein shall limit the City's right to discipline or discharge any employee.

ARTICLE 41 – EMERGENCY MEDICAL ATTENTION

In case of emergency, an employee may seek immediate medical attention without having to wait for a supervisor to accompany him/her.

ARTICLE 42 – GRIEVANCE PROCEDURE

- A. DEFINITION. A grievance shall be considered as any matter for which appeal is not provided for concerning a dispute about the interpretation or application of any ordinance, rule, or regulation governing personnel practices or working conditions.
- B. PURPOSE.
1. To promote improved employer-employee relations by establishing grievance procedures on matters for which appeal or hearing is not provided by other regulations.
 2. To afford employees, individually or through qualified employee organizations, a systematic means of obtaining further consideration of problems after every other reasonable effort has failed to resolve them through discussions.
 3. To provide that grievances shall be settled as near as possible to the point of origin.
 4. To provide that grievances shall be heard and settled as informally as possible.
- C. PROCEDURE. Whenever an employee feels that the policy of the City is not being appropriately applied to his/her circumstance, he or she can file a grievance to resolve the dispute. The limitation on filing a grievance must be within sixty (60) calendar days from the date the employee or the Association first became aware of, or should have become aware of, the issue(s) underlying the grievance. To file a grievance, he or she shall take the following action(s):
1. The dispute should be discussed fully with the employee's most immediate supervisor, who should make every effort to resolve the dispute in a fair and equitable manner and in accordance with established policy. After the employee and the supervisor have discussed the incident, the supervisor will give the employee a verbal or written response within two working days.
 2. The process described above shall continue through the line of supervision, up to and including the department head, if the aggrieved party is not satisfied with the resolution at the initial or preceding step(s). However, the employee must notify the department head of the dispute in writing.
 3. Should the dispute not be resolved by the department head to the satisfaction of both parties, the employee will notify the Director of Human Resources of the dispute in writing. The Director of Human Resources will interview both parties in the dispute and others affected and report those findings to the City Manager and recommend steps to be taken to resolve the problem within the Department. Within 10 working shifts, the parties will be provided with a written response from the City Manager. The decision of the City Manager shall be the final step in the Administrative process.

ARTICLE 43 – ADVISORY ARBITRATION

City Council Resolution 1883, Personnel Rules and Regulations, Rule XVI, Section 2 and Section 5 shall be amended and is incorporated herein and attached as Exhibit E.

ARTICLE 44 – PERFORMANCE EVALUATION

The parties agree that performance evaluations may not be appealed to advisory arbitration. The appeal process shall end at the City Manager level as provided in the grievance procedure contained herein.

ARTICLE 45 – MEDICAL EXAMINATION

Each employee is eligible for an ultrasound imaging screening (body scan) of internal organs and cardiovascular system by the City's medical examiner each year, held typically during the health benefits open enrollment period. The individual employee's results of the examination shall be disclosed only to the individual participant and neither the City nor the Association shall have any right to an individual's examination results.

SIGNATURES
Adopted June 10, 2025

FOR THE
CITY OF BUENA PARK

FOR THE BUENA PARK TECHNICAL,
OFFICE AND PROFESSIONALS
ASSOCIATION

Eddie Fenton
Assistant City Manager/
Director of Human Resources

Alex Lester
Representative

Rebecca Valdez
Human Resources Manager

Norm Wray
Representative

Ernestine Zapien
Representative

EXHIBIT A – PAY SCHEDULE – EFFECTIVE JULY 5, 2025 TECHNICAL, OFFICE AND PROFESSIONALS ASSOCIATION

Position	Range	Step 1			Step 2			Step 3			Step 4			Step 5			Step 6		
		Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual
Account Clerk	117	23.96	4,153	49,837	25.11	4,352	52,229	26.28	4,555	54,662	27.56	4,777	57,325	28.90	5,009	60,112	30.27	5,247	62,962
Accountant	136	37.58	6,514	78,166	39.44	6,836	82,035	41.35	7,167	86,008	43.39	7,521	90,251	45.50	7,887	94,640	47.71	8,270	99,237
Accounting Technician	125	28.97	5,022	60,258	30.35	5,261	63,128	31.77	5,507	66,082	33.35	5,781	69,368	34.97	6,062	72,738	36.63	6,349	76,190
Administrative Assistant	123	27.59	4,782	57,387	28.95	5,018	60,216	30.32	5,256	63,066	31.76	5,505	66,061	33.33	5,777	69,326	34.93	6,055	72,654
Assistant Engineer	141	42.43	7,355	88,254	44.49	7,712	92,539	46.66	8,088	97,053	48.92	8,480	101,754	51.30	8,892	106,704	53.79	9,324	111,883
Assistant Planner	134	35.89	6,221	74,651	37.58	6,514	78,166	39.43	6,835	82,014	41.35	7,167	86,008	43.38	7,519	90,230	45.48	7,883	94,598
Associate Planner	141	42.43	7,355	88,254	44.49	7,712	92,539	46.66	8,088	97,053	48.92	8,480	101,754	51.30	8,892	106,704	53.79	9,324	111,883
Building Inspector	136	37.58	6,514	78,166	39.44	6,836	82,035	41.35	7,167	86,008	43.39	7,521	90,251	45.50	7,887	94,640	47.71	8,270	99,237
Building Inspector Technician	133	35.00	6,067	72,800	36.72	6,365	76,378	38.46	6,666	79,997	40.34	6,992	83,907	42.28	7,329	87,942	44.35	7,687	92,248
Buyer	126	29.67	5,143	61,714	31.07	5,386	64,626	32.58	5,647	67,766	34.13	5,916	70,990	35.81	6,207	74,485	37.53	6,505	78,062
Code Enforcement Officer	134	35.89	6,221	74,651	37.58	6,514	78,166	39.43	6,835	82,014	41.35	7,167	86,008	43.38	7,519	90,230	45.48	7,883	94,598
Code Enforcement Technician	121	26.31	4,560	54,725	27.59	4,782	57,387	28.91	5,011	60,133	30.30	5,252	63,024	31.74	5,502	66,019	33.31	5,774	69,285
Community Outreach Coordinator	123	27.59	4,782	57,387	28.95	5,018	60,216	30.32	5,256	63,066	31.76	5,505	66,061	33.33	5,777	69,326	34.93	6,055	72,654
Community Services Coordinator	131	33.38	5,786	69,430	35.01	6,068	72,821	36.73	6,367	76,398	38.46	6,666	79,997	40.34	6,992	83,907	42.28	7,329	87,942
Environmental Inspector	132	34.19	5,926	71,115	35.88	6,219	74,630	37.56	6,510	78,125	39.42	6,833	81,994	41.35	7,167	86,008	43.37	7,518	90,210
Executive Assistant	131	33.38	5,786	69,430	35.01	6,068	72,821	36.73	6,367	76,398	38.46	6,666	79,997	40.34	6,992	83,907	42.28	7,329	87,942
Homeless Outreach Coordinator	131	33.38	5,786	69,430	35.01	6,068	72,821	36.73	6,367	76,398	38.46	6,666	79,997	40.34	6,992	83,907	42.28	7,329	87,942
Housing and CDBG Analyst	141	42.43	7,355	88,254	44.49	7,712	92,539	46.66	8,088	97,053	48.92	8,480	101,754	51.30	8,892	106,704	53.79	9,324	111,883
Human Resources Analyst	141	42.43	7,355	88,254	44.49	7,712	92,539	46.66	8,088	97,053	48.92	8,480	101,754	51.30	8,892	106,704	53.79	9,324	111,883
Human Resources Specialist	132	34.19	5,926	71,115	35.88	6,219	74,630	37.56	6,510	78,125	39.42	6,833	81,994	41.35	7,167	86,008	43.37	7,518	90,210
Mailroom Aide	113	21.83	3,784	45,406	22.85	3,961	47,528	23.95	4,151	49,816	25.10	4,351	52,208	26.24	4,548	54,579	27.56	4,777	57,325
Management Analyst	141	42.43	7,355	88,254	44.49	7,712	92,539	46.66	8,088	97,053	48.92	8,480	101,754	51.30	8,892	106,704	53.79	9,324	111,883
Management Assistant	134	35.89	6,221	74,651	37.58	6,514	78,166	39.43	6,835	82,014	41.35	7,167	86,008	43.38	7,519	90,230	45.48	7,883	94,598
Marketing Assistant	114	22.32	3,869	46,426	23.38	4,053	48,630	24.50	4,247	50,960	25.67	4,450	53,394	26.87	4,658	55,890	28.19	4,886	58,635
Marketing Specialist	130	32.60	5,651	67,808	34.19	5,926	71,115	35.87	6,218	74,610	37.55	6,509	78,104	39.41	6,831	81,973	41.33	7,164	85,966
Office Assistant	114	22.32	3,869	46,426	23.38	4,053	48,630	24.50	4,247	50,960	25.67	4,450	53,394	26.87	4,658	55,890	28.19	4,886	58,635
Payroll Technician	129	31.85	5,521	66,248	33.37	5,784	69,410	34.99	6,065	72,779	36.68	6,358	76,294	38.44	6,663	79,955	40.29	6,984	83,803
Permit Technician	121	26.31	4,560	54,725	27.59	4,782	57,387	28.91	5,011	60,133	30.30	5,252	63,024	31.74	5,502	66,019	33.31	5,774	69,285
Planning Technician	121	26.31	4,560	54,725	27.59	4,782	57,387	28.91	5,011	60,133	30.30	5,252	63,024	31.74	5,502	66,019	33.31	5,774	69,285

*Monthly and Annual Salary are only approximate rates based on the Hourly conversion.

**EXHIBIT A – PAY SCHEDULE – EFFECTIVE JULY 5, 2025
TECHNICAL, OFFICE AND PROFESSIONALS ASSOCIATION**

		Step 1			Step 2			Step 3			Step 4			Step 5			Step 6		
Position	Range	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual
Public Works Inspector	136	37.58	6,514	78,166	39.44	6,836	82,035	41.35	7,167	86,008	43.39	7,521	90,251	45.50	7,887	94,640	47.71	8,270	99,237
Secretary Clerk	118	24.51	4,248	50,981	25.74	4,462	53,539	26.92	4,666	55,994	28.26	4,898	58,781	29.58	5,127	61,526	31.02	5,377	64,522
Sr. Account Clerk	122	26.95	4,671	56,056	28.27	4,900	58,802	29.60	5,131	61,568	31.03	5,379	64,542	32.51	5,635	67,621	34.09	5,909	70,907
Sr. Accountant	139	40.43	7,008	84,094	42.38	7,346	88,150	44.46	7,706	92,477	46.62	8,081	96,970	48.89	8,474	101,691	51.27	8,887	106,642
Sr. Accounting Technician	129	31.85	5,521	66,248	33.37	5,784	69,410	34.99	6,065	72,779	36.68	6,358	76,294	38.44	6,663	79,955	40.29	6,984	83,803
Sr. Administrative Assistant	126	29.67	5,143	61,714	31.07	5,386	64,626	32.58	5,647	67,766	34.13	5,916	70,990	35.81	6,207	74,485	37.53	6,505	78,062
Sr. Building Inspector/Code Enf.	139	40.43	7,008	84,094	42.38	7,346	88,150	44.46	7,706	92,477	46.62	8,081	96,970	48.89	8,474	101,691	51.27	8,887	106,642
Sr. Building Inspector/Plan Checker	146	47.84	8,292	99,507	50.19	8,700	104,395	52.63	9,123	109,470	55.18	9,565	114,774	57.89	10,034	120,411	60.75	10,530	126,360
Sr. Engineering Technician	138	39.45	6,838	82,056	41.37	7,171	86,050	43.40	7,523	90,272	45.50	7,887	94,640	47.71	8,270	99,237	50.03	8,672	104,062
Sr. Engineering Technician/GIS Specialist	144	45.58	7,901	94,806	47.80	8,285	99,424	50.13	8,689	104,270	52.57	9,112	109,346	55.17	9,563	114,754	57.86	10,029	120,349
Sr. Environmental Inspector	139	40.43	7,008	84,094	42.38	7,346	88,150	44.46	7,706	92,477	46.62	8,081	96,970	48.89	8,474	101,691	51.27	8,887	106,642
Sr. Office Assistant	116	23.40	4,056	48,672	24.50	4,247	50,960	25.69	4,453	53,435	26.88	4,659	55,910	28.20	4,888	58,656	29.53	5,119	61,422
Sr. Planner	146	47.84	8,292	99,507	50.19	8,700	104,395	52.63	9,123	109,470	55.18	9,565	114,774	57.89	10,034	120,411	60.75	10,530	126,360
Sr. Public Works Inspector	139	40.43	7,008	84,094	42.38	7,346	88,150	44.46	7,706	92,477	46.62	8,081	96,970	48.89	8,474	101,691	51.27	8,887	106,642
Storekeeper	125	28.97	5,022	60,258	30.35	5,261	63,128	31.77	5,507	66,082	33.35	5,781	69,368	34.97	6,062	72,738	36.63	6,349	76,190
Water Loss Specialist	139	40.43	7,008	84,094	42.38	7,346	88,150	44.46	7,706	92,477	46.62	8,081	96,970	48.89	8,474	101,691	51.27	8,887	106,642
Water Quality Specialist	139	40.43	7,008	84,094	42.38	7,346	88,150	44.46	7,706	92,477	46.62	8,081	96,970	48.89	8,474	101,691	51.27	8,887	106,642

*Monthly and Annual Salary are only approximate rates based on the Hourly conversion.

**EXHIBIT A – PAY SCHEDULE – EFFECTIVE JULY 4, 2026
TECHNICAL, OFFICE AND PROFESSIONALS ASSOCIATION**

		Step 1			Step 2			Step 3			Step 4			Step 5			Step 6		
Position	Grade	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual
Account Clerk	117	25.16	4,361	52,333	26.37	4,571	54,850	27.59	4,782	57,387	28.94	5,016	60,195	30.35	5,261	63,128	31.78	5,509	66,102
Accountant	136	39.46	6,840	82,077	41.41	7,178	86,133	43.42	7,526	90,314	45.56	7,897	94,765	47.78	8,282	99,382	50.10	8,684	104,208
Accounting Technician	125	30.42	5,273	63,274	31.87	5,524	66,290	33.36	5,782	69,389	35.02	6,070	72,842	36.72	6,365	76,378	38.46	6,666	79,997
Administrative Assistant	123	28.97	5,022	60,258	30.40	5,269	63,232	31.84	5,519	66,227	33.35	5,781	69,368	35.00	6,067	72,800	36.68	6,358	76,294
Assistant Engineer	141	44.55	7,722	92,664	46.71	8,096	97,157	48.99	8,492	101,899	51.37	8,904	106,850	53.87	9,338	112,050	56.48	9,790	117,478
Assistant Planner	134	37.68	6,531	78,374	39.46	6,840	82,077	41.40	7,176	86,112	43.42	7,526	90,314	45.55	7,895	94,744	47.75	8,277	99,320
Associate Planner	141	44.55	7,722	92,664	46.71	8,096	97,157	48.99	8,492	101,899	51.37	8,904	106,850	53.87	9,338	112,050	56.48	9,790	117,478
Building Inspector	136	39.46	6,840	82,077	41.41	7,178	86,133	43.42	7,526	90,314	45.56	7,897	94,765	47.78	8,282	99,382	50.10	8,684	104,208
Building Inspector Technician	133	36.75	6,370	76,440	38.56	6,684	80,205	40.38	6,999	83,990	42.36	7,342	88,109	44.39	7,694	92,331	46.57	8,072	96,866
Buyer	126	31.15	5,399	64,792	32.62	5,654	67,850	34.21	5,930	71,157	35.84	6,212	74,547	37.60	6,517	78,208	39.41	6,831	81,973
Code Enforcement Officer	134	37.68	6,531	78,374	39.46	6,840	82,077	41.40	7,176	86,112	43.42	7,526	90,314	45.55	7,895	94,744	47.75	8,277	99,320
Code Enforcement Technician	121	27.63	4,789	57,470	28.97	5,022	60,258	30.36	5,262	63,149	31.82	5,516	66,186	33.33	5,777	69,326	34.98	6,063	72,758
Community Outreach Coordinator	123	28.97	5,022	60,258	30.40	5,269	63,232	31.84	5,519	66,227	33.35	5,781	69,368	35.00	6,067	72,800	36.68	6,358	76,294
Community Services Coordinator	131	35.05	6,075	72,904	36.76	6,372	76,461	38.57	6,686	80,226	40.38	6,999	83,990	42.36	7,342	88,109	44.39	7,694	92,331
Environmental Inspector	132	35.90	6,223	74,672	37.67	6,530	78,354	39.44	6,836	82,035	41.39	7,174	86,091	43.42	7,526	90,314	45.54	7,894	94,723
Executive Assistant	131	35.05	6,075	72,904	36.76	6,372	76,461	38.57	6,686	80,226	40.38	6,999	83,990	42.36	7,342	88,109	44.39	7,694	92,331
Homeless Outreach Coordinator	131	35.05	6,075	72,904	36.76	6,372	76,461	38.57	6,686	80,226	40.38	6,999	83,990	42.36	7,342	88,109	44.39	7,694	92,331
Housing and CDBG Analyst	141	44.55	7,722	92,664	46.71	8,096	97,157	48.99	8,492	101,899	51.37	8,904	106,850	53.87	9,338	112,050	56.48	9,790	117,478
Human Resources Analyst	141	44.55	7,722	92,664	46.71	8,096	97,157	48.99	8,492	101,899	51.37	8,904	106,850	53.87	9,338	112,050	56.48	9,790	117,478
Human Resources Specialist	132	35.90	6,223	74,672	37.67	6,530	78,354	39.44	6,836	82,035	41.39	7,174	86,091	43.42	7,526	90,314	45.54	7,894	94,723
Mailroom Aide	113	22.92	3,973	47,674	23.99	4,158	49,899	25.15	4,359	52,312	26.36	4,569	54,829	27.55	4,775	57,304	28.94	5,016	60,195
Management Analyst	141	44.55	7,722	92,664	46.71	8,096	97,157	48.99	8,492	101,899	51.37	8,904	106,850	53.87	9,338	112,050	56.48	9,790	117,478
Management Assistant	134	37.68	6,531	78,374	39.46	6,840	82,077	41.40	7,176	86,112	43.42	7,526	90,314	45.55	7,895	94,744	47.75	8,277	99,320
Marketing Assistant	114	23.44	4,063	48,755	24.55	4,255	51,064	25.73	4,460	53,518	26.95	4,671	56,056	28.21	4,890	58,677	29.60	5,131	61,568
Marketing Specialist	130	34.23	5,933	71,198	35.90	6,223	74,672	37.66	6,528	78,333	39.43	6,835	82,014	41.38	7,173	86,070	43.40	7,523	90,272
Office Assistant	114	23.44	4,063	48,755	24.55	4,255	51,064	25.73	4,460	53,518	26.95	4,671	56,056	28.21	4,890	58,677	29.60	5,131	61,568
Payroll Technician	129	33.44	5,796	69,555	35.04	6,074	72,883	36.74	6,368	76,419	38.51	6,675	80,101	40.36	6,996	83,949	42.30	7,332	87,984
Permit Technician	121	27.63	4,789	57,470	28.97	5,022	60,258	30.36	5,262	63,149	31.82	5,516	66,186	33.33	5,777	69,326	34.98	6,063	72,758
Planning Technician	121	27.63	4,789	57,470	28.97	5,022	60,258	30.36	5,262	63,149	31.82	5,516	66,186	33.33	5,777	69,326	34.98	6,063	72,758

***Monthly and Annual Salary are only approximate rates based on the Hourly conversion.**

**EXHIBIT A – PAY SCHEDULE – EFFECTIVE JULY 4, 2026
TECHNICAL, OFFICE AND PROFESSIONALS ASSOCIATION**

		Step 1			Step 2			Step 3			Step 4			Step 5			Step 6		
Position	Grade	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual	Hr.	Mo.	Annual
Public Works Inspector	136	39.46	6,840	82,077	41.41	7,178	86,133	43.42	7,526	90,314	45.56	7,897	94,765	47.78	8,282	99,382	50.10	8,684	104,208
Secretary Clerk	118	25.74	4,462	53,539	27.03	4,685	56,222	28.27	4,900	58,802	29.67	5,143	61,714	31.06	5,384	64,605	32.57	5,646	67,746
Sr. Account Clerk	122	28.30	4,905	58,864	29.68	5,145	61,734	31.08	5,387	64,646	32.58	5,647	67,766	34.14	5,918	71,011	35.79	6,204	74,443
Sr. Accountant	139	42.45	7,358	88,296	44.50	7,713	92,560	46.68	8,091	97,094	48.95	8,485	101,816	51.33	8,897	106,766	53.83	9,331	111,966
Sr. Accounting Technician	129	33.44	5,796	69,555	35.04	6,074	72,883	36.74	6,368	76,419	38.51	6,675	80,101	40.36	6,996	83,949	42.30	7,332	87,984
Sr. Administrative Assistant	126	31.15	5,399	64,792	32.62	5,654	67,850	34.21	5,930	71,157	35.84	6,212	74,547	37.60	6,517	78,208	39.41	6,831	81,973
Sr. Building Inspector/Code Enf.	139	42.45	7,358	88,296	44.50	7,713	92,560	46.68	8,091	97,094	48.95	8,485	101,816	51.33	8,897	106,766	53.83	9,331	111,966
Sr. Building Inspector/Plan Checker	146	50.23	8,707	104,478	52.70	9,135	109,616	55.26	9,578	114,941	57.94	10,043	120,515	60.78	10,535	126,422	63.79	11,057	132,683
Sr. Engineering Technician	138	41.42	7,180	86,154	43.44	7,530	90,355	45.57	7,899	94,786	47.78	8,282	99,382	50.10	8,684	104,208	52.53	9,105	109,262
Sr. Engineering Technician/GIS Specialist	144	47.86	8,296	99,549	50.19	8,700	104,395	52.64	9,124	109,491	55.20	9,568	114,816	57.93	10,041	120,494	60.75	10,530	126,360
Sr. Environmental Inspector	139	42.45	7,358	88,296	44.50	7,713	92,560	46.68	8,091	97,094	48.95	8,485	101,816	51.33	8,897	106,766	53.83	9,331	111,966
Sr. Office Assistant	116	24.57	4,259	51,106	25.73	4,460	53,518	26.97	4,675	56,098	28.22	4,892	58,698	29.61	5,132	61,589	31.01	5,375	64,501
Sr. Planner	146	50.23	8,707	104,478	52.70	9,135	109,616	55.26	9,578	114,941	57.94	10,043	120,515	60.78	10,535	126,422	63.79	11,057	132,683
Sr. Public Works Inspector	139	42.45	7,358	88,296	44.50	7,713	92,560	46.68	8,091	97,094	48.95	8,485	101,816	51.33	8,897	106,766	53.83	9,331	111,966
Storekeeper	125	30.42	5,273	63,274	31.87	5,524	66,290	33.36	5,782	69,389	35.02	6,070	72,842	36.72	6,365	76,378	38.46	6,666	79,997
Water Loss Specialist	139	42.45	7,358	88,296	44.50	7,713	92,560	46.68	8,091	97,094	48.95	8,485	101,816	51.33	8,897	106,766	53.83	9,331	111,966
Water Quality Specialist	139	42.45	7,358	88,296	44.50	7,713	92,560	46.68	8,091	97,094	48.95	8,485	101,816	51.33	8,897	106,766	53.83	9,331	111,966

*Monthly and Annual Salary are only approximate rates based on the Hourly conversion.

EXHIBIT B – COMPENSATION PLAN

- A. PURPOSE. The purpose of this Plan is to establish a Merit system of compensation for all general employees represented by T.O.P. Association, based upon performance and productivity, with due consideration for all qualities of service and contribution to the City.
- B. SALARY RANGES AND SALARY RATES. The establishment of salary ranges and salary rates and the allocation of classes thereto shall be by Resolution of the City Council. The type of appointment shall determine whether an employee's salary rate shall be on a biweekly or hourly basis.
1. Full-Time, Probationary, Provisional, Temporary, and Acting Appointments. An employee having a provisional, temporary, probationary, or acting appointment that is on a full-time basis, shall be compensated at a biweekly rate.
 2. Other Appointments. An employee having any other type of appointment shall be compensated at an hourly rate.
- C. RESPONSIBILITIES OF CITY MANAGER. Employees shall be paid at biweekly or hourly rates as determined by the City Manager, subject to the provisions of this Resolution.

At least annually the City Manager shall review the existing Compensation Plan and recommend to the City Council a salary range and salary rates for each class for which the City Manager is appointing authority. In determining salary range and salary rates, consideration shall be given to both base pay, fringe benefits, and working conditions.

D. COMPENSATION PROCEDURES – SALARY SCHEDULES.

1. Entry Level Salary Rates:
 - a. In General. Except as otherwise provided herein, all new employees shall be appointed at Step 1 of the salary range in effect for the class in which the appointment is made.
 - b. Exceptions. The City Manager may authorize such new appointments at a salary rate up to Step 6, when it is determined that equity among employees and the interests of the City will best be served.
 - c. Temporary Appointees. Persons employed or re-employed for part-time, temporary, or seasonal service may, upon written recommendation of the Department Head and approval of the City Manager, be compensated at any rate established for the class.

- d. Acting Appointments. Acting appointments may carry additional compensation if recommended by the Department Head and approved by the City Manager when the City Manager determines that equity among employees and the interests of the City will best be served.
2. Step Increases within the Range. All salary increases within the range shall be made in five percent (5%) increments whenever possible.
 - a. Step 1 is the minimum rate and is normally the hiring rate for the class.
 - b. Employees are eligible to progress to the second and to third steps, anytime after completion of six months of service at the preceding step. These salary increases are awarded in recognition of good performance and as an incentive for continued work improvement. These increases shall be made only if recommended by the Department Head and approved by the City Manager.
 - c. Employees are eligible for additional salary increases to the fourth, fifth and sixth steps, anytime after completion of one year of service at the preceding step on their salary anniversary date. These increases shall be made only if recommended by the Department Head and approved by the City Manager and are awarded in recognition of good performance and as an incentive for continued work improvement.

E. COMPENSATION UPON PROMOTION.

1. Every promotion from one class to a higher class shall carry a minimum salary increase of five percent. In the event a promotion is made within six months of the employee's salary anniversary date, the placement on the new range shall be to the step of the new range which shall be 7-1/2 percent or 10 percent over the current rate.
2. The probation and salary procedures for the promotional position shall follow those prescribed in the various applicable paragraphs of Section D.
3. If the promotion is to a position (class) assigned to a Salary Schedule other than the General Employees (T.O.P.) Salary Schedule, the probation and salary procedures shall follow those prescribed in the various applicable paragraphs of the Resolution for the appropriate Salary Schedule.

F. COMPENSATION ON DEMOTION.

1. Involuntary Demotion. An employee who is involuntarily demoted shall be reduced in salary to the nearest lowest salary rate of the class of position to which demoted. The employee shall not be required to serve a probationary period in the lower position unless specifically determined by the City Manager.

2. Voluntary Demotion. An employee who is demoted at the employee's own request shall retain the current salary rate if such rate is within the salary range of the lower classification. If the employee's salary rate prior to the demotion is higher than the maximum salary of the lower position, the employee shall receive the latter. The employee shall not be required to serve a probationary period in the lower position unless specifically determined by the City Manager.

G. FAILURE TO COMPLETE PROBATION PERIOD. The compensation of an employee who is rejected during a probation period in a classification and who is assigned to a classification having a lower salary range shall be as follows:

1. If the employee had previously completed a probation period in a lower classification, the employee shall not be required to serve another one; the employee's last salary rate in the lower position shall be the new salary rate upon reassignment to that position, and eligibility shall be earned to receive subsequent merit salary advancements in accordance with appropriate paragraphs in Section D.
2. If the employee had not previously completed a probation period in a lower classification, the effective date of reassignment to that class shall be the employee's new probationary anniversary date, and the employee shall be required to serve a probation period.

H. COMPENSATION ON POSITION RECLASSIFICATION. The salary of an employee in a position that is reclassified shall be determined as follows:

1. Class With Same Salary Range. If the position is reclassified to a class with the same salary range as the previous class, and if the incumbent is appointed to the reclassified position, the salary rate and the salary review date of the employee shall not be changed. This provision shall also apply to a change of class title provided there is no change in the basic duties of the position.
2. Class With Higher Salary Range. If the position is reclassified to a class with a higher salary range than the previous class, and if the incumbent is appointed to the reclassified position, the salary of the employee shall be governed by the Section on Compensation Upon Promotion.
3. Class With Lower Salary Range. If the position is reclassified to a class with a lower salary range than the previous class, and if the incumbent is appointed to the reclassified position, the employee's salary shall not change and the employee shall not be required to serve a new probation period.

I. COMPENSATION ON TRANSFER. The salary rate and salary review date of an employee who is transferred in class shall not change.

- J. COMPENSATION FOR PORTION OF PAY PERIOD. A regular or probationary appointee serving on a full-time basis who works less than a full biweekly pay period, except when on authorized leave of absence with pay, shall receive as compensation for such period an amount equal to the number of hours worked times the employee's hourly rate. The number of hours worked in such pay period shall include paid holidays.
- K. CHANGES IN CLASS SALARY RANGE. If a class is allocated to a different salary range, an employee in a position in that class shall be compensated at the same numbered step in the new range as the employee was receiving in the previous range. The employee's salary review date shall not change.
- L. COMPENSATION FOR ACTING APPOINTMENTS. Subject to the following conditions, an employee who is required on the basis of an acting appointment to serve in a class with a higher salary range than that of the class in which the employee is normally assigned shall receive the entry level salary rate of the higher salary range or the rate five (5%) percent higher than the rate the employee normally receives, whichever is greater, for all such hours assigned.
1. The employee must perform all the duties and assume all the responsibilities of the higher class.
 2. Compensation for acting appointments shall be limited to the temporary filling of a vacant regular position due to termination, promotion, or extended sick leave of the incumbent lasting longer than 30 days or the temporary filling of newly budgeted positions where the needs of the City require that the position be filled.
 3. Acting appointments shall not receive merit increases and shall not be permitted for a period in excess of six continuous months, except in the manner provided in 2.20.080 of the Buena Park City Code.
 4. The City Manager must approve all such appointments upon findings which meet the criteria set forth in this paragraph.
- M. CHANGES IN SALARY ANNIVERSARY DATE. The granting of any leave of absence without pay exceeding 30 calendar days shall result in a new salary anniversary date. For the purpose of computing the new salary anniversary date, it shall be the number of calendar days of the employee's leave in excess of 30 calendar days.
- N. PROBATIONARY APPOINTMENT FOLLOWING PROVISIONAL APPOINTMENT. Notwithstanding the other provisions of this Resolution, a provisional appointee in a class who, without a break in service, receives a probationary appointment to a position in the same class shall be eligible for consideration for a salary advance

after six months of satisfactory service, including provisional service. This appointment shall be as evidenced in writing by the Department Head and approved by the City Manager, and shall accrue leave benefits from the date of the provisional appointment.

The employee's probation period shall commence with the date of provisional appointment. Satisfactory completion of such probation period shall be on written recommendation of the department head and approval of the City Manager.

The salary advance provision of this section shall not apply when a provisional appointee in a class receives, without a break in continuous City service, a probationary appointment to a position in a different class having a higher salary range. The salary review date of such appointee shall be the date of the probationary appointment.

- O. CONSIDERATION OF EMPLOYEE REQUESTS. Any employee shall have the right to consideration by the City Manager of any request with respect to a claimed inequity resulting from the strict application of any of the sections contained herein. The employee shall submit to the Department Head a written statement of the claimed inequity and the employee's request. The Department Head shall promptly forward the statement and the employee's along with a written recommendation to the City Manager.
- P. CONTINUITY OF SERVICE REQUIREMENTS. Continuous service, as required for advancement within salary ranges and for other purposes specified in this Resolution, is defined as City Employment on a probationary, regular, or acting appointment basis without break or interruption.
- Q. AVOIDANCE OF INEQUITIES. The City Manager may authorize special adjustments to avoid or eliminate inequities resulting from the strict application of any of the provisions of this Resolution.
- R. ADMINISTRATIVE REGULATIONS. The City Manager is authorized to issue written administrative personnel regulations designed to augment or clarify the provisions of this Resolution. Prior to issuance, such regulations shall be referred to the City Attorney as to their conformance with this Resolution. At least annually such regulations shall be considered for possible incorporation in a revision of this Resolution.

EXHIBIT C – HIRING OF EMPLOYEE RELATIVES

The hiring of relatives of City employees is based upon the following criteria:

A “relative” is defined as a spouse, child, step-child, parent, step-parent, parent-in-law, legal guardian, brother, sister, brother-in-law, sister-in-law, step-brother, step-sister, aunt, uncle, niece, nephew, grandchild, grandparent, regardless of their place of residence, or any other individual related by blood or marriage living within the same household as the City employee.

An “employee” is defined as any person who receives a City payroll check for services, full or part-time rendered to the City of Buena Park.

The employment of relatives of City employees within the City of Buena Park is limited to the following situations: Any relative of a Council Member, the City Manager, or employees of the Human Resources Department shall not be considered for employment within the City of Buena Park in any capacity, either full-time or part-time.

Any relative of a City-appointed commissioner, board or committee member, or department manager may not be considered for employment within the department or area of responsibility of such City-appointed commissioner, board or committee member or department manager. The employment of relatives of all other City employees is prohibited within the department of the existing employee when such related employee may perform joint duties, share responsibility or authority, report to the same immediate supervisor; or be supervised by or would supervise a relative.

Relatives of City employees, except for relatives of Council Members, the City Manager, Human Resources staff, City-appointed commissioners, board or department managers may be hired for seasonal assignments. However, such employment shall not exceed 20% of the compliment of seasonal employees in that classification and shall be selected only by an open recruitment process.

City employees who are related as described above, shall not be affected in their current job status except when the City Manager determines that the circumstances of such employment raises an undue hardship upon the other employees within the particular work unit and that such employment is detrimental to the supervision, safety, security or morale of the particular work unit.

If two existing City employees become married and their employment conflicts with the policy stated above, they may continue employment provided that such employment does not directly or indirectly place an undue hardship upon other employees within the particular work unit of the married couple and such employment is not detrimental to the supervision, safety, security or morale of the particular work unit. The City Manager shall determine whether or not such detriment or undue hardship exists.

The City Manager is authorized to issue written guidelines to implement and enforce this policy. All determinations made by the City Manager shall be final and conclusive and not subject to Section 2-136 of the Administrative Section of the City Code. In all situations where the City Manager determines a conflict to exist between existing or future related employees, the City Manager shall attempt to resolve such conflict in the following manner:

- A. Attempt to redefine the job responsibilities of the related employees within the department to minimize the conflict.
- B. If such redefinition of job status is not feasible, attempt to transfer one of the employees to a similar position (without guarantee of identical salary) that would not be in violation of this policy.
- C. If transfer is not feasible or acceptable, request the voluntary resignation of one of the employees.
- D. If one of the employees does not voluntarily resign, the employee with the least employment experience in the City of Buena Park may be discharged by the City Manager.

EXHIBIT D – HARASSMENT IN EMPLOYMENT POLICY

I. PURPOSE OF POLICY

- A. To define and issue to all employees the City's policy on the prohibition and prevention of harassment, discrimination, retaliation and bullying in the workplace.
- B. To fully inform all employees of their right to have a safe work environment and be free of unlawful harassment, discrimination, retaliation, and bullying in the workplace.
- C. To fully inform all employees that the City of Buena Park does not and will not tolerate any conduct that is believed to violate this Policy in the workplace.
- D. To inform all employees of their rights if they believe that they are or have been the victim of harassment, discrimination, retaliation, and bullying.
- E. To provide a means for the prompt reporting and full and effective investigation of harassment, discrimination, retaliation, and bullying complaints and to provide for effective remedial action against the harasser and for the victim.

II. STATEMENT OF POLICY

It is the policy of the City that it will not tolerate verbal or physical conduct by any employee which harasses, discriminates, retaliates, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. In addition to prohibiting all forms of harassment, discrimination and retaliation, the City also prohibits any form of "intimidation or bullying" in the workplace or elsewhere, such as at offsite events.

Harassment or discrimination against an applicant, unpaid intern, volunteer, or employee by a supervisor, management employee, elected or appointed official, co-worker, member of the public, or contractor on the basis of race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, or any other protected classification as defined below is prohibited and will not be tolerated.

This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Harassment violates Title VII of the Civil Rights Act of 1974, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission and the California Fair Employment and Housing Commission.

All employees will be expected to comply with this Policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this Policy against harassment, discrimination, retaliation, and bullying in the workplace. Based on the seriousness of the offense, disciplinary action will be taken up to and including termination.

When a violation of this Policy is reported, an investigation shall be conducted to determine if there was knowledge, or should have been knowledge, on the part of any supervisor, and whether any supervisor had failed to take immediate and appropriate corrective action.

Negligent supervision, tacit approval by “turning a blind eye”, treating the situation as a joke, failure to take action, or concealing a situation will subject the supervisor involved to disciplinary action.

Disciplinary action or other appropriate sanction up to and including termination will be instituted for prohibited behavior as defined below.

Any retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this Policy will be subject to appropriate sanction or disciplinary action up to and including termination.

III. DEFINITION OF HARASSMENT

- A. Protected Classifications: This policy prohibits harassment or discrimination because of an individual’s protected classification. “Protected Classification” includes race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), and military or veteran status.
- B. Policy Coverage: This Policy prohibits the employer, elected or appointed officials, officers, employees, or contractors from harassing or discriminating against applicants, officers, officials, employees, unpaid interns, volunteers, or contractors because of: 1) an individual’s protected classification; 2) the perception that an individual has a protected classification; or 3) the individual associates with a person who has or is perceived to have a protected classification.
- C. Discrimination: This policy prohibits treating individuals differently because of the individual’s protected classification as defined in this Policy.

D. Harassment may include, but is not limited to, the following types of behavior that is taken because of a person's protected classification. Note that harassment is not limited to conduct that city employees take. Under certain circumstances, harassment can also include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under contracts, or even members of the public:

1. Verbal Harassment – For example, epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.
2. Physical Harassment – For example, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing, patting, proposition, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
3. Visual Forms of Harassment – For example, derogatory posters, notices, bulletins, cartoons, emails, pictures or drawings related to a protected classification.
4. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or creates an intimidating, hostile or offensive work environment.

E. Guidelines for Identifying Harassment: To help clarify what constitutes harassment in violation of this Policy, use the following guidelines:

1. Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
2. It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
3. Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.

4. Even visual, verbal, or physical conduct between two individuals who appear to welcome the conduct can constitute harassment of a third individual who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
 5. Conduct can constitute harassment in violation of this Policy even if the individual engaging in the conduct has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient's same protected classification would find it offensive (e.g., gifts, over attention, endearing nicknames).
- F. Retaliation: Any adverse conduct taken because an applicant, employee or contractor has reported harassment, discrimination, or bullying or has participated in the complaint and investigation process described herein, is prohibited. "Adverse conduct" includes but is not limited to: taking sides because an individual has reported harassment, discrimination, or bullying, spreading rumors about a complaint, shunning and avoiding an individual who reports harassment, discrimination, or bullying, or real or implied threats of intimidation to prevent an individual from reporting harassment, discrimination, or bullying. The following individuals are protected from retaliation: those who make good faith reports of harassment, discrimination, or bullying, those who associate with an individual who is involved in reporting harassment, discrimination, or bullying, and those who participate in the complaint or investigation process.

IV. DEFINITION OF BULLYING

- A. All employees, consultants, independent contractors, and visitors have the right to be treated with respect. Bullying is the use of aggression with the intention of harming another individual. It can include any intentional written, visual, verbal, or physical act when the act physically harms the individual or damages his or her property; has the effect of interfering with an employee's ability to work; is severe or pervasive; and creates an intimidating or threatening environment.

Bullying comes in many shapes and sizes and can take many forms including, but not limited to, excluding, tormenting, taunting, abusive comments, using threatening gestures; pushing, shoving, punching, unwanted physical contact, or any use of violence; graffiti; name calling, sarcasm, spreading rumors, and teasing. Such conduct can also occur via use of electronic or telephonic communications such as the internet, email and chat room misuse, mobile threats by text messaging, or calls or misuse of cameras and video equipment. Under certain circumstances, bullying can also include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under contracts, or even members of the public.

V. DEFINITION OF EMPLOYEE

For the purposes of this policy, an employee shall be defined as any individual, regardless of classification, employed by the City of Buena Park, or job applicants, unpaid interns, volunteers, or contractors working under the supervision of the City, vendors and contract employees.

VI. COMPLAINT PROCEDURE

- A. Any employee, job applicant, unpaid intern, volunteer, or contractor who believes he or she has been the subject of harassment or any form of bullying should report the alleged act immediately verbally or in writing with any of the following. There is no need to follow the chain of command:
 - 1. Immediate supervisor;
 - 2. Any supervisor or manager within or outside of the department;
 - 3. Department Head; or
 - 4. Director of Human Resources.
- B. The limitation on reporting alleged acts of harassment, discrimination, retaliation, and bullying must be within twelve months of the incident or incidents.
- C. If a complaint involves a supervisor or manager, the complaint shall be filed directly with the department head or Director of Human Resources.
- D. Any supervisor or department head who receives a harassment, discrimination, retaliation, or bullying complaint is to immediately notify the Director of Human Resources.
- E. Upon notification of a harassment, discrimination, retaliation or bullying complaint, the Director of Human Resources will:
 - 1. Inform the complainant of his or her right to initiate the complaint.
 - 2. Authorize the investigation of the complaint and supervise a fair and thorough investigation of the complaint by impartial and qualified personnel and/or investigate the complaint.
 - 3. Investigation of a complaint will include interviewing the complainant, accused harasser and any named or apparent witness. Employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.
 - 4. All complaints will be handled in a timely and confidential manner. In no event will information be released to anyone who is not involved with the

investigation; nor will anyone involved be permitted to discuss the subject outside the investigation.

5. Review factual information gathered through the investigation to reach a reasonable conclusion to determine whether the alleged conduct constitutes harassment, discrimination, retaliation, or bullying giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual or sexual favor aspect of the advance, and the context in which the alleged incidents occurred.
 6. Timely report a summary of the results of the investigation and the determination as to whether harassment, discrimination, retaliation or bullying occurred to the appropriate person including complainant, alleged harasser, supervisor, and the department head. If discipline is imposed, the level of discipline will not be communicated to the complainant.
 7. If conduct in violation of this Policy occurred, take and/or recommend to the department head prompt and effective remedial action against the harasser. The remedial action will be commensurate with the severity of the offense. Notify the victim that necessary steps of corrective action have been taken to resolve the problem.
 8. Reasonable steps will be taken to protect the victim and other potential victims from further harassment, discrimination, retaliation, or bullying.
 9. Reasonable steps will be taken to protect the victim from any retaliation as a result of communicating the complaint.
- F. The City takes a proactive approach to potential Policy violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination, retaliation or bullying may be occurring, regardless of whether the recipient or third party reports a potential violation.
- G. Option to report to outside administrative agencies: An individual has the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal and a complaint process. The nearest offices and telephone numbers are listed on the posters that are located on City bulletin boards at the following locations:
- Human Resources Office
 - Community Center
 - Police Department
 - City Yard
 - Ehlers Event Center
 - Stage Stop Hotel

VII. CONFIDENTIALITY

Every possible effort will be made to assure the confidentiality of complaints made under this Policy. However, complete confidentiality cannot occur due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the Director of Human Resources. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction. The employer will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

VIII. RESPONSIBILITIES

Elected Officials, Appointed Officials, Managers, and Supervisors are responsible for:

1. Modeling appropriate and respectful behavior.
2. Informing employees, volunteers, and contractors of this Policy.
3. Taking all steps necessary to prevent harassment, discrimination, retaliation or bullying from occurring.
4. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
5. Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language and behavior.
6. Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
7. Informing those who complain of harassment, discrimination, retaliation or bullying of his or her option to contact the EEOC or DFEH regarding alleged Policy violations.
8. Assisting, advising, or consulting with employees and the Director of Human Resources regarding this Policy and Complaint Procedure.
9. Assisting in the investigation of complaints involving employee(s) in their departments and, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with the City's Personnel Rules and Regulations, up to and including termination.
10. Implementing appropriate disciplinary and remedial actions.
11. Reporting potential violations of this Policy of which he or she becomes aware, regardless of whether a complaint has been submitted, to the Director of Human Resources or the department head.

12. Participating in periodic training and scheduling employees for training.

Each employee or contractor is responsible for:

1. Modeling appropriate and respectful behavior.
2. Treating all employees, volunteers, and contractors with respect and consideration.
3. Participating in periodic training.
4. Fully cooperating with the City's investigations by responding fully and truthfully to all questions posed during the investigation.
5. Maintaining the confidentiality of any investigation that the City conducts by not disclosing the substance of any investigatory interview, except as directed by the department head or Director of Human Resources.
6. Reporting any act he or she believes in good faith constitutes, harassment, discrimination, retaliation or bullying as defined in this Policy, to his or her immediate supervisor, or department head, or Director of Human Resources.

IX. MANDATORY TRAINING

As part of its commitment to ensuring a work environment free from bullying, harassment, and discrimination, the City requires that all of its supervisors and elected officials receive training on this Policy at least once every two years. Human Resources will schedule multiple training sessions in the Spring biennially to ensure that employees and elected officials are able to attend the mandatory training. Attendance at the training will be documented.

X. DISSEMINATION OF POLICY

All Elected Officials and City employees, supervisors and managers shall receive a copy of this Policy. All management personnel will be informed of their responsibilities in enforcing this policy. The Policy may be updated from time to time and redistributed with a form for the employee to sign and return acknowledging that the employee has received, read, and understands this Policy.

This Policy shall be posted in appropriate places.

EXHIBIT E – ADVISORY ARBITRATION

With respect to the bargaining members in this unit, City Council Resolution 1883, Rule XVI shall be amended as follows:

Section 2: Disciplinary Procedures

(h) Appeal to City Manager: The employee, upon receipt of notice of the imposition of disciplinary action against him, shall have the right to appeal the Department Head's decision in writing to the City Manager, except that an oral or written reprimand may not be so appealed. Said appeal shall be delivered to the City Manager within ten (10) business days of the employee's receipt of notice of the imposition of discipline. Otherwise, the Department Head's action shall be final and binding.

Should the employee desire to appeal the Department Head's decision directly to advisory arbitration rather than having the matter reviewed by the City manager, he may do so by filing with the Human Resources Director within ten (10) business days of his receipt of the notice of imposition of discipline by the Department Head, a written appeal to the City Council. Said written appeal shall be in form and content as required by these rules and, in addition, shall state that the employee knowingly and intentionally waives his opportunity to have the action of the Department Head first reviewed by the City manager. In such a situation, the provisions of subparagraphs (h) and (i) of this Section 2 shall be deemed inapplicable to the subject proceeding.

...

(j) Advisory Arbitration: The employee, upon receipt of notice of the affirmation of disciplinary action against him by the City Manager, whether by way of total affirmation or modification of the Department Head's action, shall have the right to appeal the City Manager's decision in an advisory arbitration; except that an oral or written reprimand as provided by these Rules may not be so appealed. Said appeal shall be delivered to the Human Resources Director within ten (10) business days of the employee's receipt of notice of the City Manager's action. Otherwise, the City Manager's action shall be final and binding. The advisory arbitration shall be conducted in accordance with the provisions of Section 5 of this Rule XVI.

Section 5: Advisory Arbitration

(a) Any regular employee shall have the right to appeal a decision by the City Manager involving dismissal, demotion, reduction in pay or suspension, or of a Department Head, if City Manager review is waived by the employee, provided, however that only one (1) advisory arbitration hearing shall be allowed as to any one (1) disciplinary action.

(b) The employee's appeal shall be heard in an advisory arbitration by an impartial hearing officer selected from a list of advisory arbitrators from the California State Mediation and Conciliation Service (SMCS). The City will pay SMCS's fee for providing the list.

(c) The employee may be represented by his/her Association/Union representative, any other regular employee of the City, or his/her attorney.

(d) The hearing officer shall issue subpoenas to compel the attendance of witnesses, if such be necessary at the request of either party.

(e) If both parties request that the hearing be recorded by a certified shorthand reporter, then the expenses for such recording services shall be borne equally by the City and the employee. If only one party requests that the hearing be recorded by a certified shorthand reporter, then that party alone will bear the expenses. Each party shall be responsible for any specialized or extraordinary services they might individually request.

(f) The expenses for the hearing officer shall be borne equally by the City and the employee, and each party shall be responsible for expenses they incur. The maximum expense for the hearing officer borne by the employee is \$2,000. Effective July 2, 2015, the Association shall be responsible for the shared expenses for the hearing officer up to a maximum \$2,000 as described by this subparagraph (f).

(g) After the close of the hearing, the hearing officer shall prepare a written advisory award and findings of fact and conclusions of law based on the evidence presented at the hearing, and shall present his/her findings to the City Council and the employee within thirty (30) calendar days, or a longer period of time as stipulated by the parties. In rendering an award, the hearing officer shall be limited to the express terms of this document and shall not have the power to modify, amend, or delete any terms or provisions of this document. Failure of either party to insist upon compliance with any provision of this document at any given time or times under any given set or sets of circumstances shall not operate to waive or modify such provision, or in any manner whatsoever to render it unenforceable, as to any other time or times or as to any other occurrence or occurrences, whether the circumstances are, or are not, the same.

(h) At the hearing, both the appealing employee and the City shall have the right to be heard and to present evidence.

(i) Oral evidence shall be taken only on oath or affirmation. Each party shall have the right to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issue even though the matter was not covered in the direct examination, to impeach any witness regardless of which party called him/her to testify, and to rebut the evidence against him/her.

(j) The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules that might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions, and irrelevant and unduly repetitious evidence shall be excluded.

(k) The City Council shall review the hearing officer's recommendation, but shall not be bound thereby. The City Council shall adopt, amend, modify or reject the recommended findings, conclusions and/or opinion of the hearing officer. Prior to making a decision which adopts the hearing officer's recommendation, the City Council may order and read the transcript, at the Council's discretion. Prior to making a decision which modifies or rejects the hearing officer's recommendation, the City Council shall order and read the transcript of the Board hearing.

(l) The City Council shall not conduct a de novo hearing. The City Council may, at its sole option, allow limited oral arguments from either party before making a decision.

(m) The decision of the City Council shall be final and binding, subject only to review by the courts under California Code of Civil Procedure section 1094.5.

(n) The City staff shall notify the appellant in writing, within five working days of the City Council's decision. Such notice shall indicate the effective date of the action to be taken.

City Council Regular Meeting Agenda Report

A. DISCUSS AND PROVIDE DIRECTION ON PROPOSED IMPROVEMENTS IN THE VICINITY OF SAN MARINO ELEMENTARY SCHOOL

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	STUDY SESSION Item: 9A.
Prepared By	Department Head Approval
Deepthi Arabolu, Assistant City Engineer	Mina Mikhael, Director of Public Works/City Engineer
Presented By	
Deepthi Arabolu, Assistant City Engineer	

DISCUSSION

At the February 11, 2025, regular City Council meeting, Council Member Hoque calendared an item to evaluate traffic safety improvements near San Marino School, specifically along San Rolando Way and San Rio Drive, which serve as access routes to the campus.

EXISTING CONDITIONS

San Marino Elementary School is located in the northwest corner of the intersection of San Rio Drive at San Rolando Way. Exhibit A shows the vicinity of the elementary school and study area.

San Rio Drive is a two-lane, dead-end residential roadway with single-family residential driveways fronting both sides of the roadway. On-street parking is allowed on San Rio Drive.

San Rolando Way is a dead-end street that provides exclusive access into the San Marino Elementary School on the north side and San Marino Park on the south side. The street also serves residential properties on the easterly portion of the street. On-street parking is allowed on majority of San Rolando Way. The intersection of San Rio Drive at San Rolando Way is an all-way stop controlled with a ladder type school crosswalk on the north-leg (spanning east-west).

ANALYSIS

In response to this request, staff conducted field reviews, collected traffic data and reviewed the accident history on San Rolando Way and San Rio Drive.

Staff's field review included observing driver behavior during school arrival and dismissal times at the intersection of San Rio Drive and San Rolando Way. Particular attention was paid to the existing ladder-style crosswalk located on the north leg of the intersection, which is used by students crossing from the east side of San Rio Drive to reach the school.

During the morning peak period (7:30 a.m. to 8:30 a.m.), staff recorded a total of 14 children crossing the roadway at the designated crosswalk, with 406 vehicles passing through the intersection during that hour. In the afternoon dismissal period (2:15 p.m. to 3:15 p.m.), 15 children were observed using the crosswalk, while 200 vehicles were counted traveling through the same area. The majority of drivers yielded appropriately at the crosswalk, and no near-miss incidents or distracted driving behaviors were observed that would have posed a risk to student safety.

To determine whether the assignment of an adult school crossing guard is warranted, staff evaluated the intersection using the criteria outlined in the California Manual on Uniform Traffic Control Devices (CA MUTCD). The warrant for a crossing guard requires both of the following conditions to be met:

1. A minimum of 40 elementary school children must cross per hour for any two hours during school peak times.
2. For STOP-controlled intersections like San Rolando Way at San Rio Drive, there must be at least 500 vehicle conflicts (opposing movements) during the same time period.
3. STOP-controlled crossings must be located on undivided roadways with four or more approach lanes to be eligible for a crossing guard.

A summary of the data collected is presented below:

Warrant Analysis – California Manual on Uniform Traffic Control Devices (CA MUTCD)					
Location	Date/Time	Vehicles Per Hour		Pedestrians Per Hour	
		Actual	Warrant	Actual	Warrant
Crossing San Rio Drive (North Leg)	05/06/2025 7:30 – 8:30 AM	406	500	14	40
	05/06/2025 2:15 to 3:15 PM	200	500	15	40

The observed counts did not satisfy the minimum thresholds for either pedestrian volume or conflicting vehicular traffic. In addition to not meeting the minimum thresholds for both pedestrians and vehicle conflicts, neither approach at this intersection is a four-lane undivided roadway, as required for a STOP-controlled crossing guard warrant.

A review of the five-year accident history at this intersection revealed no reported collisions, indicating that the intersection has been operating with an excellent safety record.

Based on current volume counts and requirements of the CA MUTCD, the intersection did not meet the necessary warrants for the assignment of an adult school crossing guard. A warrant is a criteria used as a threshold for uniformity and to justify taking an action. The final authority of recommending an Adult School Crossing Guard at this location rests with the City Council.

However, as part of the field investigation, staff also conducted a comprehensive review of the existing traffic controls and observed traffic patterns entering and exiting the school driveway located on San Rolando Way. Based on the existing conditions, staff proposes the following enhancements:

1. **Installation of an additional crosswalk** on the west leg of the intersection at San Rio Drive and San Rolando Way. This would enhance north-south pedestrian safety and provide a more direct route for students approaching from the south.
2. **Updating the existing school signage and pavement markings** along San Rio Drive to reflect current California state standards, enhancing visibility and compliance.
3. **Implementation of a dedicated right-turn pocket** for vehicles exiting San Rolando Way.
 - Staff observed a significant number of vehicles turning right during peak periods. A dedicated right-turn lane would help reduce delays and minimize queuing for vehicles intending to turn left or proceed straight.
 - This improvement would require the removal of approximately 60 feet of on-street parking (about three cars worth).

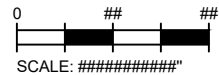
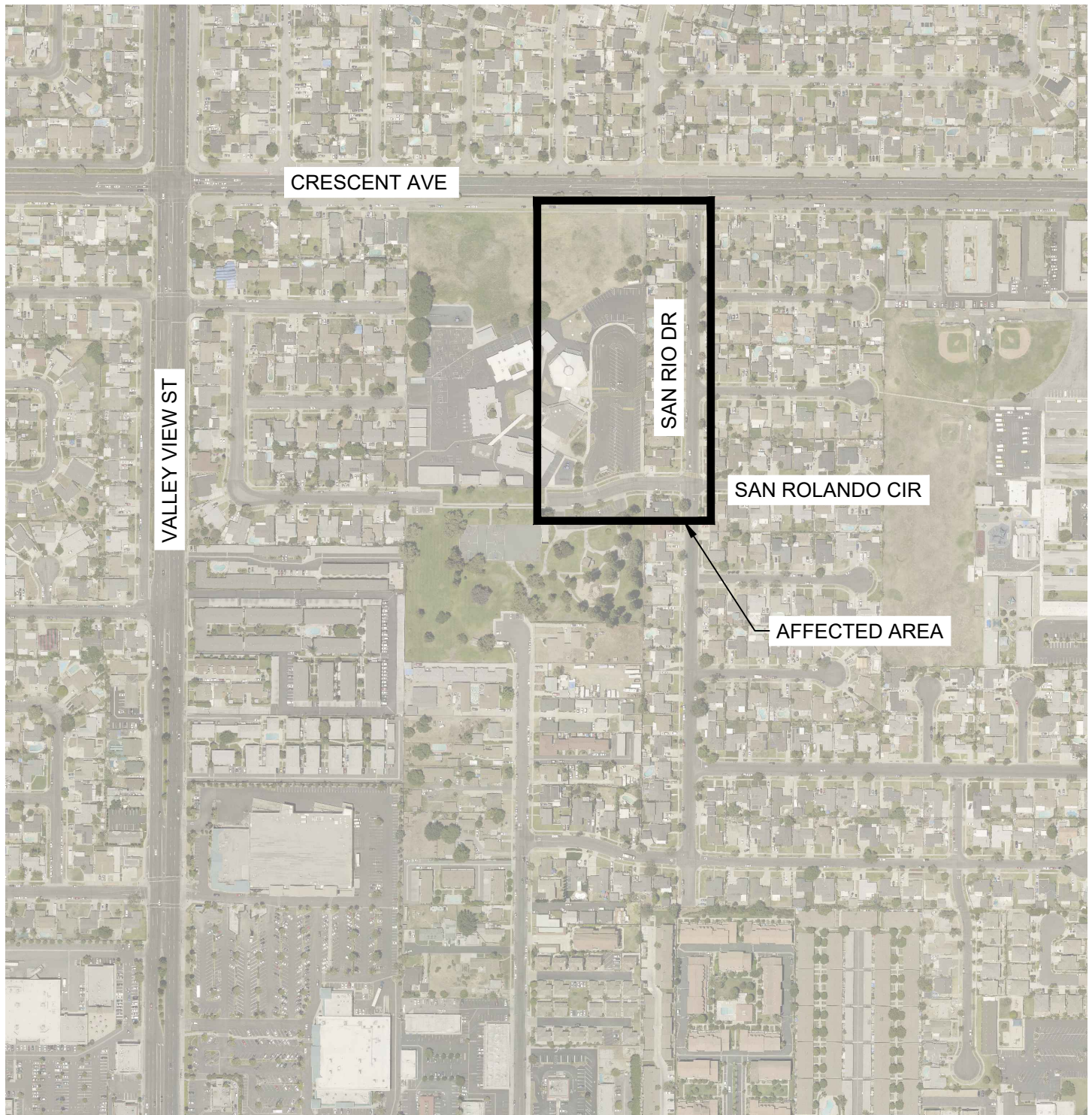
See Exhibit B for an overview of these proposed enhancements adjacent to San Marino Elementary School. Additional improvements will be performed on San Rio Drive and Crescent Avenue Frontage Road. However, these improvements are not shown on Exhibit B.


Staff discussed these recommendations during an in-person meeting with San Marino Elementary School staff, who expressed agreement with the observations and supported the proposed improvements.

Attachments

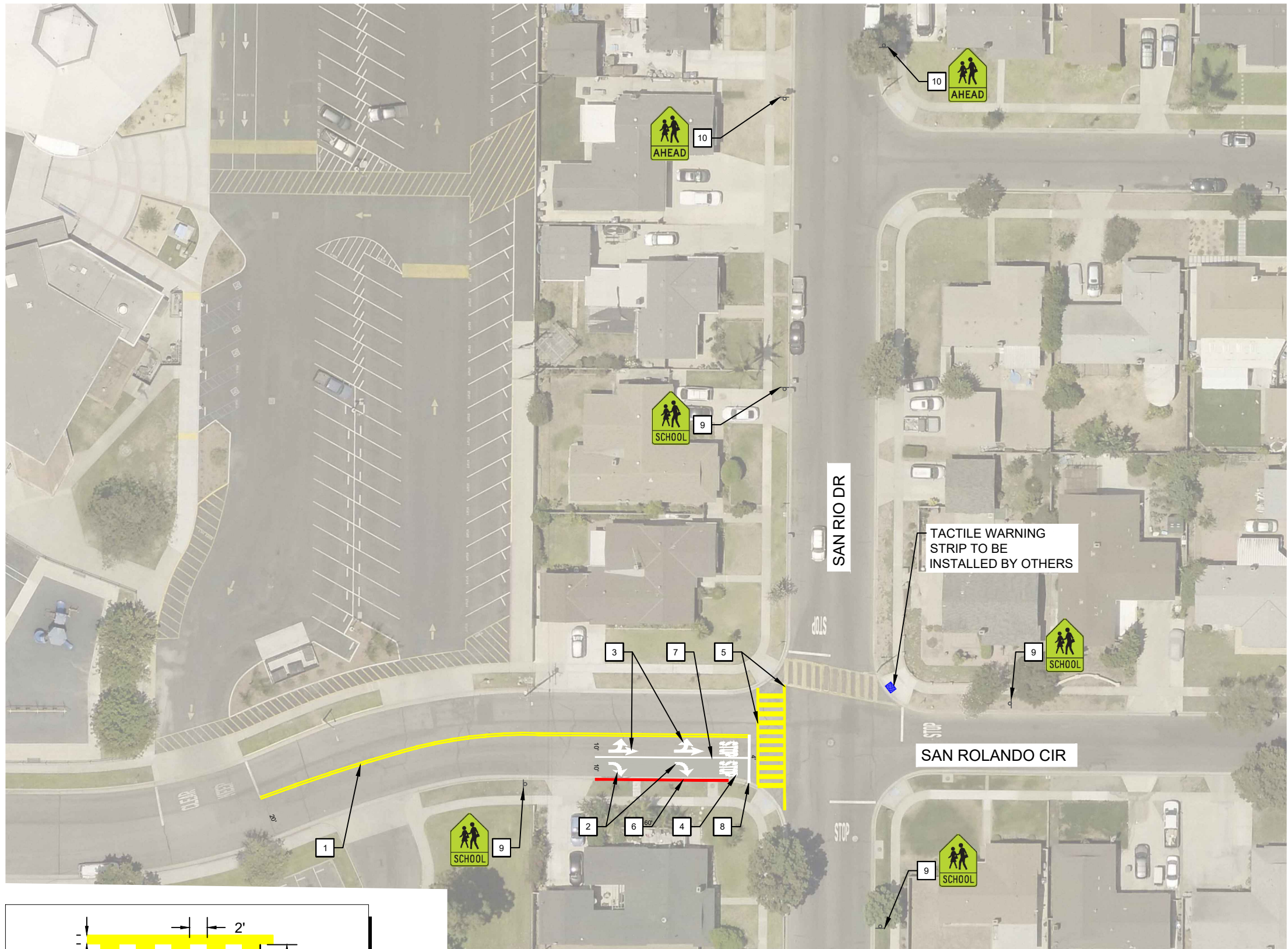
[EXHIBIT A.pdf](#)

[EXHIBIT B.pdf](#)

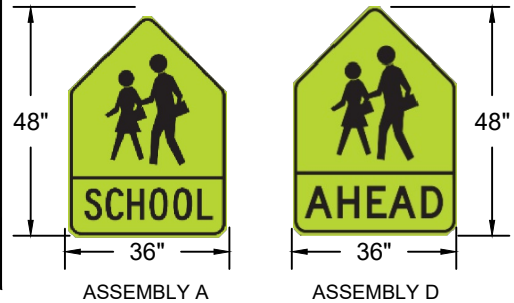
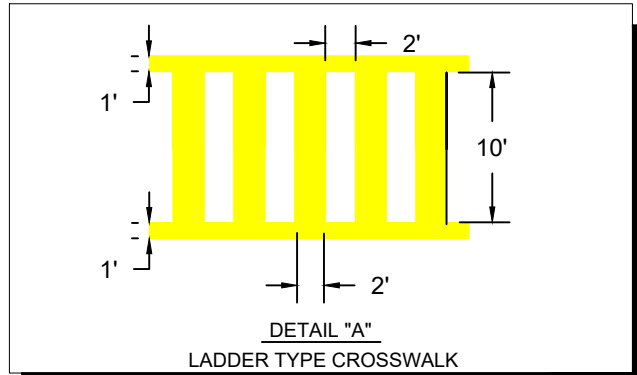


	WORK ORDER 2025-011		EXHIBIT NO.
	SAN ROLANDO WAY VICINITY MAP		A
			DRAWN BY: NMA DATE: 04/21/2025

DEPARTMENT OF PUBLIC WORKS



- LEGEND:**
- 1 INSTALL 4" DOUBLE YELLOW STRIPING PER CALTRANS STD. PLAN A20A - DETAIL 22
 - 2 INSTALL TYPE IV(R) ARROW PER CALTRANS STD PLAN A24A
 - 3 INSTALL TYPE VII(L) ARROW PER CALTRANS STD PLAN A24A
 - 4 INSTALL "STOP" PAVEMENT LEGEND PER CALTRANS STD PLAN A24D
 - 5 INSTALL YELLOW LADDER CROSSWALK PER DETAIL "A"
 - 6 INSTALL NEW RED CURB FOR LENGTH DESIGNATED
 - 7 INSTALL 8" SOLID WHITE STRIPE PER CALTRANS STD. PLAN A20D - DETAIL 38
 - 8 INSTALL 12" SOLID WHITE STOP BAR
 - 9 INSTALL SW24-1(CA)(36"X48") SIGN AND POST
 - 10 REMOVE EXISTING SCHOOL SIGN AND INSTALL NEW SW24-3(CA)(36"X48")



City of
BUENA PARK
CALIFORNIA

DEPARTMENT OF PUBLIC WORKS

WORK ORDER 2025-011		EXHIBIT NO.
SAN ROLANDO WAY STREET IMPROVEMENTS		B
		DRAWN BY: NMA
		DATE: 04/10/2025

B. DISCUSS AND PROVIDE DIRECTION REGARDING THE MICROGRID INCENTIVE PROGRAM GRANT APPLICATION SUBMISSION

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	STUDY SESSION Item: 9B.
Prepared By	Department Head Approval
Jessica Fewer, Senior Management Analyst	Eddie Fenton, Assistant City Manager/HR Director
Presented By	
Jessica Fewer, Senior Management Analyst	

DISCUSSION

Senate Bill 1339 (SB 1339), enacted in 2018, directed the California Public Utilities Commission and the California Independent System Operator (CASIO) to develop policies related to microgrids throughout California. In April 2023, the CPUC approved a new Microgrid Incentive Program (MIP) to be administered by investor-owned utilities such as Southern California Edison (SCE) within disadvantaged and vulnerable communities (DVCs). The MIP is a competitive grant program providing \$200 million (\$91.34 Million to SCE customers) in funding to communities potentially affected by power outages, power shutoffs, and other disaster events. The goal of the program is to advance power critical services like fire stations, hospitals, etc.; advance climate resiliency technology; provide reliable energy to disadvantaged populations; and inform future clean energy initiatives.

Microgrid Incentive Programs Can Fund:

- Up to \$14M per community microgrid project for management, engineering, and development costs, such as in front-of-the-meter batteries and clean generation resources
- Up to \$3M for Special Facilities-related costs
- Up to \$1M for interconnection-related costs
- Up to \$25,000 for application development-related costs

As advertised, it appears that the grant could cover all costs related to the grant including grant writing, design, construction, etc.

What is a Microgrid?

A microgrid is an interconnected, self-sufficient energy system within a clearly defined electrical boundary that can act as a single, controllable entity. It can connect to, disconnect from, or run in parallel with larger portions of the electrical grid, or can be managed and isolated to withstand larger disturbances and maintain electrical supply to connected critical infrastructure. Innovative solutions like microgrids can increase local energy resilience and reliability, and reduce emissions.

Microgrids provide energy resilience by disconnecting from the larger electric grid during outages and providing power to customers within the boundary of the microgrid, leveraging energy resources such as solar panels, batteries, generators, etc.

The MIP provides funding specifically for Community Microgrids (CMG). These are distinguished by a few key characteristics:

- They serve multiple customers connected by utility distribution infrastructure.
- They typically utilize grid-forming batteries or generation resources located in front of the meter.
- They involve a partnership between a third party Distributed Energy Resource (DER), CMG Aggregator, and the utility, as the grid owner and operator.

When necessary, microgrids can become isolated energy sources and independently provide electricity when an outage of the larger grid occurs. Outages can be planned or unplanned and happen for a variety of reasons, including severe weather, wildfires, a Public Safety Power Shutoff (PSPS), or for other safety or reliability reasons. When a microgrid disconnects from the larger grid during an outage, it remains energized ("Island Mode"). However, the vast majority of the time, microgrids operate in "Blue Sky Mode," which is when the larger electric grid is functioning under normal conditions, and resources within the microgrid boundary can generate and store energy in parallel to the grid, and participate in regional energy markets.

Attachment 1 includes the benefits of microgrids and common misconceptions about operation of those systems.

Buena Park Potential Project

There are three categories of qualifications that must be met for grant award. A jurisdiction must meet one qualification within each category. In general terms, to be eligible, a local government (or other specified applicants) must be:

- Vulnerable to outages
- Be within a disadvantaged vulnerable community (DVC)
- Serve a Critical Facility within the community
- Be able to sustain emergency operations for at least 24 hours

In April, Buena Park staff met with a representative from Clean Coalition, a non-profit organization dedicated to accelerating the transition to renewable energy, to discuss a potential Buena Park microgrid project. The project would include all buildings at the Civic Center (e.g. Police Department, City Hall and Community Center) and potentially have Clean Coalition apply for the grant on the City's behalf. The Buena Park microgrid project meets the first three requirements above as it is within a California Earthquake risk zone, located within a DVC, and would include the Police Department that provides emergency operations to the community. However, for the fourth criteria, the City reached out to the Investment Grade Audit (IGA) consultant, NV5 Consultants, to see if it would be feasible to install enough solar and battery energy storage systems (BESS) to provide power to the Police Department, City Hall, and Community Center for the minimum 24-hour period.

After review of the data previously collected for the IGA project, NV5 determined that one BESS would not be sufficient to power all three facilities with the Police Department being the highest energy user and yet the most critical for emergency operations. Clean Coalition then came back and suggested to install two BESS that would provide the sufficient power required to meet the minimum standards of the grant. However, these BESS are quite large in scale with two units requiring the area of 6 to 8 on-site parking spaces in an area that already has limited parking capacity. These BESS could be located behind the Community Center, but that would require the relocation of other City equipment. Additionally, the amount of solar required to feed power to these BESS may be more than the City is willing or able to construct on-site given the current limitations of space, space to host community events, etc. NV5 has provided very preliminary estimates that two (2) BESS units with solar panels could power all three facilities at the civic center for approximately 36 hours during the highest demand month, September. These solar panels would be located on the carports and roofs at the Police Department, on top of new carports in front of the Community Center, and on top of new carports behind City Hall (Attachment 4). These locations are in line with the proposals included as part of the City's pending IGA project.

This proposed Buena Park microgrid project is a "before the meter" project meaning that this system would live between SCE's grid and the City's individual meters. As part of this proposal, the microgrid would be managed by a third-party operator that would lease the ground space from the City for a small fee. As part of the lease, that operator would be able to acquire power from the grid during off-peak hours and then resell that power on the open market for profit. They would also maintain the system in working order and conduct routine maintenance. In return, the City would be able to tap into these BESS in the event of a power outage.

The Police Department and City Hall both have backup diesel generators that can be used in the event of a power outage. The City Hall generator was installed in 2003 and the Police Department generator was installed in 2010. Both are regularly maintained and are in good working order. Each generator is capable of restoring power within a matter of seconds and running indefinitely as long as there is diesel fuel available. The Community Center does not have an on-site generator, but can be connected directly to a portable generator unit to power the facility.

After discussing this project at length, City staff told the Clean Coalition that it did not see the project as being viable based on information available at the time. This decision was based on the amount of space needed for the project, the existing City power generators available, the solar panels required for a project of this size, and the very short turn around time staff had to make a decision on moving forward. Although this was communicated to Clean California, they proceeded with submitting an Initial Resilience Consultation Request Form prior to the April 30, 2025 deadline, not wanting the City to lose out on this opportunity (Attachment 3). Developing a microgrid by 2045 is part of the City's Climate and Adaptation Plan (CAAP) that will be presenting for approval in the near future.

Clean California does charge a fee of \$25,000 to prepare and submit the grant application. Typically, they charge \$15,000 up front prior to grant award and then \$10,000 after the grant is awarded. If awarded, the City could pay the whole fee from the MIP grant funds. However, Clean Coalition is requesting to receive the first \$15,000 upfront prior to the award.

Staff is seeking City Council direction on whether or not to move forward with a MIP grant application and, if so, does the City Council want to pay Clean Coalition up front for grant writing services.

Attachments

[Microgrid Incentive Program \(MIP\) Benefits-Misconceptions.pdf](#)

[Microgrid Grant Requirements.pdf](#)

[Buena Park CM- Initial Resilience Consultation Request Form \(01_gy 23 Apr 2025\).pdf](#)

[Solar Locations.pdf](#)

MICROGRIDS

Community Microgrid Benefits

As California's climate evolves, communities may experience power outages for many reasons. Microgrids can serve as a vital layer of protection in ensuring that communities can continue to have access to safe, reliable power. Benefits include:

- Increase in electric reliability and resiliency in communities with higher risk of electrical outages
- Back-up energy source for critical services and infrastructure such as fire stations, hospitals, and water treatment facilities that might otherwise lose power during an outage
- Fewer impacts from power outages and fewer disruptions for:
 - DVCs
 - Low-income households
 - Individuals who rely on power for medical needs
 - People with other access and functional needs (AFN)
- Reduction of greenhouse gas (GHG) emissions through deployment of clean generation technologies that are added as part of the microgrid development

Common Microgrid Misconceptions



Will our community be able to isolate from the larger grid at will?

No. SCE, not the community, will determine when the microgrid will be isolated from the larger grid. The purpose of a Community Microgrid is to provide energy resilience when the larger grid is down. For the safety and stability of the grid, SCE retains operational control over the islanding status of the microgrid.



Will separation from the larger grid only occur during a PSPS event?

No. Separation from the larger grid, and operation of the microgrid in Island Mode, may occur for a variety of reasons, including a PSPS event. It may also occur due to planned maintenance of SCE's facilities that would otherwise require de-energization. It may also occur due to an unplanned outage.



In Blue Sky Mode, can stored energy be used to meet community needs?

Project Resources, such as a battery energy storage system, may participate in the CAISO wholesale markets for energy and related services during Blue Sky and Mode. However, the local Project Resources may not directly sell power to customers within the microgrid at any time. Customers continue to be served by SCE or a Community Choice Aggregator (CCA) or Direct Access (DA) provider during both Blue Sky Mode and Island Mode.



Do energy rates change with a microgrid?

The existence of a microgrid, by itself, will not modify customer energy rates. Customers within the microgrid still receive service from SCE, a CCA or a DA provider, and will be metered and billed according to their selected rate plan, whether the microgrid is operating in Blue Sky Mode or Island Mode.

[TABLE OF CONTENTS](#)[OVERVIEW](#)[MICROGRIDS: THE BASICS](#)[FUNDING](#)[ELIGIBILITY](#)[MIP PROJECT LIFECYCLE STAGES](#)[GLOSSARY](#)[FOOTNOTES](#)

SOUTHERN CALIFORNIA
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[Main Menu](#)[◀◀ BACK](#)[Microgrids: Main Menu](#)[▶▶ NEXT](#)

Microgrid Grant Requirements:

Meet at least one requirement in section A

A. Vulnerable to Outages

Project must be located in one of the following areas:

- Tier 2 or 3 High Fire-Threat District
- Area that experienced prior PSPS outage(s)
- Elevated earthquake risk zone

Locations with lower historical reliability The local or tribal government leadership may be able to justify other forms of vulnerability.

Show less

Meet at least one requirement in section B

B. Disadvantaged and Vulnerable Community

Project must be located in a DVC (one of four criteria below) within SCE service area, or power a critical community facility that primarily serves a DVC within SCE service area

1. Census tracts with median household incomes less than 60% of state median
2. California Native American Tribal Community
3. Community in the top 25% most disadvantaged census tracts per CalEnviroScreen
4. A rural area

Show less

Meet all technical requirements in section C

C. Technical Eligibility

Project must:

- Be a Community Microgrid
- Be able to serve a minimum of 24 consecutive hours of energy in Island Mode as determined by a typical load profile within the microgrid boundary

Project Resources must:

- Interconnect on a distribution line that is at 50kV or below
- Comply with the emissions standards adopted by the State Air Resources Board pursuant to the distributed generation certification program requirements of Section 94203 of Title 17 of the California Code of Regulations, or any successor regulation
- Have aggregate emissions, along with non-Project Resources, no greater than equivalent grid power when operating in Island Mode

SCE MICROGRID INCENTIVE PROGRAM (MIP) APPLICANT REQUEST FOR THE INITIAL RESILIENCE CONSULTATION

For SCE use only

MIP Applicant # Click to enter text.

Scheduled Consultation: Date Click to enter text. Time Click to enter text

Background

In the Initial Resilience Consultation with Southern California Edison (SCE), the potential Microgrid Incentive Program (MIP) Applicant or its representative will have the ability to consult with SCE regarding resilience needs and potential options that may best suit your community and whether a MIP-eligible community microgrid is the best option to meet your resiliency objectives.

During the consultation SCE will also cover the following:

- Incentive Application and scoring procedures
- Overview of transmission and distribution system characteristics in the area
- Known technical issues related to the interconnection of new resources and/or microgrid configuration
- Local grid topology and constraints
- Known information about circuit available capacity in proposed project location
- Relevant information on planned public safety power shutoffs (PSPS) mitigation activities
- Possible conceptual solutions to address the Applicant's resiliency goals and needs
- Community Microgrid related information, including potential grid isolation points, and
- Eligibility requirements and preliminary technical considerations for development of a Community Microgrid.

Should the potential MIP Applicant be a tribal government, SCE will ensure that the tribe is aware of the issues surrounding contract enforceability early in the process, and the likely need for a limited waiver of sovereign immunity.

Instructions

The Microgrid Incentive Program applicant must fill out questions 1-10 in its entirety under the Initial Resilience Consultation Request section and answer the Community Eligibility Questionnaire to the best of their ability. Completed forms and supporting documentation should be submitted to MicrogridIncentiveProgram@sce.com. Upon successful submission, the Applicant will be contacted by an SCE Microgrid Incentive Program Representative to schedule a Microsoft Teams conference call for the Initial Resilience Consultation. Incomplete Initial Resilience Consultation Requests may result in delays for scheduling a consultation or will be rejected.

Please fill out the following questionnaire to initiate the scheduling of the Initial Resilience Consultation with SCE regarding resilience needs and potential options.

Initial Resilience Consultation Request:

1. Name of MIP Applicant/Community:

Clean Coalition/Buena Park

2. Primary Contact Information:

- Name: Gregory Young
- Phone: 8053502931
- Email Address: gregory@clean-coalition.org

3. Location of proposed Project Site (Please include an attachment with the proposed sites identified on a map):

Buena Park Police Department, 6640 Beach Blvd, Buena Park, CA 90622

4. Please explain the disadvantaged vulnerable community (DVC) resilience/energy objectives and/or needs.

The primary resilience and energy objective is to provide at least 24 hours of backup power — solely from solar PV and battery energy storage — to the Buena Park Police Department and surrounding critical community facilities in Buena Park, CA. This area is particularly vulnerable due to its elevated earthquake risk and its location within a disadvantaged community, which increases the likelihood and impact of prolonged outages. Delivering uninterrupted power to the Buena Park Police Department, Community Center, and City Hall is important to ensuring public safety, operations, and emergency response capabilities during grid disruptions. This Community Microgrid project is designed to meet those needs by delivering clean, reliable energy resilience exclusively through solar and battery storage-based resources.

5. Estimated number of DVC customers and/or critical/community resilience service facilities that the MIP Project will electrically serve:

- Number of DVC Customers Unsure, please let us know how to determine this.
- Number of Critical/Community Facilities 3+
 - Please list the critical/community facilities that will be served by the Community Microgrid and their addresses if you know at this time. In addition, please identify the critical facility sector (*refer to Appendix A for the sector type*) or if a facility providing community resilience services to customers within a DVC (please provide as an attachment if not enough room):

#	Customer Name	Street Address, City	Critical Facility Sector or if a facility that provides important community resilience services.
---	---------------	----------------------	--

1	Buena Park Police Department	6640 Beach Blvd, Buena Park, CA 90622	Emergency Services Sector
2	Buena Park Community Center	6688 Beach Blvd, Buena Park, CA 90621	Government Facilities Sector
3	Buena Park City Hall	6688 Beach Blvd, Buena Park, CA 90621	Government Facilities Sector
4	Click here to enter name.	Click here to enter address.	Choose an item.
5	Click here to enter name.	Click here to enter address.	Choose an item.
6	Click here to enter name.	Click here to enter address.	Choose an item.

Note: The project must serve a geographic DVC and/or (2) primarily serve a geographic DVC and be either: (i) a critical facility (*refer to Appendix A*); or (ii) a facility that provides important community resilience services as attested through a letter of support by the governing body of the Local Government, within the proposed Microgrid Boundary. The Community Microgrid is also required to serve at least two separately metered customers that are on different premises and are connected to the same utility distribution circuit and able to form a Microgrid Boundary.

6. Local Authority having jurisdiction at the proposed Site, check which applies
 - ☒ Local Government
 - ☐ Tribe

7. Do you currently have Local or Tribal Government support?
 - ☐ Yes, please identify Government Agency or Tribe and provide supporting documentation from the local or tribal government as an attachment

Government Agency or Tribe name: [Click here to enter name.](#)
 - ☒ No

8. List the potential anticipated funding sources other than the (i) MIP potential Incentive Award; (ii) the MIP Application Development Grant if requested; (iii) the MIP Interconnection Allowance, and (iv) the Microgrid Special Facilities Allowance, if any:
ITC

9. Name of potential technical consultant or engineer, if not yet identified mark as N/A:
Clean Coalition

10. Please mark your preferred day of the week and time (mark all that apply)

Time of Day	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-10:00 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NA	<input checked="" type="checkbox"/>
10:00-11:30 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NA	<input checked="" type="checkbox"/>
1:30-3:00 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NA	<input checked="" type="checkbox"/>

To help with the discussion, please provide any questions you might have at this point:

It would be helpful to understand how this portion of the Whitaker feeder could be islanded in order to include the three CCFs that are listed above while reducing excess load from other SCE customers.

-End Initial Resilience Consultation Request section-

Community Eligibility Questionnaire:

During the Initial Resilience Consultation, the eligibility requirements will be discussed with the potential MIP Applicant to ensure they understand the intended DVC focus and preliminary technical considerations for development of a Community Microgrid.

To help with the conversation during the Initial Resilience Consultation, please answer as many of the following Community Eligibility questions as you can and provide with this request for the Initial Resilience Consultation.

Community Eligibility:

To be deemed eligible for an Incentive Award, the Project must be A) vulnerable to outages, and some combination of B) serving a Disadvantaged Vulnerable Community (DVC) and/or C) Community facility (i.e., AB; AC; or ABC).

- A. Vulnerable to Outages – Is a portion of the proposed community microgrid geographically located in an area at a higher risk of electrical outages?
- a. ☒ Yes, If yes, please mark all that apply to your proposed project.
- ☐ Tier 2 High Fire Threat District ([link to map](#))
 - ☐ Tier 3 High Fire Threat District ([link to map](#))
 - ☐ Prior Public Safety Power Shutoff (PSPS) event outage on circuit where the proposed site is for the Microgrid System
 - i. If you do not know your circuit, you can click on the following link: <https://drpep.sce.com/drpep/>
 - ii. To check if a PSPS event has happened on a particular circuit you can access the California Public Utilities Commission (CPUC) PSPS Event Rollup, PSPS Post-Event Report by clicking on the following link: <https://www.cpuc.ca.gov/consumer-support/pspss/utility-company-psps-reports-post-event-and-post-season>

- ☒ Located in a California Earthquake risk zone.
 - i. To check if the proposed site or intended customers are in a California Earthquake risk zone, please refer to the following map:
<https://maps.conservation.ca.gov/cgs/EQZApp/>
- ☐ Located in one of the top 1% worst performing circuits identified in either of the prior 2 years' Utility Annual Electric Reliability Report in either the System Average Interruption Duration Index (SAIDI) or the System Average Interruption Frequency Index (SAIFI).
 - i. Southern California Edison Annual Electric Reliability Reports:
<https://www.sce.com/outage-center/outage-information/reliability-reports>
- ☐ You have a letter of support from local, tribal jurisdictions that identifies and justifies other forms of vulnerability to outages as the basis for why a local, tribal jurisdiction has a critical energy resilience need. (Please provide a copy of the letter of support)

b. ☐ No (if no, not eligible)

B. The project must serve a DVC, please refer to the DVC links below to help determine the following question. Will the MIP be serving DVC customers and/or primarily serve a geographic DVC and be either: (i) a critical facility; or (ii) a facility that provides important community resilience services?

- a. ☒ Yes, please use the DVC map links as a reference. The critical facility, or the facility providing important community resilience service should be listed in the Initial Resilience Consultation Request section above, under Question 5.
- b. ☐ No, if no, not eligible

Disadvantaged Vulnerable Community (DVC) is either a:

- Census tracts with median household incomes less than 60% of the state median income
 - <https://sce2.maps.arcgis.com/apps/webappviewer/index.html?id=4ccb9649eac4a47ba75baf9cf5f41d5>
- California Native American Tribal community
- Community in the top 25% most disadvantaged census tracts as identified in the current version of CalEnviroScreen at the time of the application submission
 - [CalEnviroScreen 4.0 | OEHA](#); or
- Rural Areas identified by the U.S. Health and Human Services Administration (HHS) in the following link under Eligible Zips
 - <https://www.hrsa.gov/rural-health/about-us/what-is-rural/data-files>

C. Does the project serve a community facility such as a Critical Facility as defined by the CPUC (*Please refer to Appendix A for a listing*) or a facility that provides important

Community Resiliency Services as attested by the Local Government or Local Authority having jurisdiction over the area within a DVC (*provide attestation, if available at this time*)?

- a. ☒ Yes
- b. ☐ No

It is important to note that meeting the eligibility requirements does not guarantee funding.

After the Initial Resilience Consultation, the MIP Applicant should have an understanding of potential resilience options to meet the DVC's needs: whether (A) a multi-customer microgrid involving (i) In-front-of-the-meter resources (IFOM), (ii) Behind-the-meter (BTM) resources, or (iii) a combination of both, (B) single-customer microgrids using BTM solutions, or (C) Utility grid solutions. The MIP Applicant should also have a better understanding of the local grid topology and grid constraints, for example, those identified on the Utility's Integration Capacity Analysis (ICA) map. Utilities will provide information to the extent data privacy and system security allow. If the MIP Applicant wishes to pursue a multi-customer in-front-of-the-meter Community Microgrid that will meet the eligibility criteria described above, the MIP Applicant may elect to continue to the Microgrid Technical Consultation.

-End Community Eligibility Questionnaire-

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APPENDIX A

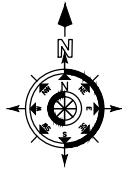
CRITICAL FACILITIES LIST

Per R.18-12-005 the Commission adopts the following interim list of critical facilities/infrastructure based upon the [Department of Homeland Security's Critical Infrastructure Sectors](#), the following list can be found at <https://www.sce.com/wildfire/critical-facilities-infrastructure>:

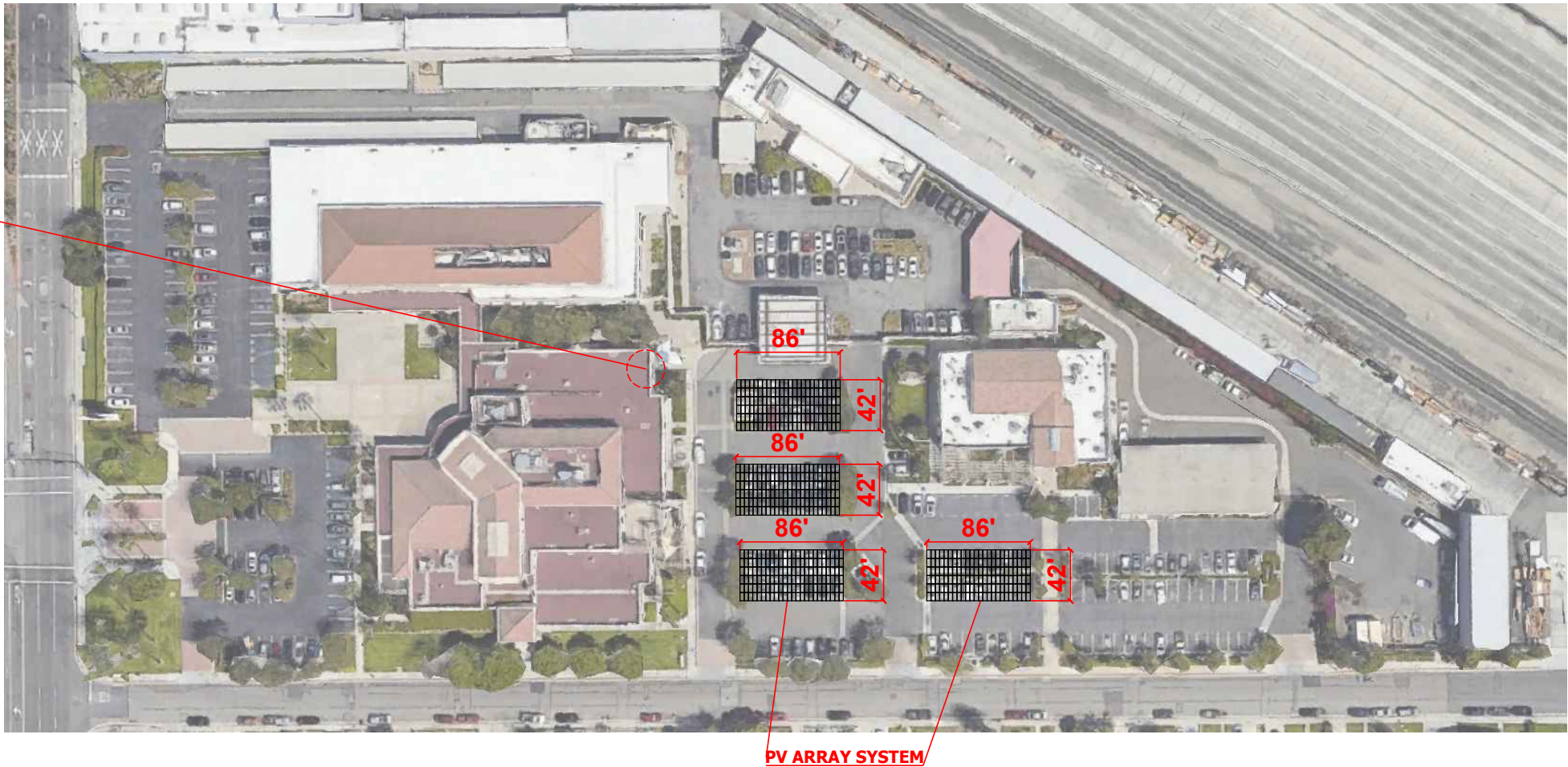
- **Emergency Services Sector**
 - Emergency dispatch centers, police stations, fire stations, emergency operations centers, tribal government emergency services providers.
- **Government Facilities Sector**
 - Schools, government agencies essential to national defense, jails and prisons, homeless shelters, community centers, senior centers, independent living centers (as defined by the California Department of Rehabilitation), voting centers and vote tabulation facilities.
- **Healthcare and Public Health Sector**
 - Public health departments, cooling (or warming) centers, temporary facilities established for public health emergencies, medical facilities, including hospitals, skilled nursing facilities, nursing homes, blood banks, healthcare facilities, dialysis centers, and hospice facilities, excluding doctor offices and other nonessential medical facilities.
- **Energy Sector**
 - Public and private utility facilities vital to maintaining or restoring normal service, including, but not limited to, interconnected publicly owned utilities and electric cooperatives.
- **Water and Wastewater Systems Sector**
 - Facilities associated with the provision of drinking water or processing of wastewater including facilities used to pump, divert, transport, store, treat and deliver water or wastewater.
- **Communications Sector**
 - Communication carrier infrastructure including selective routers, central offices, head ends, cellular switches, remote terminals, and cellular sites.

- Chemical Sector
 - Facilities associated with the provision of manufacturing, maintaining, or distributing hazardous materials and chemicals (*Including Category N-Customers as defined in [D.01-06-085](#). Category N is petroleum refineries, vital ancillary facilities, and other customers in the critical fuels chain of production, to the extent authorized by the Commission*).
- Transportation Sector
 - Includes facilities associated with automobile, rail, aviation, major public transportation, and maritime transportation for civilian and military purposes, and traffic management systems.
- Food and Agricultural Sector
 - Emergency Feeding Organizations, as defined in 7 U.S.C. § 7501, and food banks.

-END OF APPENDIX A-

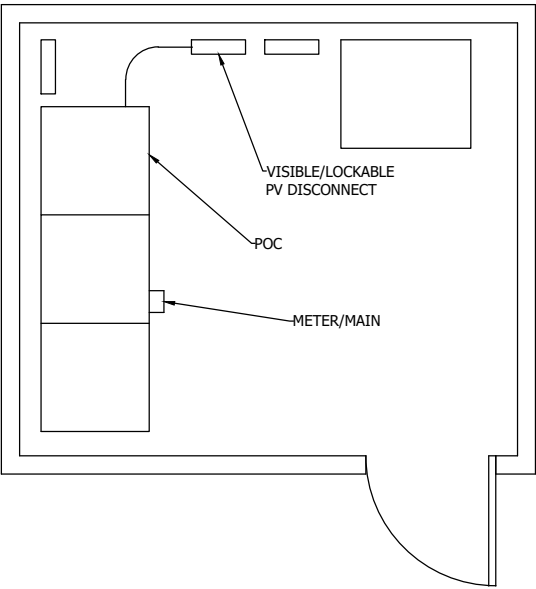


CITY HALL METER
V349N-002680
277/480 3Ph 4W
1600A
SEE DETAIL 1 SHT PV-2



SITE PLAN

SCALE: 1/128" = 1'-0"



DETAIL 1-ELECTRICAL ROOM ENLARGED PLAN

SCALE: NTS

BUENA PARK - CITY HALL

6650 BEACH BLVD,
BUENA PARK CA, 90622

SOLAR SHADE STRUCTURE PROJECT

PROJECT:

ADDRESS:

REVISIONS:
ISSUED FOR INTERCONNECTION
SUBMISSION 03-24-2023

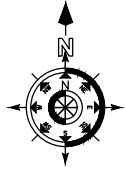
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R CASTRO

PRINTED ON:
PROJECT No.:

SHEET No.

PV-2

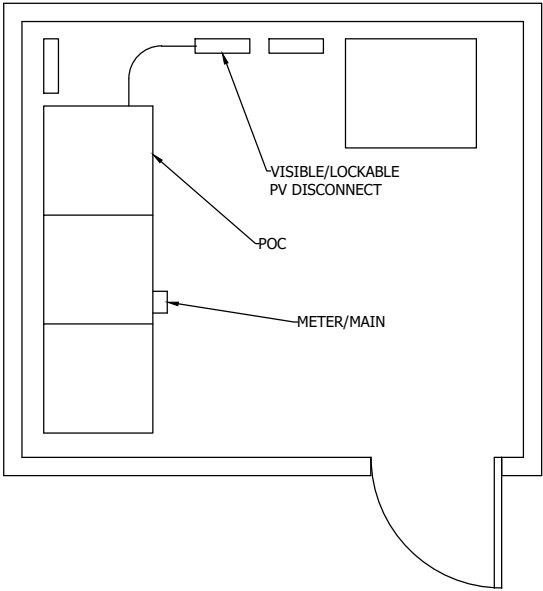


COMMUNITY CENTER METER
259000-016267
277/480 3Ph 4W
1600A
SEE DETAIL 1 THIS SHT

PV ARRAY SYSTEM

SITE PLAN

SCALE: 1/128" = 1'-0"



DETAIL 1-ELECTRICAL ROOM ENLARGED PLAN

SCALE: NTS

NORESCO

ALLIE BRIDGE ENERGY SOLUTIONS

BUENA PARK - COMMUNITY CENTER

6660 BEACH BLVD,
BUENA PARK CA, 90622

SOLAR SHADE STRUCTURE PROJECT

PROJECT:

ADDRESS:

REVISIONS:
ISSUED FOR INTERCONNECTION
SUBMISSION 03-24-2023

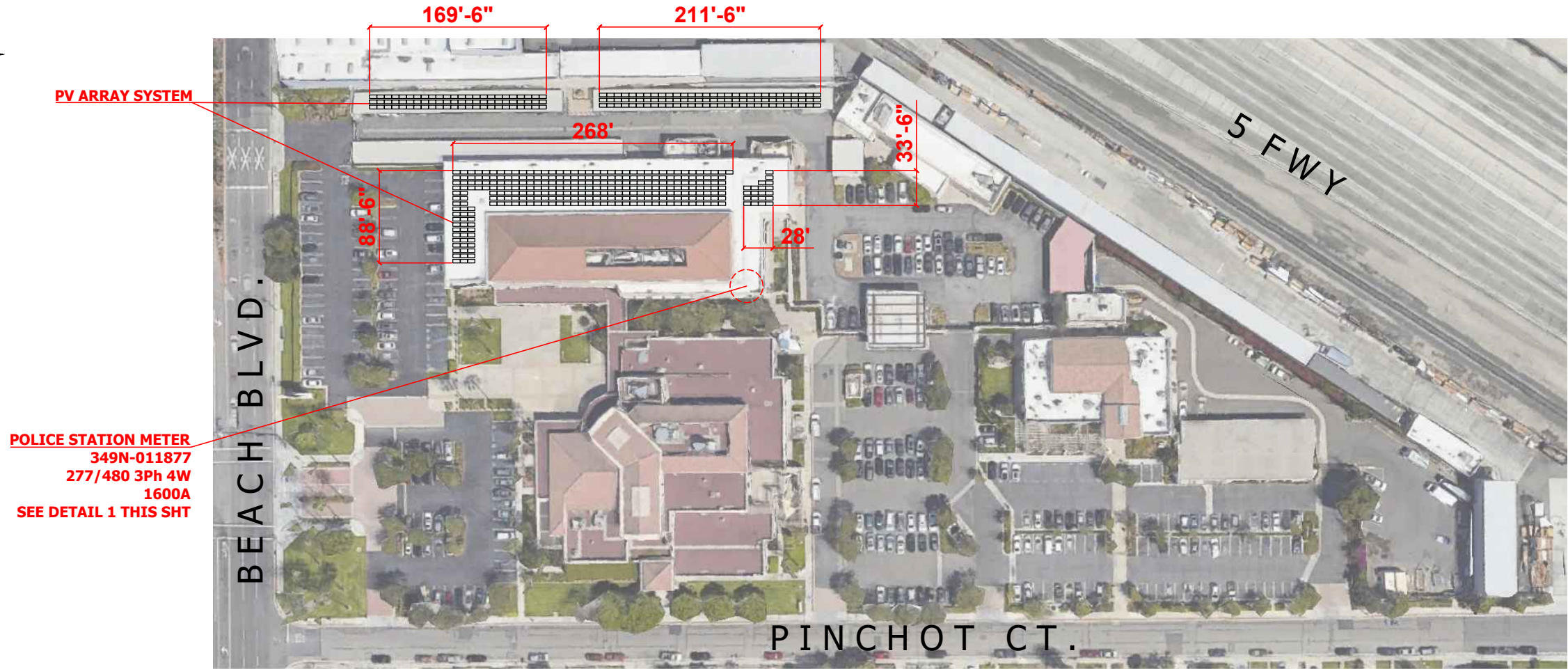
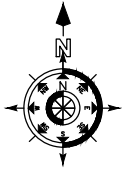
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DRAWN BY:
R CASTRO

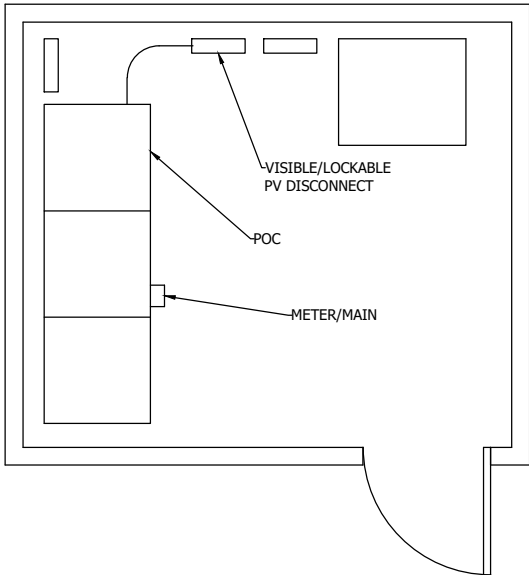
PRINTED ON:
PROJECT No.:

SHEET No.

PV-2



SITE PLAN
SCALE: 1/128" = 1'-0"



DETAIL 1-ELECTRICAL ROOM ENLARGED PLAN
SCALE: NTS

C. DISCUSS AND PROVIDE DIRECTION ON THE USE OF THE WILLIAM PEAK PARK CLUBHOUSE BY THE FRIENDLY CENTER FOR FOOD DISTRIBUTION AND NUTRITION PROGRAMS

Meeting	Agenda Group
Tuesday, June 10, 2025, 5:00 PM	STUDY SESSION Item: 9C.
Prepared By	Department Head Approval
Mark Saucedo, Community Services Supervisor	Jim Box, Director of Community Services
Presented By	
Mark Saucedo, Community Services Supervisor	

DISCUSSION

At the request of City Council, City staff has researched the feasibility of the Friendly Center utilizing the William Peak Park Clubhouse for their food distribution program and additional nutrition-related classes. For the past two years, the Friendly Center has operated the Family Resource Center in the lower level of the Buena Park Community Center. Their current food distribution program operates on the second and fourth Monday of the month from 11:30 am - 1:00 pm. The Friendly Center's mission focuses on serving low-income and vulnerable populations through a range of support programs and services.

The William Peak Park Clubhouse is currently underutilized and represents an ideal location for expanded community outreach. A partnership with the Friendly Center could allow the facility to be more effectively used in alignment with the City's goals of promoting community health and well-being, particularly for underserved populations.

Under the proposed plan, the Friendly Center would operate the "Friendly Mart" in the clubhouse, replacing the current food distribution program at the Community Center. The Friendly Mart offers an appointment based, dignified, shopping-style experience for participants, aimed at reducing stigma and improving access to healthy food. While this model will replace the standard food distribution program, which currently serves up to 120 families, it will not replace the Friendly Center's emergency food assistance program, which supports families facing immediate and urgent needs.

Council Member Hoque, the City Manager, and the Community Services Director recently toured an existing Friendly Mart in the City of Orange. Based on this site visit, the model is deemed appropriate and well-suited for implementation at the William Peak Park Clubhouse.

The Friendly Center will be fully responsible for the operations of the Friendly Mart, including staffing, supplies, and program delivery. The City will maintain oversight of the facility to ensure compliance with operational standards and community needs. In addition, the City will continue to utilize the clubhouse for the annual Silverado Days festival held each October. Some necessary repairs to the clubhouse need to be completed prior to use by the Friendly Center. These include the replacement of window coverings, upgrades of electrical system for refrigeration units, painting of interior walls and overall cleaning of the facility. These costs could be absorbed by the existing Public Works building maintenance budget. The anticipated start date for the Friendly Center use of the William Peak Park Clubhouse is July 1, 2025, if approved by the City Council.

Next Steps:

Based on City Council direction, staff will collaborate with the City Attorney's Office to draft an amendment to the existing agreement with the Friendly Center to include the use of the William Peak Park Clubhouse. The amended agreement will be brought back to the City Council for formal consideration at a future meeting.