

Tuesday, January 9, 2024, 5:00 PM
Council Chamber
6650 Beach Boulevard
Buena Park, CA 90621

BUENA PARK CITY COUNCIL SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY

REGULAR MEETING AGENDA

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

VIDEO CONFERENCE PARTICIPATION (Zoom)

<https://us06web.zoom.us/j/81050306641?pwd=UKolbtq2QL9yosWggTObwS4K6bqupV.1>
MEETING ID: 810 5030 6641 PASSCODE: 099342

Conference Call: (669) 900-6833

SPECIAL NOTICE REGARDING PUBLIC MEETINGS

On September 13, 2022, Governor Newsom signed Assembly Bill 2449, which permits City Council Members to participate in City Council Meetings via teleconferencing for emergency circumstances or just cause reasons. Videoconferencing allows the City to continue to conduct essential business and comply with Public Health Administration recommendations to protect the public and City employees and limit exposure. Please be advised that some City Council Members may attend this meeting via videoconference. The public has the following options to provide comments during the meeting:

OPTION 1: IN-PERSON

The public may attend this meeting in-person. Those wishing to speak are asked to add your speaker information at the digital kiosk located at the Council Chamber entrance. Comments are limited to no more than three minutes each.

OPTION 2: VIA EMAIL

Members of the public may submit their comments in writing by sending them to the City Clerk's Office at comments@buenapark.com.

OPTION 3: VIRTUALLY (VIA ZOOM)

- **Zoom Conference Call: (669) 900-6833**

You may request to speak by dialing *9 from your phone when the designated public comment period, as listed on the agenda, has been opened. After City staff confirms the last three digits of the caller's phone number or Zoom ID and unmutes you, *the caller must press *6*. Callers are encouraged, but not required, to identify themselves by name. Each caller has three (3) minutes to speak.

- **Zoom Virtual Participation**

<https://us06web.zoom.us/j/81050306641?pwd=UKolbtq2QL9yosWggTObwS4K6bqupV.1>
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Virtually "raise your hand" when the designated public comment period, as listed on the agenda has been opened. Wait to be called on by City staff, unmute your audio, your name and city of residency is requested, but not required. Each participant has three (3) minutes to speak.

In compliance with the Americans with Disabilities Act, if you need accommodations to participate in this meeting, please contact the City Clerk's Office at (714) 562-3750. Notification at least 48 hours prior to the meeting will enable the City to make arrangements to assure accessibility.

All regular meetings of the City Council are available on the City's website at www.buenapark.com and the City's Cable Channel BPTV Channel 3/99. Please contact the City Clerk's Office at (714) 562-3750 for any questions.

1: GENERAL

- 1A. CALL TO ORDER
- 1B. ROLL CALL
- 1C. INVOCATION
 - Pastor Don Harbert, BPPD Chaplain and The Way Fellowship
- 1D. PLEDGE OF ALLEGIANCE
 - Frank Nunes, Buena Park Police Chief
- 1E. CITY MANAGER REPORT
 - Aaron France, City Manager

2: PRESENTATIONS

- 2A. PRESENTATION OF AWARDS TO THE 2023 HOLIDAY HOME DECORATING CONTEST WINNERS
Presentation by Mark Saucedo, Community Services Supervisor
- 2B. KEY TO THE FOOD BANK AWARD PRESENTED TO THE CITY OF BUENA PARK
Presentation by Malia Cary, Government & Public Affairs Manager, Second Harvest Food Bank of Orange County
- 2C. PROCLAMATION RECOGNIZING JANUARY 13, 2024 AS KOREAN-AMERICAN DAY
Presentation to Chair Cho, Korean American Federation of Orange County, and, Chair Jim Koo, Korean American Chamber of Commerce of Orange County
- 2D. INTRODUCTION OF SOUTHERN CALIFORNIA EDISON GOVERNMENT RELATIONS MANAGER TONY CARDENAS

3: ORAL COMMUNICATIONS

- 3A. ORAL COMMUNICATIONS
This is the portion of the meeting set aside to invite public comments regarding any matter within the jurisdiction of the City Council. Public comments are limited to no more than three minutes each. If comments relate to a specific agenda item, those comments will be taken following the staff report for that item and prior to the City Council vote. Those wishing to speak are asked to add your information at the digital public kiosk at the Council Chamber entrance. Those wishing to speak using the videoconferencing feature are asked to raise your hand now by either dialing *9 or the raise hand feature.

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.

- 4A. RESOLUTIONS APPROVING CLAIMS AND DEMANDS
 - Recommended Action: Adopt Resolutions approving Claims and Demands.
- 4B. TREASURER'S REPORT FOR THE MONTH OF NOVEMBER 2023
 - Recommended Action: Receive and file the reports.
- 4C. PROCLAMATION RECOGNIZING JANUARY 13, 2024, AS KOREAN-AMERICAN DAY
- 4D. APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH THE CODE GROUP (DBA "VCA CODE")
Approve a Professional Services Agreement with The Code Group to provide building inspection services for commercial projects.
 - Recommended Action: 1) Approve a Professional Services Agreement with The Code Group (dba "VCA Code") to provide building inspection services in the amount of \$150,000 for the period December 2023-December 2024; 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.

4E. AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH WILL DAN ENGINEERING FOR DESIGN SERVICES ON THE ORANGETHORPE AVENUE REHABILITATION PROJECT TO INCLUDE AN ADDITIONAL AMOUNT OF \$6,121

Approve an amendment to an existing PSA with Willdan Engineering for additional design work on the Orangethorpe Avenue Rehabilitation Project.

— Recommended Action: 1) Approve Amendment Number 1 to the Professional Services Agreement (PSA NO. 23-01) with Willdan Engineering 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the amendment; and 3) Authorize the City Manager and City Clerk to execute the amendment.

4F. APPROVE BUDGET TRANSFERS FOR THE PEAK PARK AND BOISSERANCE PARK POOL IMPROVEMENTS, A CONSTRUCTION CHANGE ORDER, AND AN AMENDMENT WITH PACIFIC CIVIL ENGINEERING

— Recommended Action: 1) Approve a budget transfer of \$21,790 from the Park and Recreation Master Plan Project account to the Peak Park and Boisseranc Park Pool Improvements Project account; 2) Approve a budget transfer of \$200,000 from the undesignated General Fund reserve to the Peak Park and Boisseranc Park Pool Improvements Project account; 3) Approve Change Order No. 3 in the amount of \$115,549.47; 4) Authorize the Purchasing Manager to add additional funds in the amount of \$200,000 to the existing Purchase Order; 5) Amend Professional Services Agreement (PSA) with Pacific Advanced Civil Engineering in the amount of \$21,790; 6) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the amendment; and, 7) Authorize the City Manager and City Clerk to execute the amendment.

4G. APPROVAL OF THE BUENA PARK NAVIGATION CENTER MANAGEMENT, OPERATIONS, AND PUBLIC SAFETY (MOPS) PLAN

— Recommended Action: 1) Approve the revised MOPS Plan 2024 submitted by the Navigation Center operator, Mercy House and the Navigation Center Oversight Commission; and 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the plan.

4H. SUCCESSOR AGENCY RESOLUTIONS APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS 24-25) AND ADMINISTRATIVE BUDGET FOR THE FISCAL PERIOD FROM JULY 1, 2024 THROUGH JUNE 30, 2025

— Recommended Action: 1) Adopt a resolution approving the Recognized Obligation Payment Schedule (ROPS 24-25) for the period of July 1, 2024 through June 30, 2025; 2) Adopt a resolution approving an administrative budget from July 1, 2024 through June 30, 2025; and, 3) Forward ROPS 24-25 to the Countywide Oversight Board and State Department of Finance for review and approval.

5: NEW BUSINESS

5A. APPROVE RESTRICTED PROJECT AGREEMENT (GRANT NO. 202401) WITH PROVIDENCE ST. JUDE HOSPITAL FOR 2024 GRANT FUNDING

— Recommended Action: 1) Approve a grant agreement with Providence St. Jude Hospital for 2024; 2) Authorize and roll over \$26,500 for construction of Community Gardens at Bellis Park (\$19,000) and Ehlers Event Center (\$7,500); 3) Accept grant funds in the amount of \$89,000; 4) Appropriate \$79,000 for the construction of a Pickleball Court at the Ehlers Event Center; 5) Appropriate \$5,000 for the purchase of water polo goals at Peak Park Pool; 6) Appropriate \$5,000 for the purchase of Tot Time furniture at the Buena Park Community Center; 7) Transfer \$11,000 from the Senior Center Interior Development Fund to the Pickleball Court project at the Ehlers Event Center; 8) Award a contract to RMS LIFE SAFETY in the amount of \$78,554.08; 9) Authorize contingency funds in the amount of \$7,855.41 in the same purchase order; 10) Authorize construction engineering funds in the amount of \$3,590.51; 11) Authorize the City Manager, City Attorney to make any necessary, non-monetary changes to the contract; and, 12) Authorize the City Manager and City Clerk to execute the contract.

5B. ADOPT A RESOLUTION APPROVING NEW CITY COUNCIL PRIORITIES AND AUTHORIZING THE IMPLEMENTATION OF THE CITY COUNCIL GOALS AND OBJECTIVES FOR CALENDAR YEARS 2024-2026

— Recommended Action: 1) Adopt a resolution approving new City Council priorities and authorizing the implementation of the 2024-26 City Council Goals and Objectives.

6: PUBLIC HEARING

Public Hearings are held at 6:00 PM

7: COUNCIL MEMBER ANNOUNCEMENTS, CONFERENCE REPORTS AND CALENDAR REQUESTS

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

8: RECESS

8A. RECESS

9: STUDY SESSION

9A. DISCUSS AND PROVIDE DIRECTION REGARDING A FUNDING APPLICATION FOR THE OCTA PROJECT V SHARED RIDERSHIP PROGRAM

9B. DISCUSS AND PROVIDE DIRECTION REGARDING A TRIP TO SISTER CITY IN SEONGBUK-GU, SOUTH KOREA

9C. DISCUSS AND PROVIDE DIRECTION REGARDING MASTER CALENDAR REVIEW & CALENDARING OF FUTURE STUDY SESSION ITEMS

9D. DISCUSS AND PROVIDE DIRECTION IN CONSIDERATION OF CHANGING THE TITLE OF MAYOR PRO TEMPORE TO VICE-MAYOR

9E. DISCUSS AND PROVIDE DIRECTION REGARDING CITY COUNCIL APPOINTMENTS TO OTHER AGENCY BOARDS AND COMMITTEES

9F. DISCUSS AND PROVIDE DIRECTION REGARDING CITY COUNCIL APPOINTMENTS AS LIAISONS TO CITY COMMISSIONS AND APPOINTMENTS TO CITY COUNCIL AD HOC COMMITTEES

10: CITY MANAGER REPORT

10A. CITY MANAGER REPORT

11: COMMISSION & COMMITTEE UPDATES

11A. COMMISSION & COMMITTEE UPDATES

12: ADJOURNMENT

12A. 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.

시의제 목록에 있는 정식 안건에 대해 의견을 발표하고 싶으신 경우, 중국어, 한국어, 스페니쉬, 타갈로에 대한 통역사가 필요하시면 시미팅 48 시간전 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: January 4, 2024

RESOLUTIONS APPROVING CLAIMS AND DEMANDS

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	CONSENT CALENDAR Item: 4A
Presented By	Prepared By
Sung Hyun, Director of Finance	Sung Hyun, Director of Finance
Approved By	
Aaron France, City Manager	

RECOMMENDED ACTION

Adopt Resolutions approving Claims and Demands.

Attachments

Claims 422311-422507 reso.pdf
Claims 422311-422507 att1of2 resolist.pdf
Claims 422311-422507 att2of2 voids.pdf
Claims 422508-422510 reso.pdf
Claims 422508-422510 att1of1 resolist.pdf
Claims 422511-422776 reso.pdf
Claims 422511-422776 att1of2 resolist.pdf
Claims 422511-422776 att2of2 voids.pdf
Claims PR121523 reso.pdf
Claims PR121523 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 \$6,069,628.73 DEMAND NOS., 422311 THROUGH 422507 NO CANCELLED NOS 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.422311 through 422507 the sum of \$6,069,628.73 set forth on the 14-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 _____ 2024 by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

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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 _____ 2024

City Clerk

SUNGARD PUBLIC SECTOR
DATE: 12/06/2023
TIME: 16:27:55

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20231121 00:00:00.000' and '20231206 00:00:00.000'
ACCOUNTING PERIOD: 6/24

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422311	12/06/23	10011335	21 CLETES, LLC	650208	CRITICAL INCI 1/17/24	0.00	125.00
1011	422312	12/06/23	10005077	JAVIER GOMEZ	731150	CFORMS/WEB APP/DEC23	0.00	250.00
1011	422313	12/06/23	10003794	A T & T	650302	9391050275 NOV-23	0.00	59.28
1011	422313	12/06/23	10003794	A T & T	170670	9391026068 NOV-23	0.00	2.25
1011	422313	12/06/23	10003794	A T & T	126143	9391026072 NOV-23	0.00	3.24
1011	422313	12/06/23	10003794	A T & T	170670	9391054290 NOV-23	0.00	3.25
1011	422313	12/06/23	10003794	A T & T	126143	9391026070 NOV-23	0.00	6.48
1011	422313	12/06/23	10003794	A T & T	170670	9391026049 NOV-23	0.00	23.28
1011	422313	12/06/23	10003794	A T & T	660241	9391026088 NOV-23	0.00	25.92
1011	422313	12/06/23	10003794	A T & T	860810	9391026053 NOV-23	0.00	31.04
1011	422313	12/06/23	10003794	A T & T	170670	9391026055 NOV-23	0.00	31.09
1011	422313	12/06/23	10003794	A T & T	170670	9391026113 NOV-23	0.00	31.33
1011	422313	12/06/23	10003794	A T & T	170670	9391026112 NOV-23	0.00	31.33
1011	422313	12/06/23	10003794	A T & T	170670	9391026056 NOV-23	0.00	31.33
1011	422313	12/06/23	10003794	A T & T	126143	9391026115 NOV-23	0.00	31.33
1011	422313	12/06/23	10003794	A T & T	170670	9391050380 NOV-23	0.00	31.33
1011	422313	12/06/23	10003794	A T & T	170670	9391026100 NOV-23	0.00	60.54
1011	422313	12/06/23	10003794	A T & T	170670	9391031456 NOV-23	0.00	309.75
1011	422313	12/06/23	10003794	A T & T	170670	9391031458 NOV-23	0.00	309.75
1011	422313	12/06/23	10003794	A T & T	170670	9391026051 NOV-23	0.00	389.11
1011	422313	12/06/23	10003794	A T & T	170670	9391036465 NOV-23	0.00	462.67
1011	422313	12/06/23	10003794	A T & T	170670	9391050264 NOV-23	0.00	950.78
TOTAL CHECK							0.00	2,825.08
1011	422314	12/06/23	10004528	A T & T	170670	149868998 NOV-23	0.00	117.70
1011	422315	12/06/23	10004247	A T & T MOBILITY	275305	828554058X11172023	0.00	129.03
1011	422316	12/06/23	10004247	A T & T MOBILITY	731150	996095853X11172023	0.00	331.28
1011	422317	12/06/23	10004247	A T & T MOBILITY	352567	287261541007X11172023	0.00	232.44
1011	422318	12/06/23	00005626	ABBA TERMITE & PESTCONTR	170670	RODENT CONTROL	0.00	125.00
1011	422319	12/06/23	10012896	AGILE OCCUPATIONAL MEDIC	121110	HEP B VAC SARAH VACA	0.00	80.00
1011	422320	12/06/23	10013157	AIRGAP LABS, LLC	126143	FORTINET/OCT-23	0.00	564.00
1011	422320	12/06/23	10013157	AIRGAP LABS, LLC	650303	FORTINET/OCT-23	0.00	564.00
TOTAL CHECK							0.00	1,128.00
1011	422321	12/06/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	89.26
1011	422321	12/06/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	212.79
1011	422321	12/06/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	249.28
1011	422321	12/06/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	197.53
TOTAL CHECK							0.00	748.86
1011	422322	12/06/23	10012766	LAURA WELLER	275215	1 - PROJECT MANAGER (D	0.00	1,700.00
1011	422322	12/06/23	10012766	LAURA WELLER	275215	1 - AUDIO ENGINEER (DA	0.00	1,500.00
1011	422322	12/06/23	10012766	LAURA WELLER	275215	1 - VIDEO ENGINEER (DA	0.00	1,500.00
1011	422322	12/06/23	10012766	LAURA WELLER	275215	2 - AUDIO VISUAL TECHN	0.00	3,000.00

SUNGARD PUBLIC SECTOR
DATE: 12/06/2023
TIME: 16:27:55

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2
ACCTPA21

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ACCOUNTING PERIOD: 6/24

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422322	12/06/23	10012766	LAURA WELLER	275215	1 - LIGHTING DESIGNER	0.00	1,700.00
1011	422322	12/06/23	10012766	LAURA WELLER	275215	DELIVERY SET UP, STRIK	0.00	2,000.00
TOTAL	CHECK						0.00	11,400.00
1011	422323	12/06/23	10012598	UNIVERSAL BUILDING MAINT	650306	PD JANITOR/OCT-23	0.00	7,341.51
1011	422324	12/06/23	10012598	UNIVERSAL BUILDING MAINT	650306	PD JANITOR/NOV-23	0.00	7,341.51
1011	422325	12/06/23	10013305	TERESA ALVAREZ	11	REF DEPOSIT#R9121	0.00	500.00
1011	422326	12/06/23	00009407	AMERICAN TRUCK & TOOL RE	860810	AERATOR RENTAL	0.00	96.34
1011	422327	12/06/23	10000595	CITY OF ANAHEIM	650402	AIR SUPPORTJUL-SEP-23	0.00	1,083.33
1011	422328	12/06/23	00005384	ANDY GUMP, INC	860810	ADA RESTROOM SVC	0.00	60.50
1011	422329	12/06/23	00009015	TAJEN GRAPHICS, INC	275215	HOLIDAY BANNERS	0.00	624.95
1011	422329	12/06/23	00009015	TAJEN GRAPHICS, INC	275140	COMMUNITY GARDEN SIGN	0.00	25.86
1011	422329	12/06/23	00009015	TAJEN GRAPHICS, INC	275210	COPS N GOBLINS	0.00	814.59
TOTAL	CHECK						0.00	1,465.40
1011	422330	12/06/23	00009331	ARAMARK SERVICES, INC.	650308	MEALS 11/1-15/23	0.00	365.40
1011	422331	12/06/23	10003143	ARC IMAGING RESOURCES, L	160105	OCE PLOTWAVE/OCT-23	0.00	17.55
1011	422332	12/06/23	10003143	ARC IMAGING RESOURCES, L	160105	OCE PLOTWAVE/JULY-23	0.00	1,461.00
1011	422333	12/06/23	10013277	CHRISTINE BALBIN	875805	REF/DEPOSIT#R8824	0.00	-53.00
1011	422333	12/06/23	10013277	CHRISTINE BALBIN	11	REF/DEPOSIT#R8824	0.00	500.00
TOTAL	CHECK						0.00	447.00
1011	422334	12/06/23	00003499	BARR & CLARK ENVIRONMENT	732031	LBP HILL/5855 RIO WAY	0.00	295.00
1011	422335	12/06/23	10013308	BEHAVIOR ANALYSIS TRAINI	650208	INVEST.INTER 2/5-9/24	0.00	575.00
1011	422335	12/06/23	10013308	BEHAVIOR ANALYSIS TRAINI	650208	INVEST INTER 2/5-9/24	0.00	575.00
TOTAL	CHECK						0.00	1,150.00
1011	422336	12/06/23	10013308	BEHAVIOR ANALYSIS TRAINI	650208	INVEST.INTE 1/8-12/24	0.00	575.00
1011	422337	12/06/23	10013308	BEHAVIOR ANALYSIS TRAINI	650208	INVEST,INT2/26-3/1/24	0.00	575.00
1011	422338	12/06/23	10006864	SELF INSURED SERVICES CO	73	NOV-23 DENTAL INVOICE	0.00	23,539.60
1011	422338	12/06/23	10006864	SELF INSURED SERVICES CO	73	OCT-23 DENTAL INVOICE	0.00	23,490.00
TOTAL	CHECK						0.00	47,029.60
1011	422339	12/06/23	10013304	JOCELYN BERNARDO	11	REF/DEPOSIT #R8277	0.00	500.00
1011	422340	12/06/23	10007684	BEST LAWNMOWER, INC	560640	AIR FILTER	0.00	97.34
1011	422341	12/06/23	00000011	MANHATTAN STITCHING COMP	105105	PROMOTIONAL ITEMS	0.00	21.55
1011	422342	12/06/23	10013147	BROTHER'S CONSTRUCTION	126128	CONSTRUCTION RETENTIO	0.00	4,103.00

SUNGARD PUBLIC SECTOR
DATE: 12/06/2023
TIME: 16:27:55

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

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FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422343	12/06/23	00010646	IVAN RODRIGUEZ	171710	WINDOW TINTING	0.00	323.24
1011	422344	12/06/23	00000759	BUENA PARK PLAQUE & TROP	275140	CANDY CANELAND BANNER	0.00	506.43
1011	422344	12/06/23	00000759	BUENA PARK PLAQUE & TROP	275160	YOUTH SPORTS BANNER	0.00	827.52
1011	422344	12/06/23	00000759	BUENA PARK PLAQUE & TROP	170670	NAME PLATES	0.00	13.95
TOTAL CHECK							0.00	1,347.90
1011	422345	12/06/23	10012880	BUILDING DREAMS	632110		0.00	32,145.16
1011	422345	12/06/23	10012880	BUILDING DREAMS	632110	EDCO WASTE FEES	0.00	11,529.79
TOTAL CHECK							0.00	43,674.95
1011	422346	12/06/23	10013037	C.S. LEGACY CONSTRUCTION	32	PMT#3 RET.	0.00	-14,283.50
1011	422346	12/06/23	10013037	C.S. LEGACY CONSTRUCTION	290153	SCE PHS#2 TRAIL/NOV23	0.00	285,669.94
TOTAL CHECK							0.00	271,386.44
1011	422347	12/06/23	10007791	MARIE CABALLERO	275150	SCOREKEEP 11/11-24/23	0.00	160.00
1011	422348	12/06/23	00000021	CALIF FORENSIC PHLEBOTOM	650402	BLOOD DRAWS OCT 23	0.00	903.00
1011	422349	12/06/23	00005992	MARIO CAMACHO	160110	TRAIN SUBSIDY/OCT-23	0.00	125.00
1011	422350	12/06/23	00000407	CAMERON WELDING SUPPLY I	352363	PROPANE	0.00	41.78
1011	422350	12/06/23	00000407	CAMERON WELDING SUPPLY I	560210	WELDING SUPPLIES	0.00	316.02
TOTAL CHECK							0.00	357.80
1011	422351	12/06/23	10012993	DARLENE CASTILLO	11	REF/DEPOSIT#R8211	0.00	500.00
1011	422352	12/06/23	00000861	CENTRALIA SCHOOL DISTRIC	101101	4 BUSES/DECATHLON	0.00	2,730.00
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	33.33
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	41.26
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	49.06
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	216.47
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	95.77
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	334.15
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	254.92
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	1,029.30
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	846.22
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	529.98
1011	422353	12/06/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	658.93
TOTAL CHECK							0.00	4,089.39
1011	422354	12/06/23	10012931	CHARTER COMMUNICATIONS	275305	213578401 NOV-23	0.00	1,099.00
1011	422355	12/06/23	10007941	CHARTER COMMUNICATIONS H	650302	8448208990007561	0.00	804.07
1011	422356	12/06/23	10007941	CHARTER COMMUNICATIONS H	170670	8448400240089206	0.00	287.54
1011	422357	12/06/23	10007941	CHARTER COMMUNICATIONS H	650404	8448400240089222	0.00	12.54
1011	422358	12/06/23	10007941	CHARTER COMMUNICATIONS H	650302	8448400230497971	0.00	12.53

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1011	422359	12/06/23	10007941	CHARTER COMMUNICATIONS H	170670	8448400240527841	0.00	111.47
1011	422360	12/06/23	10007941	CHARTER COMMUNICATIONS H	650302	8448400240618061	0.00	1,099.00
1011	422361	12/06/23	10007941	CHARTER COMMUNICATIONS H	170670	8448400231527743	0.00	199.99
1011	422362	12/06/23	10012826	CIVILTEC ENGINEERING, IN	396828	WATER MAIN/OCT-23	0.00	17,049.90
1011	422363	12/06/23	10013322	PEGGY J. CLARK	995100	REIMB/TRVL WRITER	0.00	222.76
1011	422364	12/06/23	00000206	CLINICAL LAB OF SAN BERN	352363	SAMPLING SEP 23	0.00	3,398.25
1011	422364	12/06/23	00000206	CLINICAL LAB OF SAN BERN	352363	LAB SAMPLING SEP 23	0.00	625.00
1011	422364	12/06/23	00000206	CLINICAL LAB OF SAN BERN	352363	LAB SAMPLING OCT 23	0.00	605.00
1011	422364	12/06/23	00000206	CLINICAL LAB OF SAN BERN	352363	LAB SAMPLING OCT 23	0.00	2,022.85
TOTAL CHECK							0.00	6,651.10
1011	422365	12/06/23	10006450	COLONIAL LIFE	73	INSURANCE/OCT-23	0.00	565.92
1011	422365	12/06/23	10006450	COLONIAL LIFE	73	INSURANCE/NOV-23	0.00	565.92
1011	422365	12/06/23	10006450	COLONIAL LIFE	73	INSURANCE/SEPT-23	0.00	565.92
TOTAL CHECK							0.00	1,697.76
1011	422366	12/06/23	10006011	COMMERCIAL CONTROLS CORP	650303	PD ACCESS MT/NOV-23	0.00	2,400.00
1011	422367	12/06/23	00007338	CORE AND MAIN, LP	352363	CL2 FOR ANALYZER	0.00	548.32
1011	422368	12/06/23	00002379	NANCY K. BOHL INC.	650105	EMP SUPPORT/OCT-23	0.00	120.00
1011	422369	12/06/23	10002389	COUNTY OF ORANGE TREASUR	550502	SURCHG.CITES/OCT-23	0.00	11,893.00
1011	422370	12/06/23	10002389	COUNTY OF ORANGE TREASUR	650308	AFIS/NOV-23	0.00	3,027.00
1011	422371	12/06/23	10002389	COUNTY OF ORANGE TREASUR	650302	ROUTER/NOV-23	0.00	1,129.32
1011	422372	12/06/23	10009309	CREATIVE VISION GROUP, L	105105	DESI.LAYOUT WINTER-24	0.00	2,938.82
1011	422373	12/06/23	10013319	JOSE CRISTOBAL	11	REF/DEPOSIT #R8933	0.00	500.00
1011	422374	12/06/23	00009479	ROBERT CULL	731150	REIMB BLDG CERT	0.00	285.00
1011	422375	12/06/23	10008234	CUSTOM INTERIORS BY SONN	171710	UPHOLSTERY	0.00	580.00
1011	422375	12/06/23	10008234	CUSTOM INTERIORS BY SONN	171710	UPHOLSTERY	0.00	580.00
TOTAL CHECK							0.00	1,160.00
1011	422376	12/06/23	00000492	DEPARTMENT OF JUSTICE	11	FINGERPRINT/OCT-23	0.00	871.00
1011	422376	12/06/23	00000492	DEPARTMENT OF JUSTICE	650302	FINGERPRINT/OCT-23	0.00	228.00
TOTAL CHECK							0.00	1,099.00
1011	422377	12/06/23	10013295	DJE SOUND & LIGHTING, IN	170670	PORTABLE STAGE LIGHT	0.00	11,549.89
1011	422378	12/06/23	10013307	SIVYE DOEUN	11	REF DEPOSIT#R9064	0.00	500.00

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1011	422379	12/06/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC REPAIR	0.00	995.00
1011	422379	12/06/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC REPAIR	0.00	993.69
1011	422379	12/06/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC REPAIR	0.00	680.00
1011	422379	12/06/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC REPAIR	0.00	763.75
1011	422379	12/06/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC REPAIR	0.00	2,021.74
1011	422379	12/06/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC REPAIR	0.00	2,791.38
TOTAL	CHECK						0.00	8,245.56
1011	422380	12/06/23	00006560	ENTERPRISE FM TRUST, INC	650603	LEASE 4 VEH/NOV-23	0.00	2,061.42
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	CROWDSTRIKE - IDENTITY	0.00	4,458.00
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	EXPRESS SUPPORT	0.00	534.93
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	CROWDSTRIKE - IDENTITY	0.00	4,458.00
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	EXPRESS SUPPORT	0.00	534.93
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	FALCON ENDPOINT PROTEC	0.00	9,865.68
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	THREAT GRAPH STANDARD	0.00	1,343.10
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	HPS THREAT GRAPH STAND	0.00	370.43
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	EXPRESS SUPPORT	0.00	1,234.06
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	CROWDSTRIKE-FALCON END	0.00	10,141.56
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	EXPRESS SUPPORT	0.00	1,409.60
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	THREAT GRAPH STANDARD	0.00	1,488.30
1011	422381	12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	HPS THREAT GRAPH STAND	0.00	631.91
TOTAL	CHECK						0.00	36,470.50
1011	422382	12/06/23	00004554	MARIO ESCAMILLA	650208	ED REIMB. 22-23	0.00	2,000.00
1011	422383	12/06/23	10012212	NICOLE RENEE ESCOBAR	275150	SCOREKEEP 11/11-24/23	0.00	112.00
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	16.33
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	50.64
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	90.19
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	257.13
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	259.44
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	726.22
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	3.22
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	72.01
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	292.00
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	18.46
1011	422384	12/06/23	00000739	ELLIOTT AUTO SUPPLY	COMP 171710	AUTO PARTS	0.00	162.27
TOTAL	CHECK						0.00	1,947.91
1011	422385	12/06/23	10003690	FAIR HOUSING FOUNDATION	732040	REIMB/OCT-23	0.00	1,245.58
1011	422386	12/06/23	10007059	FIVESTAR RUBBER STAMP ET	101101	BADGES	0.00	47.23
1011	422386	12/06/23	10007059	FIVESTAR RUBBER STAMP ET	352363	BADGES	0.00	32.04
TOTAL	CHECK						0.00	79.27
1011	422387	12/06/23	10013294	FLORES, HANISHA	52	UB REFUND	0.00	24.78
1011	422388	12/06/23	10003190	FOOD 4 LESS	732044	FOOD HOMELESS OUTREAC	0.00	121.30
1011	422388	12/06/23	10003190	FOOD 4 LESS	732044	FOOD FOR HOMELESS	0.00	180.59
TOTAL	CHECK						0.00	301.89

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422389	12/06/23	00001095	FRANCHISE TAX BOARD	73	DED:0071 MISC	0.00	100.00
1011	422390	12/06/23	10008385	FUEL EQUIPMENT SERVICES,	171710	FUEL DISPENSER REPAIR	0.00	1,642.19
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 FREEWAY	0.00	116.08
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 CABALLERO	0.00	144.09
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 HOLDER	0.00	287.64
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 BOISSERANC	0.00	1,124.62
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 LINDEN	0.00	1,128.09
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 KNOTT	0.00	142.93
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 FREEWAY	0.00	156.94
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 CABALLERO	0.00	212.97
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 HOLDER	0.00	283.01
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 BOISSERANC	0.00	576.35
1011	422391	12/06/23	00000046	FULLER ENGINEERING INC	352363	CL2 LINDEN	0.00	759.26
TOTAL	CHECK						0.00	4,931.98
1011	422392	12/06/23	00006581	FURLONG & FURLONG ASSOC	11	ENVELOPE BUS LIC NON/W	36.04	501.04
1011	422392	12/06/23	00006581	FURLONG & FURLONG ASSOC	11	FREIGHT	0.00	78.00
TOTAL	CHECK						36.04	579.04
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	275140	CANDY CANELAND	0.00	103.31
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	275140	CANDY CANELAND	0.00	17.75
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	170670	HARDWARE	0.00	45.82
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	860815	GRAFFITI	0.00	102.38
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	860815	GRAFFITI	0.00	271.69
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	860810	SUPPLIES	0.00	73.66
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	860810	SUPPLIES	0.00	195.74
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	860810	SUPPLIES	0.00	66.13
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	275135	SOCCER PICNIC SUPPLIE	0.00	23.68
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	170670	HARDWARE	0.00	95.32
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	275140	PVC FOR SIGN	0.00	26.99
1011	422393	12/06/23	00002166	GANAHL LUMBER CO	275215	TREE LIGHTING	0.00	249.31
TOTAL	CHECK						0.00	1,271.78
1011	422394	12/06/23	00000730	BRADLEY GEYER	650208	REIMB EXPENS/S.D. CF	0.00	794.35
1011	422395	12/06/23	10001832	GHD INC	11	NISSAN PK LOT/JUL-23	0.00	475.13
1011	422396	12/06/23	10001832	GHD INC	11	7242 VALEY VW/JUL-23	0.00	1,330.88
1011	422397	12/06/23	10001832	GHD INC	11	7675 CRESCENT JUL-23	0.00	903.73
1011	422398	12/06/23	10001832	GHD INC	11	7681 BEACH/JULY-23	0.00	681.38
1011	422399	12/06/23	10001832	GHD INC	11	8300 VALLEY VW/JUL23	0.00	562.25
1011	422400	12/06/23	10001832	GHD INC	11	8300 VALLEY VW/JUL23	0.00	254.88
1011	422401	12/06/23	10001832	GHD INC	11	7682 CRAIG/JULY-23	0.00	216.50

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1011	422402	12/06/23	10013314	VERONICA GILLIAM	275315	REIMB REFRESHMENTS	0.00	72.14
1011	422403	12/06/23	10013325	LISA GORDON-HOSCH	105105	FAC/WKSHOP OCT-NOV23	0.00	13,768.48
1011	422404	12/06/23	00005680	CINDY GRISWOLD	275405	CPR/FALL-23	0.00	66.50
1011	422405	12/06/23	00002647	HAAKER EQUIPMENT CO	CORP 452410	#ES-LTDS-001, LIGHT DI	16.63	231.23
1011	422405	12/06/23	00002647	HAAKER EQUIPMENT CO	CORP 452410	#ES-WDLS-001, ENVIROSI	36.86	524.87
TOTAL CHECK							53.49	756.10
1011	422406	12/06/23	10000124	HARDY & HARPER INC	52	REF METER#00-0912-00	0.00	2,000.00
1011	422407	12/06/23	10013321	KAYLEE HAWLEY	631142	FULL COLOR BOOK	0.00	1,300.00
1011	422408	12/06/23	10009305	TIFFANY HERRMANN	275140	PET ZOO/CANDYCANE-23	0.00	2,552.50
1011	422409	12/06/23	10006460	JUDITH STEPHANIE HERZ	275210	CHORUS DIR/OCT-23	0.00	220.00
1011	422409	12/06/23	10006460	JUDITH STEPHANIE HERZ	275210	CHORUS DIR/NOV-23	0.00	220.00
TOTAL CHECK							0.00	440.00
1011	422410	12/06/23	10013289	JON HILL	650204	REF/OV PAID PMT#5476	0.00	5.00
1011	422411	12/06/23	10013324	REBECCA HO	995100	VIDEO CREATION/NOV-23	0.00	400.00
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 170670	HARDWARE	0.00	352.32
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 275140	COMMUNITY GARDENS	0.00	34.98
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 860810	SUPPLIES	0.00	87.13
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 170670	HARDWARE	0.00	72.65
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 275140	SANTA MAILBOX SUPPLIE	0.00	103.16
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 170670	PLUMBING	0.00	49.67
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 560640	PLANT SUPPLIES	0.00	108.74
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 560640	POTTING MIX	0.00	207.69
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 352363	BOISSERANC CL2 BLDG	0.00	20.45
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 352363	TRUCK STOCK	0.00	175.16
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 560640	CREDIT MEMO	0.00	-19.33
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 275140	SANTA MAILBOX SUPPLIE	0.00	20.02
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 560640	POTTING MIX	0.00	13.51
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 560640	MULCH	0.00	19.33
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 860810	SUPPLIES	0.00	173.80
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 860810	SUPPLIES	0.00	94.09
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 170670	HARDWARE PLUMBING	0.00	36.11
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 170670	HARDWARE	0.00	146.29
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 170670	HARDWARE PLUMBING	0.00	90.09
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 170670	HARDWARE PLUMBING	0.00	118.44
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 560640	TREE SPIKES	0.00	27.95
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 275215	TREE LIGHTING	0.00	214.42
1011	422413	12/06/23	00000057	HOME DEPOT /	GECF 452410	SUPPLIES FOR TRAILER	0.00	78.87
TOTAL CHECK							0.00	2,225.54
1011	422414	12/06/23	10013298	HONG, NAN HEE	52	UB REFUND	0.00	62.56
1011	422415	12/06/23	00008482	HOUSING PROGRAMS	732031	HIP202306 LONGWORTH	0.00	1,000.00

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1011	422415	12/06/23	00008482	HOUSING PROGRAMS	732031	SCERP-202310/CAMPOS	0.00	500.00
1011	422415	12/06/23	00008482	HOUSING PROGRAMS	732031	SCERP-202309/GARCIA	0.00	500.00
TOTAL CHECK							0.00	2,000.00
1011	422416	12/06/23	10009091	HUE C LUU	731150	ENG. SVC/NOV-23	0.00	4,515.00
1011	422416	12/06/23	10009091	HUE C LUU	731150	ENG SVCS/NOV-23	0.00	6,300.00
TOTAL CHECK							0.00	10,815.00
1011	422417	12/06/23	10012663	ICE MANAGEMENT, LLC	275120	HOCKEY/SKATING/FALL23	0.00	79.80
1011	422418	12/06/23	10008985	INDEPENDENT	732071	PN CDBG ALLO/NOV-23	0.00	180.00
1011	422419	12/06/23	10000774	INLAND VALLEY SLADDEN IN	290153	CORRIDOR PHS2 OCT-23	0.00	1,060.00
1011	422420	12/06/23	10009556	INNOVATIVE DESIGN & SHEE	171710	PUSH BUMPER	0.00	544.99
1011	422420	12/06/23	10009556	INNOVATIVE DESIGN & SHEE	171710	SPEAKER	0.00	820.75
TOTAL CHECK							0.00	1,365.74
1011	422421	12/06/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	187.77
1011	422421	12/06/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	21.60
1011	422421	12/06/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	129.30
1011	422421	12/06/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	366.50
1011	422421	12/06/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	177.82
TOTAL CHECK							0.00	882.99
1011	422422	12/06/23	10013299	JEK PROPERTIES FLP	52	UB REFUND	0.00	16.16
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	197.54
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	144.21
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	292.76
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	7.04
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	26.53
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	157.26
1011	422423	12/06/23	10005932	JHM SUPPLY	352363	TRUCK STOCK	0.00	127.19
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	88.24
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	117.39
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	118.02
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	182.70
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	238.12
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	481.58
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	538.52
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	865.92
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	604.64
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	PLANTS	0.00	1,271.47
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	120.24
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	123.94
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	420.32
1011	422423	12/06/23	10005932	JHM SUPPLY	860810	FERTILIZER	0.00	850.06
TOTAL CHECK							0.00	6,973.69
1011	422424	12/06/23	10002904	JOHN L. HUNTER & ASSOCIA	352567	WQMP INSPECTION/SEP23	0.00	1,710.00

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1011	422425	12/06/23	00000054	TED JONES FORD INC.	171710	AUTO PARTS	0.00	577.25
1011	422425	12/06/23	00000054	TED JONES FORD INC.	171710	AUTO PARTS	0.00	122.35
1011	422425	12/06/23	00000054	TED JONES FORD INC.	171710	SERVICE VEHICLE	0.00	1,241.68
1011	422425	12/06/23	00000054	TED JONES FORD INC.	171710	AUTO PART	0.00	5,084.51
TOTAL	CHECK						0.00	7,025.79
1011	422426	12/06/23	10011654	SUSSY KIM	11	REF/DEPOSIT#R8869	0.00	100.00
1011	422426	12/06/23	10011654	SUSSY KIM	11	REF/DEPOSIT#R8870	0.00	500.00
TOTAL	CHECK						0.00	600.00
1011	422427	12/06/23	10012628	MARIE KNIGHT	115110	LDR TRG APR,SEP,NOV23	0.00	3,750.00
1011	422428	12/06/23	10007915	LANAIR GROUP, LLC	650303	FORTIGATE 600E RENEWAL	0.00	7,772.31
1011	422428	12/06/23	10007915	LANAIR GROUP, LLC	126143	FORTIAP-431F	121.86	1,694.22
1011	422428	12/06/23	10007915	LANAIR GROUP, LLC	126143	1-YR FORTICARE PREMIUM	0.00	244.00
TOTAL	CHECK						121.86	9,710.53
1011	422429	12/06/23	10007915	LANAIR GROUP, LLC	126143	0365 EXCHG/DEC-23	0.00	1,648.00
1011	422430	12/06/23	10013313	LE, VIET	52	UB REFUND	0.00	21.04
1011	422431	12/06/23	10013306	JOSHUA LEE	11	REF DEPOSIT#R8838	0.00	500.00
1011	422432	12/06/23	00007523	LEGAL SHIELD, INC	73	OCT-23 CHARGES	0.00	91.60
1011	422432	12/06/23	00007523	LEGAL SHIELD, INC	73	NOV-23 CHARGES	0.00	91.60
TOTAL	CHECK						0.00	183.20
1011	422433	12/06/23	00001657	LIEBERT CASSIDY WHITMORE	121110	GENERAL/OCT-23	0.00	4,630.00
1011	422434	12/06/23	10004046	LIGHT SOURCE PRINTING, I	732071	BUSINESS CARDS	0.00	739.98
1011	422435	12/06/23	10013317	MARIA LLAMAS	11	REF/DEPOSIT#R9195	0.00	500.00
1011	422436	12/06/23	10013315	JASON LOPEZ	11	REF DEPOSIT#R9114	0.00	500.00
1011	422437	12/06/23	10007925	KATHLEEN LOWETH	106117	BLOG POSTS/NOV-23	0.00	300.00
1011	422438	12/06/23	00000077	LU'S LIGHTHOUSE INC	171710	FUSES	0.00	29.23
1011	422438	12/06/23	00000077	LU'S LIGHTHOUSE INC	171710	KWIKCONNECT	0.00	61.74
TOTAL	CHECK						0.00	90.97
1011	422439	12/06/23	10013316	MELISSA FLORES MARTINEZ	11	REF/DEPOSIT#R7897	0.00	1,500.00
1011	422440	12/06/23	00007624	MIKE MCGEE	352363	REIMB LADELE RECON	0.00	90.50
1011	422441	12/06/23	10013312	MEJIA-BERNAL, ERIKA	52	UB REFUND	0.00	5,300.00
1011	422442	12/06/23	00010740	CHRISTINA MENDIVEL	650302	CLEARs TRG 11/6-10/23	0.00	1,943.83
1011	422443	12/06/23	10005279	MERCHANTS LANDSCAPE SERV	860810	CITY LANDSCP/OCT-23	0.00	64,558.00
1011	422443	12/06/23	10005279	MERCHANTS LANDSCAPE SERV	660241	METOLNK LNDSCP/OCT23	0.00	4,442.00
TOTAL	CHECK						0.00	69,000.00

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1011	422444	12/06/23	10009226	MERCY HOUSE LIVING CENTE	106131	NAV SHELTER/OCT-23	0.00	334,567.43
1011	422445	12/06/23	10009226	MERCY HOUSE LIVING CENTE	106131	NAV SHELTER/SEPT-23	0.00	246,899.99
1011	422446	12/06/23	00003714	METRO FLUID CONNECTORS I	860810	HARDWARE	0.00	83.98
1011	422447	12/06/23	10005546	MID CITY'S ELECTRIC, INC	860810	LIGHTING REPAIR	0.00	2,275.00
1011	422447	12/06/23	10005546	MID CITY'S ELECTRIC, INC	106119	ELECTRICAL CHECK	0.00	2,932.79
1011	422447	12/06/23	10005546	MID CITY'S ELECTRIC, INC	860810	LIGHTING REPAIR	0.00	10,940.46
TOTAL CHECK							0.00	16,148.25
1011	422448	12/06/23	10012829	MILITARY GUIDES	995100	MIRAMAR AIR SHOW AD	0.00	7,000.00
1011	422449	12/06/23	10013264	MOBILE FLEET WASH	171710	CAR WASHES	0.00	480.00
1011	422450	12/06/23	10013320	NICOLE MORABE	11	REF/DEPOSIT#R9109	0.00	500.00
1011	422451	12/06/23	00006801	MOTOROLA SOLUTIONS INC.	650303	1000557209 CAD/RMS MT	0.00	112,824.45
1011	422451	12/06/23	00006801	MOTOROLA SOLUTIONS INC.	650303	1000557209 DEC 23-24	0.00	3,723.14
TOTAL CHECK							0.00	116,547.59
1011	422452	12/06/23	00009876	MUNICIPAL WATER DIST OF	352510	WATER DELIVERY/OCT-23	0.00	57,772.76
1011	422453	12/06/23	10005881	OCCSPECIALIST CORP. A ME	107410	WKS CMP/CAMERON BOYER	0.00	2,010.39
1011	422454	12/06/23	00000099	OFFICE DEPOT, INC.	126120	OFFICE SUPPLIES	0.00	64.27
1011	422454	12/06/23	00000099	OFFICE DEPOT, INC.	650604	OFFICE SUPPLIES	0.00	65.13
1011	422454	12/06/23	00000099	OFFICE DEPOT, INC.	650302	OFFICE SUPPLIES	0.00	100.14
1011	422454	12/06/23	00000099	OFFICE DEPOT, INC.	171710	OFFICE SUPPLIES	0.00	141.98
1011	422454	12/06/23	00000099	OFFICE DEPOT, INC.	275105	OFFICE SUPPLIES	0.00	197.16
TOTAL CHECK							0.00	568.68
1011	422455	12/06/23	10012194	KEVIN OHLER	106132	CRIME WATCH/OCT-23	0.00	900.00
1011	422456	12/06/23	10009436	RYAN OLDHAM	290157	PEAK PK ADA /NOV-23	0.00	22,605.00
1011	422457	12/06/23	10007787	HBV ENTERPRISES, INC.	171710	OIL FILTER	0.00	9.31
1011	422458	12/06/23	00000913	ORANGE COUNTY FIRE AUTHO	640310	FAC MAINT/2Q 23-24	0.00	7,155.00
1011	422458	12/06/23	00000913	ORANGE COUNTY FIRE AUTHO	640310	VEH.REPL/2Q 23-24	0.00	57,970.50
1011	422458	12/06/23	00000913	ORANGE COUNTY FIRE AUTHO	640310	CONTRACT/ 2Q 23-24	0.00	3,579,837.25
TOTAL CHECK							0.00	3,644,962.75
1011	422459	12/06/23	00000913	ORANGE COUNTY FIRE AUTHO	640310	RET.MED.PROG/NOV-23	0.00	2,480.00
1011	422460	12/06/23	10007856	SANDWOOD ENTERPRISES INC	560211	2000 HR. UV ORANGE 14"	116.25	1,616.25
1011	422460	12/06/23	10007856	SANDWOOD ENTERPRISES INC	560211	BULK BAGGED ON PALLET	27.13	377.13
1011	422460	12/06/23	10007856	SANDWOOD ENTERPRISES INC	560211	DELIVERY CHARGE	0.00	400.00
TOTAL CHECK							143.38	2,393.38
1011	422461	12/06/23	10013038	PACKET FUSION, INC.	170670	15 ADDIT'L PHONES	0.00	4,868.33

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1011	422462	12/06/23	00000222	EDCO/PARK DISPOSAL CORP.	171710	CNG FUEL	0.00	199.77
1011	422463	12/06/23	00000222	EDCO/PARK DISPOSAL CORP.	460220	RES.BILLING/NOV-23	0.00	372,463.45
1011	422464	12/06/23	10013206	PAYMENTUS CORPORATION	11	PH.IVR /CC MER/OCT-23	0.00	2,281.75
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275120	TOT TIME/M.GUTIERREZ	0.00	2.13
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275145	MLG/B.MOLAR.OCT-23	0.00	5.90
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275150	ADULT SFTBALL/STRICKL	0.00	11.49
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275140	STAFF HATS/VANSICKLE	0.00	15.06
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275215	TREE SUPPL/VANSICKLE	0.00	16.15
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275135	SOCCER AWARD/J.RUSSEL	0.00	18.86
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275160	VOLT FIELD.B.REYNOLDS	0.00	20.68
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275215	TREE LIGHT/A.ALVARADO	0.00	42.00
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275140	SWEATSHIRT/VANSICKLE	0.00	43.05
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275140	SWEATSHIRT/VANSICKLE	0.00	43.05
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275140	SANTA MAIL/A.MAGANA	0.00	45.06
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275215	TREE DECOR/VANSICKLE	0.00	45.76
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275215	TREE DECOR/VANSICKLE	0.00	45.76
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275215	TREE DECOR/VANSICKLE	0.00	45.76
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275140	CANDYCANE/A.MAGANA	0.00	46.20
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275215	TREE DECOR/VANSICKLE	0.00	46.29
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275215	TREE DECOR/VANSICKLE	0.00	46.29
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275140	CANDYCANE/B.MOLAR	0.00	46.46
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275140	CANDYCANE/A.MAGANA	0.00	48.10
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275140	CANDYCANE/J.SALDANA	0.00	48.42
1011	422465	12/06/23	00005145	PETTY CASH/COMMUNITY SER	275215	TREE DECOR/VANSICKLE	0.00	48.44
TOTAL	CHECK						0.00	730.91
1011	422466	12/06/23	00007516	PHOENIX GROUP INFORMATIO	550502	PK CITE/OCT-23	0.00	170.70
1011	422466	12/06/23	00007516	PHOENIX GROUP INFORMATIO	550502	PK CITE/OCT-23	0.00	26,339.35
TOTAL	CHECK						0.00	26,510.05
1011	422467	12/06/23	10013297	PRAKASH, EVELYN	52	UB REFUND	0.00	298.01
1011	422468	12/06/23	10012855	PROACTIVE WORK HEALTH SE	121110	PRE-EMP PHYS/OCT-23	0.00	418.00
1011	422469	12/06/23	00004049	PSOMAS CORP.	396859	PEAK PK WELL/OCT-23	0.00	25,017.50
1011	422470	12/06/23	10001203	R.V. NURSERIES INC	560641	TREE	0.00	290.93
1011	422470	12/06/23	10001203	R.V. NURSERIES INC	860810	PLANTS CITY HALL	0.00	2,362.96
1011	422470	12/06/23	10001203	R.V. NURSERIES INC	560641	PLANTS	0.00	96.98
1011	422470	12/06/23	10001203	R.V. NURSERIES INC	860810	PLANTS	0.00	344.80
1011	422470	12/06/23	10001203	R.V. NURSERIES INC	560641	PLANTS	0.00	48.48
TOTAL	CHECK						0.00	3,144.15
1011	422471	12/06/23	10013076	RMS CONSTRUCTION	32	PMT #4 RET.	0.00	-14,120.41
1011	422471	12/06/23	10013076	RMS CONSTRUCTION	290157	PARK ACCESS/NOV-23	0.00	282,408.23
TOTAL	CHECK						0.00	268,287.82
1011	422472	12/06/23	10000184	RJM DESIGN GROUP INC	290153	SCE TRAIL PHS.2/OCT23	0.00	1,864.55

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1011	422473	12/06/23	10001125	ROADLINE PRODUCTS INC	560231	30"X50 YD - 3M SHEETIN	63.93	888.93
1011	422473	12/06/23	10001125	ROADLINE PRODUCTS INC	560231	36"X50 YD - 3M SHEETIN	74.79	1,039.79
1011	422473	12/06/23	10001125	ROADLINE PRODUCTS INC	560231	30"X50 YD - 3M SHEETIN	63.94	888.94
1011	422473	12/06/23	10001125	ROADLINE PRODUCTS INC	560231	36"X50 YD - 3M SHEETIN	74.79	1,039.79
1011	422473	12/06/23	10001125	ROADLINE PRODUCTS INC	560231	SHIPPING	0.00	50.00
TOTAL CHECK							277.45	3,907.45
1011	422474	12/06/23	10013318	BREANNA SAIZ	11	REF DEPOSIT#R9069	0.00	500.00
1011	422475	12/06/23	00004970	SUSAN SAXE-CLIFFORD PHD	650105	EVAL J. GIROUX	0.00	450.00
1011	422476	12/06/23	00000412	SOUTHERN COUNTIES OIL CO	171710	UNLEADED FUEL YARD	0.00	20,217.28
1011	422477	12/06/23	10013310	SHAH,, RAJENDRA RASIKLAL	52	UB REFUND	0.00	372.00
1011	422478	12/06/23	10011504	SHOETERIA, INC.	860810	A BACA SAFETY SHOES	0.00	36.67
1011	422479	12/06/23	10009505	SHRED-IT, INC. USA	650302	SHREDDING	0.00	685.92
1011	422480	12/06/23	00009792	PRISCILLA SILVA	275120	BELLY DNC/FALL-23	0.00	1,239.56
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	170670	7733 BEACH/NOV-23	0.00	46.84
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	560230	8491 DALE/NOV-23	0.00	81.84
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	860810	8552 BEACH/NOV-23	0.00	142.93
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	352510	8242 LINDEN/NOV-23	0.00	31,759.77
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	560230	7550 STANTON/NOV-23	0.00	18.16
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	860810	8111 COMNLTH/NOV-23	0.00	32.39
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	170670	6581 BEACH/NOV-23	0.00	54.70
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	560230	7051 PAGE/NOV-23	0.00	100.48
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	560230	6680 KNOTT/NOV-23	0.00	101.49
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	860810	8970 KNOTT/NOV-23	0.00	108.29
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	660240	7611 BEACH/NOV-23	0.00	108.35
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	860810	7501 8TH ST/NOV-23	0.00	114.16
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	860810	8081 OR'THORP/NOV-23	0.00	121.28
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	660241	8400 LAKEKNOLL/NOV-23	0.00	2,188.25
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	170670	6660 BEACH/NOV-23	0.00	3,352.99
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	170670	8001 VAL.VIEW/NOV-23	0.00	24,850.81
1011	422481	12/06/23	00000226	SOUTHERN CALIFORNIA EDIS	560230	5600 MALVERN/NOV-23	0.00	1,084.38
TOTAL CHECK							0.00	64,267.11
1011	422482	12/06/23	00000126	SPARKLETTS WATER	170670	BOTTLED WATER	0.00	1,646.06
1011	422483	12/06/23	00010381	SPOK INC	275305	PHONES	0.00	7.40
1011	422483	12/06/23	00010381	SPOK INC	860810	PHONES	0.00	7.40
1011	422483	12/06/23	00010381	SPOK INC	352363	PHONES	0.00	28.78
TOTAL CHECK							0.00	43.58
1011	422484	12/06/23	10013168	SRN SYSTEMS, INC.	11	OFF SET SALES TAX	0.00	-1,065.49
1011	422484	12/06/23	10013168	SRN SYSTEMS, INC.	650427	SALES TAX	0.00	1,065.49
1011	422484	12/06/23	10013168	SRN SYSTEMS, INC.	650427	PENTA 30' X 6' BARRIER	0.00	4,531.88
1011	422484	12/06/23	10013168	SRN SYSTEMS, INC.	650427	FOX FURY NOMAD 300 LIG	0.00	6,058.32

SUNGARD PUBLIC SECTOR
DATE: 12/06/2023
TIME: 16:27:55

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 13
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20231121 00:00:00.000' and '20231206 00:00:00.000'
ACCOUNTING PERIOD: 6/24

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422484	12/06/23	10013168	SRN SYSTEMS, INC.	650427	DOUBLE 12' X 6' BARRIE	0.00	2,015.24
1011	422484	12/06/23	10013168	SRN SYSTEMS, INC.	650427	CANOPY PACKAGE - GSA	0.00	481.01
1011	422484	12/06/23	10013168	SRN SYSTEMS, INC.	650427	FOX FURY NOMAD NOW LIG	0.00	661.80
1011	422484	12/06/23	10013168	SRN SYSTEMS, INC.	650427	FREIGHT	0.00	1,175.00
TOTAL	CHECK						0.00	14,923.25
1011	422485	12/06/23	00001085	STAPLES CONTRACT & COMME	126120	OFFICE SUPPLIES	0.00	19.33
1011	422485	12/06/23	00001085	STAPLES CONTRACT & COMME	106117	OFFICE SUPPLIES	0.00	37.92
1011	422485	12/06/23	00001085	STAPLES CONTRACT & COMME	105105	OFFICE SUPPLIES	0.00	48.94
1011	422485	12/06/23	00001085	STAPLES CONTRACT & COMME	105105	OFFICE SUPPLIES	0.00	70.03
TOTAL	CHECK						0.00	176.22
1011	422486	12/06/23	10013323	KELLY STILWELL	995100	REIMB/FLIGHT TO CA	0.00	439.68
1011	422487	12/06/23	10013327	SCOTT WAYNE BAKER	275215	SCREEN/TREE LIGHTING	0.00	800.00
1011	422488	12/06/23	10011938	T-MOBILE	650303	982979864 NOV-23	0.00	1,856.13
1011	422489	12/06/23	10007171	T-MOBILE USA, INC.	650303	GPS LOCATE #23-37294	0.00	100.00
1011	422490	12/06/23	10013136	TOURISM ECONOMICS, LLC	995100	TOURISM STUDY 22-23	0.00	7,500.00
1011	422491	12/06/23	00005445	TRI-SIGNAL INTEGRATION,	170670	ELEVATOR RECALL TEST	0.00	1,000.00
1011	422492	12/06/23	10013326	URGENT MED	107410	COVID-19 TEST/K.DIEZ	0.00	95.00
1011	422493	12/06/23	00001911	JEFF VAN SICKLE	275135	OFFICIAL10/16-29/23	0.00	360.00
1011	422494	12/06/23	10002032	VERIZON WIRELESS	352363	87008359200001 NOV-23	0.00	551.06
1011	422494	12/06/23	10002032	VERIZON WIRELESS	170670	87008359200001 NOV-23	0.00	939.81
TOTAL	CHECK						0.00	1,490.87
1011	422495	12/06/23	10002032	VERIZON WIRELESS	650303	54237315000001 NOV23	0.00	2,659.70
1011	422496	12/06/23	10002032	VERIZON WIRELESS	650303	94237317700001 NOV-23	0.00	40.01
1011	422497	12/06/23	10002032	VERIZON WIRELESS	560210	56130691500002 NOV-23	0.00	41.51
1011	422497	12/06/23	10002032	VERIZON WIRELESS	998100	56130691500002 NOV-23	0.00	41.51
1011	422497	12/06/23	10002032	VERIZON WIRELESS	352363	56130691500002 NOV-23	0.00	76.02
1011	422497	12/06/23	10002032	VERIZON WIRELESS	101101	56130691500002 NOV-23	0.00	224.80
1011	422497	12/06/23	10002032	VERIZON WIRELESS	170670	56130691500002 NOV-23	0.00	613.52
TOTAL	CHECK						0.00	997.36
1011	422498	12/06/23	00008608	VISION SERVICE PLAN-(CA)	73	OCT-23 INVOICE	0.00	3,476.48
1011	422498	12/06/23	00008608	VISION SERVICE PLAN-(CA)	73	NOV-23 INVOICE	0.00	3,468.59
1011	422498	12/06/23	00008608	VISION SERVICE PLAN-(CA)	73	NOV-23 INVOICE	0.00	44.28
1011	422498	12/06/23	00008608	VISION SERVICE PLAN-(CA)	73	OCT-23 INVOICE	0.00	106.63
TOTAL	CHECK						0.00	7,095.98
1011	422499	12/06/23	00000138	VULCAN MATERIALS, INC.	560211	ASPHALT	0.00	220.69
1011	422500	12/06/23	00010629	WATER ONE	170670	WATER TREATMENT	0.00	315.00

SUNGARD PUBLIC SECTOR
DATE: 12/06/2023
TIME: 16:27:55

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 14
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20231121 00:00:00.000' and '20231206 00:00:00.000'
ACCOUNTING PERIOD: 6/24

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422501	12/06/23	00000141	WEST COAST ARBORISTS INC	860810	TREE TRIMMING/NOV-23	0.00	2,749.00
1011	422502	12/06/23	10002036	WRIGHTS LABOR SERVICES	126128	HIP202301 MCDONALD	0.00	13,441.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	160105	COPIER LEASE/NOV-23	0.00	337.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	121135	COPIER LEASE/NOV-23	0.00	851.52
1011	422503	12/06/23	10009222	XEROX CORPORATION	650302	COPIER LEASE/NOV-23	0.00	890.52
1011	422503	12/06/23	10009222	XEROX CORPORATION	275305	COPIER LEASE/NOV-23	0.00	5.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	631140	COPIER LEASE/NOV-23	0.00	53.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	731120	COPIER LEASE/NOV-23	0.00	53.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	731150	COPIER LEASE/NOV-23	0.00	53.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	998100	COPIER LEASE/NOV-23	0.00	54.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	732071	COPIER LEASE/NOV-23	0.00	56.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	997100	COPIER LEASE/NOV-23	0.00	134.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	352267	COPIER LEASE/NOV-23	0.00	136.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	115110	COPIER LEASE/NOV-23	0.00	200.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	121110	COPIER LEASE/NOV-23	0.00	210.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	275105	COPIER LEASE/NOV-23	0.00	220.00
1011	422503	12/06/23	10009222	XEROX CORPORATION	126120	COPIER LEASE/NOV-23	0.00	240.00
TOTAL CHECK							0.00	3,493.04
1011	422504	12/06/23	10009222	XEROX CORPORATION	275305	COPIER SEN. CTR. NOV.	0.00	236.72
1011	422505	12/06/23	10006857	YARDLEY ORGILL CO., INC.	352363	REPAIR PARTS	0.00	1,290.45
1011	422505	12/06/23	10006857	YARDLEY ORGILL CO., INC.	352363	TRUCK STOCK	0.00	500.58
1011	422505	12/06/23	10006857	YARDLEY ORGILL CO., INC.	352363	HYDRANT REPAIR	0.00	6,616.68
1011	422505	12/06/23	10006857	YARDLEY ORGILL CO., INC.	352363	COPPER FITTINGS	0.00	1,205.60
TOTAL CHECK							0.00	9,613.31
1011	422506	12/06/23	10010943	YORBA LINDA FEED STORE,	275140	HAY BALE/CANDYCANE-23	0.00	441.78
1011	422507	12/06/23	10011660	YUNEX, LLC	560230	TRAF ROUTINE MT/SEP23	0.00	3,907.33
1011	422507	12/06/23	10011660	YUNEX, LLC	560230	TRAF EXTRA MT/SEPT-23	0.00	6,760.04
1011	422507	12/06/23	10011660	YUNEX, LLC	560230	TRAF EXTRA MT/SEPT-23	0.00	2,204.38
1011	422507	12/06/23	10011660	YUNEX, LLC	560230	TRAF ROUTINE MT/SEP23	0.00	8,139.80
1011	422507	12/06/23	10011660	YUNEX, LLC	560230	TRAF EXTRA MT/AUG-23	0.00	8,040.02
1011	422507	12/06/23	10011660	YUNEX, LLC	560230	TRAF ROUTINE MT/AUG23	0.00	8,139.80
TOTAL CHECK							0.00	37,191.37
TOTAL CASH ACCOUNT							632.22	6,069,628.73
TOTAL FUND							632.22	6,069,628.73
TOTAL REPORT							632.22	6,069,628.73

Voided Check
Numbers

422412

Date
Printed

12/6/2023

RESOLUTION NO _____,

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA
PARK, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND
DEMANDS IN THE SUM OF \$6,025.00 DEMAND NOS., 422508
THROUGH 422510 NO CANCELLED OR VOID NOS,

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.422508 through 422510 the sum of
\$6,025.00 set forth on the 1-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 _____ 2024 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 _____ 2024

City Clerk

SUNGARD PUBLIC SECTOR
DATE: 12/14/2023
TIME: 17:34:45

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20231207 00:00:00.000' and '20231214 00:00:00.000'
ACCOUNTING PERIOD: 6/24

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422508	12/14/23	10011083	DE ANZA PLAZA APTS.,II	732043	RENT/ERNESTO CISNEROS	0.00	4,425.00
1011	422509	12/14/23	00001095	FRANCHISE TAX BOARD	73	DED:0071 MISC	0.00	100.00
1011	422510	12/14/23	10013234	FRANCISCO GONZALEZ	732043	RT/ELIZABETH L.TOVAR	0.00	1,500.00
TOTAL CASH ACCOUNT							0.00	6,025.00
TOTAL FUND							0.00	6,025.00
TOTAL REPORT							0.00	6,025.00

RESOLUTION NO _____,

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA PARK, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF \$2,421,835.92 DEMAND NOS., 422511 THROUGH 422776 CANCELLED NOS 419141, 419142, 422121 AND 422381 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.422511 through 422776 the sum of \$2,421,835.92 set forth on the 25-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 _____ 2024 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 _____ 2024

City Clerk

SUNGARD PUBLIC SECTOR
DATE: 12/20/2023
TIME: 11:46:48

CITY OF BUENA PARK
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.trans_date between '20231215 00:00:00.000' and '20231220 00:00:00.000'
ACCOUNTING PERIOD: 6/24

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	419141	V 05/10/23	10000471	SOUTHERN CALIFORNIA	EDIS 760310	REF/PERMIT#E21-0075	0.00	-145.00
1011	419141	V 05/10/23	10000471	SOUTHERN CALIFORNIA	EDIS 760310	REF/PERMIT#E21-0075	0.00	-2,640.00
TOTAL CHECK							0.00	-2,785.00
1011	419142	V 05/10/23	10000471	SOUTHERN CALIFORNIA	EDIS 760310	REF/PERMIT#E19-0210	0.00	-1,320.00
1011	419142	V 05/10/23	10000471	SOUTHERN CALIFORNIA	EDIS 760310	REF/PERMIT#E19-0210	0.00	-145.00
TOTAL CHECK							0.00	-1,465.00
1011	422121	V 11/20/23	10008423	BUENA PARK NOON LIONS	275215	VINTAGE TRUCK/TREE LI	0.00	-200.00
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	EXPRESS SUPPORT	0.00	-1,234.06
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	HPS THREAT GRAPH STAND	0.00	-370.43
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	THREAT GRAPH STANDARD	0.00	-1,343.10
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	FALCON ENDPOINT PROTEC	0.00	-9,865.68
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	EXPRESS SUPPORT	0.00	-534.93
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	CROWDSTRIKE - IDENTITY	0.00	-4,458.00
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	EXPRESS SUPPORT	0.00	-534.93
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	650303	CROWDSTRIKE - IDENTITY	0.00	-4,458.00
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	HPS THREAT GRAPH STAND	0.00	-631.91
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	THREAT GRAPH STANDARD	0.00	-1,488.30
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	EXPRESS SUPPORT	0.00	-1,409.60
1011	422381	V 12/06/23	10013159	EPLUS TECHNOLOGY, INC.	126143	CROWDSTRIKE-FALCON END	0.00	-10,141.56
TOTAL CHECK							0.00	-36,470.50
1011	422511	12/20/23	00000330	A & A WIPING CLOTH INC	11	RAGS COLORED KNIT SELE	120.90	1,680.90
1011	422512	12/20/23	10003451	A T & T	650302	25082912039566 DEC-23	0.00	85.64
1011	422513	12/20/23	10003451	A T & T	650302	25082759691016 DEC-23	0.00	85.64
1011	422516	12/20/23	10003794	A T & T	170670	9391026091 NOV-23	0.00	12.69
1011	422516	12/20/23	10003794	A T & T	170670	9391026078 NOV-23	0.00	29.40
1011	422516	12/20/23	10003794	A T & T	170670	9391026060 NOV-23	0.00	30.92
1011	422516	12/20/23	10003794	A T & T	170670	9391054287 NOV-23	0.00	70.11
1011	422516	12/20/23	10003794	A T & T	170670	9391026098 NOV-23	0.00	22.69
1011	422516	12/20/23	10003794	A T & T	170670	9391026093 NOV-23	0.00	30.85
1011	422516	12/20/23	10003794	A T & T	170670	9391026097 NOV-23	0.00	30.92
1011	422516	12/20/23	10003794	A T & T	660241	9391026081 NOV-23	0.00	30.95
1011	422516	12/20/23	10003794	A T & T	732099	9391026101 NOV-23	0.00	33.39
1011	422516	12/20/23	10003794	A T & T	170670	9391026062 NOV-23	0.00	60.30
1011	422516	12/20/23	10003794	A T & T	170670	9391026079 NOV-23	0.00	60.36
1011	422516	12/20/23	10003794	A T & T	170670	9391026111 NOV-23	0.00	89.75
1011	422516	12/20/23	10003794	A T & T	170670	9391026061 NOV-23	0.00	89.75
1011	422516	12/20/23	10003794	A T & T	170670	9391026050 NOV-23	0.00	121.22
1011	422516	12/20/23	10003794	A T & T	170670	9391026082 NOV-23	0.00	125.55
1011	422516	12/20/23	10003794	A T & T	170670	9391026084 NOV-23	0.00	147.31
1011	422516	12/20/23	10003794	A T & T	170670	9391026089 NOV-23	0.00	148.56
1011	422516	12/20/23	10003794	A T & T	170670	9391026083 NOV-23	0.00	206.25
1011	422516	12/20/23	10003794	A T & T	170670	9391055764 NOV-23	0.00	457.37
1011	422516	12/20/23	10003794	A T & T	170670	9391036451 NOV-23	0.00	716.16
1011	422516	12/20/23	10003794	A T & T	650302	9391026065 NOV-23	0.00	30.92
1011	422516	12/20/23	10003794	A T & T	650302	9391026085 NOV-23	0.00	30.95

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1011	422516	12/20/23	10003794	A T & T	650302	9391026080 NOV-23	0.00	30.95
1011	422516	12/20/23	10003794	A T & T	650302	9391026075 NOV-23	0.00	42.12
1011	422516	12/20/23	10003794	A T & T	650302	9391026090 NOV-23	0.00	89.15
1011	422516	12/20/23	10003794	A T & T	650302	9391026064 NOV-23	0.00	119.03
1011	422516	12/20/23	10003794	A T & T	650302	9391026059 NOV-23	0.00	148.41
1011	422516	12/20/23	10003794	A T & T	650302	9391031460 NOV-23	0.00	171.96
1011	422516	12/20/23	10003794	A T & T	650302	9391026074 NOV-23	0.00	185.84
1011	422516	12/20/23	10003794	A T & T	650302	9391026092 NOV-23	0.00	207.28
1011	422516	12/20/23	10003794	A T & T	650302	9391050226 NOV-23	0.00	253.21
1011	422516	12/20/23	10003794	A T & T	650302	9391065061 NOV-23	0.00	1,250.48
1011	422516	12/20/23	10003794	A T & T	650302	9391026054 NOV-23	0.00	30.71
1011	422516	12/20/23	10003794	A T & T	650302	9391026095 NOV-23	0.00	30.85
1011	422516	12/20/23	10003794	A T & T	650302	9391026099 NOV-23	0.00	30.85
1011	422516	12/20/23	10003794	A T & T	650302	9391026066 NOV-23	0.00	30.92
1011	422516	12/20/23	10003794	A T & T	170670	9391031459 NOV-23	0.00	154.88
1011	422516	12/20/23	10003794	A T & T	170670	9391026052 NOV-23	0.00	3.61
1011	422516	12/20/23	10003794	A T & T	170670	9391026086 NOV-23	0.00	3.64
1011	422516	12/20/23	10003794	A T & T	170670	9391026102 NOV-23	0.00	3.71
1011	422516	12/20/23	10003794	A T & T	170670	9391031461 NOV-23	0.00	3.75
1011	422516	12/20/23	10003794	A T & T	170670	9391026096 NOV-23	0.00	7.50
1011	422516	12/20/23	10003794	A T & T	170670	9391026087 NOV-23	0.00	10.95
1011	422516	12/20/23	10003794	A T & T	860810	9391026103 NOV-23	0.00	12.04
TOTAL CHECK							0.00	5,398.21
1011	422517	12/20/23	10004247	A T & T MOBILITY	631140	287260985373X11172023	0.00	246.65
1011	422518	12/20/23	00005626	ABBA TERMITE & PESTCONTR	170670	RODENT CONTROL	0.00	125.00
1011	422518	12/20/23	00005626	ABBA TERMITE & PESTCONTR	170670	PEST CONTROL/NOV-23	0.00	578.00
TOTAL CHECK							0.00	703.00
1011	422519	12/20/23	00010359	ADMINISURE INC	107410	WKS COMP/JANUARY-24	0.00	11,336.00
1011	422520	12/20/23	00003929	AFLAC	73	INVOICE FOR NOV-23	0.00	6,097.34
1011	422520	12/20/23	00003929	AFLAC	73	INVOICE FOR OCT-23	0.00	6,097.34
1011	422520	12/20/23	00003929	AFLAC	73	INVOICE FOR SEPT-23	0.00	6,097.34
TOTAL CHECK							0.00	18,292.02
1011	422521	12/20/23	10007175	ANCOM GROUP INC.	275405	MATH WK SHOP/FALL-23	0.00	196.84
1011	422522	12/20/23	10012896	AGILE OCCUPATIONAL MEDIC	121110	PRE EMP PHYS/HEP-B	0.00	625.00
1011	422522	12/20/23	10012896	AGILE OCCUPATIONAL MEDIC	121110	PRE EMP PHYS/HEP-B	0.00	455.00
1011	422522	12/20/23	10012896	AGILE OCCUPATIONAL MEDIC	121110	PRE-EMP PHYS/HEP-B	0.00	80.00
TOTAL CHECK							0.00	1,160.00
1011	422523	12/20/23	10013157	AIRGAP LABS, LLC	126143	FORTINET SUPP/NOV-23	0.00	1,645.00
1011	422523	12/20/23	10013157	AIRGAP LABS, LLC	650303	FORTNET SUPP/NOV-23	0.00	1,645.00
TOTAL CHECK							0.00	3,290.00
1011	422524	12/20/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	234.24
1011	422524	12/20/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	171.29
1011	422524	12/20/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	236.84
1011	422524	12/20/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	162.99

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1011	422524	12/20/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	24.24
1011	422524	12/20/23	00001993	ALIN PARTY SUPPLY INC.	275215	TREE LIGHTING	0.00	75.50
1011	422524	12/20/23	00001993	ALIN PARTY SUPPLY INC.	275140	SANTA VISITS	0.00	114.72
1011	422524	12/20/23	00001993	ALIN PARTY SUPPLY INC.	275215	TREE LIGHTING	0.00	114.72
1011	422524	12/20/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	148.76
1011	422524	12/20/23	00001993	ALIN PARTY SUPPLY INC.	275140	CANDY CANELAND	0.00	204.99
TOTAL	CHECK						0.00	1,488.29
1011	422525	12/20/23	00000003	ALL AMERICAN ASPHALT COR	560211	ASPHALT	0.00	398.56
1011	422526	12/20/23	10003198	ALL CITY MANAGEMENT SERV	550502	SCH.CRS GRD/OCT-NOV23	0.00	10,232.93
1011	422526	12/20/23	10003198	ALL CITY MANAGEMENT SERV	550502	SCH CRS GRD/NOV-23	0.00	5,713.28
TOTAL	CHECK						0.00	15,946.21
1011	422527	12/20/23	10011896	VARGAS & RAMIREZ SPORTS	275150	#N3142 - ADULT PERFORM	19.52	271.37
1011	422527	12/20/23	10011896	VARGAS & RAMIREZ SPORTS	275150	#N3142 - ADULT PERFORM	9.03	125.58
1011	422527	12/20/23	10011896	VARGAS & RAMIREZ SPORTS	275150	ART FEE	1.55	21.55
1011	422527	12/20/23	10011896	VARGAS & RAMIREZ SPORTS	275150	FREIGHT	0.00	16.00
1011	422527	12/20/23	10011896	VARGAS & RAMIREZ SPORTS	275150	#N3142 - ADULT PERFORM	33.09	460.14
1011	422527	12/20/23	10011896	VARGAS & RAMIREZ SPORTS	275150	#N3142 - ADULT PERFORM	15.05	209.30
1011	422527	12/20/23	10011896	VARGAS & RAMIREZ SPORTS	275150	#N3142 - ADULT PERFORM	3.48	48.33
1011	422527	12/20/23	10011896	VARGAS & RAMIREZ SPORTS	275150	#N3142 - ADULT PERFORM	3.94	54.79
1011	422527	12/20/23	10011896	VARGAS & RAMIREZ SPORTS	275150	ART FEE	2.33	32.33
1011	422527	12/20/23	10011896	VARGAS & RAMIREZ SPORTS	275150	FREIGHT	0.00	25.00
TOTAL	CHECK						87.99	1,264.39
1011	422528	12/20/23	10012598	UNIVERSAL BUILDING MAINT	170670	CITY JANITOR/NOV-23	0.00	7,375.17
1011	422528	12/20/23	10012598	UNIVERSAL BUILDING MAINT	875805	CITY JANITOR/NOV-23	0.00	13,843.32
TOTAL	CHECK						0.00	21,218.49
1011	422529	12/20/23	10012598	UNIVERSAL BUILDING MAINT	170670	CITY JANITOR/OCT-23	0.00	7,375.17
1011	422529	12/20/23	10012598	UNIVERSAL BUILDING MAINT	875805	CITY JANITOR/OCT-23	0.00	13,843.32
TOTAL	CHECK						0.00	21,218.49
1011	422530	12/20/23	10012598	UNIVERSAL BUILDING MAINT	170670	FLOOR SERVICE	0.00	650.00
1011	422531	12/20/23	10012598	UNIVERSAL BUILDING MAINT	170670	FLOOR SERVICE	0.00	1,800.00
1011	422532	12/20/23	10007352	ALVAREZ-GLASMAN & COLVIN	110105	BUTTERFLY/SEP-23	0.00	2,250.00
1011	422532	12/20/23	10007352	ALVAREZ-GLASMAN & COLVIN	110105	MO.RETAINER/SEP-23	0.00	19,872.00
1011	422532	12/20/23	10007352	ALVAREZ-GLASMAN & COLVIN	110105	GEN LAW ALOFT/SEP-23	0.00	162.00
1011	422532	12/20/23	10007352	ALVAREZ-GLASMAN & COLVIN	110105	NSPA MOU/SEP-23	0.00	216.00
1011	422532	12/20/23	10007352	ALVAREZ-GLASMAN & COLVIN	110105	SPEC.BUTERFLY#2/SEP23	0.00	318.50
1011	422532	12/20/23	10007352	ALVAREZ-GLASMAN & COLVIN	110105	BUTTERFLY/CSE#2 SEP23	0.00	825.79
1011	422532	12/20/23	10007352	ALVAREZ-GLASMAN & COLVIN	110105	NSPA MOU EXCESS/SEP23	0.00	861.00
1011	422532	12/20/23	10007352	ALVAREZ-GLASMAN & COLVIN	110105	GEN LAW COST/SEP-23	0.00	1,329.64
TOTAL	CHECK						0.00	25,834.93
1011	422533	12/20/23	00006012	AMBIUS INC	170670	PLANT SVC/DEC-23	0.00	296.76
1011	422534	12/20/23	10010053	AMPLEX GROUP SERVICES IN	650306	SANITIZE VEH/11/14/23	0.00	600.00
1011	422534	12/20/23	10010053	AMPLEX GROUP SERVICES IN	650306	SANITIZE LOC/11/21/23	0.00	600.00

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1011	422534	12/20/23	10010053	AMPLEX GROUP SERVICES IN	650306	SANITIZE PD 11/07/23	0.00	648.00
1011	422534	12/20/23	10010053	AMPLEX GROUP SERVICES IN	650306	SANITIZE VEH 12/05/23	0.00	600.00
TOTAL CHECK							0.00	2,448.00
1011	422535	12/20/23	10012634	AMROCK, LLC	632110	TITLE REP 6265 AUTO C	0.00	150.00
1011	422536	12/20/23	00005384	ANDY GUMP, INC	860810	RESTROOM SERVICE	0.00	60.50
1011	422536	12/20/23	00005384	ANDY GUMP, INC	860810	RESTROOM SERVICE	0.00	322.04
1011	422536	12/20/23	00005384	ANDY GUMP, INC	170670	RESTROOM SERVICE	0.00	322.04
TOTAL CHECK							0.00	704.58
1011	422537	12/20/23	10013350	BRIAN ARAGON	11	REF DEPOSIT#R8626	0.00	500.00
1011	422538	12/20/23	10013346	ATEI COMPANY, INC.	275210	10F2 CONCERT 7/24/24	0.00	2,250.00
1011	422539	12/20/23	10011630	AUTO CARE & SMOG, LLC	171710	SMOG TESTING FOR 42 V	0.00	1,596.00
1011	422540	12/20/23	10011722	JOHN BERRY	275140	PEDICAB CANDYCANE-23	0.00	549.00
1011	422541	12/20/23	10005463	AYALA ENGINEERING	490010	EMG REPAIRS/VL.VW/CAB	0.00	7,672.91
1011	422542	12/20/23	00003673	B & M LAWN & GARDEN INC.	560210	REPLACEMENT TOOLS	0.00	1,791.02
1011	422543	12/20/23	00003499	BARR & CLARK ENVIRONMENT	732031	LBP/GARCIA/7426 EL VE	0.00	450.00
1011	422544	12/20/23	10011110	BAY AREA DRIVING SCHOOL,	275120	DRIVER'S ED/FALL-23	0.00	194.14
1011	422545	12/20/23	10007722	SELF INSURED SERVICES CO	73	LTD & LIFE INS/JUL-23	0.00	3,140.71
1011	422545	12/20/23	10007722	SELF INSURED SERVICES CO	73	LTD & LIFE INS/JUL-23	0.00	5,818.68
1011	422545	12/20/23	10007722	SELF INSURED SERVICES CO	73	LTD & LIFE INS/AUG-23	0.00	3,140.71
1011	422545	12/20/23	10007722	SELF INSURED SERVICES CO	73	LTD & LIFE INS/AUG-23	0.00	4,800.24
1011	422545	12/20/23	10007722	SELF INSURED SERVICES CO	73	LTD & LIFE INS/SEP-23	0.00	3,086.62
1011	422545	12/20/23	10007722	SELF INSURED SERVICES CO	73	LTD & LIFE INS/SEP-23	0.00	4,762.53
1011	422545	12/20/23	10007722	SELF INSURED SERVICES CO	73	LTD & LIFE INS/OCT-23	0.00	3,132.68
1011	422545	12/20/23	10007722	SELF INSURED SERVICES CO	73	LTD & LIFE INS/OCT-23	0.00	4,788.28
1011	422545	12/20/23	10007722	SELF INSURED SERVICES CO	73	LTD & LIFE INS/NOV-23	0.00	4,762.22
1011	422545	12/20/23	10007722	SELF INSURED SERVICES CO	73	LTD & LIFE INS/NOV-23	0.00	3,075.67
TOTAL CHECK							0.00	40,508.34
1011	422546	12/20/23	00003953	LOREEN BERLIN	275305	JOURNALISM	0.00	31.50
1011	422547	12/20/23	10007684	BEST LAWNMOWER, INC	560640	CHAINSAW	0.00	772.84
1011	422548	12/20/23	10010293	BLUEBEAM INC	599796	ANNUAL SUBCRIPTION, BL	0.00	6,240.00
1011	422549	12/20/23	10013352	ANA BORROTO	550502	CIT#765161 DISMISSED	0.00	38.00
1011	422550	12/20/23	10006975	CITY OF BREA	650303	SAAS 12/1/23-6/30/24	0.00	2,809.33
1011	422551	12/20/23	00000011	MANHATTAN STITCHING COMP	275145	#G200 SCREEN PRINTED;	50.38	700.38
1011	422552	12/20/23	10002369	BRINK'S INCORPORATED	11	SERVICE/NOV-23	0.00	1,438.52

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1011	422553	12/20/23	00000015	BUENA PARK LOCK & KEY SH	170670	HARDWARE	0.00	59.80
1011	422554	12/20/23	00000759	BUENA PARK PLAQUE & TROP	170670	NAME PLATE	0.00	48.49
1011	422554	12/20/23	00000759	BUENA PARK PLAQUE & TROP	170670	NAME PLATES	0.00	22.63
TOTAL CHECK							0.00	71.12
1011	422555	12/20/23	00004123	BUENA PARK POLICE EXPLOR	650103	FOOD EXPENSE/SILVERAD	0.00	321.02
1011	422556	12/20/23	10007791	MARIE CABALLERO	275150	SCOREKEP 11/25-12/08/	0.00	160.00
1011	422557	12/20/23	00000021	CALIF FORENSIC PHLEBOTOM	650402	BLOOD DRAWS	0.00	1,290.00
1011	422558	12/20/23	00005992	MARIO CAMACHO	631140	REIMB/FOOD/CACEO CF	0.00	200.83
1011	422559	12/20/23	00000407	CAMERON WELDING SUPPLY I	560210	PROPANE	0.00	121.22
1011	422559	12/20/23	00000407	CAMERON WELDING SUPPLY I	171710	OXYGEN	0.00	26.00
1011	422559	12/20/23	00000407	CAMERON WELDING SUPPLY I	171710	INDUSTRIAL GASES	0.00	227.60
TOTAL CHECK							0.00	374.82
1011	422560	12/20/23	10011902	CASC ENGINEERING & CONSU	599798	LAND USE ELEM/OCT-23	0.00	522.00
1011	422560	12/20/23	10011902	CASC ENGINEERING & CONSU	731120	LAND USE ELEM/OCT-23	0.00	6,623.00
TOTAL CHECK							0.00	7,145.00
1011	422561	12/20/23	10008346	CASITAS SECURITY	106119	SECURITY SILVERADO	0.00	490.00
1011	422561	12/20/23	10008346	CASITAS SECURITY	275215	SECURITY/TREE LIGHTIN	0.00	595.00
TOTAL CHECK							0.00	1,085.00
1011	422562	12/20/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	89.35
1011	422562	12/20/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	675.44
1011	422562	12/20/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	1,096.14
1011	422562	12/20/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	254.92
1011	422562	12/20/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	540.59
1011	422562	12/20/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PARTS	0.00	807.67
1011	422562	12/20/23	10004469	CERRITOS DODGE CHRYSLER	171710	AUTO PART	0.00	382.81
TOTAL CHECK							0.00	3,846.92
1011	422563	12/20/23	10007941	CHARTER COMMUNICATIONS H	650302	8448400240618061	0.00	1,099.00
1011	422564	12/20/23	10007941	CHARTER COMMUNICATIONS H	650302	8448208990007561	0.00	804.07
1011	422565	12/20/23	10007941	CHARTER COMMUNICATIONS H	650404	8448400240089222	0.00	12.54
1011	422566	12/20/23	10007941	CHARTER COMMUNICATIONS H	170670	8448400240541370	0.00	2,458.47
1011	422567	12/20/23	10007941	CHARTER COMMUNICATIONS H	275305	0749031112823	0.00	209.98
1011	422568	12/20/23	00001052	CHUSHINKAN DOJO, INC,	275120	AIKIDO/FALL-23	0.00	702.24
1011	422569	12/20/23	10007616	CINTAS CORPORATION NO. 3	160105	UNIFORM RENT/NOV-23	0.00	368.65
1011	422569	12/20/23	10007616	CINTAS CORPORATION NO. 3	160105	UNIFORM RENT/NOV-23	0.00	397.89
1011	422569	12/20/23	10007616	CINTAS CORPORATION NO. 3	160105	UNIFORM RENT/NOV-23	0.00	417.05

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1011	422569	12/20/23	10007616	CINTAS CORPORATION	NO. 3 160105	UNIFORM RENT/NOV-23	0.00	439.05
1011	422569	12/20/23	10007616	CINTAS CORPORATION	NO. 3 160105	UNIFORM RENT/NOV-23	0.00	499.61
1011	422569	12/20/23	10007616	CINTAS CORPORATION	NO. 3 860810	UNIFORM RENT/NOV-23	0.00	211.22
1011	422569	12/20/23	10007616	CINTAS CORPORATION	NO. 3 860810	UNIFORM RENT/NOV-23	0.00	233.20
1011	422569	12/20/23	10007616	CINTAS CORPORATION	NO. 3 860810	UNIFORM RENT/NOV-23	0.00	233.20
1011	422569	12/20/23	10007616	CINTAS CORPORATION	NO. 3 860810	UNIFORM RENT/NOV-23	0.00	234.32
1011	422569	12/20/23	10007616	CINTAS CORPORATION	NO. 3 860810	UNIFORM RENT/NOV-23	0.00	239.92
TOTAL	CHECK						0.00	3,274.11
1011	422570	12/20/23	10000724	COAST SURVEYING INC.	160105	MALVERN REHAB/OCT-23	0.00	487.00
1011	422571	12/20/23	00005774	THE CODE GROUP, INC.	11	50%DANNY RODRIGUEZ	0.00	2,612.50
1011	422571	12/20/23	00005774	THE CODE GROUP, INC.	731150	50%DANNY RODRIGUEZ	0.00	2,612.50
TOTAL	CHECK						0.00	5,225.00
1011	422572	12/20/23	00010209	COLLICUTT ENERGY SERVICE	170670	GENERATOR MAINT	0.00	558.78
1011	422572	12/20/23	00010209	COLLICUTT ENERGY SERVICE	170670	GENERATOR MAINT	0.00	558.78
1011	422572	12/20/23	00010209	COLLICUTT ENERGY SERVICE	170670	GENERATOR MAINT	0.00	558.78
1011	422572	12/20/23	00010209	COLLICUTT ENERGY SERVICE	170670	GENERATOR MAINT	0.00	558.78
1011	422572	12/20/23	00010209	COLLICUTT ENERGY SERVICE	170670	GENERATOR MAINT	0.00	558.78
1011	422572	12/20/23	00010209	COLLICUTT ENERGY SERVICE	170670	GENERATOR MAINT	0.00	558.78
1011	422572	12/20/23	00010209	COLLICUTT ENERGY SERVICE	170670	GENERATOR MAINT	0.00	558.78
1011	422572	12/20/23	00010209	COLLICUTT ENERGY SERVICE	170670	GENERATOR REPAIR	0.00	1,190.00
TOTAL	CHECK						0.00	4,542.68
1011	422573	12/20/23	10004317	CONCENTRA HEALTH SERVICE	121110	CLEARINGHOUSE MGT.	0.00	250.00
1011	422574	12/20/23	00007338	CORE AND MAIN, LP	452410	SEWER REPAIR DALE ST	0.00	215.47
1011	422575	12/20/23	00010548	CORELOGIC INFORMATION SO	631140	REALQUEST/DEC-23	0.00	207.75
1011	422576	12/20/23	10012192	COSTAR REALTY INFORMATIO	632110	COSTAR DEC-23	0.00	420.00
1011	422577	12/20/23	10002389	COUNTY OF ORANGE TREASUR	352363	SWRCB MS4 PERMIT FEE	0.00	150,514.32
1011	422578	12/20/23	10002389	COUNTY OF ORANGE TREASUR	352363	COYOTE CREEK TMDL	0.00	7,418.12
1011	422579	12/20/23	10002389	COUNTY OF ORANGE TREASUR	650308	AFIS/DEC-23	0.00	3,027.00
1011	422580	12/20/23	10008234	CUSTOM INTERIORS BY SONN	171710	UPHOLSTERY	0.00	340.00
1011	422581	12/20/23	10011360	DENNIS KARL BATCHELOR	275150	ASSIGNING FEE/NOV-23	0.00	340.00
1011	422582	12/20/23	00002728	DANIELS TIRE SERVICE	171710	TIRES	0.00	438.41
1011	422583	12/20/23	00003865	DAVID TAUSSIG & ASSOCIAT	11	CFD SVCS/NOV-23	0.00	755.48
1011	422584	12/20/23	10005187	KRISTEN DAVIDSON	275120	MARTIAL ARTS/FALL-23	0.00	94.43
1011	422585	12/20/23	10012833	TANIKKA DAVIS	11	SUPPLIES/LADIES LUNCH	0.00	77.57
1011	422586	12/20/23	10008395	DEVELOPMENT COUNSELLORS	995100	NOV-23 AD SPEND	0.00	3,278.26
1011	422586	12/20/23	10008395	DEVELOPMENT COUNSELLORS	995100	MO.MANAG.FEE	0.00	2,857.33

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TOTAL CHECK							0.00	6,135.59
1011	422587	12/20/23	10004025	DEKRA-LITE, INC.	632110	HOLIDAY DECOR/NOV-23	0.00	15,282.42
1011	422588	12/20/23	10007127	CALLCASTER SERVICES CORP	106119	SUPPLIES SILVERADO	0.00	150.46
1011	422589	12/20/23	10012764	EFFICIENT X-RAY, INC	650307	BIOHAZ WASTE 12/27/23	0.00	75.00
1011	422590	12/20/23	00010626	ELKS LODGE OF BUENA PARK	275215	VINTAGE TRUCK/TREE LI	0.00	200.00
1011	422591	12/20/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC REPAIR	0.00	1,594.24
1011	422591	12/20/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC REPAIR	0.00	1,000.00
1011	422591	12/20/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC REPAIR	0.00	1,320.77
1011	422591	12/20/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC PM	0.00	1,485.27
1011	422591	12/20/23	00009627	EMCOR SERVICE MESA	ENERG 170670	HVAC REPAIR	0.00	595.00
TOTAL CHECK							0.00	5,995.28
1011	422592	12/20/23	10013203	THE BUBBLE ROLLERS & EME	275140	ICE RINK-BALANCE FOR S	0.00	3,599.00
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	126143	CROWDSTRIKE-FALCON END	0.00	10,141.56
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	126143	EXPRESS SUPPORT	0.00	1,409.60
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	126143	THREAT GRAPH STANDARD	0.00	1,488.30
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	126143	HPS THREAT GRAPH STAND	0.00	631.91
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	650303	FALCON ENDPOINT PROTEC	0.00	9,865.68
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	650303	THREAT GRAPH STANDARD	0.00	1,343.10
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	650303	HPS THREAT GRAPH STAND	0.00	370.43
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	650303	EXPRESS SUPPORT	0.00	1,234.06
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	650303	CROWDSTRIKE - IDENTITY	0.00	4,458.00
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	650303	EXPRESS SUPPORT	0.00	534.93
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	126143	CROWDSTRIKE - IDENTITY	0.00	4,458.00
1011	422593	12/20/23	10013159	EPLUS TECHNOLOGY, INC.	126143	EXPRESS SUPPORT	0.00	534.93
TOTAL CHECK							0.00	36,470.50
1011	422594	12/20/23	10012212	NICOLE RENEE ESCOBAR	275150	SCOREKEP 11/25-12/08/	0.00	160.00
1011	422595	12/20/23	10008311	EVERETT DOREY, LLP	107420	DANIEL GUILLEN	0.00	532.00
1011	422595	12/20/23	10008311	EVERETT DOREY, LLP	107420	MARION REYNOLDS	0.00	608.00
1011	422595	12/20/23	10008311	EVERETT DOREY, LLP	107420	JADEYN DOE ET AL	0.00	1,853.00
1011	422595	12/20/23	10008311	EVERETT DOREY, LLP	107420	VERONICA JONES	0.00	3,140.75
TOTAL CHECK							0.00	6,133.75
1011	422596	12/20/23	10004626	EXPEDIA, INC.	995100	EXPEDIA ADS	0.00	7,893.81
1011	422597	12/20/23	00000739	ELLIOTT AUTO SUPPLY COMP	171710	AUTO PARTS	0.00	165.74
1011	422597	12/20/23	00000739	ELLIOTT AUTO SUPPLY COMP	171710	AUTO PARTS	0.00	40.66
1011	422597	12/20/23	00000739	ELLIOTT AUTO SUPPLY COMP	171710	AUTO PARTS	0.00	89.85
1011	422597	12/20/23	00000739	ELLIOTT AUTO SUPPLY COMP	171710	AUTO PARTS	0.00	172.84
TOTAL CHECK							0.00	469.09
1011	422598	12/20/23	10003690	FAIR HOUSING FOUNDATION	732040	REIMB/NOV-23	0.00	1,147.55
1011	422599	12/20/23	00000320	FEDERAL EXPRESS CORPORAT	998100	TRANSPORT CHG.	0.00	17.48

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1011	422600	12/20/23	00010479	EDWARD FENTON	121110	REIMB SUPL/CITY EVENT	0.00	60.37
1011	422600	12/20/23	00010479	EDWARD FENTON	121140	REIMB SUPL/CITY EVENT	0.00	96.96
TOTAL CHECK							0.00	157.33
1011	422601	12/20/23	10007852	RJ HANSON INC	171710	COLLISION REPAIRS	0.00	20,427.88
1011	422602	12/20/23	10001966	FORENSIC NURSE SPECIALIS	650402	#23-39395 #23-40442	0.00	1,800.00
1011	422603	12/20/23	00000466	FRIENDS OF BUENA PARK YO	275220	REIMB 20% TICK.SALES	0.00	1,215.80
1011	422604	12/20/23	00000046	FULLER ENGINEERING INC	352363	CL2 KNOTT	0.00	160.73
1011	422604	12/20/23	00000046	FULLER ENGINEERING INC	352363	CL2 CABALLERO	0.00	271.50
1011	422604	12/20/23	00000046	FULLER ENGINEERING INC	352363	CL2 HOLDER	0.00	371.68
1011	422604	12/20/23	00000046	FULLER ENGINEERING INC	352363	CL2 LINDEN	0.00	1,128.09
1011	422604	12/20/23	00000046	FULLER ENGINEERING INC	352363	CL2 BOISSERANC	0.00	1,266.03
TOTAL CHECK							0.00	3,198.03
1011	422605	12/20/23	00004593	FUN ON THE FARM, INC.	275120	HORSE FUN/FALL-23	0.00	133.00
1011	422606	12/20/23	10001849	SAN FERNANDO VALLEY ALAR	170670	ALARM MONITORING	0.00	147.00
1011	422607	12/20/23	00002204	GALLS INC	650208	UNIFORMS	0.00	19.97
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	860815	GRAFFITI	0.00	38.34
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	275215	TAPE	0.00	64.60
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	860810	SUPPLIES	0.00	98.73
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	170670	HARDWARE	0.00	5.17
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	170670	HARDWARE	0.00	9.09
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	170670	HARDWARE	0.00	15.74
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	860810	SUPPLIES	0.00	62.46
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	860810	SUPPLIES	0.00	426.72
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	275215	TREE LIGHTING	0.00	87.70
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	275215	TREE LIGHTING	0.00	80.62
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	275215	TREE LIGHTING	0.00	47.13
1011	422608	12/20/23	00002166	GANAHL LUMBER CO	275215	TREE LIGHTING	0.00	79.12
TOTAL CHECK							0.00	1,015.42
1011	422609	12/20/23	10013330	GARCIA- NAVA, TRINIDAD	52	UB REFUND	0.00	117.66
1011	422610	12/20/23	10013333	GARCIA, DONALD J	52	UB REFUND	0.00	35.00
1011	422611	12/20/23	10012200	GEO-ADVANTEC, INC.	590004	PAVEMENT REHAB/JULY23	0.00	3,797.50
1011	422612	12/20/23	10013332	GOMEZ, REINALDA	52	UB REFUND	0.00	104.19
1011	422613	12/20/23	10013348	CARMEN GONZALEZ	11	RF/E23-0350/6681 ROST	0.00	100.00
1011	422614	12/20/23	10008749	GOOGLE INC.	995100	GOOGLE ADS	0.00	30,382.44
1011	422615	12/20/23	00000055	GRAINGER INC	11	BATTERY ALKALINE 9-VOL	51.73	718.81
1011	422615	12/20/23	00000055	GRAINGER INC	11	BATTERY AA DURACELL	16.95	235.83

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1011	422615	12/20/23	00000055	GRAINGER INC	11	BATTERY AAA DURACELL	30.80	428.24
1011	422615	12/20/23	00000055	GRAINGER INC	11	HEAD MOP WET 24 OZ STR	20.97	291.57
1011	422615	12/20/23	00000055	GRAINGER INC	11	PAINT SPRAY BLUE MIST	3.45	47.97
1011	422615	12/20/23	00000055	GRAINGER INC	11	HOSE GARDEN 3/4" X 75	9.10	126.52
1011	422615	12/20/23	00000055	GRAINGER INC	170670	HARDWARE	0.00	688.76
1011	422615	12/20/23	00000055	GRAINGER INC	170670	HARDWARE	0.00	262.91
TOTAL	CHECK						133.00	2,800.61
1011	422616	12/20/23	10005524	JACOB ROY GRANT	275210	SANTA CLAUS-23	0.00	50.00
1011	422617	12/20/23	10013335	RACHEL GREGORIUS	11	REF DEPOSIT#R8241	0.00	500.00
1011	422618	12/20/23	00005680	CINDY GRISWOLD	275405	CPR/FALL-23	0.00	26.60
1011	422619	12/20/23	00002647	HAAKER EQUIPMENT CO CORP	452410	VERISIGHT PRO200 FOOT	821.50	11,421.50
1011	422619	12/20/23	00002647	HAAKER EQUIPMENT CO CORP	452410	ENVIROSIGHT QUICKVIEW	1,185.75	16,485.75
TOTAL	CHECK						2,007.25	27,907.25
1011	422620	12/20/23	10000124	HARDY & HARPER INC	24	RET/FINAL/NOV-23	0.00	-5,075.62
1011	422620	12/20/23	10000124	HARDY & HARPER INC	590181	OR'THORP REHAB/FINAL	0.00	101,512.40
TOTAL	CHECK						0.00	96,436.78
1011	422621	12/20/23	10000124	HARDY & HARPER INC	24	OR'THORP REHAB/RET.	0.00	89,031.83
1011	422622	12/20/23	10000675	HARRELL & COMPANY ADVISO	352267	FY 22-23 CDIAF FILING	0.00	500.00
1011	422622	12/20/23	10000675	HARRELL & COMPANY ADVISO	997100	FY 22-23 CDIAF FILING	0.00	1,000.00
1011	422622	12/20/23	10000675	HARRELL & COMPANY ADVISO	196312	FY 22-23 CDIAF FILING	0.00	1,000.00
TOTAL	CHECK						0.00	2,500.00
1011	422623	12/20/23	00001106	HARRINGTON INDUSTRIAL PL	352363	OVERFLOW REPAIR	0.00	170.33
1011	422623	12/20/23	00001106	HARRINGTON INDUSTRIAL PL	352363	REBUILD KITS	0.00	1,415.98
TOTAL	CHECK						0.00	1,586.31
1011	422624	12/20/23	10012288	HASA INC.	860820	CHEMICALS	0.00	1,883.78
1011	422624	12/20/23	10012288	HASA INC.	860820	CHEMICALS	0.00	1,636.72
TOTAL	CHECK						0.00	3,520.50
1011	422625	12/20/23	10013268	HAZ PARTY RENTALS	275140	TENT 10X10 POP UP WHIT	0.00	1,200.00
1011	422625	12/20/23	10013268	HAZ PARTY RENTALS	275140	SANDBAGS	0.00	100.00
1011	422625	12/20/23	10013268	HAZ PARTY RENTALS	275140	TENT 10X20 POP UP WHIT	0.00	200.00
1011	422625	12/20/23	10013268	HAZ PARTY RENTALS	275140	WATER BARRELS, WHITE	0.00	40.00
1011	422625	12/20/23	10013268	HAZ PARTY RENTALS	275140	DELIVERY, COMMERCIAL L	0.00	75.00
1011	422625	12/20/23	10013268	HAZ PARTY RENTALS	275140	PICKUP, AFTERHOURS CHA	0.00	150.00
1011	422625	12/20/23	10013268	HAZ PARTY RENTALS	275140	DAMAGE WAIVER	0.00	154.00
TOTAL	CHECK						0.00	1,919.00
1011	422626	12/20/23	10012247	THE HILLER COMPANIES, IN	106131	QT FIRE TESTING/NOV23	0.00	300.00
1011	422627	12/20/23	10008744	HEAT TRANSFER SOLUTIONS,	170670	CITY RAYPAK/SEPT-23	0.00	20,500.00
1011	422628	12/20/23	10011678	STUART ANDREW HENDRICKSO	275315	DJ SVC/LUNCH 12/20/23	0.00	200.00

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1011	422629	12/20/23	00000874	HINDERLITER DE LLAMAS &	126120	CONTRACT OCT-DEC-23	0.00	2,400.00
1011	422629	12/20/23	00000874	HINDERLITER DE LLAMAS &	126110	SALES TAX OCT-DEC-23	0.00	3,013.15
TOTAL CHECK							0.00	5,413.15
1011	422630	12/20/23	00002854	VERONICA HOCHEDÉ	275305	BALLROOM DNC	0.00	203.06
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	860810	SUPPLIES	0.00	31.09
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	170670	HARDWARE	0.00	40.91
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	170670	HARDWARE	0.00	39.72
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	452410	SAFETY SUPPLIES	0.00	36.60
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	452410	SAFETY SUPPLIES	0.00	36.60
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	452410	SAFETY SUPPLIES	0.00	36.60
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	452410	SAFETY SUPPLIES	0.00	36.60
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	452410	SEWER SHOP	0.00	107.62
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	SMALL TOOLS	0.00	75.33
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	SURVEY TOOLS	0.00	365.80
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	632110	MAINT SUPPLIES	0.00	96.60
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	170670	HARDWARE	0.00	107.69
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	170670	HARDWARE	0.00	122.69
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	860810	SUPPLIES	0.00	123.86
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	860810	SUPPLIES	0.00	222.83
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	275140	CANDY CANELAND	0.00	64.26
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	170670	HARDWARE	0.00	104.23
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	275215	TREE LIGHTING	0.00	58.42
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	275215	TREE LIGHTING	0.00	84.91
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	170670	HARDWARE	0.00	172.03
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	860810	SUPPLIES	0.00	570.57
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	860810	SUPPLIES	0.00	97.10
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	275215	TREE LIGHTING	0.00	43.08
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	275215	TREE LIGHTING	0.00	69.38
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	275215	TREE LIGHTING	0.00	202.27
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	275215	TREE LIGHTING	0.00	226.17
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	170670	HARDWARE	0.00	48.43
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	275215	TREE LIGHTING	0.00	22.50
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	275140	CANDY CANELAND	0.00	85.64
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	275215	TREE LIGHTIN	0.00	133.42
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	860810	SUPPLIES	0.00	292.92
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	860810	SUPPLIES	0.00	294.70
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	BEACH AND MALVERN	0.00	23.73
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	FREEWAY WELL	0.00	28.47
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	PARTS FREEWAY WELL	0.00	278.20
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	SMALL TOOLS	0.00	383.56
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	HAND TOOL	0.00	20.98
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	FREEWAY WELL	0.00	64.50
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	METER SURVEY	0.00	186.31
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	SURVEY TOOLS	0.00	210.05
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	TOOLS	0.00	222.37
1011	422632	12/20/23	00000057	HOME DEPOT / GECF	352363	METER SURVEY	0.00	246.75
TOTAL CHECK							0.00	5,715.49
1011	422633	12/20/23	00006447	HOME PIPE & SUPPLY CORP	170670	HARDWARE PLUMBING	0.00	846.52
1011	422633	12/20/23	00006447	HOME PIPE & SUPPLY CORP	170670	HARDWARE PLUMBING	0.00	929.65

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TOTAL CHECK							0.00	1,776.17
1011	422634	12/20/23	00000060	HOSE MAN INC	452410	FILL HOSE VAC TRUCK	0.00	255.00
1011	422635	12/20/23	10009091	HUE C LUU	731150	ENG SVCS/DEC-23	0.00	6,720.00
1011	422636	12/20/23	10013205	CONNIE HURTADO	11	REIMB GIFT CARDS	0.00	100.00
1011	422636	12/20/23	10013205	CONNIE HURTADO	11	REIMB GIFT CARDS	0.00	275.00
1011	422636	12/20/23	10013205	CONNIE HURTADO	11	REIMB GIFT CARDS	0.00	303.22
TOTAL CHECK							0.00	678.22
1011	422637	12/20/23	10012663	ICE MANAGEMENT, LLC	275120	ICE SKATING/FALL-23	0.00	209.48
1011	422638	12/20/23	10013347	IT'S A GAS INC.	275140	HELIUM/CANDYCANE-23	0.00	736.00
1011	422639	12/20/23	00010018	JOSEPH M JACKSON	275120	STICK MOVE/FALL-23	0.00	424.27
1011	422639	12/20/23	00010018	JOSEPH M JACKSON	275405	STICK MOVE/FALL-23	0.00	126.35
TOTAL CHECK							0.00	550.62
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	83.55
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	93.28
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	96.98
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	81.55
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	74.30
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	399.01
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	44.57
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	102.53
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	250.03
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	250.03
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	387.70
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	355.53
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	28.79
1011	422640	12/20/23	00009561	TRADITIONAL AUTO SUPPLY	171710	AUTO PARTS	0.00	38.49
TOTAL CHECK							0.00	2,286.34
1011	422641	12/20/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	231.54
1011	422641	12/20/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	481.58
1011	422641	12/20/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	171.07
1011	422641	12/20/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	19.49
1011	422641	12/20/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	26.94
1011	422641	12/20/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	160.19
1011	422641	12/20/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	182.93
1011	422641	12/20/23	10005932	JHM SUPPLY	860810	IRRIGATION	0.00	242.94
TOTAL CHECK							0.00	1,516.68
1011	422642	12/20/23	10002722	JOHNSON CONTROLS SECURIT	170670	ALARM MONITORING	0.00	481.85
1011	422642	12/20/23	10002722	JOHNSON CONTROLS SECURIT	170670	ALARM MONITORING	0.00	486.39
1011	422642	12/20/23	10002722	JOHNSON CONTROLS SECURIT	170670	ALARM MONITORING	0.00	1,054.29
TOTAL CHECK							0.00	2,022.53
1011	422643	12/20/23	00000674	RICHARD D. JONES A PROF.	631140	6211 SAN RAFAEL/OCT23	0.00	234.00
1011	422643	12/20/23	00000674	RICHARD D. JONES A PROF.	631140	6972 SAN DIEGO/OCT23	0.00	455.91

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1011	422643	12/20/23	00000674	RICHARD D. JONES A PROF.	631140	8732 WESTERN/OCT-23	0.00	503.60
1011	422643	12/20/23	00000674	RICHARD D. JONES A PROF.	631140	6829 MT WATERMN/OCT23	0.00	1,040.80
1011	422643	12/20/23	00000674	RICHARD D. JONES A PROF.	631140	CODE ENG/OCT-23	0.00	4,176.00
1011	422643	12/20/23	00000674	RICHARD D. JONES A PROF.	650402	PD MATTERS/OCT-23	0.00	6,714.00
TOTAL	CHECK						0.00	13,124.31
1011	422644	12/20/23	00000054	TED JONES FORD INC.	171710	AUTO PARTS	0.00	1,619.22
1011	422644	12/20/23	00000054	TED JONES FORD INC.	171710	AUTO PARTS	0.00	145.47
TOTAL	CHECK						0.00	1,764.69
1011	422645	12/20/23	10012442	KIMLEY-HORN AND ASSOCIAT	11	CONSULTING/JAN-23	0.00	15,275.00
1011	422646	12/20/23	10003543	MOLLY H. KNOX	275305	EXERCISE	0.00	181.69
1011	422647	12/20/23	10011541	L.N. CURTIS AND SONS	650407	36" TACTICAL HOOLIGAN	28.46	299.46
1011	422648	12/20/23	10012952	LOOPNET	632110	COM PROP DEC-23	0.00	111.96
1011	422649	12/20/23	10013334	ANTONIO LOPEZ	275305	CATER LUNCH 12/20/23	0.00	3,000.00
1011	422650	12/20/23	10004782	LOS ANGELES FREIGHTLINER	171710	AUTO PARTS	0.00	10.30
1011	422651	12/20/23	10001574	WENDY JEAN LOVELESS	275120	PIYO/FALL-23	0.00	397.67
1011	422652	12/20/23	00000077	LU'S LIGHTHOUSE INC	171710	AUTO PARTS	0.00	71.30
1011	422652	12/20/23	00000077	LU'S LIGHTHOUSE INC	171710	FUSES, BLADES	0.00	40.79
TOTAL	CHECK						0.00	112.09
1011	422653	12/20/23	00002066	M.J. ELLS GENERAL CONTRA	106131	CLEAN, REPAIR AND PAIN	0.00	6,000.00
1011	422654	12/20/23	10005515	KATHLEEN MASTIN	275305	LINE DANCE/FALL-23	0.00	163.69
1011	422655	12/20/23	10013260	MBC ENTERPRISES INC.	32	PEAK/BOISERRANC/RET.	0.00	-10,255.89
1011	422655	12/20/23	10013260	MBC ENTERPRISES INC.	290163	PEAK/BOISERRANC/NOV23	0.00	205,117.73
1011	422655	12/20/23	10013260	MBC ENTERPRISES INC.	32	PEAK/BOISERRANC/RET.	0.00	-2,426.29
1011	422655	12/20/23	10013260	MBC ENTERPRISES INC.	290163	PEAK/BOISERRANC/NOV23	0.00	48,525.85
1011	422655	12/20/23	10013260	MBC ENTERPRISES INC.	32	PEAK/BOISERRANC/RET.	0.00	-1,816.16
1011	422655	12/20/23	10013260	MBC ENTERPRISES INC.	290163	PEAK/BOISERRANC/DEC23	0.00	36,323.12
TOTAL	CHECK						0.00	275,468.36
1011	422656	12/20/23	10013331	MEILOON BURNHAM, LLC	52	UB REFUND	0.00	23.92
1011	422657	12/20/23	10005279	MERCHANTS LANDSCAPE SERV	860810	CITY LANDSCP/NOV-23	0.00	64,558.00
1011	422657	12/20/23	10005279	MERCHANTS LANDSCAPE SERV	660241	METROLNK LNDSCP/NOV23	0.00	4,442.00
TOTAL	CHECK						0.00	69,000.00
1011	422658	12/20/23	10012296	YOUNG CHAMPIONS RECREATI	275120	KARATE/FALL-23	0.00	4,580.52
1011	422659	12/20/23	10005546	MID CITY'S ELECTRIC, INC	106119	ELECTRICAL SILVERADO	0.00	3,700.00
1011	422660	12/20/23	10001962	MITSUBISHI ELECTRIC & EL	170670	ELEVATOR MAINT	0.00	426.88

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1011	422679	12/20/23	10013155	PVFT MOTORS, LLC	171710	FORD EXPLORER 2023	0.00	56,865.00
TOTAL	CHECK						0.00	398,055.00
1011	422681	12/20/23	00000321	PETTY CASH	731150	CULL/PARKING/OCT-23	0.00	10.00
1011	422681	12/20/23	00000321	PETTY CASH	731150	CARDENAS/PK/OCT-23	0.00	10.00
1011	422681	12/20/23	00000321	PETTY CASH	731150	TART/PARKING/OCT-23	0.00	10.00
1011	422681	12/20/23	00000321	PETTY CASH	731150	MAYORQUIN/PK/OCT-23	0.00	10.00
1011	422681	12/20/23	00000321	PETTY CASH	731150	LESTER/PARKING/OCT23	0.00	10.00
1011	422681	12/20/23	00000321	PETTY CASH	731150	CULL/PARKING/OCT-23	0.00	10.00
1011	422681	12/20/23	00000321	PETTY CASH	121110	VALDEZ/MEAL/SEP-23	0.00	13.59
1011	422681	12/20/23	00000321	PETTY CASH	731120	MESHAM/PARKING/AUG23	0.00	15.00
1011	422681	12/20/23	00000321	PETTY CASH	101101	JIMENEZ/SUPL/OCT-23	0.00	15.19
1011	422681	12/20/23	00000321	PETTY CASH	632110	ARDAIZ/MEAL/NOV-23	0.00	17.47
1011	422681	12/20/23	00000321	PETTY CASH	631140	CATALDO/PARKING/SEP23	0.00	18.00
1011	422681	12/20/23	00000321	PETTY CASH	121110	GUTIERREZ/MEAL/AUG23	0.00	18.65
1011	422681	12/20/23	00000321	PETTY CASH	101101	CASTANEDA/PK/OCT-23	0.00	20.00
1011	422681	12/20/23	00000321	PETTY CASH	101101	CASTANEDA/PK/NOV-23	0.00	20.00
1011	422681	12/20/23	00000321	PETTY CASH	631140	JIMENEZ/PARKING/OCT23	0.00	30.00
1011	422681	12/20/23	00000321	PETTY CASH	632110	YOON/PARKING/OCT-23	0.00	40.00
1011	422681	12/20/23	00000321	PETTY CASH	632110	DHAUW/PARKING/OCT-23	0.00	40.00
1011	422681	12/20/23	00000321	PETTY CASH	160105	DAHL/MEAL/SEP-23	0.00	46.50
1011	422681	12/20/23	00000321	PETTY CASH	160105	GRIMES/MEAL/SEP-23	0.00	46.50
1011	422681	12/20/23	00000321	PETTY CASH	631140	ZAPIEN/PARKING/AUG23	0.00	3.00
1011	422681	12/20/23	00000321	PETTY CASH	631140	CAMACHO/PARKING/OCT23	0.00	6.00
1011	422681	12/20/23	00000321	PETTY CASH	121110	ALLIMAN/MEAL/AUG-23	0.00	8.05
1011	422681	12/20/23	00000321	PETTY CASH	121110	ALLIMAN/MEAL/AUG-23	0.00	9.06
TOTAL	CHECK						0.00	427.01
1011	422682	12/20/23	00005145	PETTY CASH/COMMUNITY SER	275145	MLG NOV/M.CISNEROS	0.00	8.52
1011	422682	12/20/23	00005145	PETTY CASH/COMMUNITY SER	11	LADIES LUN/VANSICKLE	0.00	13.47
1011	422682	12/20/23	00005145	PETTY CASH/COMMUNITY SER	275105	MLG/NOV-23 C.SANCHEZ	0.00	15.72
1011	422682	12/20/23	00005145	PETTY CASH/COMMUNITY SER	11	LADIES LUN/VANSICKLE	0.00	38.78
1011	422682	12/20/23	00005145	PETTY CASH/COMMUNITY SER	275140	CCLAND SUPL/SALDANA	0.00	45.20
1011	422682	12/20/23	00005145	PETTY CASH/COMMUNITY SER	11	LUN DECOR/VANSICKLE	0.00	45.99
1011	422682	12/20/23	00005145	PETTY CASH/COMMUNITY SER	275140	CCLAND BOOTH/H.NUNEZ	0.00	47.56
TOTAL	CHECK						0.00	215.24
1011	422683	12/20/23	00007516	PHOENIX GROUP INFORMATIO	631140	ADM.CIT PROCESS/OCT23	0.00	1,314.66
1011	422683	12/20/23	00007516	PHOENIX GROUP INFORMATIO	631140	ADM.CIT PROCESS/OCT23	0.00	2,363.51
TOTAL	CHECK						0.00	3,678.17
1011	422684	12/20/23	00002715	ROGER PLUMLEE	650208	SLI CLS#527 1/4-6/23	0.00	384.00
1011	422685	12/20/23	10012975	FERGUSON HOLDINGS INC.	352363	WELL GAUGE	0.00	443.86
1011	422686	12/20/23	10003311	POWER TRIP RENTALS LLC	106119	ELECTRICAL RENTAL	0.00	703.31
1011	422687	12/20/23	10013340	PRESTIGE ROOFING	731180	REF/OV CHG/RF-23-441	0.00	1,010.20
1011	422688	12/20/23	10012855	PROACTIVE WORK HEALTH SE	121110	PRE-EMP PHYS/NOV-23	0.00	886.00
1011	422689	12/20/23	00004049	PSOMAS CORP.	396859	PEAK PK DESIGN/NOV23	0.00	14,931.80

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1011	422690	12/20/23	10001203	R.V. NURSERIES INC	560641	PLANTS	0.00	48.48
1011	422690	12/20/23	10001203	R.V. NURSERIES INC	560641	PLANTS	0.00	48.48
1011	422690	12/20/23	10001203	R.V. NURSERIES INC	560641	PLANTS	0.00	102.36
TOTAL CHECK							0.00	199.32
1011	422691	12/20/23	00000113	DMJ AND ASSOCIATES, INC.	860810	COMPOST	0.00	57.68
1011	422692	12/20/23	10005551	AMELIA RIMANDO	11	REF DEPOSIT #R8148	0.00	500.00
1011	422693	12/20/23	10005674	RIVERSIDE COUNTY SHERIFF	650208	BK.GR.INV.1/29-2/1/24	0.00	278.00
1011	422694	12/20/23	10000184	RJM DESIGN GROUP INC	290162	MASTER PLAN/OCT-23	0.00	18,834.32
1011	422695	12/20/23	10012780	REBECCA ROBINS	995100	VIDEOS/SOCIAL MEDIA	0.00	2,464.36
1011	422696	12/20/23	00007580	RON'S MAINTENANCE INC	352363	CLEAN BASIN FY23-24	0.00	30,120.00
1011	422697	12/20/23	10005599	OANH ROSENTHAL	275120	TAI CHI CHUAN/FALL-23	0.00	151.62
1011	422698	12/20/23	10013344	SANDOVAL, FRANK	52	UB REFUND	0.00	147.77
1011	422699	12/20/23	10013355	MARK SAUCEDA	11	REF DEPOSIT#R8216	0.00	500.00
1011	422700	12/20/23	00000412	SOUTHERN COUNTIES OIL CO	171710	UNLEADED FUEL	0.00	24,658.84
1011	422701	12/20/23	00003216	SCMAF	275145	(4) MBRSHP DUES 2024	0.00	145.00
1011	422702	12/20/23	00000462	THE SHERWIN WILLIAMS	170670	HARDWARE PAINT	0.00	28.66
1011	422702	12/20/23	00000462	THE SHERWIN WILLIAMS	170670	HARDWARE PAINT	0.00	97.91
1011	422702	12/20/23	00000462	THE SHERWIN WILLIAMS	170670	HARDWARE PAINT	0.00	28.49
TOTAL CHECK							0.00	155.06
1011	422703	12/20/23	10009505	SHRED-IT, INC. USA	105105	SHREDDING	0.00	77.53
1011	422703	12/20/23	10009505	SHRED-IT, INC. USA	115110	SHREDDING	0.00	77.54
1011	422703	12/20/23	10009505	SHRED-IT, INC. USA	160105	SHREDDING	0.00	77.54
1011	422703	12/20/23	10009505	SHRED-IT, INC. USA	126120	SHREDDING	0.00	77.54
1011	422703	12/20/23	10009505	SHRED-IT, INC. USA	275105	SHREDDING	0.00	77.54
1011	422703	12/20/23	10009505	SHRED-IT, INC. USA	650302	SHREDDING	0.00	709.08
TOTAL CHECK							0.00	1,096.77
1011	422704	12/20/23	10013337	FRENIL SIMPAO	11	REF DEPOSIT #R9167	0.00	500.00
1011	422705	12/20/23	10012054	SKYHAWKS SPORTS ACADEMY	275120	BASKETBAL/SOCCER	0.00	1,472.30
1011	422706	12/20/23	10005948	JIMMY SMITH	275305	ROUND DANCE	0.00	293.25
1011	422707	12/20/23	10013202	SNOW PROS	275140	LARGE PACKAGE-37 TONS	688.20	9,468.20
1011	422708	12/20/23	10012204	SO CAL CONCRETE DELIVERY	560211	CONCRETE	0.00	1,349.41
1011	422711	12/20/23	00000226	SOUTHERN CALIFORNIA EDIS	560230	7124 EL VIENTO NOV-23	0.00	9,363.18

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CASH	ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	7731 STANTON/NOV-23	0.00	580.86
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	ES VLYVW SO FY/NOV-23	0.00	19.64
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	MNCHESTR/ARTES/NOV23	0.00	29.35
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	5600 MALVERN/NOV-23	0.00	33.38
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BEACH/MALVERN/NOV-23	0.00	33.38
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BEACH/COMNWLTH/NOV23	0.00	33.38
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	8252 OR'THORP/NOV-23	0.00	33.38
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	8221 DALE/NOV-23	0.00	39.06
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	STANTON/MAPLE/NOV-23	0.00	39.06
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	9TH/WESTERN/NOV-23	0.00	39.06
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	7901 LA MIRADA/NOV-23	0.00	39.06
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	7341 ARTESIA/NOV-23	0.00	39.06
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	6248 CRESCENT/NOV-23	0.00	42.35
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	CRESNT X SANRIO/NOV23	0.00	42.35
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	RT91 FY EO KNOT/NOV23	0.00	43.47
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	6655 MANCHESTR/NOV-23	0.00	43.69
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	BEACH/DURANGO/NOV-23	0.00	44.70
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BEACH/9TH/NOV-23	0.00	54.20
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BEACH/MANCHEST/NOV-23	0.00	56.53
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	RT 91 FY OFF RM/NOV23	0.00	57.94
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	5755 CRESCENT/NOV-23	0.00	58.71
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BEACH/STAGE/NOV-23	0.00	69.21
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	6681 BEACH/NOV-23	0.00	74.82
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BEACH/CRESCENT/NOV23	0.00	79.28
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 860810	6232 AUTO CTR/NOV-23	0.00	64.58
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 170670	6500 AUTO CTR/NOV-23	0.00	90.83
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	6200 STANTON/NOV-23	0.00	96.51
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	6655 AUTO CTR/NOV-23	0.00	109.85
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	6410 AUTO CTR/NOV-23	0.00	158.00
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 352510	5860 DALE/NOV-23	0.00	412.24
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BEACH@STANTON/NOV23	0.00	85.17
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	SW CNR OR'THORP/NOV23	0.00	86.46
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	6002 OR'THORP/NOV-23	0.00	94.37
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	SAN REMO/VL.VW/NOV23	0.00	94.37
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	7582 COMNWLTH/NOV-23	0.00	94.37
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BEACH/ELCAPITAN/NOV23	0.00	95.63
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	7201 ARTESIA/NOV-23	0.00	96.33
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BEACH/ARTESIA/NOV-23	0.00	96.84
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	5700 BRIDGEPORT/NOV23	0.00	101.94
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	7550 STANTON/NOV-23	0.00	107.22
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	6989 ARTESIA/NOV-23	0.00	90.58
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	7113 FIRESTONE/NOV-23	0.00	96.34
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	6210 INDIANA/NOV-23	0.00	117.48
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	7365 ARTESIA/NOV-23	0.00	122.90
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BEACH/MALVERN/NOV-23	0.00	134.19
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	7901 LA MIRADA/NOV-23	0.00	151.55
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	7341 ARTESIA/NOV-23	0.00	163.81
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 860810	7225 EL DORADO/NOV-23	0.00	9,655.17
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 352510	7750 CAMELLIA/NOV-23	0.00	21,640.09
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 660240	BP LITING/NOV-23	0.00	4,222.68
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 560230	6140 BALL WELL/NOV-23	0.00	5,649.82
1011	422711	12/20/23	00000226	SOUTHERN	CALIFORNIA	EDIS 352510	2881 ROSECRANS/NOV23	0.00	8,777.32

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1011	422711	12/20/23	00000226	SOUTHERN CALIFORNIA	EDIS 170670	6640 BEACH/NOV-23	0.00	25,163.04
1011	422711	12/20/23	00000226	SOUTHERN CALIFORNIA	EDIS 660240	BP LIGHTING/NOV-23	0.00	61,453.10
TOTAL CHECK							0.00	150,311.88
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 170670	6601 BEACH/NOV-23	0.00	5.25
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 860810	7600 DALE/NOV-23	0.00	15.29
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 860810	7171 8TH/NOV-23	0.00	34.99
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 170670	6955 ARAGON/NOV-23	0.00	379.04
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 170670	8152 KNOTT/NOV-23	0.00	19.63
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 170670	6660 BEACH/NOV-23	0.00	35.13
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 860810	7225 EL DORADO/NOV-23	0.00	37.87
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 170670	8150 KNOTT/NOV-23	0.00	88.67
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 170670	6650 BEACH/NOV-23	0.00	983.66
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 170670	8150 KNOTT/NOV-23	0.00	1,277.31
1011	422712	12/20/23	00000328	SOUTHERN CALIFORNIA	GAS 170670	6640 BEACH/NOV-23	0.00	3,552.10
TOTAL CHECK							0.00	6,428.94
1011	422713	12/20/23	10007408	SOUTHERN COMPUTER	WAREHO 650303	MICROSOFT SURFACE PRO	109.74	1,525.83
1011	422713	12/20/23	10007408	SOUTHERN COMPUTER	WAREHO 650303	E-WASTE FEE	0.00	4.00
1011	422713	12/20/23	10007408	SOUTHERN COMPUTER	WAREHO 650303	KEYBOARD	0.00	140.47
1011	422713	12/20/23	10007408	SOUTHERN COMPUTER	WAREHO 126143	E-WASTE FEE	0.00	4.00
1011	422713	12/20/23	10007408	SOUTHERN COMPUTER	WAREHO 126143	KEYBOARD	10.88	151.35
TOTAL CHECK							120.62	1,825.65
1011	422714	12/20/23	10006963	SPEAKWRITE, LLC	650305	TRANSCRIBE/NOV-23	0.00	1,382.40
1011	422715	12/20/23	00010296	SPECIALIZED ELEVATOR	SER 660241	ELEVATOR MAINT	0.00	552.32
1011	422716	12/20/23	00005362	DAVE FLANAGAN	650303	SEC.CAMERA OCT-DEC23	0.00	4,000.00
1011	422716	12/20/23	00005362	DAVE FLANAGAN	650303	SEC.CAMERA OCT-DEC23	0.00	11,000.00
1011	422716	12/20/23	00005362	DAVE FLANAGAN	650303	FIBER PATCH CORDS	0.00	370.17
TOTAL CHECK							0.00	15,370.17
1011	422717	12/20/23	10009496	T & G GLOBAL, LLC	170670	TREE LIGHT MT/DEC-23	0.00	945.00
1011	422718	12/20/23	10013351	BETTY STANFORD	107420	GEN CLAIM SLMT#23-24	0.00	1,530.00
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	650604	OFFICE SUPPLIES	0.00	15.39
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	650604	OFFICE SUPPLIES	0.00	48.36
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	650302	OFFICE SUPPLIES	0.00	94.18
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	121140	OFFICE SUPPLIES	0.00	46.03
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	106117	OFFICE SUPPLIES	0.00	12.39
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	105105	OFFICE SUPPLIES	0.00	32.94
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	170670	OFFICE SUPPLIES	0.00	86.16
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	171710	OFFICE SUPPLIES	0.00	88.60
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	650302	OFFICE SUPPLIES	0.00	13.04
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	731150	OFFICE SUPPLIES	0.00	72.89
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	631140	OFFICE SUPPLIES	0.00	88.36
1011	422719	12/20/23	00001085	STAPLES CONTRACT & COMME	731120	OFFICE SUPPLIES	0.00	126.93
TOTAL CHECK							0.00	725.27
1011	422720	12/20/23	00006408	SWRCB	352363	ANN MS4 PERMIT FEE	0.00	35,333.00

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1011	422721	12/20/23	10006266	TECHNOLOGY UNLIMITED, INC	126120	MAINTENANCE RENEWAL -	0.00	225.00
1011	422722	12/20/23	10012245	THE SHADE RESERVE	170670	INSTALLATION OF WINDOW	0.00	1,735.65
1011	422723	12/20/23	10012799	TITUS WASTEWATER SOLUTIO	590168	#TL-COM260249A01 -EJ 2	665.32	9,250.12
1011	422723	12/20/23	10012799	TITUS WASTEWATER SOLUTIO	590168	FREIGHT	0.00	242.00
TOTAL CHECK							665.32	9,492.12
1011	422724	12/20/23	10011938	T-MOBILE	171710	974300786 DEC-23	0.00	72.80
1011	422725	12/20/23	00004212	TOWNSEND PUBLIC AFFAIRS	352267	LOBBYIST/DEC-23	0.00	2,018.75
1011	422725	12/20/23	00004212	TOWNSEND PUBLIC AFFAIRS	105105	LOBBYIST/DEC-23	0.00	6,056.25
TOTAL CHECK							0.00	8,075.00
1011	422726	12/20/23	00004212	TOWNSEND PUBLIC AFFAIRS	105105	GRT WRITING/DEC-23	0.00	5,000.00
1011	422727	12/20/23	10006340	WEATHERPROOFING TECHNOLO	170670	ROOF REPAIR AT CITY HA	0.00	3,970.00
1011	422727	12/20/23	10006340	WEATHERPROOFING TECHNOLO	170670	ROOF REPAIR AT WATER T	0.00	1,980.00
TOTAL CHECK							0.00	5,950.00
1011	422728	12/20/23	00010230	TRENCH SHORING CO, INC.	352363	PLATE RENTAL STANTON	0.00	470.40
1011	422729	12/20/23	00005445	TRI-SIGNAL INTEGRATION,	170670	PD FIRE ALARM/DEC-23	0.00	1,929.75
1011	422729	12/20/23	00005445	TRI-SIGNAL INTEGRATION,	170670	YARD FIRE ALARM/DEC23	0.00	871.25
1011	422729	12/20/23	00005445	TRI-SIGNAL INTEGRATION,	170670	COM.FIRE ALARM/DEC23	0.00	716.25
1011	422729	12/20/23	00005445	TRI-SIGNAL INTEGRATION,	170670	EHLERS ALARM/DEC23	0.00	848.75
1011	422729	12/20/23	00005445	TRI-SIGNAL INTEGRATION,	170670	HERITAGE ALARM/DEC23	0.00	465.50
1011	422729	12/20/23	00005445	TRI-SIGNAL INTEGRATION,	170670	CITY HALL ALARM/DEC23	0.00	1,727.00
1011	422729	12/20/23	00005445	TRI-SIGNAL INTEGRATION,	170670	ALARM REPAIR	0.00	500.00
1011	422729	12/20/23	00005445	TRI-SIGNAL INTEGRATION,	170670	ALARM REPAIR	0.00	500.00
1011	422729	12/20/23	00005445	TRI-SIGNAL INTEGRATION,	170670	ALARM REPAIR	0.00	625.00
TOTAL CHECK							0.00	8,183.50
1011	422730	12/20/23	10012511	TSG ENTERPRISES, INC	490010	SEWER MT/NOV-23	0.00	481.00
1011	422730	12/20/23	10012511	TSG ENTERPRISES, INC	590181	OR'THORP REHAB/NOV23	0.00	851.00
1011	422730	12/20/23	10012511	TSG ENTERPRISES, INC	290153	SCE PHS.2 TRAIL/NOV23	0.00	1,150.25
1011	422730	12/20/23	10012511	TSG ENTERPRISES, INC	290163	PEAK PK POOL/NOV-23	0.00	1,013.50
1011	422730	12/20/23	10012511	TSG ENTERPRISES, INC	290157	ADA IMPROV/NOV-23	0.00	817.25
TOTAL CHECK							0.00	4,313.00
1011	422731	12/20/23	10012155	TUNNELWORKS SERVICES, IN	52	22-23 SEWER FINAL/RET	0.00	-716.69
1011	422731	12/20/23	10012155	TUNNELWORKS SERVICES, IN	490015	22-23 SEWER FINAL	0.00	14,333.75
TOTAL CHECK							0.00	13,617.06
1011	422732	12/20/23	10012155	TUNNELWORKS SERVICES, IN	52	22-23 SEWER MAIN RET	0.00	40,761.37
1011	422733	12/20/23	00010682	CITY OF TUSTIN	121110	OCHRC-24 MEMBERSHIP	0.00	250.00
1011	422744	12/20/23	00010474	U.S.BANK CORPORATE PAYME	650208	CRIME/SM.TOOL/DIERING	0.00	25.09
1011	422744	12/20/23	00010474	U.S.BANK CORPORATE PAYME	995100	UBER/CANADA SALE/DIEZ	0.00	25.12
1011	422744	12/20/23	00010474	U.S.BANK CORPORATE PAYME	995100	UBER/CANADA SALE/DIEZ	0.00	25.18

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1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRF MOTO/SALAZAR	0.00	25.33
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRF MOTO/JOHNSON	0.00	26.16
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRAF MOTO/RICE	0.00	26.33
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650208	DINNER 2/GEYER	0.00	26.40
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650208	BREAKFAST 2/GEYER	0.00	26.82
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FULE/TRF MOTO/JOHNSON	0.00	27.18
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRAF MOTO/RICE	0.00	27.70
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650303	TORRAS/PH.CS/MIKIEWIC	0.00	27.99
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650208	BREAKFAST 4/GEYER	0.00	28.62
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRAF MOTO/RICE	0.00	28.77
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRF MOTO/COLON	0.00	28.87
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650208	BREAKFAST 3/GEYER	0.00	28.93
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRF MOTO/COLON	0.00	29.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 105105	ADOBE MO.SUBS/MEDINA	0.00	29.99
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 101101	COFFEE/WKSHP/SAUCEDA	0.00	30.47
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 121110	COFFEE/AUTISM/SAUCEDA	0.00	30.47
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRAF MOTO/RICE	0.00	30.82
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRF MOTO/COLON	0.00	31.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRAF MOTO/RICE	0.00	31.08
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 275145	BEANBAGS/SANCHEZ	0.00	31.22
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	FUEL/TRF MOTO/COLON	0.00	32.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650208	PER DIEM MEAL/NUNES	0.00	32.69
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 275305	VET THANKSGIV/HURTADO	0.00	33.18
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 275305	VET EVT SUPL/HURTADO	0.00	33.90
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 560212	COMISS MT MEAL/ARABLU	0.00	34.15
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 126143	KUTOOLS/GARCIA/HYUN	0.00	34.30
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	CAR WASH/OCT-23	0.00	35.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 171710	VEH FUEL/GEYER	0.00	35.01
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 160105	OFFICE SUPL/MIKHAEL	0.00	36.39
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 101101	HOLIDAY SUPL/GUERRA	0.00	38.77
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 275210	TOTTIME SUPL/SAUCEDA	0.00	39.50
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 121110	GIFT CARDS/JIMENEZ	0.00	40.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650404	GIFT BAGS/NGUYEN	0.00	40.17
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 275215	TREE BK.DROP/DAVIS	0.00	40.93
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 101101	COUNCIL SUPL/GUERRA	0.00	41.33
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 101101	HOLIDAY SUPL/GUERRA	0.00	41.73
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 275305	WATER THANKSGIV/DAVIS	0.00	42.57
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650208	DINNER 4/GEYER	0.00	44.44
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 275135	PICNIC DECOR/REYNOLDS	0.00	45.63
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650208	PER DIEM GYER/NUNES	0.00	45.87
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 106118	MERCHANDISE/COPPING	0.00	48.77
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650307	MAT PROP RM/BAILEY	0.00	48.94
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 275315	SR.DNC REFRESH/HURTAD	0.00	49.64
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 101101	PRAY BKST/AHN/TRAUT/L	0.00	50.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 160105	CEOAC CF/MIKHAEL	0.00	50.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650303	3 STEP LADDER/MIKIEWI	0.00	50.63
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 126143	FIBER PATCH/MIKIEWICZ	0.00	51.52
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 101101	COUNCIL SNACKS/GUERRA	0.00	52.29
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 101101	COUNCIL SNCKS/GUERRA	0.00	53.58
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 121110	SNACKS/AUTISM/MEDINA	0.00	53.94
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 650407	SWAT EQUIP/DIERINGER	0.00	54.62
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE	PAYME 106117	ADOBE SUBS/COPPING	0.00	54.99

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FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	COP/GOB/MATERIAL/COTA	0.00	55.37
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275305	VET CTR PIECE/HURTADO	0.00	57.87
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650409	20' CONTAINER/WILLIAM	0.00	59.40
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275405	COFFEE SUPL/SAUCEDA	0.00	64.77
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 126143	FIBER PATCH/MIKIEWICZ	0.00	68.76
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 126143	CAT 6 NET/MIKIEWICZ	0.00	73.09
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	MAYOR GLAVEL/GUERRA	0.00	73.27
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275160	VOLT SUPL/SANCHEZ	0.00	73.44
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275140	CRAFT SUPL/SANCHEZ	0.00	76.42
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275140	DECOR SUPL/SANCHEZ	0.00	76.51
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275140	CCLAND VDR SUPL/DAVIS	0.00	77.26
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275305	VET CTR PIECE/HURTADO	0.00	79.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/CM VEH/OCT-23	0.00	83.65
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275215	WRAPPING PPR/SAUCEDA	0.00	83.66
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	BACKDROP STAND/GEYER	0.00	86.19
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275210	SNACKS/SAUCEDA	0.00	86.21
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HOLIDAY SUPL/GUERRA	0.00	90.82
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	SUPNOODLE/CSACADET/RV	0.00	94.79
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HOLIDAY SUPL/GUERRA	0.00	95.83
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 160105	COFFEE SUPL/MIKHAEL	0.00	98.79
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 160105	CEOAC CF/MIKHAEL	0.00	100.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	THANKSGIV SUPL/LOPEZ	0.00	104.17
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 126143	RAC MT FAN/MIKIEWICZ	0.00	105.60
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	COUNCIL ITEM/GUERA	0.00	107.74
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 452410	CWEA MBRSHIP/MOORE	0.00	113.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650405	30LBDOG FOOD/WILLIAMS	0.00	113.01
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275105	OFFICE SUPPLIES/BOX	0.00	113.13
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 126143	FIBER PATCH/MIKIEWICZ	0.00	115.21
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	WELEADBP BKFST/GUERRA	0.00	116.75
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650303	MOBILE TV CART/MIKIEW	0.00	118.51
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	DESSERT HALOWE/GUERRA	0.00	120.41
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	SNACKS/AUTISM/MEDINA	0.00	127.47
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 126120	CSMFO MBR DUES/HYUN	0.00	135.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275305	VET THANKSGIV/HURTADO	0.00	139.66
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 631142	FB ANTI-TABACCO/FEWER	0.00	139.91
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650303	SANDISKS/MIKIEWICZ	0.00	147.50
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	LAHUASTC/RCDCLRK/RV	0.00	149.82
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	TEA/SONNE/A.C.BRN/LOP	0.00	150.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 126143	LOGITECH CAM/MIKIEWIC	0.00	150.82
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275305	SR CTR SUPL/DAVIS	0.00	157.98
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275215	TREE LIGHTS/SAUCEDA	0.00	165.45
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HOLIDAY SUPL/GUERRA	0.00	171.96
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 160110	ENG2RWRD/RIDSHRGC/RV	0.00	179.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	PRETZL BARREL/GEYER	0.00	183.54
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	WINDSHIELD/MACIAS	0.00	193.95
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	CANDY/COPS/GOB/GEYER	0.00	210.48
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275305	VET LUN SUPL/HURTADO	0.00	214.80
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	COUNCIL SNCKS/GUERRA	0.00	220.48
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 106117	BUS.CARDS/COPPING	0.00	225.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650604	CSI MBRSHIP/BAILEY	0.00	240.00
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 126152	ONLINE WTR GTWY/HUYN	0.00	246.60
1011	422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 106117	ANAHEIM EVT/COPPING	0.00	250.00

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CASH	ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	ACE WATCHDOG/MACIAS	0.00	266.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275140	PAYPAY BALLOON/COLESG	0.00	272.44
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	COUNCIL DINNER/LOPEZ	0.00	286.24
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275305	PENS/VET LUNCH/HURTAD	0.00	292.44
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	COUNCIL SUPL/JIMENEZ	0.00	329.09
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HOTEL/BROWN/LOPEZ	0.00	337.28
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HOTEL/BROWN/LOPEZ	0.00	337.28
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HOTEL/TRAUT/LOPEZ	0.00	337.28
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HOTEL/AHN/LOPEZ	0.00	337.28
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HOTEL/CANTANEDA/LOPEZ	0.00	337.28
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HOLIDAY SUPL/GUERRA	0.00	337.30
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	COUNCIL DINNER/LOPEZ	0.00	344.03
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 170670	WATER COOLER/LIBUNAO	0.00	362.32
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650208	WK LUN/STRATEGIC/COTA	0.00	369.34
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	AUTISMTRAININGTEL/EF	0.00	375.66
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 452410	EXPO SEWER DIV/MOORE	0.00	400.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	CNCL PODIUMS/JIMENEZ	0.00	400.80
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650303	SMALL TOOLS/DIERINGER	0.00	409.88
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650303	SMALL TOOLS/DIERINGER	0.00	426.98
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 106117	EMAL MKT SUBS/DIEZ	0.00	453.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121135	'24 CAPPO CF/COLESGUZ	0.00	495.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 995100	HOST STAY BLOGE/DIEZ	0.00	510.39
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	US CF MAYOR/SONNE/LOP	0.00	537.80
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	CIVICWELL/TRAUT/LOPEZ	0.00	600.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	CIVICWELL/AHN/LOPEZ	0.00	600.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	CIVICWELL/CANTAN/LOPE	0.00	600.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650407	CATO TRG CF/DIERINGER	0.00	600.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	ASCE/PRIN&ASSTENG/RV	0.00	655.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650208	CPCA EXEC. TRG/GEYER	0.00	675.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121135	CAPPO CF HOTEL/COLESG	0.00	691.28
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650101	CPCA CF TUITION/NUNES	0.00	825.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	CIVIC WEL/BROWN/LOPEZ	0.00	900.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650208	HOTEL/TRAINING/NUNES	0.00	1,126.96
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	CATER/HALLOWE/GUERRA	0.00	1,272.50
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650303	RET:TORRAS/MIKIEWICZ	0.00	-27.99
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	CREDIT RET ITM/GUERRA	0.00	-6.93
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	RET:COP/GOB/SUPL COTA	0.00	-6.43
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	RET:COP/GOB/SUPL COTA	0.00	-3.22
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	RET:COP/GOB/SUPL/COTA	0.00	-3.22
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 631140	CR:CACEO ZAPIEN/MESHR	0.00	-1.53
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275215	TREE LIGHTING/BOX	0.00	1.35
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 995100	UBER TIP CANADA/DIEZ	0.00	3.75
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 995100	UBER TIP CANADA/DIEZ	0.00	3.77
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650103	VIDEO RENTAL/NUNES	0.00	3.79
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HALLOWEEN SUPL/LOPEZ	0.00	4.04
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	COP/GOB/MATERIAL/COTA	0.00	4.08
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HALLOWEEN SUPL/LOPEZ	0.00	5.39
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	TABLECOVERS/GEYER	0.00	5.41
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650303	COMPU EQUIP/DIERINGER	0.00	7.31
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRF MOTO/SALAZAR	0.00	8.30
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	COUNCIL SUPL/GUERRA	0.00	8.72
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275160	VOLT SUPL/SANCHEZ	0.00	9.83

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1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275210	GOLF BALLS/SANCHEZ	0.00	9.98
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	COOKIES/AUTISM/MEDINA	0.00	9.98
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	COOKIES/AUTISM/MEDINA	0.00	9.98
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	WALMART DR TIP/GUERRA	0.00	9.99
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	COP/GOB/MATERIAL/COTA	0.00	10.32
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650303	SCREEN PROT/MIKIEWICZ	0.00	10.66
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275205	SPOTIFY/SANCHEZ	0.00	10.99
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 115110	DROPBOX ACCT/BADILLO	0.00	11.99
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	SNACKS/AUTISM/MEDINA	0.00	12.32
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	WE LEAD BP SUPL/LOPEZ	0.00	13.98
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 160105	OFFICE SUPL/MIKHAEL	0.00	14.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	COP/GOB/MATERIAL/COTA	0.00	15.19
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 995100	FOOD CANADA SALE/DIEZ	0.00	15.21
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRF MOTO/SALAZAR	0.00	15.31
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650303	ZOOM MO CHG/NGUYEN	0.00	15.99
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 160105	ZOOM SUBS/MIKHAEL	0.00	15.99
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	ZOOM ACCT/JIMENEZ	0.00	15.99
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 115110	ZOOM ACCT/GUERRA	0.00	15.99
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	COUNCIL SUPL/GUERRA	0.00	16.15
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650303	LAB.MKR TAPE/MIKIEWIC	0.00	16.15
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 160105	OFFICE SUPL/MIKHAEL	0.00	16.98
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRF MOTO/SALAZAR	0.00	17.06
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRF MOTO/SALAZAR	0.00	17.78
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 106117	GOOGLE SUITE/COPPING	0.00	18.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	BPYT TIC/A.C.BRN/LOPE	0.00	18.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 40	ENG2RWRD/RIDSHRGCFEE/	0.00	18.03
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 115110	CITY CLKS SUPL/GUERRA	0.00	18.08
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 160105	OFFICE SUPL/MIKHAEL	0.00	18.26
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 11	INFLATABLE BOAT/GEYER	0.00	18.39
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 995100	FOOD CANADA SALE/DIEZ	0.00	18.63
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 121110	PORTOS/CSACADET/RV	0.00	18.75
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275210	COP/GOB/SUPL/SANCHEZ	0.00	19.26
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650208	PH.CHARGER/NGUYEN	0.00	19.96
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 995100	UBER/CANADA SALE/DIEZ	0.00	20.65
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650208	BREAKFAST 1/GEYER	0.00	22.61
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRF MOTO/JOHNSON	0.00	22.89
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	HALLOWEEN SUPL/LOPEZ	0.00	23.10
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRAF MOTO/RICE	0.00	23.26
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRF MOTO/SALAZAR	0.00	23.44
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRF MOTO/JOHNSON	0.00	23.47
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRF MOTO/JOHNSON	0.00	23.52
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275140	SNOW FLAKES/SAUCEDA	0.00	23.90
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRAF MOTO/RICE	0.00	24.23
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRF MOTO/JOHNSON	0.00	24.58
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 171710	FUEL/TRF MOTO/JOHNSON	0.00	24.59
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650208	DINNER 1/GEYER	0.00	24.71
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 650208	PER DIEM MEAL/NUNES	0.00	24.71
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 275140	BOOTH SUPL/SANCHEZ	0.00	24.76
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	PRAY BKST/JIMENEZ/LOP	0.00	25.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	PRAY BKST/CASTAN/LOPE	0.00	25.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	PRAY BKST/BROWN/LOPEZ	0.00	25.00
1011		422744	12/20/23	00010474	U.S.BANK	CORPORATE PAYME 101101	PRAY BKST/SONNE/LOPEZ	0.00	25.00

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CITY OF BUENA PARK
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ACCOUNTING PERIOD: 6/24

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422744	12/20/23	00010474	U.S.BANK CORPORATE PAYME	121110	ANNUALDOTD&A/EF	0.00	25.00
TOTAL CHECK							0.00	26,717.10
1011	422745	12/20/23	00000416	UNDERGROUND SVC.ALERT/SC	352363	DIG ALERT BOARD	0.00	87.50
1011	422745	12/20/23	00000416	UNDERGROUND SVC.ALERT/SC	352363	DIG ALERT TICKETS	0.00	235.75
TOTAL CHECK							0.00	323.25
1011	422746	12/20/23	00000134	UNITED RENTALS INC	170670	LIFT RENTAL	0.00	836.31
1011	422747	12/20/23	00003873	UNITED STATES POSTAL SER	352267	12 MOS PO BOX 5009	0.00	1,780.00
1011	422748	12/20/23	10008867	UNITED STATES POSTAL SER	121135	POSTAGE REPLENISH	0.00	10,000.00
1011	422749	12/20/23	00000524	UNITED STATES POSTMASTER	105105	BP TODY#196 SPR/MAR24	0.00	5,000.00
1011	422750	12/20/23	10008629	MARK SANDERS	731150	CORRECTION NOTICE BKS	0.00	399.17
1011	422751	12/20/23	10003993	URBAN RESTORATION GROUP	11	GRAFFITI REMOVER FOR B	513.83	7,143.83
1011	422751	12/20/23	10003993	URBAN RESTORATION GROUP	11	FREIGHT	0.00	220.50
TOTAL CHECK							513.83	7,364.33
1011	422752	12/20/23	10011587	US BANK	997100	CUSTODY ACCT/OCT-23	0.00	291.67
1011	422753	12/20/23	10011587	US BANK	11	CUSTODY ACCT/OCT-23	0.00	208.33
1011	422754	12/20/23	10013338	KONDALA VAYINENI	11	REF/DEPOSIT#R9422	0.00	500.00
1011	422755	12/20/23	10013309	VERITONE, INC.	650303	VERITONE CONTACT APPLI	0.00	9,000.00
1011	422756	12/20/23	10009230	VERIZON BUSINESS	170670	4123237 X26 NOV-23	0.00	15.80
1011	422757	12/20/23	10002032	VERIZON WIRELESS	860810	54202108400001 NOV23	0.00	662.48
1011	422758	12/20/23	10013292	MONICA VILLA	995100	KNOTTS CHIK DIN/SANTA	0.00	1,739.86
1011	422759	12/20/23	10013349	JENNIFER VINH	11	RF/E23-0391/6171 ROBI	0.00	100.00
1011	422760	12/20/23	10000428	VISTA MEDIA SERVICES	106132	COUNCIL MTG/PLAN MTG	0.00	1,000.00
1011	422761	12/20/23	10008881	VOHNE LICHE KENNELS, INC	650405	MO MAINT TRG/NOV-23	0.00	400.00
1011	422762	12/20/23	10009561	WATER SOURCE SOLUTIONS I	170670	ARAGON WATER/DEC-23	0.00	148.70
1011	422762	12/20/23	10009561	WATER SOURCE SOLUTIONS I	106131	CABALLERO WATER/DEC23	0.00	148.70
TOTAL CHECK							0.00	297.40
1011	422763	12/20/23	10008209	WEBSOFT DEVELOPERS, INC.	170670	FY23-24 MOBILE MMS	0.00	950.00
1011	422763	12/20/23	10008209	WEBSOFT DEVELOPERS, INC.	171710	FY23-24 MOBILE MMS	0.00	2,500.00
1011	422763	12/20/23	10008209	WEBSOFT DEVELOPERS, INC.	171710	FY23-24 MOBILE MMS	0.00	3,000.00
1011	422763	12/20/23	10008209	WEBSOFT DEVELOPERS, INC.	352567	FY23-24 MOBILE MMS	0.00	4,200.00
1011	422763	12/20/23	10008209	WEBSOFT DEVELOPERS, INC.	452410	FY23-24 MOBILE MMS	0.00	5,000.00
1011	422763	12/20/23	10008209	WEBSOFT DEVELOPERS, INC.	760310	FY23-24 MOBILE MMS	0.00	5,000.00
1011	422763	12/20/23	10008209	WEBSOFT DEVELOPERS, INC.	160105	FY23-24 MOBILE MMS	0.00	5,500.00

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CITY OF BUENA PARK
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FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422763	12/20/23	10008209	WEBSOFT DEVELOPERS, INC.	560210	FY23-24 MOBILE MMS	0.00	5,500.00
1011	422763	12/20/23	10008209	WEBSOFT DEVELOPERS, INC.	352363	FY23-24 MOBILE MMS	0.00	19,500.00
TOTAL CHECK							0.00	51,150.00
1011	422764	12/20/23	00000141	WEST COAST ARBORISTS INC	560641	34, 15GAL TREES/DEC23	0.00	3,485.00
1011	422765	12/20/23	00000141	WEST COAST ARBORISTS INC	860810	TREE TRIM/NOV-23	0.00	7,524.00
1011	422766	12/20/23	10009209	WEST GROVE VOLLEYBALL, L	275120	VOLLEYBALL/FALL-23	0.00	781.37
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	ENGINEERING AND DRAFTI	0.00	1,454.66
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	CONTROL PROGRAMMING	0.00	1,477.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	PROJECT MANAGEMENT	0.00	1,047.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	STAGING AND ASSEMBLY	0.00	231.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	INSTALLATION AND TESTI	0.00	6,277.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	TRAINING.CLOSING, AND	0.00	3,662.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	G AND A	0.00	288.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	ELECTRONIC WASTE FEE 1	0.00	35.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	SALES TAX FOR ROOM 1	0.00	1,596.97
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	BLUEFIN, BLFN-20-3008-	0.00	1,200.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	DISPLAYS 2 GO, DRTV326	0.00	490.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	CABLE AND CONNECTORS F	0.00	75.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	INSTALLATION HARDWARE	0.00	75.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	ENGINEERING AND DRAFTI	0.00	585.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	PROJECT MANAGMENT FOR	0.00	524.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	STAGING AND ASSEMBLY F	0.00	231.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	INSTALLATION AND TESTI	0.00	1,570.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	TRAINING, CLOSING AND	0.00	524.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	G AND A	0.00	28.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	ELECTRONIC WASTE FEE F	0.00	10.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	SHIPPING/HANDLING CHAR	0.00	53.00
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	SALES TAX FOR ROOM 2	0.00	146.71
1011	422767	12/20/23	10005807	WESTERN AUDIO VISUAL,INC	106132	ESTIMATED SHIPPING/HAN	0.00	537.00
TOTAL CHECK							0.00	22,117.34
1011	422768	12/20/23	10012502	WILD WATER OPERATING LLC	171710	NOV CAR WASHES	0.00	562.40
1011	422769	12/20/23	10000546	WILLDAN FINANCIAL SERVIC	632110	IMPACT FEE STD/NOV23	0.00	1,560.00
1011	422770	12/20/23	10007428	WINDSTREAM HOLDINGS INC.	170670	204261582 DEC-23	0.00	112.32
1011	422771	12/20/23	10013257	WORKCARE, INC.	650426	PD WELLNESS/NOV-23	0.00	7,697.68
1011	422772	12/20/23	10002036	WRIGHTS LABOR SERVICES	126128	M.BULLOCK SVC/SEP23	0.00	8,690.00
1011	422772	12/20/23	10002036	WRIGHTS LABOR SERVICES	732031	DEMO M.GARCIA/DEC-23	0.00	11,575.00
1011	422772	12/20/23	10002036	WRIGHTS LABOR SERVICES	126128	ROOF MCDONALD/AUG-23	0.00	20,597.00
TOTAL CHECK							0.00	40,862.00
1011	422773	12/20/23	10013342	YI, SANG	52	UB REFUND	0.00	78.48
1011	422774	12/20/23	10000416	YMCA OF ANAHEIM, CORPORA	275120	GYMNASTICS/FALL-23	0.00	2,370.06

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CITY OF BUENA PARK
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ACCOUNTING PERIOD: 6/24

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACTIVITY	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	422775	12/20/23	10006857	YARDLEY ORGILL CO., INC.	352363	CLAMPS, CABLE	0.00	1,019.39
1011	422775	12/20/23	10006857	YARDLEY ORGILL CO., INC.	352363	BOLTS	0.00	57.09
1011	422775	12/20/23	10006857	YARDLEY ORGILL CO., INC.	352363	PARTS FOR STOCK	0.00	1,054.51
1011	422775	12/20/23	10006857	YARDLEY ORGILL CO., INC.	352363	CLAMPS FOR STOCK	0.00	2,055.52
1011	422775	12/20/23	10006857	YARDLEY ORGILL CO., INC.	352363	PARTS FOR HYDRANT	0.00	3,213.44
1011	422775	12/20/23	10006857	YARDLEY ORGILL CO., INC.	352363	PARTS FOR HYDRANT	0.00	5,128.11
TOTAL CHECK							0.00	12,528.06
1011	422776	12/20/23	10012545	MEEHO YOON	11	REF DEPOSIT#R8668	0.00	500.00
TOTAL CASH ACCOUNT							4,415.95	2,421,835.92
TOTAL FUND							4,415.95	2,421,835.92
TOTAL REPORT							4,415.95	2,421,835.92

Voided Check Numbers	Date Printed
422514	12/20/2023
422515	
422631	
422680	
422709	
422710	
422734	
422735	
422736	
422737	
422738	
422739	
422740	
422741	
422742	
422743	

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUENA PARK,
CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS IN THE
SUM OF \$935,726.71 COVERING REGULAR PAYROLL ENDING
DECEMBER 08, 2023

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 \$935,726.71 set forth on
this 8-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 _____ 2024 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 _____ 2024.

City Clerk

SUNGARD PUBLIC SECTOR
DATE: 12/19/2023
TIME: 19:17:47

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 1
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MI2'
ALL CHECKS

PAYRUN: MI2
DATE: 12/15/2023

CHECK NUMBER	DEPOSIT AMOUNT	CHECK AMOUNT	MAN/VOID	-----EMPLOYEE-----	ID NUMBER
V369414	1,278.28	.00		CABRERA, AMBER	248
V369415	4,026.83	.00		COPPING, SARA	951
V369416	1,377.75	.00		DIAZ, MICHELLE	419
V369417	2,433.84	.00		DIEZ, KARINA	169
V369418	2,015.21	.00		ENGLEBRECHT, BRIDGET	261
V369419	2,522.36	.00		FEWER, JESSICA	580
V369420	6,826.79	.00		FRANCE, AARON	1650
V369421	2,688.61	.00		MEDINA, YARETZA	8
V369422	554.92	.00		MUNOZ, MICHELLE	440
V369423	668.18	.00		AHN, JOYCE	263
V369424	648.57	.00		BROWN, ARTHUR	655
V369425	724.57	.00		CASTANEDA, JOSE	277
V369426	595.17	.00		SONNE, SUSAN	5161
V369427	505.56	.00		TRAUT, CONNOR	5399
V369428	1,240.24	.00		AVITIA, LISA	114
V369429	2,660.42	.00		BADILLO, ANNA PATRICIA	168
V369430	1,622.41	.00		GUERRA, SARAH	1470
V369431	4,997.94	.00		JIMENEZ, ADRIA	2297
V369432	1,007.56	.00		KIRK, RALPH	384
V369433	1,884.76	.00		LOPEZ, ANGELICA	2928
V369434	4,298.33	.00		FENTON, EDWARD	1564
V369435	2,123.59	.00		GONZALEZ, JACQUELINE	157
V369436	1,714.48	.00		KERN, DONNA	2574
V369437	2,188.73	.00		PREVO, DOREKA	390
V369438	3,148.80	.00		VALDEZ, REBECCA	5490
V369439	1,529.91	.00		BUENROSTRO, PATRICIA	227
V369440	3,842.96	.00		GARCIA, ADRIAN	1700
V369441	1,094.77	.00		GLAVIN, BARBARA	1768
V369442	1,841.90	.00		HERNANDEZ, GLORIA	2092
V369443	6,153.96	.00		HYUN, SUNG	2248
V369444	2,009.03	.00		KIM, MIN	2584
V369445	1,958.68	.00		LOVEJOY, REBEKAH	76
V369446	2,339.86	.00		MENDOZA, MARIA	3293
V369447	948.36	.00		OZAKI, GRACE	3881
V369448	1,812.04	.00		PAK, TIMOTHY	3955
V369449	2,543.16	.00		PEREZ, JESSICA	4111
V369450	2,373.54	.00		TOMASSETTI, JEEVANI	5623
V369451	1,970.02	.00		TRAN, KRYSTLE	242
V369452	4,032.81	.00		AVERELL, MARK	272
V369453	2,237.37	.00		COLES-GUZMAN, MARY	950
V369454	1,924.27	.00		KENNEDY, SEAN	111
V369455	1,677.77	.00		BELTRAN, CINDY	467
V369456	775.68	.00		CARDENAS, MARGARET	336
V369457	2,916.37	.00		CULL, ROBERT	1012
V369458	2,562.05	.00		LESTER, ALEXANDER	2868
V369459	1,727.09	.00		MACIAS, JUDITH	2996
V369460	2,151.48	.00		MAYORQUIN, RAYMUNDO	221
V369461	2,573.11	.00		TART, ANDRE	5235
V369462	3,928.67	.00		CAMACHO, MARIO	731
V369463	1,102.93	.00		CASTANEDA, GUADALUPE	280

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V369467	2,358.72	.00	DE LA PAZ, TIANNA	297
V369468	895.62	.00	DINH, MICHELLE	433
V369469	5,898.90	.00	FOULKES, MATTHEW	9
V369470	3,446.87	.00	LUNA, HARALD	264
V369471	2,454.40	.00	MCALLEESE, IAN	159
V369472	4,229.82	.00	MESHRAM, SWATI	3321
V369473	3,051.14	.00	NAVARRO, SANDRA	93
V369474	353.27	.00	SANCHEZ, VIVIANA	4616
V369475	724.05	.00	SANTIAGO, MICHELLE	441
V369476	2,417.30	.00	SANTOS, RUTH	4640
V369477	2,406.85	.00	SCHAETZL, RANA	431
V369478	1,550.00	.00	TAE, RAY	5196
V369479	2,256.61	.00	ZAPIEN, ERNESTINE	5777
V369480	2,172.91	.00	ARDAIZ, LANA	190
V369481	3,126.66	.00	DHAUW, MELISSA	1170
V369482	2,761.47	.00	SUAREZ, SARABETH	5169
V369483	2,896.58	.00	YOON, JIWON	91
V369484	804.66	.00	BARR, LISA	366
V369485	3,169.33	.00	COTA, LORRAINE	954
V369486	5,311.33	.00	GEYER, BRADLEY	1692
V369487	5,713.61	.00	HONG, ALEX	2130
V369488	3,133.07	.00	MARTINEZ, JESSICA	2936
V369489	5,551.31	.00	NGUYEN, NGHIA	3755
V369490	6,400.48	.00	NUNES, FRANK	3813
V369491	2,139.67	.00	CHARNES, LANCE	783
V369492	5,446.57	.00	DIERINGER, RYAN	1145
V369493	3,449.46	.00	JIMENEZ, ROBERT	352
V369494	2,737.83	.00	KIM, HYUN	328
V369495	2,932.92	.00	LAM, DAVID	2790
V369496	560.09	.00	LOVCHIK, MICHAEL	6
V369497	4,099.99	.00	MIKIEWICZ, SIMON	3360
V369498	2,098.91	.00	NOVOTNY, MARY	3705
V369499	2,579.16	.00	SEMAAN, NADIA	4740
V369500	3,421.88	.00	TOMSICK, MARTIN	5360
V369501	4,964.17	.00	WEAVER, CHAD	5577
V369502	2,343.44	.00	ALCALA, BRITTANY	58
V369503	3,474.36	.00	BARAJAS, MAYRA	357
V369504	1,798.30	.00	BINYON, ERIC	506
V369505	2,982.01	.00	BRANDSTETTER, JAMES	629
V369506	3,047.73	.00	BUTH, CATHERINE	561
V369507	2,701.00	.00	CARPENTER, SCARLET	1663
V369508	1,478.13	.00	CONN, SANDRA	961
V369509	256.79	.00	DIERINGER, REGINA	1515
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V369511	3,384.82	.00	ESQUETINI, MARIA	1536
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V369513	1,938.41	.00	HERNANDEZ, ISABELLA	112
V369514	2,871.90	.00	MAERKER, ELIZABETH	3017
V369515	2,769.80	.00	MCGRATH, CODY	3220
V369516	748.34	.00	MENDOZA HERNANDEZ, STEPHANIE	427
V369517	748.83	.00	MEONO, ROBIN	351
V369518	1,605.94	.00	MORALES MALDONADO, IVETT	3490
V369519	2,183.99	.00	PALMA CARDENAS, DIANA	3970

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V369523	3,939.25	.00	SHERIFF, SAMANTHA	2096
V369524	33.49	.00	SILVERIO, SAMANTHA	497
V369525	2,588.32	.00	TANIGUCHI, MELISSA	5230
V369526	653.34	.00	VELLANOWETH, KRISTINE	217
V369527	2,170.42	.00	IORE, KATE	1560
V369528	2,799.80	.00	FOX, CHARITY	1641
V369529	900.68	.00	KUHN, MICHELLE	2730
V369530	7.48	.00	KUHN, TARI	2747
V369531	2,165.61	.00	LARA, KARON	103
V369532	2,246.53	.00	MEDINA, IVONNE	222
V369533	2,682.91	.00	MENDIVEL, CHRISTINA	3299
V369534	1,978.44	.00	NGO, CATHERINE	3752
V369535	1,986.94	.00	PENDLETON, SUN	4080
V369536	1,620.61	.00	TENG, LING-FEI	2871
V369537	1,887.53	.00	UMLAH, AMBER	5435
V369538	5,557.51	.00	BATES, PATRICK	378
V369539	3,387.69	.00	BELTRAN, CHRISTINA	13
V369540	6,384.70	.00	BERNAL, DAVID	480
V369541	4,270.71	.00	BOURNE, CLIFFORD	5612
V369542	4,573.05	.00	BOYD, ROBERT	584
V369543	6,402.57	.00	BOYER, CAMERON	585
V369544	5,141.76	.00	BOYINGTON, DEVIN	594
V369545	3,438.83	.00	BRAVO, ISABEL	420
V369546	4,176.73	.00	BURNETT, DEBORAH	110
V369547	3,295.69	.00	CAMPOS, LOLANI	728
V369548	4,328.65	.00	CARNEY, THOMAS	751
V369549	2,190.80	.00	CERDA, SERGIO	240
V369550	2,732.20	.00	CHAVEZ, ALEJANDRO	182
V369551	3,415.49	.00	CHAVEZ, ANTONY	246
V369552	3,834.66	.00	CHOI, JONATHON	827
V369553	3,376.90	.00	CHRISTIANSEN, ANDREW	97
V369554	2,158.07	.00	CURATOLA, ANTHONY	350
V369555	3,158.43	.00	DAVIS, JONATHAN	1083
V369556	2,811.28	.00	EK, CHRISTOPHER	1477
V369557	4,531.40	.00	ESCAMILLA, MARIO	1529
V369558	4,336.06	.00	ESCOBEDO, DOMINICK	1521
V369559	3,769.89	.00	FRANKLIN, KEVIN	1649
V369560	5,472.24	.00	GALOS, MICHAEL	1680
V369561	5,620.22	.00	GANO, KEVIN	1742
V369562	2,701.27	.00	GONZALEZ, LUIS	164
V369563	4,817.73	.00	GONZALEZ, OSCAR	1785
V369564	4,217.11	.00	HERST, RYAN	2102
V369565	1,825.21	.00	HOGAN, CHRISTIAN MICHAEL	138
V369566	4,386.23	.00	JIMENEZ, GUSTAVO	2285
V369567	5,512.42	.00	LEE, CONNOR	2861
V369568	5,329.57	.00	LEPE, SERGIO	2901
V369569	5,597.87	.00	LIRA, JOSEPH	133
V369570	2,929.36	.00	LOPEZ, GUILLERMO	2958
V369571	3,976.01	.00	LOVETERE, JOSEPH	2962
V369572	3,114.45	.00	MARTINEZ, JESUS	117
V369573	3,609.68	.00	MEDRANO, JULIAN	3223
V369574	3,451.95	.00	MOELLER, SARAH	3590
V369575	4,245.03	.00	MOON, DAVID	3479

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V369579	7,198.79	.00	NYHUS, CHRISTOPHER	3808
V369580	5,864.15	.00	O'DETTE, DIRK	3823
V369581	3,822.67	.00	OH, WILLIAM	326
V369582	3,280.26	.00	PADILLA, VALERIE	108
V369583	7,181.98	.00	PINO, RICHARD	4171
V369584	3,977.17	.00	PROCEL, ANDY	4243
V369585	3,689.88	.00	RAMIREZ, ANGEL	4314
V369586	2,811.13	.00	RANGEL, PRISCILLA	4337
V369587	3,500.46	.00	REYES, HUGO	98
V369588	2,870.77	.00	RODRIGUEZ, CHRISTIAN	4476
V369589	2,871.93	.00	RODRIGUEZ CASTILLERO, JOSEPH	259
V369590	2,935.96	.00	RUBALCAVA, EFRAIN	4590
V369591	3,225.32	.00	TEWELL, MELISSA	5282
V369592	2,128.46	.00	TRAN, JENNIFER	9666
V369593	4,757.95	.00	TRAN, TUYET	5424
V369594	2,969.27	.00	TURNER, JERAMIAH	291
V369595	5,325.70	.00	VU, JEFFREY	5519
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V369597	4,209.77	.00	YO, DANIEL	5752
V369598	4,258.36	.00	COLON, BOBBY	900
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V369601	1,726.70	.00	RANGEL, JENNY	283
V369602	5,794.63	.00	RICE, JAMES	4408
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V369604	5,941.70	.00	SHADDOW, JON-MICHAEL	4837
V369605	1,731.85	.00	SILVA, OSCAR	4886
V369606	1,747.46	.00	VAZQUEZ-CAMACHO, MARLENE	101
V369607	388.20	.00	BAIR, JOHN	284
V369608	1,184.26	.00	CASEY, DROUETT	771
V369609	312.33	.00	PATTON, DANA	4060
V369610	5,245.38	.00	BAILEY, JOHN	355
V369611	4,263.47	.00	BOUDREAU, CORY	583
V369612	2,558.56	.00	BOUDREAU, LAURA	2192
V369613	2,164.53	.00	CHAN, KARA	795
V369614	5,029.34	.00	DAVENPORT, JOSEPH	1094
V369615	4,530.10	.00	GENTNER, GEORGE	1765
V369616	3,014.21	.00	KALAGIAN, BRYANT	2436
V369617	2,412.10	.00	LOMELI, LISBETH	4516
V369618	2,851.41	.00	LOPEZ, VANESSA	2929
V369619	6,407.51	.00	LOPEZ, WILLYVALDO	2941
V369620	4,296.86	.00	LOWE, AUSTIN	2956
V369621	4,569.51	.00	MORALES, FRANK	3489
V369622	1,891.11	.00	O'DETTE, NANCY	1920
V369623	3,259.19	.00	ORTEGA, MICHAEL	104
V369624	4,418.75	.00	PANTOJA, DAVID	3986
V369625	5,985.39	.00	PLUMLEE, ROGER	4180
V369626	4,562.35	.00	SOLIS, DANIEL	5000
V369627	2,234.01	.00	SULLIVAN, STACEY	5160
V369628	3,086.76	.00	TREADWAY, SARA	4210
V369629	3,770.67	.00	VU, KRISTINE	63
V369630	2,533.59	.00	CAPISTRANO, FRANCES	74
V369631	1,764.49	.00	IBARRA, KRISTI	88

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V369635	3,595.12	.00	ARABOLU, DEEPTHI	178
V369636	2,485.22	.00	ESPARZA-ALMARAZ, AARON	383
V369637	7,683.43	.00	KIM, KENNETH	2587
V369638	2,934.57	.00	LANNAN, GREGORY	2791
V369639	2,966.98	.00	LEE, HYANG SUN	430
V369640	2,617.50	.00	PENA, MANUEL	2933
V369641	310.56	.00	SYFRITT, MATTHEW-WAYNE	428
V369642	2,813.38	.00	TRAN, JASON	96
V369643	3,451.83	.00	WRAY, NORMAN	5725
V369644	2,121.45	.00	ZARAGOZA, EDUARDO	5788
V369645	2,720.48	.00	AUBUCHON, LAURIE	250
V369646	1,972.84	.00	GENERA, ELIZABETH	1685
V369647	4,012.49	.00	HUNT, JOSEPH	2249
V369648	1,698.69	.00	LUX, ANDREA	2972
V369649	1,079.56	.00	ARREOLA, ERIK	223
V369650	3,887.69	.00	BACA, ANDREW	315
V369651	1,950.78	.00	BANUELOS, CHRISTOPHER	345
V369652	3,075.63	.00	BRITO, MICHAEL	642
V369653	2,921.88	.00	ESCATEL-OROSCO, PEDRO	1537
V369654	2,244.22	.00	GONZALEZ, ALEJANDRO	1783
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V369656	3,867.05	.00	LIBUNAO, NINO	2912
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V369658	1,790.70	.00	MARASCO, MATTHEW	289
V369659	2,302.15	.00	MUNOZ, GENE	3600
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V369661	1,638.39	.00	ORTIZ, RAYMOND	309
V369662	1,848.26	.00	PRECIADO, CAMDEN	134
V369663	861.40	.00	REYNOLDS, BILLY	417
V369664	2,128.62	.00	RIOS, DANNY	282
V369665	3,851.11	.00	RIVERA, JOE	4450
V369666	1,319.74	.00	RODRIGUEZ, NATHANIAL	288
V369667	1,584.78	.00	RODRIGUEZ, OSCAR	131
V369668	2,067.16	.00	SERNA, JUAN	4728
V369669	2,867.18	.00	TORREZ, JAVIER	69
V369670	1,877.39	.00	VAZQUEZ, JOE	5473
V369671	2,249.48	.00	CARRILLO, EDWARD	765
V369672	2,313.03	.00	ELLS, ZACHARY	1500
V369673	2,022.08	.00	ENNIS, JOSEPH	262
V369674	2,693.40	.00	FINCH, BARRETT	1574
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V369678	3,951.64	.00	MCGEE, MICHAEL	9306
V369679	2,157.98	.00	MENDOZA, JOHN	3292
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V369681	3,410.19	.00	MOJARRO, ANDREW	3082
V369682	3,134.10	.00	MOORE, FRANK	3486
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V369685	2,005.60	.00	SPEAR, ANTHONY	5011
V369686	2,721.15	.00	STEPHENSON, MARK	5122
V369687	1,928.92	.00	TAVARES, JAMEY	5231

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V369695	2,352.28	.00	MELLADO, KIM	3289
V369696	2,543.94	.00	MERROW, MATTHEW	3316
V369697	1,881.84	.00	OTTEN, DAVID	3869
V369698	1,761.55	.00	PEREZ, ADRIAN	257
V369699	3,233.14	.00	PORTER, JEFFREY	4174
V369700	2,623.89	.00	RODRIGUEZ, EDWARD	4479
V369701	1,211.91	.00	RUIZ, ALEJANDRO	416
V369702	1,224.43	.00	SOLOMAN, CARLOS	4891
V369703	1,670.94	.00	TORRES, SALVADOR	234
V369704	2,077.63	.00	WELLS, ANTHONY	5610
V369705	965.90	.00	AVERELL, ANDREW	349
V369706	2,793.87	.00	CAMPIZTA, ADAM	225
V369707	2,817.52	.00	MACIAS, RAYMOND	2998
V369708	1,938.17	.00	MILLER-SPARKS, WILLIAM	216
V369709	2,274.58	.00	WEAR, JOHN	5606
V369710	6,126.20	.00	BOX, JAMES	576
V369711	1,869.43	.00	CHAVEZ, ARIANA	788
V369712	1,700.74	.00	CONTRERAS, SAUL	95
V369713	3,335.83	.00	KURATA, DALE	2749
V369714	1,996.63	.00	REYNOLDS, BRANDON	4384
V369715	1,130.31	.00	SANCHEZ, CHRISTOPHER	236
V369716	2,212.61	.00	SANCHEZ-REYES, KEVIN	83
V369717	3,106.92	.00	SAUCEDA, MARK	4642
V369718	1,145.16	.00	ALVARADO, ADRIAN	89
V369719	373.27	.00	BAHENA, PEDRO	148
V369720	679.69	.00	BARENG, KATHERINE	33
V369721	701.47	.00	BELCHER-HALL, JACOB	333
V369722	1,047.44	.00	CARNES, ALISSA	34
V369723	481.11	.00	CARVENTE, GIANJAVIER	334
V369724	900.08	.00	CISNEROS, MICHELLE	812
V369725	705.14	.00	DOWDLE, JACKSON	1386
V369726	875.90	.00	FERNANDEZ, GISSEL	330
V369727	639.71	.00	GARCIA, MICHELE	171
V369728	331.79	.00	GONZALEZ, ISAAC	294
V369729	928.75	.00	GONZALEZ, LUIS	1780
V369730	729.21	.00	GRANADOS, REGINA	145
V369731	743.73	.00	GRANDE, DANIELLE	124
V369732	766.88	.00	GUERRA, ATHZIRI	141
V369733	518.44	.00	GUILLEN, JAYDEN	339
V369734	602.30	.00	GUTIERREZ, MICHELLE	1925
V369735	648.96	.00	HERNANDEZ, KATE	2091
V369736	1,233.69	.00	HOLLOWAY, ELIZABETH	2185
V369737	656.53	.00	JUBRAN, NOAH	127
V369738	784.52	.00	LEWIS, ALEC	266
V369739	435.24	.00	MAGANA, ADAM	173
V369740	1,994.49	.00	MARTINEZ, SERENA	3147
V369741	1,058.54	.00	MEZA, ADRIAN	122
V369742	970.22	.00	MOLAR, BARBARA	3449
V369743	1,267.46	.00	MORENO, ANDREW	161

SUNGARD PUBLIC SECTOR
DATE: 12/19/2023
TIME: 19:17:47

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 7
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MI2'
ALL CHECKS

V369744	646.99	.00	NGHIEM, NATALIE	249
V369745	743.73	.00	NGUYEN, KEVIN	299
V369746	927.63	.00	NUNEZ, HAZEL	3806
V369747	1,032.74	.00	ONTIVEROS, IZABELLA	3864
V369748	456.22	.00	RAY, SABRINA	286
V369749	811.26	.00	RIVERA GOMEZ, YAMILEX	4432
V369750	265.44	.00	RODRIGUEZ, MIKAYLA	295
V369751	149.31	.00	RONQUILLO, JAZZIE	172
V369752	665.15	.00	ROQUE, KATRINA	38
V369753	988.39	.00	RUSSELL, JEFFREY	150
V369754	749.62	.00	SALDANA, JONATHAN	4625
V369755	381.57	.00	SOLIMAN, MARSEL	322
V369756	414.75	.00	SOLTERO, JESSE	177
V369757	701.47	.00	SORIA, NOAH	5004
V369758	854.26	.00	STRICKLER, LINDA	5135
V369759	589.87	.00	TAPIA, ANGELICA	306
V369760	1,019.03	.00	THOMSEN, MATTHEW	194
V369761	232.26	.00	TOVAR, SOFIA	301
V369762	2,522.31	.00	VAN SICKLE, MICHELLE	2076
V369763	921.13	.00	VAZQUEZ, OSCAR	152
V369764	755.99	.00	VELOZ, SABRINA	146
V369765	752.36	.00	WONGSUPHAKPHAN, BRIANNA	337
V369766	584.78	.00	RODRIGUEZ, PERLA	4488
V369767	543.08	.00	SINGH, YASHPREET	48
V369768	481.11	.00	SMITH, JOHN	210
V369769	558.87	.00	ZAPATA, ALEXANDRIA	303
V369770	992.82	.00	AGUILAR, KALVIN	23
V369771	340.10	.00	BARTOLO, BRYAN	338
V369772	1,022.43	.00	BUSTAMANTE VALLADARES, DIANA	285
V369773	927.63	.00	CABUSAO, NINA MARINELLA	729
V369774	765.55	.00	CARDENAS, DIEGO	275
V369775	937.31	.00	CASTILLO, DARLENE	119
V369776	1,114.65	.00	CERVANTES, BRIANA	757
V369777	586.16	.00	CLARK-PRUDHOMME, MACKENZIE	206
V369778	2,086.61	.00	DAVIS, TANIKA	1082
V369779	1,028.33	.00	DETERDING, CARSON	1132
V369780	1,919.24	.00	GILLIAM, VERONICA	218
V369781	974.94	.00	GUERRA, ROCCO	44
V369782	736.74	.00	HONG, YI	2189
V369783	3,050.81	.00	HURTADO, MARIA	353
V369784	879.27	.00	JIMENEZ, GLADIS	434
V369785	979.41	.00	LARIZ RUBALCAVA, CARLOS	429
V369786	1,880.95	.00	MARQUEZ PINEDO, ANALISA	3118
V369787	1,440.00	.00	MINIKEY, MOLLY	425
V369788	654.26	.00	MORISON, MATTHEW	243
V369789	2,082.48	.00	NIELSEN, ROSEMARY	3760
V369790	1,712.84	.00	NORIEGA, MICHELLE	3782
V369791	510.15	.00	ONTIVEROS, STEVEN	342
V369792	690.60	.00	ORTIZ, YAHAIRA	241
V369793	312.50	.00	RUIZ, ANA	4591
V369794	356.68	.00	SERRATOS, DARIAN	160
V369795	533.99	.00	SOSA, ELIANNA	341
V369796	1,500.28	.00	SOTO, JOSE	229
V369797	66.35	.00	SOTO DONACIANO, ANGEL	287
V369798	488.01	.00	TAILOR, DIYA	175
V369799	801.49	.00	VALDEZ, NATALIA	46

SUNGARD PUBLIC SECTOR
DATE: 12/19/2023
TIME: 19:17:47

CITY OF BUENA PARK
CHECK REGISTER(CONCISE)

PAGE NUMBER: 8
PAYREP83

SELECTION CRITERIA: checkhis.pay_run='MI2'
ALL CHECKS

V369800	384.34	.00	VEGA-MATA, PEDRO	278
V369801	586.16	.00	ZAZUETA, RYAN	267
PAYRUN TOTAL				
CHECK: 388	935,726.71	.00		
TOTAL				
CHECKS: 388	935,726.71	.00		

TREASURER'S REPORT FOR THE MONTH OF NOVEMBER 2023

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	CONSENT CALENDAR Item: 4B
Presented By	Prepared By
Sung Hyun, Director of Finance	Sung Hyun, Director of Finance
Approved By	
Aaron France, City Manager	

RECOMMENDED ACTION

Receive and file the reports.

PREVIOUS CITY COUNCIL ACTION

None.

DISCUSSION

The City of Buena Park's Investment Policy adopted by the City Council on February 14, 2023, requires the City Treasurer to submit a detailed investment report to the City Council.

Attached for review are the Treasurer's Investment Reports for the month of November 2023. All of the investments listed meet the requirements of both the Government Code and the City Investment Policy.

BUDGET IMPACT

None.

Attachments

Treasurers Report Att1of4.pdf

Treasurers Report Att2of4.pdf

Treasurers Report Att3of4.pdf

CITY OF BUENA PARK
Treasurer's Report of Monies on Deposit
Period Ending November 30, 2023

DESCRIPTION	City Book Balance	RDA Bond Proceeds Series B	Total
Union Bank - City Checking Account	8,240,915.27	-	8,240,915.27
Union Bank - Outstanding checks	(349,990.27)	-	(349,990.27)
Union Bank - Outstanding deposits	830,248.78	-	830,248.78
	<u>8,721,173.78</u>	<u>-</u>	<u>8,721,173.78</u>
Local Agency Investment Fund	18,060,634.83	-	18,060,634.83
Governmental Agency Securities	34,707,520.90	-	34,707,520.90
Commercial Paper	971,071.11	-	971,071.11
Money Market Mutual	315,273.92	1,258,516.56	1,573,790.48
Supranational	1,454,115.00	-	1,454,115.00
Corporate	21,668,531.85	-	21,668,531.85
U S Treasury	43,860,279.33	-	43,860,279.33
	<u>121,037,426.94</u>	<u>1,258,516.56</u>	<u>122,295,943.50</u>
Total	<u>129,758,600.72</u>	<u>1,258,516.56</u>	<u>131,017,117.28</u>

Fund Description	Cash Balance
11 - General Fund	50,241,317.77
12 - Economic Development Fund	6,523,046.44
17 - Opioid Settlement Fund	173,104.76
18 - Local Law Enforcement Fund	63,003.84
20 - Asset Forfeiture Fund	583,002.83
21 - Capital Project Fund	(592,153.84)
22 - Prop 172 PD Augment Fund	166,357.31
23 - State Law Enf Supp Fund	159,685.81
24 - State Gas Tax Fund	5,208,475.07
25 - Measure M2	2,918,938.64
28 - HOME Deferred Loan Fund	1,763,643.84
29 - Economic Development Fund (CDBG)	(32,485.31)
30 - State OCATT Fund	(3,725.00)
31 - Calhome Program	1,191,994.96
32 - Park In-Lieu Fund	1,916,564.21
33 - Traffic Congestion Relief Fund	41,034.11
40 - AB 2766 (AQMD) Fund	612,663.71
52 - Water Enterprise Fund	36,220,300.06
62 - Workers' Comp Self-Ins Fund	2,241,239.40
63 - Public Liab Self-Ins Fund	1,933,709.37
65 - Accrued Leave Fund	73,402.95
71 - Equip Maint & Replacement Fund	7,872,162.71
73 - Payroll Revolving Fund	-
74 - Management Info Systems Fund	1,688,143.44
77 - Gov't Buildings Maintenance Fund	763,546.76
96 - Tourism & Marketing Dist	485,831.46
97 - Successor Fund to RDA	5,822,109.42
98 - Housing Successor Fund	2,982,202.56
Total Cash	<u>131,017,117.28</u>

* All investments are made in accordance with the City's adopted investment policy.

* The City has sufficient resources to meet expenditures for the next six (6) months.



PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.98
Average Coupon	2.43%
Average Purchase YTM	2.83%
Average Market YTM	4.90%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.13 yrs
Average Life	2.12 yrs

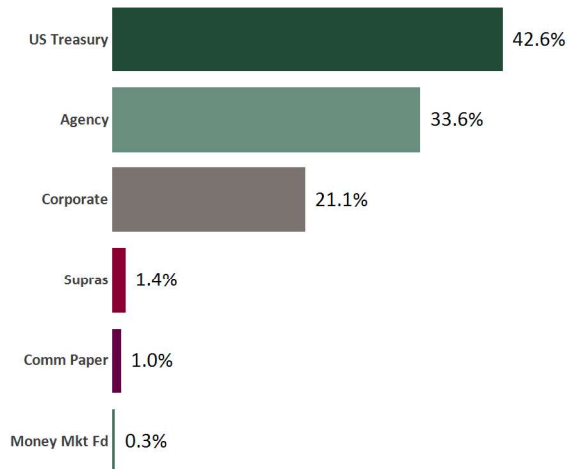
ACCOUNT SUMMARY

	Beg. Values as of 10/31/23	End Values as of 11/30/23
Market Value	99,117,499	100,394,799
Accrued Interest	541,168	591,458
Total Market Value	99,658,667	100,986,257
Income Earned	229,988	239,874
Cont/WD		-7,645
Par	104,131,297	104,295,274
Book Value	102,993,850	103,175,790
Cost Value	102,827,595	102,976,792

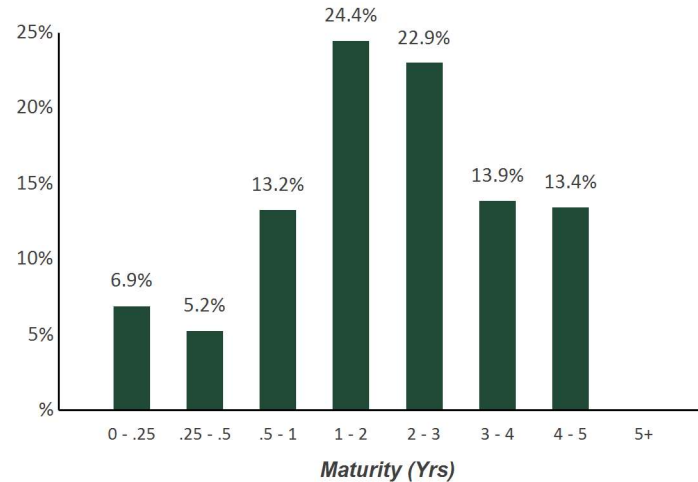
TOP ISSUERS

Government of United States	42.6%
Federal Home Loan Bank	13.0%
Federal Farm Credit Bank	8.9%
Federal National Mortgage Assoc	7.8%
Federal Home Loan Mortgage Corp	3.9%
Intl Bank Recon and Development	1.4%
Paccar Financial	1.2%
Deere & Company	1.2%
Total	80.1%

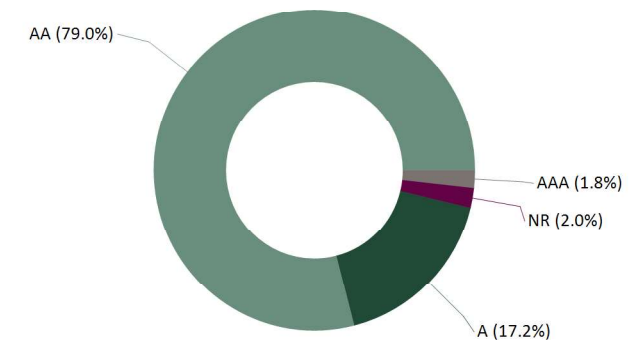
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	12/31/2005
City of Buena Park Core	1.34%	1.38%	3.46%	3.65%	-0.31%	-0.39%	1.45%	1.17%	2.17%
ICE BofA 0-5 Yr US Treasury Index	1.25%	1.28%	3.19%	3.34%	-0.54%	-0.55%	1.31%	1.03%	1.99%

Statement of Compliance

As of November 30, 2023



City of Buena Park

Assets managed by Chandler Asset Management are in full compliance with state law and with the Client's investment policy.

Category	Standard	Comment
U.S. Treasuries	No limitations; U.S. Treasury and other government obligations for which the full faith and credit of the U.S. are pledged for the payment of principal and interest.	<i>Complies</i>
Federal Agencies	30% max per U.S. Agency issuer; 20% max callable agency securities; Federal Agency or U.S. government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or U.S. government-sponsored enterprises.	<i>Complies</i>
Supranational Obligations	"AA" rating category or higher by a NRSRO; 30% max; 10% max per issuer; USD denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by IBRD, IFC, or IADB	<i>Complies</i>
Municipal Securities	"A" rating category or better by a NRSRO; 30% max; 5% max per issuer; Include obligations of the City, the State of California and any local agency within the State of California; Any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.	<i>Complies</i>
Corporate Medium Term Notes	"A" rating category or better by a NRSRO; 30% max; 5% max per issuer; Issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.	<i>Complies</i>
Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, Collateralized Mortgage Obligations	"AA" rating category or better by a NRSRO; 20% combined maximum; From issuers not defined in the U.S. Treasury Securities or U.S. Government Agency Obligations sections of the Authorized and Suitable Investments section of the investment policy.	<i>Complies</i>
Negotiable Certificates of Deposit (NCDs)	"A-1" short term rated or higher by a NRSRO; and/ or "A" long-term issuer rating category or higher by a NRSRO; 30% max; 5% max per issuer	<i>Complies</i>
FDIC Insured Time Deposits (Non-negotiable CD/TD)	Non-Negotiable Certificates of Deposit in state or federally chartered banks, savings and loans, or credit unions; The amount per institution is limited to maximum covered under FDIC; 20% max combined FDIC & Collateralized CD/TD; 5% max per issuer	<i>Complies</i>
Collateralized Time Deposits (Non-negotiable CD/TD)	Non-Negotiable Certificates of Deposit in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with California law; 20% max combined FDIC & Collateralized CD/TD; 5% max per issuer	<i>Complies</i>
Banker's Acceptances	"A-1" short term rated or higher by a NRSRO; and "A" long term debt rating category or higher by a NRSRO; 20% max; 5% max per issuer; 180 days max maturity	<i>Complies</i>
Commercial Paper	25% max; 5% max per issuer; 270 days maturity; 10% maximum of the outstanding commercial paper of any single issuer; Issued by an entity that meets all of the following conditions in either (a) or (b): a. Securities issued by corporations: (i) organized and operating within the U.S. with assets > \$500 million; (ii) "A-1" rated or better by a NRSRO; (iii) "A" rating or better by a NRSRO, if issuer has debt obligations. b. Securities issued by other entities: (i) organized within the U.S. as a special purpose corporation, trust, or limited liability company; (ii) must have program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond; (iii) rated "A-1" or better by a NRSRO.	<i>Complies</i>

Money Market Mutual Funds	Registered with SEC under Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria: (i) Highest rating by two NRSROs; or (ii) Retained an investment adviser registered or exempt from SEC registration with > 5 years experience managing money market mutual funds with AUM >\$500 million; 20% max combined Money Market Mutual Funds and Mutual Funds	<i>Complies</i>
Mutual Funds	Invest in securities as authorized under CGC, Section 53601 (a) to (k) and (m) to (q) inclusive and meet either of the following criteria: (i) Highest rating by two NRSROs; or (ii) Retained an investment adviser registered or exempt from SEC registration with > 5 years experience investing in securities authorized by CGC, Section 53601 and with AUM >\$500 million; 20% max combined Money Market Mutual Funds and Mutual Funds; 10% max per Mutual Fund	<i>Complies</i>
Local Agency Investment Fund (LAIF)	Maximum permitted amount in LAIF; 35% max of portfolio; Not used by investment adviser	<i>Complies</i>
Repurchase Agreements	15% max; 30 days max maturity; 102% Collateralized; Not used by investment adviser	<i>Complies</i>
Prohibited Securities	Any investments not specifically described in the policy; Futures and options; Inverse floaters; Ranges notes, Mortgage derived interest-only strips; Zero interest accrual securities if held to maturity; Trading securities for the sole purpose of speculating in the future direction of interest rates; Purchasing or selling securities on margin, Reverse Repurchase Agreements; Securities lending; Foreign Currency denominated securities	<i>Complies</i>
Socially Responsible Investing	No investments are to be made in companies: 1) whose primary business is the extraction, refining, processing, or distribution of fossil fuels; 2) that source the majority of their revenues from the production of tobacco-related products; 3) that source the majority of their revenues from the production of firearms, weapons, or nuclear power with the exception of those used for national defense of the U.S.; The City will strive to make investments in entities that support a clean and healthy environment, promote economic development, fair labor practices, and support equality of rights regardless of sex, race, age, disability, or sexual orientation	<i>Complies</i>
Max Per Issuer	5% max per single issuer, except U.S. Government, its agencies and enterprises, money market funds, local government pools, supranationals, or unless otherwise stated in the policy	<i>Complies</i>
Maximum Maturity	5 years	<i>Complies</i>
The City has sufficient resources to meet expenditures for the next six (6) months.	City's total General Fund operating budget for FY 2022-2023 is \$81.2 million.*	<i>Complies</i>

*Source: City of Buena Park.

Reconciliation Summary

As of November 30, 2023



BOOK VALUE RECONCILIATION		
BEGINNING BOOK VALUE		\$102,993,850.01
<u>Acquisition</u>		
+ Security Purchases	\$4,485,860.00	
+ Money Market Fund Purchases	\$2,758,426.61	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
Total Acquisitions		\$7,244,286.61
<u>Dispositions</u>		
- Security Sales	\$0.00	
- Money Market Fund Sales	\$4,486,804.64	
- MMF Withdrawals	\$7,644.89	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$2,600,000.00	
- Calls	\$0.00	
- Principal Paydowns	\$0.00	
Total Dispositions		\$7,094,449.53
<u>Amortization/Accretion</u>		
+/- Net Accretion	\$32,102.49	
		\$32,102.49
<u>Gain/Loss on Dispositions</u>		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
ENDING BOOK VALUE		\$103,175,789.58

CASH TRANSACTION SUMMARY		
BEGINNING BALANCE		\$2,051,296.84
<u>Acquisition</u>		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$154,926.25	
Dividend Received	\$3,500.36	
Principal on Maturities	\$2,600,000.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$0.00	
Total Acquisitions	\$2,758,426.61	
<u>Dispositions</u>		
Withdrawals	\$7,644.89	
Security Purchase	\$4,485,860.00	
Accrued Interest Paid	\$944.64	
Total Dispositions	\$4,494,449.53	
ENDING BOOK VALUE		\$315,273.92

Holdings Report

As of November 30, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3130A0F70	FHLB Note 3.375% Due 12/8/2023	1,600,000.00	12/14/2018 2.91%	1,634,352.00 1,600,132.34	99.95 5.34%	1,599,270.40 25,950.00	1.61% (861.94)	Aaa / AA+ NR	0.02 0.02
3135G0V34	FNMA Note 2.5% Due 2/5/2024	925,000.00	03/06/2019 2.58%	921,808.75 924,882.66	99.48 5.39%	920,145.60 7,451.39	0.92% (4,737.06)	Aaa / AA+ AA+	0.18 0.18
3130AB3H7	FHLB Note 2.375% Due 3/8/2024	1,600,000.00	04/16/2019 2.47%	1,593,136.00 1,599,623.57	99.14 5.56%	1,586,188.80 8,761.11	1.58% (13,434.77)	Aaa / AA+ NR	0.27 0.27
3133EKNX0	FFCB Note 2.16% Due 6/3/2024	1,500,000.00	07/08/2019 1.94%	1,515,675.00 1,501,619.14	98.48 5.23%	1,477,153.50 16,020.00	1.48% (24,465.64)	Aaa / AA+ AA+	0.51 0.49
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	1,500,000.00	06/12/2019 2.00%	1,562,100.00 1,506,662.07	98.68 5.40%	1,480,135.50 20,005.21	1.49% (26,526.57)	Aaa / AA+ NR	0.54 0.52
3135G0V75	FNMA Note 1.75% Due 7/2/2024	1,300,000.00	07/23/2019 1.89%	1,291,602.00 1,299,004.34	97.95 5.33%	1,273,353.90 9,415.97	1.27% (25,650.44)	Aaa / AA+ AA+	0.59 0.57
3130A2UW4	FHLB Note 2.875% Due 9/13/2024	1,400,000.00	09/13/2019 1.78%	1,472,646.00 1,411,430.59	98.14 5.32%	1,373,899.80 8,720.83	1.37% (37,530.79)	Aaa / AA+ NR	0.79 0.76
3133XVDG3	FHLB Note 4.375% Due 9/13/2024	1,500,000.00	10/04/2022 4.25%	1,503,525.00 1,501,426.90	99.31 5.28%	1,489,609.50 14,218.75	1.49% (11,817.40)	Aaa / AA+ NR	0.79 0.76
3135G0W66	FNMA Note 1.625% Due 10/15/2024	1,200,000.00	03/31/2020 0.53%	1,259,004.00 1,211,352.40	96.96 5.22%	1,163,511.60 2,491.67	1.15% (47,840.80)	Aaa / AA+ AA+	0.88 0.85
3137EAEPO	FHLMC Note 1.5% Due 2/12/2025	1,350,000.00	03/04/2020 0.87%	1,391,053.50 1,359,984.76	95.99 4.98%	1,295,923.05 6,131.25	1.29% (64,061.71)	Aaa / AA+ AA+	1.21 1.16
3130AUZC1	FHLB Note 4.625% Due 3/14/2025	1,000,000.00	03/16/2023 4.36%	1,004,960.00 1,003,195.38	99.43 5.08%	994,287.00 9,892.36	0.99% (8,908.38)	Aaa / AA+ NR	1.29 1.22
3135G03U5	FNMA Note 0.625% Due 4/22/2025	1,300,000.00	08/11/2020 0.43%	1,311,492.00 1,303,406.03	94.24 4.95%	1,225,070.60 880.21	1.21% (78,335.43)	Aaa / AA+ AA+	1.39 1.36
3135G04Z3	FNMA Note 0.5% Due 6/17/2025	1,400,000.00	06/18/2020 0.52%	1,398,866.00 1,399,649.36	93.51 4.91%	1,309,092.40 3,188.89	1.30% (90,556.96)	Aaa / AA+ AA+	1.55 1.50
3137EAEU9	FHLMC Note 0.375% Due 7/21/2025	1,300,000.00	08/11/2020 0.43%	1,296,334.00 1,298,784.77	93.11 4.79%	1,210,450.80 1,760.42	1.20% (88,333.97)	Aaa / AA+ AA+	1.64 1.60
3135G05X7	FNMA Note 0.375% Due 8/25/2025	1,000,000.00	02/16/2021 0.52%	993,538.00 997,519.44	92.66 4.83%	926,615.00 1,000.00	0.92% (70,904.44)	Aaa / AA+ AA+	1.74 1.69
3137EAEX3	FHLMC Note 0.375% Due 9/23/2025	1,500,000.00	10/19/2020 0.47%	1,492,845.00 1,497,367.09	92.36 4.82%	1,385,397.00 1,062.50	1.37% (111,970.09)	Aaa / AA+ AA+	1.82 1.77

Holdings Report

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3135G06G3	FNMA Note 0.5% Due 11/7/2025	1,100,000.00	11/18/2020 0.52%	1,099,021.00 1,099,618.44	92.16 4.79%	1,013,740.20 366.67	1.00% (85,878.24)	Aaa / AA+ AA+	1.94 1.88
3130ATUC9	FHLB Note 4.5% Due 12/12/2025	895,000.00	05/31/2023 4.31%	899,072.25 898,266.60	99.48 4.77%	890,362.11 18,906.88	0.90% (7,904.49)	Aaa / AA+ NR	2.04 1.88
3133EPLC7	FFCB Note 4.125% Due 2/26/2026	2,000,000.00	06/07/2023 4.37%	1,987,746.00 1,989,915.72	98.99 4.60%	1,979,784.00 21,770.83	1.98% (10,131.72)	Aaa / NR AA+	2.24 2.09
3130AUU36	FHLB Note 4.125% Due 3/13/2026	1,000,000.00	03/16/2023 4.23%	997,070.00 997,764.94	99.04 4.57%	990,414.00 8,937.50	0.99% (7,350.94)	Aaa / AA+ NR	2.28 2.14
3133EPHH1	FFCB Note 4% Due 4/28/2026	2,000,000.00	05/09/2023 3.90%	2,005,460.00 2,004,427.44	98.62 4.61%	1,972,460.00 7,333.33	1.96% (31,967.44)	Aaa / AA+ AA+	2.41 2.26
3130AWLZ1	FHLB Note 4.75% Due 6/12/2026	1,000,000.00	08/24/2023 4.82%	998,180.00 998,349.68	100.42 4.57%	1,004,240.00 18,604.17	1.01% 5,890.32	Aaa / AA+ NR	2.53 2.32
3133EPZY4	FFCB Note 5% Due 7/30/2026	1,000,000.00	10/31/2023 5.06%	998,600.00 998,641.92	101.09 4.56%	1,010,875.00 4,305.56	1.01% 12,233.08	Aaa / AA+ NR	2.67 2.46
3130AWTR1	FHLB Note 4.375% Due 9/8/2028	1,600,000.00	09/11/2023 4.50%	1,591,334.40 1,591,714.68	99.73 4.44%	1,595,731.20 22,750.00	1.60% 4,016.52	Aaa / AA+ NR	4.78 4.21
3133EPC45	FFCB Note 4.625% Due 11/13/2028	2,500,000.00	11/14/2023 4.73%	2,488,100.00 2,488,204.33	101.17 4.36%	2,529,165.00 5,781.25	2.51% 40,960.67	Aaa / AA+ NR	4.96 4.38
Total Agency		34,470,000.00	2.65%	34,707,520.90 34,482,944.59	4.93%	33,696,875.96 245,706.75	33.61% (786,068.63)	Aaa / AA+ AA+	1.77 1.64
COMMERCIAL PAPER									
62479LAR6	MUFG Bank Ltd Discount CP 5.66% Due 1/25/2024	1,000,000.00	07/24/2023 5.91%	971,071.11 971,071.11	97.11 5.91%	971,071.11 20,281.67	0.98% 0.00	P-1 / A-1 NR	0.15 0.15
Total Commercial Paper		1,000,000.00	5.91%	971,071.11 971,071.11	5.91%	971,071.11 20,281.67	0.98% 0.00	P-1 / A-1 NR	0.15 0.15
CORPORATE									
24422EVN6	John Deere Capital Corp Note 0.45% Due 1/17/2024	685,000.00	03/01/2021 0.47%	684,513.65 684,978.21	99.37 5.31%	680,678.34 1,147.38	0.68% (4,299.87)	A2 / A A+	0.13 0.13
808513BN4	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	1,000,000.00	05/26/2021 0.46%	1,007,730.00 1,000,613.12	98.51 5.78%	985,132.00 1,520.83	0.98% (15,481.12)	A2 / A- A	0.30 0.29

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CORPORATE									
023135BW5	Amazon.com Inc Note 0.45% Due 5/12/2024	495,000.00	05/10/2021 0.50%	494,277.30 494,892.52	97.80 5.46%	484,102.08 117.56	0.48% (10,790.44)	A1 / AA AA-	0.45 0.44
14913R2L0	Caterpillar Financial Service Note 0.45% Due 5/17/2024	750,000.00	05/10/2021 0.50%	748,995.00 749,845.95	97.72 5.48%	732,928.50 131.25	0.73% (16,917.45)	A2 / A A+	0.46 0.45
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	145,000.00	06/29/2021 0.64%	144,926.05 144,984.73	97.07 5.46%	140,748.17 342.36	0.14% (4,236.56)	A2 / A+ NR	0.62 0.61
69371RQ66	Paccar Financial Corp Note 1.8% Due 2/6/2025	750,000.00	06/09/2022 3.35%	720,862.50 736,979.84	96.16 5.19%	721,167.00 4,312.50	0.72% (15,812.84)	A1 / A+ NR	1.19 1.14
87612EBL9	Target Corp Callable Note Cont 4/15/25 2.25% Due 4/15/2025	700,000.00	03/14/2022 2.55%	693,847.00 697,262.30	96.19 5.15%	673,341.90 2,012.50	0.67% (23,920.40)	A2 / A A	1.38 1.32
06367WB85	Bank of Montreal Note 1.85% Due 5/1/2025	750,000.00	08/12/2021 0.96%	774,285.00 759,272.78	94.95 5.60%	712,146.75 1,156.25	0.71% (47,126.03)	A2 / A- AA-	1.42 1.37
91159HHZ6	US Bancorp Callable Note Cont 4/11/2025 1.45% Due 5/12/2025	1,000,000.00	12/29/2021 1.33%	1,003,770.00 1,001,565.32	94.26 5.63%	942,622.00 765.28	0.93% (58,943.32)	A3 / A A	1.45 1.40
78015K7H1	Royal Bank of Canada Note 1.15% Due 6/10/2025	750,000.00	05/20/2021 0.95%	756,082.50 752,292.25	93.86 5.39%	703,929.00 4,096.88	0.70% (48,363.25)	A1 / A AA-	1.53 1.47
89114QCK2	Toronto Dominion Bank Note 0.75% Due 9/11/2025	1,000,000.00	05/26/2021 0.91%	993,120.00 997,146.14	92.10 5.46%	921,018.00 1,666.67	0.91% (76,128.14)	A1 / A AA-	1.78 1.72
89236TKK0	Toyota Motor Credit Corp Note 5.4% Due 11/10/2025	1,000,000.00	11/08/2022 5.36%	1,000,960.00 1,000,621.90	100.68 5.03%	1,006,809.00 3,150.00	1.00% 6,187.10	A1 / A+ A+	1.95 1.82
46647PBK1	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	750,000.00	05/05/2021 1.14%	777,262.50 759,577.70	94.99 5.88%	712,411.50 1,692.44	0.71% (47,166.20)	A1 / A- AA-	2.39 1.34
00440EAV9	Chubb INA Holdings Inc Callable Note Cont 2/3/2026 3.35% Due 5/3/2026	1,000,000.00	03/16/2023 4.64%	962,870.00 971,207.96	96.43 4.93%	964,290.00 2,605.56	0.96% (6,917.96)	A3 / A A	2.42 2.29
06428CAA2	Bank Of America NA Callable Note cont 7/17/2026 5.526% Due 8/18/2026	1,000,000.00	08/24/2023 5.47%	1,001,440.00 1,001,314.03	100.77 5.21%	1,007,718.00 15,810.50	1.01% 6,403.97	Aa1 / A+ AA	2.72 2.39
61690U7W4	Morgan Stanley Bank NA Callable Note Cont 9/30/2026 5.882% Due 10/30/2026	1,000,000.00	10/31/2023 5.91%	999,160.00 999,182.29	101.60 5.27%	1,015,999.00 4,901.67	1.01% 16,816.71	Aa3 / A+ AA-	2.92 2.57

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CORPORATE									
084664CZ2	Berkshire Hathaway Callable Note Cont 2/15/2027 2.3% Due 3/15/2027	500,000.00	03/14/2022 2.73%	489,930.00 493,378.63	93.09 4.58%	465,470.00 2,427.78	0.46% (27,908.63)	Aa2 / AA A+	3.29 3.10
09247XAN1	Blackrock Inc Note 3.2% Due 3/15/2027	750,000.00	06/03/2022 3.36%	744,562.50 746,254.31	95.34 4.74%	715,073.25 5,066.67	0.71% (31,181.06)	Aa3 / AA- NR	3.29 3.05
023135CF1	Amazon.com Inc Callable Note Cont 3/13/2027 3.3% Due 4/13/2027	500,000.00	06/09/2022 3.59%	493,600.00 495,543.57	95.70 4.69%	478,487.50 2,200.00	0.48% (17,056.07)	A1 / AA AA-	3.37 3.13
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	750,000.00	06/29/2022 3.91%	752,805.00 751,971.86	97.11 4.92%	728,355.75 1,750.00	0.72% (23,616.11)	A2 / A+ A+	3.44 3.16
931142EX7	Wal-Mart Stores Callable Note Cont 09/09/2027 3.95% Due 9/9/2027	750,000.00	09/08/2022 3.92%	751,140.00 750,856.91	98.06 4.51%	735,451.50 6,747.92	0.73% (15,405.41)	Aa2 / AA AA	3.78 3.43
91324PDE9	United Health Group Inc Note 2.95% Due 10/15/2027	750,000.00	12/28/2022 4.66%	695,400.00 705,883.20	93.27 4.88%	699,502.50 2,827.08	0.70% (6,380.70)	A2 / A+ A	3.88 3.58
037833DK3	Apple Inc Callable Note Cont 8/13/2027 3% Due 11/13/2027	1,000,000.00	01/27/2023 4.12%	951,990.00 960,344.34	94.51 4.53%	945,092.00 1,500.00	0.94% (15,252.34)	Aaa / AA+ NR	3.96 3.66
69371RS31	Paccar Financial Corp Note 4.6% Due 1/10/2028	500,000.00	01/27/2023 4.30%	506,670.00 505,546.63	98.83 4.92%	494,149.50 9,008.33	0.50% (11,397.13)	A1 / A+ NR	4.12 3.63
713448FL7	Pepsico Inc. Callable Note Cont 1/18/2028 3.6% Due 2/18/2028	1,000,000.00	03/16/2023 4.29%	969,840.00 974,138.98	95.85 4.69%	958,547.00 10,300.00	0.96% (15,591.98)	A1 / A+ NR	4.22 3.81
57636QAW4	MasterCard Inc Callable Note Cont 2/9/28 4.875% Due 3/9/2028	1,000,000.00	03/16/2023 4.53%	1,015,050.00 1,012,893.98	101.23 4.55%	1,012,320.00 11,104.17	1.01% (573.98)	Aa3 / A+ NR	4.28 3.72
58933YBH7	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 5/17/2028	1,000,000.00	05/09/2023 4.07%	999,240.00 999,322.36	97.66 4.64%	976,564.00 1,575.00	0.97% (22,758.36)	A1 / A+ NR	4.47 4.02
24422EXB0	John Deere Capital Corp Note 4.95% Due 7/14/2028	535,000.00	07/11/2023 4.98%	534,202.85 534,263.93	100.17 4.91%	535,919.13 10,078.06	0.54% 1,655.20	A2 / A A+	4.62 4.01
Total Corporate		21,810,000.00	3.14%	21,668,531.85 21,682,135.74	5.09%	21,149,973.37 110,014.64	21.05% (532,162.37)	A1 / A+ A+	2.56 2.31

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MONEY MARKET FUND									
60934N104	Federated Investors Government Obligations Fund	315,273.92	Various 5.22%	315,273.92 315,273.92	1.00 5.22%	315,273.92 0.00	0.31% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund		315,273.92	5.22%	315,273.92 315,273.92	5.22%	315,273.92 0.00	0.31% 0.00	Aaa / AAA AAA	0.00 0.00
SUPRANATIONAL									
459058KT9	Intl. Bank Recon & Development Note 3.5% Due 7/12/2028	1,500,000.00	07/24/2023 4.19%	1,454,115.00 1,457,354.54	96.05 4.46%	1,440,730.50 20,270.83	1.45% (16,624.04)	Aaa / AAA NR	4.62 4.14
Total Supranational		1,500,000.00	4.19%	1,454,115.00 1,457,354.54	4.46%	1,440,730.50 20,270.83	1.45% (16,624.04)	Aaa / AAA NR	4.62 4.14
US TREASURY									
912828V80	US Treasury Note 2.25% Due 1/31/2024	1,300,000.00	04/29/2019 2.33%	1,295,531.25 1,299,843.07	99.47 5.38%	1,293,117.80 9,776.49	1.29% (6,725.27)	Aaa / AA+ AA+	0.17 0.17
91282CEA5	US Treasury Note 1.5% Due 2/29/2024	1,100,000.00	06/29/2023 5.48%	1,071,640.63 1,089,539.58	99.04 5.36%	1,089,473.00 4,170.33	1.08% (66.58)	Aaa / AA+ AA+	0.25 0.25
91282CBV2	US Treasury Note 0.375% Due 4/15/2024	1,500,000.00	06/29/2021 0.42%	1,498,125.00 1,499,750.00	98.20 5.27%	1,473,046.50 722.34	1.46% (26,703.50)	Aaa / AA+ AA+	0.38 0.37
91282CEX5	US Treasury Note 3% Due 6/30/2024	2,000,000.00	05/31/2023 5.17%	1,954,921.88 1,975,806.17	98.66 5.36%	1,973,126.00 25,108.70	1.98% (2,680.17)	Aaa / AA+ AA+	0.58 0.56
912828YE4	US Treasury Note 1.25% Due 8/31/2024	1,500,000.00	05/26/2021 0.37%	1,542,773.44 1,509,832.15	97.05 5.32%	1,455,703.50 4,739.01	1.45% (54,128.65)	Aaa / AA+ AA+	0.75 0.73
912828YM6	US Treasury Note 1.5% Due 10/31/2024	1,500,000.00	10/04/2022 4.14%	1,422,187.50 1,465,565.14	96.68 5.25%	1,450,195.50 1,916.21	1.44% (15,369.64)	Aaa / AA+ AA+	0.92 0.89
912828YV6	US Treasury Note 1.5% Due 11/30/2024	1,500,000.00	08/26/2021 0.51%	1,547,988.28 1,514,706.74	96.41 5.24%	1,446,094.50 61.48	1.43% (68,612.24)	Aaa / AA+ AA+	1.00 0.97
91282CDN8	US Treasury Note 1% Due 12/15/2024	1,500,000.00	12/15/2021 0.97%	1,501,113.28 1,500,386.34	95.80 5.20%	1,437,012.00 6,926.23	1.43% (63,374.34)	Aaa / AA+ AA+	1.04 1.01

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US TREASURY									
912828Z52	US Treasury Note 1.375% Due 1/31/2025	1,300,000.00	08/12/2021 0.55%	1,336,714.84	95.80	1,245,410.40	1.24%	Aaa / AA+ AA+	1.17
				1,312,373.51	5.12%	5,974.52	(66,963.11)		1.13
912828ZF0	US Treasury Note 0.5% Due 3/31/2025	1,250,000.00	03/29/2021 0.61%	1,244,531.25	94.22	1,177,735.00	1.17%	Aaa / AA+ AA+	1.33
				1,248,180.83	5.04%	1,058.74	(70,445.83)		1.30
912828ZT0	US Treasury Note 0.25% Due 5/31/2025	1,500,000.00	05/26/2021 0.57%	1,481,250.00	93.32	1,399,746.00	1.39%	Aaa / AA+ AA+	1.50
				1,492,999.15	4.93%	10.25	(93,253.15)		1.46
91282CFE6	US Treasury Note 3.125% Due 8/15/2025	2,000,000.00	05/31/2023 4.36%	1,948,281.25	97.23	1,944,610.00	1.94%	Aaa / AA+ AA+	1.71
				1,960,023.84	4.83%	18,342.39	(15,413.84)		1.62
91282CAT8	US Treasury Note 0.25% Due 10/31/2025	1,000,000.00	02/16/2021 0.50%	988,398.44	91.87	918,711.00	0.91%	Aaa / AA+ AA+	1.92
				995,267.43	4.73%	212.91	(76,556.43)		1.87
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	1,250,000.00	01/11/2021 0.49%	1,243,017.58	91.64	1,145,507.50	1.14%	Aaa / AA+ AA+	2.09
				1,247,070.77	4.63%	1,961.62	(101,563.27)		2.03
91282CBH3	US Treasury Note 0.375% Due 1/31/2026	1,250,000.00	03/29/2021 0.85%	1,221,923.83	91.30	1,141,260.00	1.13%	Aaa / AA+ AA+	2.17
				1,237,415.77	4.64%	1,566.75	(96,155.77)		2.11
91282CGL9	US Treasury Note 4% Due 2/15/2026	1,500,000.00	05/31/2023 4.17%	1,493,437.50	98.68	1,480,137.00	1.48%	Aaa / AA+ AA+	2.21
				1,494,650.57	4.63%	17,608.70	(14,513.57)		2.06
91282CBT7	US Treasury Note 0.75% Due 3/31/2026	1,500,000.00	09/28/2021 0.93%	1,487,871.09	91.67	1,375,078.50	1.36%	Aaa / AA+ AA+	2.33
				1,493,717.77	4.55%	1,905.74	(118,639.27)		2.26
9128286S4	US Treasury Note 2.375% Due 4/30/2026	1,300,000.00	08/29/2022 3.36%	1,255,972.66	95.04	1,235,559.00	1.23%	Aaa / AA+ AA+	2.42
				1,271,010.40	4.56%	2,629.46	(35,451.40)		2.31
91282CCF6	US Treasury Note 0.75% Due 5/31/2026	1,500,000.00	06/03/2022 2.96%	1,376,484.38	91.13	1,366,875.00	1.35%	Aaa / AA+ AA+	2.50
				1,422,579.90	4.55%	30.74	(55,704.90)		2.43
91282CCP4	US Treasury Note 0.625% Due 7/31/2026	1,500,000.00	06/03/2022 2.95%	1,364,414.06	90.34	1,355,097.00	1.34%	Aaa / AA+ AA+	2.67
				1,412,978.15	4.51%	3,133.49	(57,881.15)		2.59
9128282A7	US Treasury Note 1.5% Due 8/15/2026	1,600,000.00	10/04/2022 4.02%	1,457,250.00	92.39	1,478,249.60	1.47%	Aaa / AA+ AA+	2.71
				1,499,973.76	4.51%	7,043.48	(21,724.16)		2.59
91282CCZ2	US Treasury Note 0.875% Due 9/30/2026	1,000,000.00	05/26/2022 2.74%	924,257.81	90.61	906,055.00	0.90%	Aaa / AA+ AA+	2.84
				950,525.95	4.44%	1,482.24	(44,470.95)		2.74
91282CDK4	US Treasury Note 1.25% Due 11/30/2026	1,000,000.00	05/26/2022 2.74%	937,500.00	91.08	910,820.00	0.90%	Aaa / AA+ AA+	3.00
				958,371.35	4.46%	34.15	(47,551.35)		2.89
91282CDQ1	US Treasury Note 1.25% Due 12/31/2026	1,500,000.00	06/03/2022 2.96%	1,391,015.63	90.98	1,364,766.00	1.36%	Aaa / AA+ AA+	3.09
				1,426,473.10	4.41%	7,846.47	(61,707.10)		2.95

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US TREASURY									
912828Z78	US Treasury Note 1.5% Due 1/31/2027	1,500,000.00	06/09/2022 3.09%	1,397,578.13 1,430,128.48	91.43 4.43%	1,371,504.00 7,520.38	1.37% (58,624.48)	Aaa / AA+ AA+	3.17 3.02
912828V98	US Treasury Note 2.25% Due 2/15/2027	1,700,000.00	10/04/2022 3.95%	1,585,050.78 1,615,482.76	93.54 4.43%	1,590,164.70 11,225.54	1.59% (25,318.06)	Aaa / AA+ AA+	3.21 3.02
91282CEN7	US Treasury Note 2.75% Due 4/30/2027	1,500,000.00	06/09/2022 3.07%	1,478,085.94 1,484,703.13	94.75 4.42%	1,421,308.50 3,513.05	1.41% (63,394.63)	Aaa / AA+ AA+	3.42 3.20
91282CFH9	US Treasury Note 3.125% Due 8/31/2027	1,500,000.00	09/27/2022 4.20%	1,428,808.59 1,445,794.75	95.63 4.40%	1,434,375.00 11,847.53	1.43% (11,419.75)	Aaa / AA+ AA+	3.75 3.46
9128283F5	US Treasury Note 2.25% Due 11/15/2027	1,150,000.00	12/28/2022 4.02%	1,060,560.55 1,077,474.74	92.36 4.37%	1,062,088.25 1,137.36	1.05% (15,386.49)	Aaa / AA+ AA+	3.96 3.72
91282CGH8	US Treasury Note 3.5% Due 1/31/2028	2,000,000.00	02/23/2023 4.15%	1,942,421.88 1,951,260.35	96.74 4.36%	1,934,766.00 23,396.74	1.94% (16,494.35)	Aaa / AA+ AA+	4.17 3.78
91282CGT2	US Treasury Note 3.625% Due 3/31/2028	2,000,000.00	05/31/2023 3.84%	1,981,171.88 1,983,124.03	97.16 4.35%	1,943,282.00 12,281.42	1.94% (39,842.03)	Aaa / AA+ AA+	4.34 3.93
Total US Treasury		45,200,000.00	2.69%	43,860,279.33 44,267,009.68	4.77%	42,820,874.25 195,184.46	42.60% (1,446,135.43)	Aaa / AA+ AA+	2.18 2.06
TOTAL PORTFOLIO		104,295,273.92	2.83%	102,976,792.11 103,175,789.58	4.90%	100,394,799.11 591,458.35	100.00% (2,780,990.47)	Aa1 / AA AA	2.13 1.98
TOTAL MARKET VALUE PLUS ACCRUED						100,986,257.46			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	11/01/2023	3133EPZY4	1,000,000.00	FFCB Note 5% Due 7/30/2026	99.860	5.06%	998,600.00	138.89	998,738.89	0.00
Purchase	11/01/2023	60934N104	6,937.50	Federated Investors Government Obligations Fund	1.000	5.22%	6,937.50	0.00	6,937.50	0.00
Purchase	11/01/2023	60934N104	3,500.36	Federated Investors Government Obligations Fund	1.000	5.22%	3,500.36	0.00	3,500.36	0.00
Purchase	11/02/2023	61690U7W4	1,000,000.00	Morgan Stanley Bank NA Callable Note Cont 9/30/2026 5.882% Due 10/30/2026	99.916	5.91%	999,160.00	163.39	999,323.39	0.00
Purchase	11/03/2023	60934N104	16,750.00	Federated Investors Government Obligations Fund	1.000	5.22%	16,750.00	0.00	16,750.00	0.00
Purchase	11/06/2023	60934N104	1,375.00	Federated Investors Government Obligations Fund	1.000	5.22%	1,375.00	0.00	1,375.00	0.00
Purchase	11/06/2023	60934N104	1,100,000.00	Federated Investors Government Obligations Fund	1.000	5.22%	1,100,000.00	0.00	1,100,000.00	0.00
Purchase	11/07/2023	60934N104	2,750.00	Federated Investors Government Obligations Fund	1.000	5.22%	2,750.00	0.00	2,750.00	0.00
Purchase	11/10/2023	60934N104	42,000.00	Federated Investors Government Obligations Fund	1.000	5.22%	42,000.00	0.00	42,000.00	0.00
Purchase	11/12/2023	60934N104	8,363.75	Federated Investors Government Obligations Fund	1.000	5.22%	8,363.75	0.00	8,363.75	0.00
Purchase	11/13/2023	60934N104	15,000.00	Federated Investors Government Obligations Fund	1.000	5.22%	15,000.00	0.00	15,000.00	0.00
Purchase	11/15/2023	3133EPC45	2,500,000.00	FFCB Note 4.625% Due 11/13/2028	99.524	4.73%	2,488,100.00	642.36	2,488,742.36	0.00
Purchase	11/15/2023	60934N104	14,812.50	Federated Investors Government Obligations Fund	1.000	5.22%	14,812.50	0.00	14,812.50	0.00
Purchase	11/15/2023	60934N104	1,500,000.00	Federated Investors Government Obligations Fund	1.000	5.22%	1,500,000.00	0.00	1,500,000.00	0.00
Purchase	11/17/2023	60934N104	21,937.50	Federated Investors Government Obligations Fund	1.000	5.22%	21,937.50	0.00	21,937.50	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	11/30/2023	60934N104	25,000.00	Federated Investors Government Obligations Fund	1.000	5.22%	25,000.00	0.00	25,000.00	0.00
Subtotal			7,258,426.61				7,244,286.61	944.64	7,245,231.25	0.00
Short Sale	11/15/2023	60934N104	-2,488,742.36	Federated Investors Government Obligations Fund	1.000		-2,488,742.36	0.00	-2,488,742.36	0.00
Subtotal			-2,488,742.36				-2,488,742.36	0.00	-2,488,742.36	0.00
TOTAL ACQUISITIONS			4,769,684.25				4,755,544.25	944.64	4,756,488.89	0.00
DISPOSITIONS										
Closing Purchase	11/15/2023	60934N104	-2,488,742.36	Federated Investors Government Obligations Fund	1.000		-2,488,742.36	0.00	-2,488,742.36	0.00
Subtotal			-2,488,742.36				-2,488,742.36	0.00	-2,488,742.36	0.00
Sale	11/01/2023	60934N104	998,738.89	Federated Investors Government Obligations Fund	1.000	5.22%	998,738.89	0.00	998,738.89	0.00
Sale	11/02/2023	60934N104	999,323.39	Federated Investors Government Obligations Fund	1.000	5.22%	999,323.39	0.00	999,323.39	0.00
Sale	11/15/2023	60934N104	2,488,742.36	Federated Investors Government Obligations Fund	1.000	5.22%	2,488,742.36	0.00	2,488,742.36	0.00
Subtotal			4,486,804.64				4,486,804.64	0.00	4,486,804.64	0.00
Maturity	11/06/2023	3137EAEZ8	1,100,000.00	FHLMC Note 0.25% Due 11/6/2023	100.000		1,100,000.00	0.00	1,100,000.00	0.00
Maturity	11/15/2023	4581X0DP0	1,500,000.00	Inter-American Dev Bank Note 0.25% Due 11/15/2023	100.000		1,500,000.00	0.00	1,500,000.00	0.00
Subtotal			2,600,000.00				2,600,000.00	0.00	2,600,000.00	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Security Withdrawal	11/06/2023	60934N104	7,644.89	Federated Investors Government Obligations Fund	1.000		7,644.89	0.00	7,644.89	0.00
Subtotal			7,644.89				7,644.89	0.00	7,644.89	0.00
TOTAL DISPOSITIONS			4,605,707.17				4,605,707.17	0.00	4,605,707.17	0.00

OTHER TRANSACTIONS										
Interest	11/01/2023	06367WB85	750,000.00	Bank of Montreal Note 1.85% Due 5/1/2025	0.000		6,937.50	0.00	6,937.50	0.00
Interest	11/03/2023	00440EAV9	1,000,000.00	Chubb INA Holdings Inc Callable Note Cont 2/3/2026 3.35% Due 5/3/2026	0.000		16,750.00	0.00	16,750.00	0.00
Interest	11/06/2023	3137EAEZ8	1,100,000.00	FHLMC Note 0.25% Due 11/6/2023	0.000		1,375.00	0.00	1,375.00	0.00
Interest	11/07/2023	3135G06G3	1,100,000.00	FNMA Note 0.5% Due 11/7/2025	0.000		2,750.00	0.00	2,750.00	0.00
Interest	11/10/2023	665859AW4	750,000.00	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	0.000		15,000.00	0.00	15,000.00	0.00
Interest	11/10/2023	89236TKK0	1,000,000.00	Toyota Motor Credit Corp Note 5.4% Due 11/10/2025	0.000		27,000.00	0.00	27,000.00	0.00
Interest	11/12/2023	023135BW5	495,000.00	Amazon.com Inc Note 0.45% Due 5/12/2024	0.000		1,113.75	0.00	1,113.75	0.00
Interest	11/12/2023	91159HHZ6	1,000,000.00	US Bancorp Callable Note Cont 4/11/2025 1.45% Due 5/12/2025	0.000		7,250.00	0.00	7,250.00	0.00
Interest	11/13/2023	037833DK3	1,000,000.00	Apple Inc Callable Note Cont 8/13/2027 3% Due 11/13/2027	0.000		15,000.00	0.00	15,000.00	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Interest	11/15/2023	4581X0DP0	1,500,000.00	Inter-American Dev Bank Note 0.25% Due 11/15/2023	0.000		1,875.00	0.00	1,875.00	0.00
Interest	11/15/2023	9128283F5	1,150,000.00	US Treasury Note 2.25% Due 11/15/2027	0.000		12,937.50	0.00	12,937.50	0.00
Interest	11/17/2023	14913R2L0	750,000.00	Caterpillar Financial Service Note 0.45% Due 5/17/2024	0.000		1,687.50	0.00	1,687.50	0.00
Interest	11/17/2023	58933YBH7	1,000,000.00	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 5/17/2028	0.000		20,250.00	0.00	20,250.00	0.00
Interest	11/30/2023	912828YV6	1,500,000.00	US Treasury Note 1.5% Due 11/30/2024	0.000		11,250.00	0.00	11,250.00	0.00
Interest	11/30/2023	912828ZT0	1,500,000.00	US Treasury Note 0.25% Due 5/31/2025	0.000		1,875.00	0.00	1,875.00	0.00
Interest	11/30/2023	91282CCF6	1,500,000.00	US Treasury Note 0.75% Due 5/31/2026	0.000		5,625.00	0.00	5,625.00	0.00
Interest	11/30/2023	91282CDK4	1,000,000.00	US Treasury Note 1.25% Due 11/30/2026	0.000		6,250.00	0.00	6,250.00	0.00
Subtotal			18,095,000.00				154,926.25	0.00	154,926.25	0.00
Dividend	11/01/2023	60934N104	0.00	Federated Investors Government Obligations Fund	0.000		3,500.36	0.00	3,500.36	0.00
Subtotal			0.00				3,500.36	0.00	3,500.36	0.00
TOTAL OTHER TRANSACTIONS			18,095,000.00				158,426.61	0.00	158,426.61	0.00

Income Earned

As of November 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
FIXED INCOME						
00440EAV9	Chubb INA Holdings Inc Callable Note Cont 2/3/2026 3.35% Due 05/03/2026	03/16/2023 03/20/2023 1,000,000.00	970,230.86 0.00 0.00 971,207.96	16,563.89 16,750.00 2,605.56 2,791.67	977.10 0.00 977.10 3,768.77	3,768.77
023135BW5	Amazon.com Inc Note 0.45% Due 05/12/2024	05/10/2021 05/12/2021 495,000.00	494,872.74 0.00 0.00 494,892.52	1,045.69 1,113.75 117.56 185.62	19.78 0.00 19.78 205.40	205.40
023135CF1	Amazon.com Inc Callable Note Cont 3/13/2027 3.3% Due 04/13/2027	06/09/2022 06/13/2022 500,000.00	495,434.79 0.00 0.00 495,543.57	825.00 0.00 2,200.00 1,375.00	108.78 0.00 108.78 1,483.78	1,483.78
037833DK3	Apple Inc Callable Note Cont 8/13/2027 3% Due 11/13/2027	01/27/2023 01/31/2023 1,000,000.00	959,519.90 0.00 0.00 960,344.34	14,000.00 15,000.00 1,500.00 2,500.00	824.44 0.00 824.44 3,324.44	3,324.44
06367WB85	Bank of Montreal Note 1.85% Due 05/01/2025	08/12/2021 08/16/2021 750,000.00	759,810.85 0.00 0.00 759,272.78	6,937.50 6,937.50 1,156.25 1,156.25	0.00 538.07 (538.07) 618.18	618.18
06428CAA2	Bank Of America NA Callable Note cont 7/17/2026 5.526% Due 08/18/2026	08/24/2023 08/28/2023 1,000,000.00	1,001,353.81 0.00 0.00 1,001,314.03	11,205.50 0.00 15,810.50 4,605.00	0.00 39.78 (39.78) 4,565.22	4,565.22
084664CZ2	Berkshire Hathaway Callable Note Cont 2/15/2027 2.3% Due 03/15/2027	03/14/2022 03/16/2022 500,000.00	493,213.10 0.00 0.00 493,378.63	1,469.44 0.00 2,427.78 958.34	165.53 0.00 165.53 1,123.87	1,123.87
09247XAN1	Blackrock Inc Note 3.2% Due 03/15/2027	06/03/2022 06/07/2022 750,000.00	746,160.66 0.00 0.00 746,254.31	3,066.67 0.00 5,066.67 2,000.00	93.65 0.00 93.65 2,093.65	2,093.65
14913R2L0	Caterpillar Financial Service Note 0.45% Due 05/17/2024	05/10/2021 05/17/2021 750,000.00	749,818.44 0.00 0.00 749,845.95	1,537.50 1,687.50 131.25 281.25	27.51 0.00 27.51 308.76	308.76

Income Earned

As of November 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
24422EVN6	John Deere Capital Corp Note 0.45% Due 01/17/2024	03/01/2021 03/04/2021 685,000.00	684,964.30 0.00 0.00 684,978.21	890.50 0.00 1,147.38 256.88	13.91 0.00 13.91 270.79	270.79
24422EXB0	John Deere Capital Corp Note 4.95% Due 07/14/2028	07/11/2023 07/14/2023 535,000.00	534,250.84 0.00 0.00 534,263.93	7,871.19 0.00 10,078.06 2,206.87	13.09 0.00 13.09 2,219.96	2,219.96
3130A0F70	FHLB Note 3.375% Due 12/08/2023	12/14/2018 12/17/2018 1,600,000.00	1,600,699.52 0.00 0.00 1,600,132.34	21,450.00 0.00 25,950.00 4,500.00	0.00 567.18 (567.18) 3,932.82	3,932.82
3130A1XJ2	FHLB Note 2.875% Due 06/14/2024	06/12/2019 06/14/2019 1,500,000.00	1,507,681.77 0.00 0.00 1,506,662.07	16,411.46 0.00 20,005.21 3,593.75	0.00 1,019.70 (1,019.70) 2,574.05	2,574.05
3130A2UW4	FHLB Note 2.875% Due 09/13/2024	09/13/2019 09/16/2019 1,400,000.00	1,412,625.43 0.00 0.00 1,411,430.59	5,366.67 0.00 8,720.83 3,354.16	0.00 1,194.84 (1,194.84) 2,159.32	2,159.32
3130AB3H7	FHLB Note 2.375% Due 03/08/2024	04/16/2019 04/17/2019 1,600,000.00	1,599,508.34 0.00 0.00 1,599,623.57	5,594.44 0.00 8,761.11 3,166.67	115.23 0.00 115.23 3,281.90	3,281.90
3130ATUC9	FHLB Note 4.5% Due 12/12/2025	05/31/2023 06/01/2023 895,000.00	898,398.68 0.00 0.00 898,266.60	15,550.63 0.00 18,906.88 3,356.25	0.00 132.08 (132.08) 3,224.17	3,224.17
3130AUU36	FHLB Note 4.125% Due 03/13/2026	03/16/2023 03/17/2023 1,000,000.00	997,684.44 0.00 0.00 997,764.94	5,500.00 0.00 8,937.50 3,437.50	80.50 0.00 80.50 3,518.00	3,518.00
3130AUZC1	FHLB Note 4.625% Due 03/14/2025	03/16/2023 03/17/2023 1,000,000.00	1,003,399.78 0.00 0.00 1,003,195.38	6,038.19 0.00 9,892.36 3,854.17	0.00 204.40 (204.40) 3,649.77	3,649.77

Income Earned

As of November 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3130AWLZ1	FHLB Note 4.75% Due 06/12/2026	08/24/2023 08/28/2023 1,000,000.00	998,296.09 0.00 0.00 998,349.68	14,645.83 0.00 18,604.17 3,958.34	53.59 0.00 53.59 4,011.93	4,011.93
3130AWTR1	FHLB Note 4.375% Due 09/08/2028	09/11/2023 09/12/2023 1,600,000.00	1,591,572.07 0.00 0.00 1,591,714.68	16,916.67 0.00 22,750.00 5,833.33	142.61 0.00 142.61 5,975.94	5,975.94
3133EKNX0	FFCB Note 2.16% Due 06/03/2024	07/08/2019 07/09/2019 1,500,000.00	1,501,881.70 0.00 0.00 1,501,619.14	13,320.00 0.00 16,020.00 2,700.00	0.00 262.56 (262.56) 2,437.44	2,437.44
3133EPC45	FFCB Note 4.625% Due 11/13/2028	11/14/2023 11/15/2023 2,500,000.00	0.00 2,488,100.00 0.00 2,488,204.33	0.00 (642.36) 5,781.25 5,138.89	104.33 0.00 104.33 5,243.22	5,243.22
3133EPHH1	FFCB Note 4% Due 04/28/2026	05/09/2023 05/10/2023 2,000,000.00	2,004,578.54 0.00 0.00 2,004,427.44	666.67 0.00 7,333.33 6,666.66	0.00 151.10 (151.10) 6,515.56	6,515.56
3133EPLC7	FFCB Note 4.125% Due 02/26/2026	06/07/2023 06/08/2023 2,000,000.00	1,989,545.88 0.00 0.00 1,989,915.72	14,895.83 0.00 21,770.83 6,875.00	369.84 0.00 369.84 7,244.84	7,244.84
3133EPZY4	FFCB Note 5% Due 07/30/2026	10/31/2023 11/01/2023 1,000,000.00	0.00 998,600.00 0.00 998,641.92	0.00 (138.89) 4,305.56 4,166.67	41.92 0.00 41.92 4,208.59	4,208.59
3133XVDG3	FHLB Note 4.375% Due 09/13/2024	10/04/2022 10/05/2022 1,500,000.00	1,501,576.06 0.00 0.00 1,501,426.90	8,750.00 0.00 14,218.75 5,468.75	0.00 149.16 (149.16) 5,319.59	5,319.59
3135G03U5	FNMA Note 0.625% Due 04/22/2025	08/11/2020 08/12/2020 1,300,000.00	1,303,607.17 0.00 0.00 1,303,406.03	203.13 0.00 880.21 677.08	0.00 201.14 (201.14) 475.94	475.94

Income Earned

As of November 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3135G04Z3	FNMA Note 0.5% Due 06/17/2025	06/18/2020 06/19/2020 1,400,000.00	1,399,630.70 0.00 0.00 1,399,649.36	2,605.56 0.00 3,188.89 583.33	18.66 0.00 18.66 601.99	601.99
3135G05X7	FNMA Note 0.375% Due 08/25/2025	02/16/2021 02/18/2021 1,000,000.00	997,401.88 0.00 0.00 997,519.44	687.50 0.00 1,000.00 312.50	117.56 0.00 117.56 430.06	430.06
3135G06G3	FNMA Note 0.5% Due 11/07/2025	11/18/2020 11/19/2020 1,100,000.00	1,099,602.25 0.00 0.00 1,099,618.44	2,658.33 2,750.00 366.67 458.34	16.19 0.00 16.19 474.53	474.53
3135G0V34	FNMA Note 2.5% Due 02/05/2024	03/06/2019 03/08/2019 925,000.00	924,829.33 0.00 0.00 924,882.66	5,524.31 0.00 7,451.39 1,927.08	53.33 0.00 53.33 1,980.41	1,980.41
3135G0V75	FNMA Note 1.75% Due 07/02/2024	07/23/2019 07/24/2019 1,300,000.00	1,298,864.76 0.00 0.00 1,299,004.34	7,520.14 0.00 9,415.97 1,895.83	139.58 0.00 139.58 2,035.41	2,035.41
3135G0W66	FNMA Note 1.625% Due 10/15/2024	03/31/2020 04/01/2020 1,200,000.00	1,212,420.02 0.00 0.00 1,211,352.40	866.67 0.00 2,491.67 1,625.00	0.00 1,067.62 (1,067.62) 557.38	557.38
3137EAEPO	FHLMC Note 1.5% Due 02/12/2025	03/04/2020 03/05/2020 1,350,000.00	1,360,667.09 0.00 0.00 1,359,984.76	4,443.75 0.00 6,131.25 1,687.50	0.00 682.33 (682.33) 1,005.17	1,005.17
3137EAEU9	FHLMC Note 0.375% Due 07/21/2025	08/11/2020 08/12/2020 1,300,000.00	1,298,723.81 0.00 0.00 1,298,784.77	1,354.17 0.00 1,760.42 406.25	60.96 0.00 60.96 467.21	467.21
3137EAEX3	FHLMC Note 0.375% Due 09/23/2025	10/19/2020 10/20/2020 1,500,000.00	1,497,247.77 0.00 0.00 1,497,367.09	593.75 0.00 1,062.50 468.75	119.32 0.00 119.32 588.07	588.07

Income Earned

As of November 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3137EAEZ8	FHLMC Note Due 11/06/2023	12/10/2020 12/14/2020 0.00	1,100,000.05 0.00 1,100,000.00 0.00	1,336.81 1,375.00 0.00 38.19	0.00 0.05 (0.05) 38.14	38.14
4581X0DP0	Inter-American Dev Bank Note Due 11/15/2023	05/26/2021 05/28/2021 0.00	1,500,009.77 0.00 1,500,000.00 0.00	1,729.17 1,875.00 0.00 145.83	0.00 9.77 (9.77) 136.06	136.06
459058KT9	Intl. Bank Recon & Development Note 3.5% Due 07/12/2028	07/24/2023 07/26/2023 1,500,000.00	1,456,595.27 0.00 0.00 1,457,354.54	15,895.83 0.00 20,270.83 4,375.00	759.27 0.00 759.27 5,134.27	5,134.27
46647PBK1	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 04/22/2026	05/05/2021 05/07/2021 750,000.00	760,143.31 0.00 0.00 759,577.70	390.56 0.00 1,692.44 1,301.88	0.00 565.61 (565.61) 736.27	736.27
57636QAW4	MasterCard Inc Callable Note Cont 2/9/28 4.875% Due 03/09/2028	03/16/2023 03/20/2023 1,000,000.00	1,013,146.64 0.00 0.00 1,012,893.98	7,041.67 0.00 11,104.17 4,062.50	0.00 252.66 (252.66) 3,809.84	3,809.84
58933YBH7	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 05/17/2028	05/09/2023 05/17/2023 1,000,000.00	999,309.89 0.00 0.00 999,322.36	18,450.00 20,250.00 1,575.00 3,375.00	12.47 0.00 12.47 3,387.47	3,387.47
61690U7W4	Morgan Stanley Bank NA Callable Note Cont 9/30/2026 5.882% Due 10/30/2026	10/31/2023 11/02/2023 1,000,000.00	0.00 999,160.00 0.00 999,182.29	0.00 (163.39) 4,901.67 4,738.28	22.29 0.00 22.29 4,760.57	4,760.57
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 05/10/2027	06/29/2022 07/01/2022 750,000.00	752,020.11 0.00 0.00 751,971.86	14,250.00 15,000.00 1,750.00 2,500.00	0.00 48.25 (48.25) 2,451.75	2,451.75
69371RQ66	Paccar Financial Corp Note 1.8% Due 02/06/2025	06/09/2022 06/13/2022 750,000.00	736,077.75 0.00 0.00 736,979.84	3,187.50 0.00 4,312.50 1,125.00	902.09 0.00 902.09 2,027.09	2,027.09

Income Earned

As of November 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
69371RS31	Paccar Financial Corp Note 4.6% Due 01/10/2028	01/27/2023 01/31/2023 500,000.00	505,657.49 0.00 0.00 505,546.63	7,091.67 0.00 9,008.33 1,916.66	0.00 110.86 (110.86) 1,805.80	1,805.80
713448FL7	Pepsico Inc. Callable Note Cont 1/18/2028 3.6% Due 02/18/2028	03/16/2023 03/20/2023 1,000,000.00	973,635.19 0.00 0.00 974,138.98	7,300.00 0.00 10,300.00 3,000.00	503.79 0.00 503.79 3,503.79	3,503.79
78015K7H1	Royal Bank of Canada Note 1.15% Due 06/10/2025	05/20/2021 05/24/2021 750,000.00	752,415.72 0.00 0.00 752,292.25	3,378.13 0.00 4,096.88 718.75	0.00 123.47 (123.47) 595.28	595.28
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 07/15/2024	06/29/2021 07/12/2021 145,000.00	144,982.71 0.00 0.00 144,984.73	266.84 0.00 342.36 75.52	2.02 0.00 2.02 77.54	77.54
808513BN4	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 03/18/2024	05/26/2021 05/28/2021 1,000,000.00	1,000,845.95 0.00 0.00 1,000,613.12	895.83 0.00 1,520.83 625.00	0.00 232.83 (232.83) 392.17	392.17
87612EBL9	Target Corp Callable Note Cont 4/15/25 2.25% Due 04/15/2025	03/14/2022 03/16/2022 700,000.00	697,098.36 0.00 0.00 697,262.30	700.00 0.00 2,012.50 1,312.50	163.94 0.00 163.94 1,476.44	1,476.44
89114QCK2	Toronto Dominion Bank Note 0.75% Due 09/11/2025	05/26/2021 05/28/2021 1,000,000.00	997,014.42 0.00 0.00 997,146.14	1,041.67 0.00 1,666.67 625.00	131.72 0.00 131.72 756.72	756.72
89236TKK0	Toyota Motor Credit Corp Note 5.4% Due 11/10/2025	11/08/2022 11/10/2022 1,000,000.00	1,000,648.18 0.00 0.00 1,000,621.90	25,650.00 27,000.00 3,150.00 4,500.00	0.00 26.28 (26.28) 4,473.72	4,473.72
91159HHZ6	US Bancorp Callable Note Cont 4/11/2025 1.45% Due 05/12/2025	12/29/2021 12/31/2021 1,000,000.00	1,001,659.81 0.00 0.00 1,001,565.32	6,806.94 7,250.00 765.28 1,208.34	0.00 94.49 (94.49) 1,113.85	1,113.85

Income Earned

As of November 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
9128282A7	US Treasury Note 1.5% Due 08/15/2026	10/04/2022 10/05/2022 1,600,000.00	1,496,936.52 0.00 0.00 1,499,973.76	5,086.96 0.00 7,043.48 1,956.52	3,037.24 0.00 3,037.24 4,993.76	4,993.76
9128283F5	US Treasury Note 2.25% Due 11/15/2027	12/28/2022 12/29/2022 1,150,000.00	1,075,969.03 0.00 0.00 1,077,474.74	11,953.13 12,937.50 1,137.36 2,121.73	1,505.71 0.00 1,505.71 3,627.44	3,627.44
9128286S4	US Treasury Note 2.375% Due 04/30/2026	08/29/2022 08/31/2022 1,300,000.00	1,270,023.24 0.00 0.00 1,271,010.40	84.82 0.00 2,629.46 2,544.64	987.16 0.00 987.16 3,531.80	3,531.80
912828V80	US Treasury Note 2.25% Due 01/31/2024	04/29/2019 04/30/2019 1,300,000.00	1,299,765.89 0.00 0.00 1,299,843.07	7,391.98 0.00 9,776.49 2,384.51	77.18 0.00 77.18 2,461.69	2,461.69
912828V98	US Treasury Note 2.25% Due 02/15/2027	10/04/2022 10/05/2022 1,700,000.00	1,613,319.35 0.00 0.00 1,615,482.76	8,107.34 0.00 11,225.54 3,118.20	2,163.41 0.00 2,163.41 5,281.61	5,281.61
912828YE4	US Treasury Note 1.25% Due 08/31/2024	05/26/2021 05/27/2021 1,500,000.00	1,510,908.66 0.00 0.00 1,509,832.15	3,193.68 0.00 4,739.01 1,545.33	0.00 1,076.51 (1,076.51) 468.82	468.82
912828YM6	US Treasury Note 1.5% Due 10/31/2024	10/04/2022 10/05/2022 1,500,000.00	1,462,481.42 0.00 0.00 1,465,565.14	61.81 0.00 1,916.21 1,854.40	3,083.72 0.00 3,083.72 4,938.12	4,938.12
912828YV6	US Treasury Note 1.5% Due 11/30/2024	08/26/2021 08/27/2021 1,500,000.00	1,515,915.51 0.00 0.00 1,514,706.74	9,467.21 11,250.00 61.48 1,844.27	0.00 1,208.77 (1,208.77) 635.50	635.50
912828Z52	US Treasury Note 1.375% Due 01/31/2025	08/12/2021 08/13/2021 1,300,000.00	1,313,242.84 0.00 0.00 1,312,373.51	4,517.32 0.00 5,974.52 1,457.20	0.00 869.33 (869.33) 587.87	587.87

Income Earned

As of November 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
912828Z78	US Treasury Note 1.5% Due 01/31/2027	06/09/2022 06/10/2022 1,500,000.00	1,428,316.77 0.00 0.00 1,430,128.48	5,686.14 0.00 7,520.38 1,834.24	1,811.71 0.00 1,811.71 3,645.95	3,645.95
912828ZF0	US Treasury Note 0.5% Due 03/31/2025	03/29/2021 03/31/2021 1,250,000.00	1,248,068.53 0.00 0.00 1,248,180.83	546.45 0.00 1,058.74 512.29	112.30 0.00 112.30 624.59	624.59
912828ZT0	US Treasury Note 0.25% Due 05/31/2025	05/26/2021 05/27/2021 1,500,000.00	1,492,615.19 0.00 0.00 1,492,999.15	1,577.87 1,875.00 10.25 307.38	383.96 0.00 383.96 691.34	691.34
91282CAT8	US Treasury Note 0.25% Due 10/31/2025	02/16/2021 02/18/2021 1,000,000.00	995,064.60 0.00 0.00 995,267.43	6.87 0.00 212.91 206.04	202.83 0.00 202.83 408.87	408.87
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	01/11/2021 01/12/2021 1,250,000.00	1,246,955.30 0.00 0.00 1,247,070.77	1,579.48 0.00 1,961.62 382.14	115.47 0.00 115.47 497.61	497.61
91282CBH3	US Treasury Note 0.375% Due 01/31/2026	03/29/2021 03/31/2021 1,250,000.00	1,236,939.10 0.00 0.00 1,237,415.77	1,184.61 0.00 1,566.75 382.14	476.67 0.00 476.67 858.81	858.81
91282CBT7	US Treasury Note 0.75% Due 03/31/2026	09/28/2021 09/30/2021 1,500,000.00	1,493,496.31 0.00 0.00 1,493,717.77	983.61 0.00 1,905.74 922.13	221.46 0.00 221.46 1,143.59	1,143.59
91282CBV2	US Treasury Note 0.375% Due 04/15/2024	06/29/2021 06/30/2021 1,500,000.00	1,499,694.85 0.00 0.00 1,499,750.00	261.27 0.00 722.34 461.07	55.15 0.00 55.15 516.22	516.22
91282CCF6	US Treasury Note 0.75% Due 05/31/2026	06/03/2022 06/06/2022 1,500,000.00	1,420,033.19 0.00 0.00 1,422,579.90	4,733.61 5,625.00 30.74 922.13	2,546.71 0.00 2,546.71 3,468.84	3,468.84

Income Earned

As of November 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CCP4	US Treasury Note 0.625% Due 07/31/2026	06/03/2022 06/06/2022 1,500,000.00	1,410,295.05 0.00 0.00 1,412,978.15	2,369.23 0.00 3,133.49 764.26	2,683.10 0.00 2,683.10 3,447.36	3,447.36
91282CCZ2	US Treasury Note 0.875% Due 09/30/2026	05/26/2022 05/31/2022 1,000,000.00	949,090.53 0.00 0.00 950,525.95	765.03 0.00 1,482.24 717.21	1,435.42 0.00 1,435.42 2,152.63	2,152.63
91282CDK4	US Treasury Note 1.25% Due 11/30/2026	05/26/2022 05/31/2022 1,000,000.00	957,230.84 0.00 0.00 958,371.35	5,259.56 6,250.00 34.15 1,024.59	1,140.51 0.00 1,140.51 2,165.10	2,165.10
91282CDN8	US Treasury Note 1% Due 12/15/2024	12/15/2021 12/16/2021 1,500,000.00	1,500,416.84 0.00 0.00 1,500,386.34	5,696.72 0.00 6,926.23 1,229.51	0.00 30.50 (30.50) 1,199.01	1,199.01
91282CDQ1	US Treasury Note 1.25% Due 12/31/2026	06/03/2022 06/06/2022 1,500,000.00	1,424,514.12 0.00 0.00 1,426,473.10	6,317.93 0.00 7,846.47 1,528.54	1,958.98 0.00 1,958.98 3,487.52	3,487.52
91282CEA5	US Treasury Note 1.5% Due 02/29/2024	06/29/2023 06/30/2023 1,100,000.00	1,086,052.77 0.00 0.00 1,089,539.58	2,810.44 0.00 4,170.33 1,359.89	3,486.81 0.00 3,486.81 4,846.70	4,846.70
91282CEN7	US Treasury Note 2.75% Due 04/30/2027	06/09/2022 06/10/2022 1,500,000.00	1,484,334.82 0.00 0.00 1,484,703.13	113.32 0.00 3,513.05 3,399.73	368.31 0.00 368.31 3,768.04	3,768.04
91282CEX5	US Treasury Note 3% Due 06/30/2024	05/31/2023 06/01/2023 2,000,000.00	1,972,382.52 0.00 0.00 1,975,806.17	20,217.39 0.00 25,108.70 4,891.31	3,423.65 0.00 3,423.65 8,314.96	8,314.96
91282CFE6	US Treasury Note 3.125% Due 08/15/2025	05/31/2023 06/01/2023 2,000,000.00	1,958,098.83 0.00 0.00 1,960,023.84	13,247.28 0.00 18,342.39 5,095.11	1,925.01 0.00 1,925.01 7,020.12	7,020.12

Income Earned

As of November 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CFH9	US Treasury Note 3.125% Due 08/31/2027	09/27/2022 09/28/2022 1,500,000.00	1,444,606.91 0.00 0.00 1,445,794.75	7,984.20 0.00 11,847.53 3,863.33	1,187.84 0.00 1,187.84 5,051.17	5,051.17
91282CGH8	US Treasury Note 3.5% Due 01/31/2028	02/23/2023 02/28/2023 2,000,000.00	1,950,299.64 0.00 0.00 1,951,260.35	17,690.22 0.00 23,396.74 5,706.52	960.71 0.00 960.71 6,667.23	6,667.23
91282CGL9	US Treasury Note 4% Due 02/15/2026	05/31/2023 06/01/2023 1,500,000.00	1,494,451.70 0.00 0.00 1,494,650.57	12,717.39 0.00 17,608.70 4,891.31	198.87 0.00 198.87 5,090.18	5,090.18
91282CGT2	US Treasury Note 3.625% Due 03/31/2028	05/31/2023 06/01/2023 2,000,000.00	1,982,804.01 0.00 0.00 1,983,124.03	6,338.80 0.00 12,281.42 5,942.62	320.02 0.00 320.02 6,262.64	6,262.64
91324PDE9	United Health Group Inc Note 2.95% Due 10/15/2027	12/28/2022 12/30/2022 750,000.00	704,947.20 0.00 0.00 705,883.20	983.33 0.00 2,827.08 1,843.75	936.00 0.00 936.00 2,779.75	2,779.75
931142EX7	Wal-Mart Stores Callable Note Cont 09/09/2027 3.95% Due 09/09/2027	09/08/2022 09/12/2022 750,000.00	750,875.99 0.00 0.00 750,856.91	4,279.17 0.00 6,747.92 2,468.75	0.00 19.08 (19.08) 2,449.67	2,449.67
			99,971,482.06 4,485,860.00 2,600,000.00	525,603.37 153,981.61 571,176.68	42,980.91 10,878.42 32,102.49	
Total Fixed Income			102,980,000.00	199,554.92	231,657.41	231,657.41

CASH & EQUIVALENT

60934N104	Federated Investors	Various	2,051,296.84	0.00	0.00	3,500.36
	Government Obligations Fund	Various	269,684.25	3,500.36	0.00	
		315,273.92	2,005,707.17	0.00	0.00	
			315,273.92	3,500.36	3,500.36	



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
62479LAR6	MUFG Bank Ltd	07/24/2023	971,071.11	15,565.00	0.00	4,716.67
	Discount CP	07/25/2023	0.00	0.00	0.00	
	5.66% Due 01/25/2024	1,000,000.00	0.00	20,281.67	0.00	
			971,071.11	4,716.67	4,716.67	
			3,022,367.95	15,565.00	0.00	
			269,684.25	3,500.36	0.00	
			2,005,707.17	20,281.67	0.00	
Total Cash & Equivalent			1,315,273.92	8,217.03	8,217.03	8,217.03
			102,993,850.01	541,168.37	42,980.91	
			4,755,544.25	157,481.97	10,878.42	
			4,605,707.17	591,458.35	32,102.49	
TOTAL PORTFOLIO			104,295,273.92	207,771.95	239,874.44	239,874.44

Cash Flow Report

As of November 30, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/03/2023	Interest	3133EKNX0	1,500,000.00	FFCB Note 2.16% Due 6/3/2024	0.00	16,200.00	16,200.00
12/08/2023	Maturity	3130A0F70	1,600,000.00	FHLB Note 3.375% Due 12/8/2023	1,600,000.00	27,000.00	1,627,000.00
12/10/2023	Interest	78015K7H1	750,000.00	Royal Bank of Canada Note 1.15% Due 6/10/2025	0.00	4,312.50	4,312.50
12/12/2023	Interest	3130ATUC9	895,000.00	FHLB Note 4.5% Due 12/12/2025	0.00	20,137.50	20,137.50
12/12/2023	Interest	3130AWLZ1	1,000,000.00	FHLB Note 4.75% Due 6/12/2026	0.00	20,055.56	20,055.56
12/14/2023	Interest	3130A1XJ2	1,500,000.00	FHLB Note 2.875% Due 6/14/2024	0.00	21,562.50	21,562.50
12/15/2023	Interest	91282CDN8	1,500,000.00	US Treasury Note 1% Due 12/15/2024	0.00	7,500.00	7,500.00
12/17/2023	Interest	3135G04Z3	1,400,000.00	FNMA Note 0.5% Due 6/17/2025	0.00	3,500.00	3,500.00
12/31/2023	Interest	91282CDQ1	1,500,000.00	US Treasury Note 1.25% Due 12/31/2026	0.00	9,375.00	9,375.00
12/31/2023	Interest	91282CEX5	2,000,000.00	US Treasury Note 3% Due 6/30/2024	0.00	30,000.00	30,000.00
12/31/2023	Interest	91282CBC4	1,250,000.00	US Treasury Note 0.375% Due 12/31/2025	0.00	2,343.75	2,343.75
DEC 2023					1,600,000.00	161,986.81	1,761,986.81
01/02/2024	Interest	3135G0V75	1,300,000.00	FNMA Note 1.75% Due 7/2/2024	0.00	11,375.00	11,375.00
01/10/2024	Interest	69371RS31	500,000.00	Paccar Financial Corp Note 4.6% Due 1/10/2028	0.00	11,500.00	11,500.00
01/12/2024	Interest	459058KT9	1,500,000.00	Intl. Bank Recon & Development Note 3.5% Due 7/12/2028	0.00	26,250.00	26,250.00
01/14/2024	Interest	24422EXB0	535,000.00	John Deere Capital Corp Note 4.95% Due 7/14/2028	0.00	13,241.25	13,241.25
01/15/2024	Interest	79466LAG9	145,000.00	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	0.00	453.13	453.13

Cash Flow Report

As of November 30, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/17/2024	Maturity	24422EVN6	685,000.00	John Deere Capital Corp Note 0.45% Due 1/17/2024	685,000.00	1,541.25	686,541.25
01/21/2024	Interest	3137EAEU9	1,300,000.00	FHLMC Note 0.375% Due 7/21/2025	0.00	2,437.50	2,437.50
01/25/2024	Maturity	62479LAR6	1,000,000.00	MUFG Bank Ltd Discount CP 5.66% Due 1/25/2024	971,071.11	28,928.89	1,000,000.00
01/30/2024	Interest	3133EPZY4	1,000,000.00	FFCB Note 5% Due 7/30/2026	0.00	12,500.00	12,500.00
01/31/2024	Interest	91282CCP4	1,500,000.00	US Treasury Note 0.625% Due 7/31/2026	0.00	4,687.50	4,687.50
01/31/2024	Interest	912828Z52	1,300,000.00	US Treasury Note 1.375% Due 1/31/2025	0.00	8,937.50	8,937.50
01/31/2024	Interest	912828Z78	1,500,000.00	US Treasury Note 1.5% Due 1/31/2027	0.00	11,250.00	11,250.00
01/31/2024	Interest	91282CBH3	1,250,000.00	US Treasury Note 0.375% Due 1/31/2026	0.00	2,343.75	2,343.75
01/31/2024	Interest	91282CGH8	2,000,000.00	US Treasury Note 3.5% Due 1/31/2028	0.00	35,000.00	35,000.00
01/31/2024	Maturity	912828V80	1,300,000.00	US Treasury Note 2.25% Due 1/31/2024	1,300,000.00	14,625.00	1,314,625.00
JAN 2024					2,956,071.11	185,070.77	3,141,141.88
02/05/2024	Maturity	3135G0V34	925,000.00	FNMA Note 2.5% Due 2/5/2024	925,000.00	11,562.50	936,562.50
02/06/2024	Interest	69371RQ66	750,000.00	Paccar Financial Corp Note 1.8% Due 2/6/2025	0.00	6,750.00	6,750.00
02/12/2024	Interest	3137EAEP0	1,350,000.00	FHLMC Note 1.5% Due 2/12/2025	0.00	10,125.00	10,125.00
02/15/2024	Interest	91282CGL9	1,500,000.00	US Treasury Note 4% Due 2/15/2026	0.00	30,000.00	30,000.00
02/15/2024	Interest	912828V98	1,700,000.00	US Treasury Note 2.25% Due 2/15/2027	0.00	19,125.00	19,125.00
02/15/2024	Interest	912828A7	1,600,000.00	US Treasury Note 1.5% Due 8/15/2026	0.00	12,000.00	12,000.00

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02/15/2024	Interest	91282CFE6	2,000,000.00	US Treasury Note 3.125% Due 8/15/2025	0.00	31,250.00	31,250.00
02/18/2024	Call	808513BN4	1,000,000.00	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	1,000,000.00	3,125.00	1,003,125.00
02/18/2024	Interest	06428CAA2	1,000,000.00	Bank Of America NA Callable Note cont 7/17/2026 5.526% Due 8/18/2026	0.00	27,630.00	27,630.00
02/18/2024	Interest	713448FL7	1,000,000.00	Pepsico Inc. Callable Note Cont 1/18/2028 3.6% Due 2/18/2028	0.00	18,000.00	18,000.00
02/25/2024	Interest	3135G05X7	1,000,000.00	FNMA Note 0.375% Due 8/25/2025	0.00	1,875.00	1,875.00
02/26/2024	Interest	3133EPLC7	2,000,000.00	FFCB Note 4.125% Due 2/26/2026	0.00	41,250.00	41,250.00
02/29/2024	Interest	912828YE4	1,500,000.00	US Treasury Note 1.25% Due 8/31/2024	0.00	9,375.00	9,375.00
02/29/2024	Interest	91282CFH9	1,500,000.00	US Treasury Note 3.125% Due 8/31/2027	0.00	23,437.50	23,437.50
02/29/2024	Maturity	91282CEA5	1,100,000.00	US Treasury Note 1.5% Due 2/29/2024	1,100,000.00	8,250.00	1,108,250.00
FEB 2024					3,025,000.00	253,755.00	3,278,755.00
03/08/2024	Interest	3130AWTR1	1,600,000.00	FHLB Note 4.375% Due 9/8/2028	0.00	41,611.11	41,611.11
03/08/2024	Maturity	3130AB3H7	1,600,000.00	FHLB Note 2.375% Due 3/8/2024	1,600,000.00	19,000.00	1,619,000.00
03/09/2024	Interest	931142EX7	750,000.00	Wal-Mart Stores Callable Note Cont 09/09/2027 3.95% Due 9/9/2027	0.00	14,812.50	14,812.50
03/09/2024	Interest	57636QAW4	1,000,000.00	MasterCard Inc Callable Note Cont 2/9/28 4.875% Due 3/9/2028	0.00	24,375.00	24,375.00
03/11/2024	Interest	89114QCK2	1,000,000.00	Toronto Dominion Bank Note 0.75% Due 9/11/2025	0.00	3,750.00	3,750.00
03/13/2024	Interest	3133XVDG3	1,500,000.00	FHLB Note 4.375% Due 9/13/2024	0.00	32,812.50	32,812.50
03/13/2024	Interest	3130AUU36	1,000,000.00	FHLB Note 4.125% Due 3/13/2026	0.00	20,625.00	20,625.00

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03/13/2024	Interest	3130AUW4	1,400,000.00	FHLB Note 2.875% Due 9/13/2024	0.00	20,125.00	20,125.00
03/14/2024	Interest	3130AUZC1	1,000,000.00	FHLB Note 4.625% Due 3/14/2025	0.00	23,125.00	23,125.00
03/15/2024	Interest	084664CZ2	500,000.00	Berkshire Hathaway Callable Note Cont 2/15/2027 2.3% Due 3/15/2027	0.00	5,750.00	5,750.00
03/15/2024	Interest	09247XAN1	750,000.00	Blackrock Inc Note 3.2% Due 3/15/2027	0.00	12,000.00	12,000.00
03/23/2024	Interest	3137EAEX3	1,500,000.00	FHLMC Note 0.375% Due 9/23/2025	0.00	2,812.50	2,812.50
03/31/2024	Interest	91282CGT2	2,000,000.00	US Treasury Note 3.625% Due 3/31/2028	0.00	36,250.00	36,250.00
03/31/2024	Interest	912828ZF0	1,250,000.00	US Treasury Note 0.5% Due 3/31/2025	0.00	3,125.00	3,125.00
03/31/2024	Interest	91282CBT7	1,500,000.00	US Treasury Note 0.75% Due 3/31/2026	0.00	5,625.00	5,625.00
03/31/2024	Interest	91282CCZ2	1,000,000.00	US Treasury Note 0.875% Due 9/30/2026	0.00	4,375.00	4,375.00
MAR 2024					1,600,000.00	270,173.61	1,870,173.61
04/13/2024	Interest	023135CF1	500,000.00	Amazon.com Inc Callable Note Cont 3/13/2027 3.3% Due 4/13/2027	0.00	8,250.00	8,250.00
04/15/2024	Interest	3135G0W66	1,200,000.00	FNMA Note 1.625% Due 10/15/2024	0.00	9,750.00	9,750.00
04/15/2024	Interest	91324PDE9	750,000.00	United Health Group Inc Note 2.95% Due 10/15/2027	0.00	11,062.50	11,062.50
04/15/2024	Interest	87612EBL9	700,000.00	Target Corp Callable Note Cont 4/15/25 2.25% Due 4/15/2025	0.00	7,875.00	7,875.00
04/15/2024	Maturity	91282CBV2	1,500,000.00	US Treasury Note 0.375% Due 4/15/2024	1,500,000.00	2,812.50	1,502,812.50
04/22/2024	Interest	3135G03U5	1,300,000.00	FNMA Note 0.625% Due 4/22/2025	0.00	4,062.50	4,062.50
04/22/2024	Interest	46647PBK1	750,000.00	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	0.00	7,811.25	7,811.25

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04/28/2024	Interest	3133EPHH1	2,000,000.00	FFCB Note 4% Due 4/28/2026	0.00	40,000.00	40,000.00
04/30/2024	Interest	61690U7W4	1,000,000.00	Morgan Stanley Bank NA Callable Note Cont 9/30/2026 5.882% Due 10/30/2026	0.00	29,246.61	29,246.61
04/30/2024	Interest	91282CEN7	1,500,000.00	US Treasury Note 2.75% Due 4/30/2027	0.00	20,625.00	20,625.00
04/30/2024	Interest	9128286S4	1,300,000.00	US Treasury Note 2.375% Due 4/30/2026	0.00	15,437.50	15,437.50
04/30/2024	Interest	912828YM6	1,500,000.00	US Treasury Note 1.5% Due 10/31/2024	0.00	11,250.00	11,250.00
04/30/2024	Interest	91282CAT8	1,000,000.00	US Treasury Note 0.25% Due 10/31/2025	0.00	1,250.00	1,250.00
APR 2024					1,500,000.00	169,432.86	1,669,432.86
05/01/2024	Interest	06367WB85	750,000.00	Bank of Montreal Note 1.85% Due 5/1/2025	0.00	6,937.50	6,937.50
05/03/2024	Interest	00440EAV9	1,000,000.00	Chubb INA Holdings Inc Callable Note Cont 2/3/2026 3.35% Due 5/3/2026	0.00	16,750.00	16,750.00
05/07/2024	Interest	3135G06G3	1,100,000.00	FNMA Note 0.5% Due 11/7/2025	0.00	2,750.00	2,750.00
05/10/2024	Interest	89236TKK0	1,000,000.00	Toyota Motor Credit Corp Note 5.4% Due 11/10/2025	0.00	27,000.00	27,000.00
05/10/2024	Interest	665859AW4	750,000.00	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	0.00	15,000.00	15,000.00
05/12/2024	Interest	91159HHZ6	1,000,000.00	US Bancorp Callable Note Cont 4/11/2025 1.45% Due 5/12/2025	0.00	7,250.00	7,250.00
05/12/2024	Maturity	023135BW5	495,000.00	Amazon.com Inc Note 0.45% Due 5/12/2024	495,000.00	1,113.75	496,113.75
05/13/2024	Interest	037833DK3	1,000,000.00	Apple Inc Callable Note Cont 8/13/2027 3% Due 11/13/2027	0.00	15,000.00	15,000.00
05/13/2024	Interest	3133EPC45	2,500,000.00	FFCB Note 4.625% Due 11/13/2028	0.00	57,812.50	57,812.50

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05/15/2024	Interest	9128283F5	1,150,000.00	US Treasury Note 2.25% Due 11/15/2027	0.00	12,937.50	12,937.50
05/17/2024	Interest	58933YBH7	1,000,000.00	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 5/17/2028	0.00	20,250.00	20,250.00
05/17/2024	Maturity	14913R2L0	750,000.00	Caterpillar Financial Service Note 0.45% Due 5/17/2024	750,000.00	1,687.50	751,687.50
05/31/2024	Interest	912828ZT0	1,500,000.00	US Treasury Note 0.25% Due 5/31/2025	0.00	1,875.00	1,875.00
05/31/2024	Interest	912828YV6	1,500,000.00	US Treasury Note 1.5% Due 11/30/2024	0.00	11,250.00	11,250.00
05/31/2024	Interest	91282CDK4	1,000,000.00	US Treasury Note 1.25% Due 11/30/2026	0.00	6,250.00	6,250.00
05/31/2024	Interest	91282CCF6	1,500,000.00	US Treasury Note 0.75% Due 5/31/2026	0.00	5,625.00	5,625.00
MAY 2024					1,245,000.00	209,488.75	1,454,488.75
06/03/2024	Maturity	3133EKNX0	1,500,000.00	FFCB Note 2.16% Due 6/3/2024	1,500,000.00	16,200.00	1,516,200.00
06/10/2024	Interest	78015K7H1	750,000.00	Royal Bank of Canada Note 1.15% Due 6/10/2025	0.00	4,312.50	4,312.50
06/12/2024	Interest	3130ATUC9	895,000.00	FHLB Note 4.5% Due 12/12/2025	0.00	20,137.50	20,137.50
06/12/2024	Interest	3130AWLZ1	1,000,000.00	FHLB Note 4.75% Due 6/12/2026	0.00	23,750.00	23,750.00
06/14/2024	Maturity	3130A1XJ2	1,500,000.00	FHLB Note 2.875% Due 6/14/2024	1,500,000.00	21,562.50	1,521,562.50
06/15/2024	Interest	91282CDN8	1,500,000.00	US Treasury Note 1% Due 12/15/2024	0.00	7,500.00	7,500.00
06/17/2024	Interest	3135G04Z3	1,400,000.00	FNMA Note 0.5% Due 6/17/2025	0.00	3,500.00	3,500.00
06/30/2024	Interest	91282CDQ1	1,500,000.00	US Treasury Note 1.25% Due 12/31/2026	0.00	9,375.00	9,375.00
06/30/2024	Interest	91282CBC4	1,250,000.00	US Treasury Note 0.375% Due 12/31/2025	0.00	2,343.75	2,343.75

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06/30/2024	Maturity	91282CEX5	2,000,000.00	US Treasury Note 3% Due 6/30/2024	2,000,000.00	30,000.00	2,030,000.00
JUN 2024					5,000,000.00	138,681.25	5,138,681.25
07/02/2024	Maturity	3135G0V75	1,300,000.00	FNMA Note 1.75% Due 7/2/2024	1,300,000.00	11,375.00	1,311,375.00
07/10/2024	Interest	69371RS31	500,000.00	Paccar Financial Corp Note 4.6% Due 1/10/2028	0.00	11,500.00	11,500.00
07/12/2024	Interest	459058KT9	1,500,000.00	Intl. Bank Recon & Development Note 3.5% Due 7/12/2028	0.00	26,250.00	26,250.00
07/14/2024	Interest	24422EXB0	535,000.00	John Deere Capital Corp Note 4.95% Due 7/14/2028	0.00	13,241.25	13,241.25
07/15/2024	Maturity	79466LAG9	145,000.00	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	145,000.00	453.13	145,453.13
07/21/2024	Interest	3137EAEU9	1,300,000.00	FHLMC Note 0.375% Due 7/21/2025	0.00	2,437.50	2,437.50
07/30/2024	Interest	3133EPZY4	1,000,000.00	FFCB Note 5% Due 7/30/2026	0.00	25,000.00	25,000.00
07/31/2024	Interest	91282CGH8	2,000,000.00	US Treasury Note 3.5% Due 1/31/2028	0.00	35,000.00	35,000.00
07/31/2024	Interest	912828Z52	1,300,000.00	US Treasury Note 1.375% Due 1/31/2025	0.00	8,937.50	8,937.50
07/31/2024	Interest	912828Z78	1,500,000.00	US Treasury Note 1.5% Due 1/31/2027	0.00	11,250.00	11,250.00
07/31/2024	Interest	91282CBH3	1,250,000.00	US Treasury Note 0.375% Due 1/31/2026	0.00	2,343.75	2,343.75
07/31/2024	Interest	91282CCP4	1,500,000.00	US Treasury Note 0.625% Due 7/31/2026	0.00	4,687.50	4,687.50
JUL 2024					1,445,000.00	152,475.63	1,597,475.63
08/06/2024	Interest	69371RQ66	750,000.00	Paccar Financial Corp Note 1.8% Due 2/6/2025	0.00	6,750.00	6,750.00
08/12/2024	Interest	3137EAEPO	1,350,000.00	FHLMC Note 1.5% Due 2/12/2025	0.00	10,125.00	10,125.00

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08/15/2024	Interest	9128282A7	1,600,000.00	US Treasury Note 1.5% Due 8/15/2026	0.00	12,000.00	12,000.00
08/15/2024	Interest	91282CFE6	2,000,000.00	US Treasury Note 3.125% Due 8/15/2025	0.00	31,250.00	31,250.00
08/15/2024	Interest	91282CGL9	1,500,000.00	US Treasury Note 4% Due 2/15/2026	0.00	30,000.00	30,000.00
08/15/2024	Interest	912828V98	1,700,000.00	US Treasury Note 2.25% Due 2/15/2027	0.00	19,125.00	19,125.00
08/18/2024	Interest	06428CAA2	1,000,000.00	Bank Of America NA Callable Note cont 7/17/2026 5.526% Due 8/18/2026	0.00	27,630.00	27,630.00
08/18/2024	Interest	713448FL7	1,000,000.00	Pepsico Inc. Callable Note Cont 1/18/2028 3.6% Due 2/18/2028	0.00	18,000.00	18,000.00
08/25/2024	Interest	3135G05X7	1,000,000.00	FNMA Note 0.375% Due 8/25/2025	0.00	1,875.00	1,875.00
08/26/2024	Interest	3133EPLC7	2,000,000.00	FFCB Note 4.125% Due 2/26/2026	0.00	41,250.00	41,250.00
08/31/2024	Interest	91282CFH9	1,500,000.00	US Treasury Note 3.125% Due 8/31/2027	0.00	23,437.50	23,437.50
08/31/2024	Maturity	912828YE4	1,500,000.00	US Treasury Note 1.25% Due 8/31/2024	1,500,000.00	9,375.00	1,509,375.00
AUG 2024					1,500,000.00	230,817.50	1,730,817.50
09/08/2024	Interest	3130AWTR1	1,600,000.00	FHLB Note 4.375% Due 9/8/2028	0.00	35,000.00	35,000.00
09/09/2024	Interest	931142EX7	750,000.00	Wal-Mart Stores Callable Note Cont 09/09/2027 3.95% Due 9/9/2027	0.00	14,812.50	14,812.50
09/09/2024	Interest	57636QAW4	1,000,000.00	MasterCard Inc Callable Note Cont 2/9/28 4.875% Due 3/9/2028	0.00	24,375.00	24,375.00
09/11/2024	Interest	89114QCK2	1,000,000.00	Toronto Dominion Bank Note 0.75% Due 9/11/2025	0.00	3,750.00	3,750.00
09/13/2024	Interest	3130AUU36	1,000,000.00	FHLB Note 4.125% Due 3/13/2026	0.00	20,625.00	20,625.00
09/13/2024	Maturity	3133XVDG3	1,500,000.00	FHLB Note 4.375% Due 9/13/2024	1,500,000.00	32,812.50	1,532,812.50

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09/13/2024	Maturity	3130A2UW4	1,400,000.00	FHLB Note 2.875% Due 9/13/2024	1,400,000.00	20,125.00	1,420,125.00
09/14/2024	Interest	3130AUZC1	1,000,000.00	FHLB Note 4.625% Due 3/14/2025	0.00	23,125.00	23,125.00
09/15/2024	Interest	084664CZ2	500,000.00	Berkshire Hathaway Callable Note Cont 2/15/2027 2.3% Due 3/15/2027	0.00	5,750.00	5,750.00
09/15/2024	Interest	09247XAN1	750,000.00	Blackrock Inc Note 3.2% Due 3/15/2027	0.00	12,000.00	12,000.00
09/23/2024	Interest	3137EAEX3	1,500,000.00	FHLMC Note 0.375% Due 9/23/2025	0.00	2,812.50	2,812.50
09/30/2024	Interest	91282CBT7	1,500,000.00	US Treasury Note 0.75% Due 3/31/2026	0.00	5,625.00	5,625.00
09/30/2024	Interest	91282CGT2	2,000,000.00	US Treasury Note 3.625% Due 3/31/2028	0.00	36,250.00	36,250.00
09/30/2024	Interest	912828ZF0	1,250,000.00	US Treasury Note 0.5% Due 3/31/2025	0.00	3,125.00	3,125.00
09/30/2024	Interest	91282CCZ2	1,000,000.00	US Treasury Note 0.875% Due 9/30/2026	0.00	4,375.00	4,375.00
SEP 2024					2,900,000.00	244,562.50	3,144,562.50
10/13/2024	Interest	023135CF1	500,000.00	Amazon.com Inc Callable Note Cont 3/13/2027 3.3% Due 4/13/2027	0.00	8,250.00	8,250.00
10/15/2024	Interest	87612EBL9	700,000.00	Target Corp Callable Note Cont 4/15/25 2.25% Due 4/15/2025	0.00	7,875.00	7,875.00
10/15/2024	Interest	91324PDE9	750,000.00	United Health Group Inc Note 2.95% Due 10/15/2027	0.00	11,062.50	11,062.50
10/15/2024	Maturity	3135G0W66	1,200,000.00	FNMA Note 1.625% Due 10/15/2024	1,200,000.00	9,750.00	1,209,750.00
10/22/2024	Interest	46647PBK1	750,000.00	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	0.00	7,811.25	7,811.25
10/22/2024	Interest	3135G03U5	1,300,000.00	FNMA Note 0.625% Due 4/22/2025	0.00	4,062.50	4,062.50
10/28/2024	Interest	3133EPHH1	2,000,000.00	FFCB Note 4% Due 4/28/2026	0.00	40,000.00	40,000.00

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/30/2024	Interest	61690U7W4	1,000,000.00	Morgan Stanley Bank NA Callable Note Cont 9/30/2026 5.882% Due 10/30/2026	0.00	29,410.00	29,410.00
10/31/2024	Interest	9128286S4	1,300,000.00	US Treasury Note 2.375% Due 4/30/2026	0.00	15,437.50	15,437.50
10/31/2024	Interest	91282CAT8	1,000,000.00	US Treasury Note 0.25% Due 10/31/2025	0.00	1,250.00	1,250.00
10/31/2024	Interest	91282CEN7	1,500,000.00	US Treasury Note 2.75% Due 4/30/2027	0.00	20,625.00	20,625.00
10/31/2024	Maturity	912828YM6	1,500,000.00	US Treasury Note 1.5% Due 10/31/2024	1,500,000.00	11,250.00	1,511,250.00
OCT 2024					2,700,000.00	166,783.75	2,866,783.75
11/01/2024	Interest	06367WB85	750,000.00	Bank of Montreal Note 1.85% Due 5/1/2025	0.00	6,937.50	6,937.50
11/03/2024	Interest	00440EAV9	1,000,000.00	Chubb INA Holdings Inc Callable Note Cont 2/3/2026 3.35% Due 5/3/2026	0.00	16,750.00	16,750.00
11/07/2024	Interest	3135G06G3	1,100,000.00	FNMA Note 0.5% Due 11/7/2025	0.00	2,750.00	2,750.00
11/10/2024	Interest	89236TKK0	1,000,000.00	Toyota Motor Credit Corp Note 5.4% Due 11/10/2025	0.00	27,000.00	27,000.00
11/10/2024	Interest	665859AW4	750,000.00	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	0.00	15,000.00	15,000.00
11/12/2024	Interest	91159HHZ6	1,000,000.00	US Bancorp Callable Note Cont 4/11/2025 1.45% Due 5/12/2025	0.00	7,250.00	7,250.00
11/13/2024	Interest	037833DK3	1,000,000.00	Apple Inc Callable Note Cont 8/13/2027 3% Due 11/13/2027	0.00	15,000.00	15,000.00
11/13/2024	Interest	3133EPC45	2,500,000.00	FFCB Note 4.625% Due 11/13/2028	0.00	57,812.50	57,812.50
11/15/2024	Interest	9128283F5	1,150,000.00	US Treasury Note 2.25% Due 11/15/2027	0.00	12,937.50	12,937.50

Cash Flow Report

As of November 30, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/17/2024	Interest	58933YBH7	1,000,000.00	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 5/17/2028	0.00	20,250.00	20,250.00
NOV 2024					0.00	181,687.50	181,687.50
TOTAL					25,471,071.11	2,364,915.93	27,835,987.04



PORTFOLIO CHARACTERISTICS

Average Modified Duration	0.00
Average Coupon	3.87%
Average Purchase YTM	3.87%
Average Market YTM	3.87%
Average S&P/Moody Rating	NR/NR
Average Final Maturity	0.00 yrs
Average Life	0.00 yrs

ACCOUNT SUMMARY

	Beg. Values as of 10/31/23	End Values as of 11/30/23
Market Value	20,060,635	18,060,635
Accrued Interest	60,571	121,798
Total Market Value	20,121,206	18,182,433
Income Earned	82,728	61,227
Cont/WD		-2,000,000
Par	20,060,635	18,060,635
Book Value	20,060,635	18,060,635
Cost Value	20,060,635	18,060,635

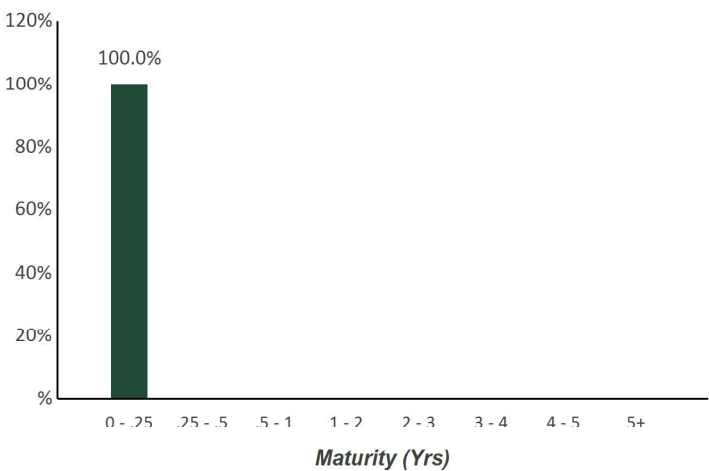
TOP ISSUERS

Local Agency Investment Fund	100.0%
Total	100.0%

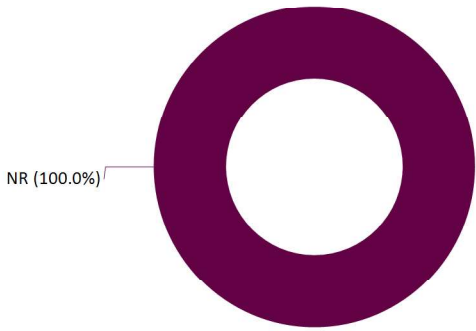
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	12/31/2005
City of Buena Park Liquid	0.31%	1.02%	3.10%	3.29%	2.12%	1.52%	1.69%	1.33%	1.66%
ICE BofA 3-Month US Treasury Bill Index	0.45%	1.36%	4.53%	4.91%	2.98%	2.00%	1.82%	1.21%	1.36%

Holdings Report

As of November 30, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	18,060,634.83	Various 3.87%	18,060,634.83 18,060,634.83	1.00 3.87%	18,060,634.83 121,797.78	100.00% 0.00	NR / NR NR	0.00 0.00
Total LAIF		18,060,634.83	3.87%	18,060,634.83	3.87%	18,060,634.83 121,797.78	100.00% 0.00	NR / NR NR	0.00 0.00
TOTAL PORTFOLIO				18,060,634.83 18,060,634.83	3.87%	18,060,634.83 121,797.78	100.00% 0.00	NR / NR NR	0.00 0.00
TOTAL MARKET VALUE PLUS ACCRUED						18,182,432.61			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Security Withdrawal	11/21/2023	90LAIF\$00	2,000,000.00	Local Agency Investment Fund State Pool	1.000		2,000,000.00	0.00	2,000,000.00	0.00
Subtotal			2,000,000.00				2,000,000.00	0.00	2,000,000.00	0.00
TOTAL DISPOSITIONS			2,000,000.00				2,000,000.00	0.00	2,000,000.00	0.00



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
LOCAL AGENCY INVESTMENT FUND						
90LAIF\$00	Local Agency Investment Fund State Pool	Various	20,060,634.83	60,571.26	0.00	61,226.52
		Various	0.00	0.00	0.00	
		18,060,634.83	2,000,000.00	121,797.78	0.00	
		18,060,634.83	61,226.52	61,226.52		
		20,060,634.83	60,571.26	0.00		
		0.00	0.00	0.00		
		2,000,000.00	121,797.78	0.00		
Total Local Agency Investment Fund		18,060,634.83	18,060,634.83	61,226.52	61,226.52	61,226.52
			20,060,634.83	60,571.26	0.00	
			0.00	0.00	0.00	
			2,000,000.00	121,797.78	0.00	
TOTAL PORTFOLIO		18,060,634.83	18,060,634.83	61,226.52	61,226.52	61,226.52

Cash Flow Report

As of November 30, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/15/2024	Dividend	90LAIF\$00	1,178,887,921.58	Local Agency Investment Fund State Pool	0.00	121,275.80	121,275.80
JAN 2024					0.00	121,275.80	121,275.80
TOTAL					0.00	121,275.80	121,275.80



PORTFOLIO CHARACTERISTICS

Average Modified Duration	0.00
Average Coupon	5.22%
Average Purchase YTM	5.22%
Average Market YTM	5.22%
Average S&P/Moody Rating	AAA/Aaa
Average Final Maturity	0.00 yrs
Average Life	0.00 yrs

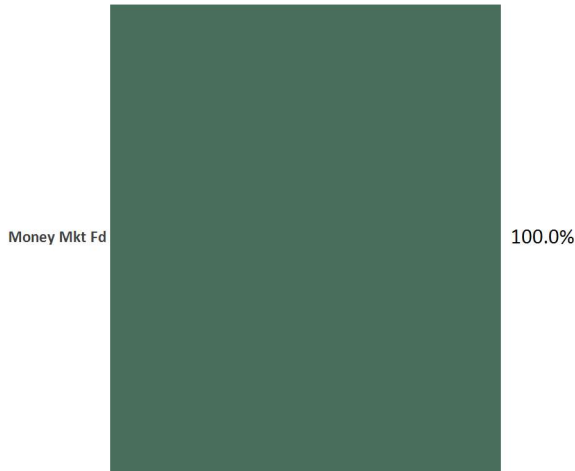
ACCOUNT SUMMARY

	Beg. Values as of 10/31/23	End Values as of 11/30/23
Market Value	1,252,978	1,258,517
Accrued Interest	0	0
Total Market Value	1,252,978	1,258,517
Income Earned	5,310	5,539
Cont/WD		0
Par	1,252,978	1,258,517
Book Value	1,252,978	1,258,517
Cost Value	1,252,978	1,258,517

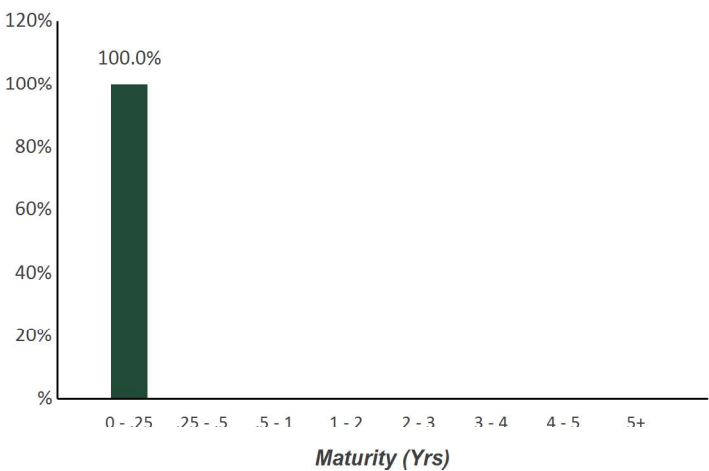
TOP ISSUERS

Federated GOVT Obligation MMF	100.0%
Total	100.0%

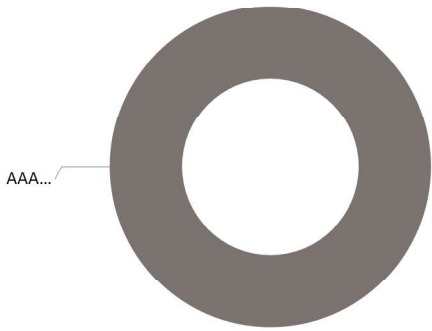
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	7/31/2008
City of Buena Park RDA Series B Bond	0.44%	1.31%	4.47%	4.77%	2.82%	1.88%	1.68%	1.08%	1.24%

Statement of Compliance

As of November 30, 2023



Buena Park 2008 Taxable Tax Allocation Bonds, Series B

Assets managed by Chandler Asset Management are in full compliance with state law and with the investment policy.

Category	Standard	Comment
U.S. Treasury Securities	No limitations	Complies
U.S. Gov't. Agency Issues	No limitations	Complies
Banker's Acceptances	No maximum; A-1	Complies
Negotiable CDs	No limitations; A-1	Complies
State Municipal Obligations	No maximum; A3/A	Complies
Commercial Paper	No maximum; A-1+/P-1	Complies
Repurchase Agreements	Currently not used by adviser	Complies
LAIF	Currently not used by adviser	Complies
Money Market Mutual Funds	Aam/Aam-G rated	Complies
Reverse Repurchase Agreements	Prohibited	Complies
Financial Futures & Options	Prohibited	Complies
Maximum Maturity	5 years	Complies

Reconciliation Summary

As of November 30, 2023



BOOK VALUE RECONCILIATION		
BEGINNING BOOK VALUE		\$1,252,977.95
<u>Acquisition</u>		
+ Security Purchases	\$0.00	
+ Money Market Fund Purchases	\$5,538.61	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
Total Acquisitions		\$5,538.61
<u>Dispositions</u>		
- Security Sales	\$0.00	
- Money Market Fund Sales	\$0.00	
- MMF Withdrawals	\$0.00	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$0.00	
- Calls	\$0.00	
- Principal Paydowns	\$0.00	
Total Dispositions		\$0.00
<u>Amortization/Accretion</u>		
+/- Net Accretion	\$0.00	
		\$0.00
<u>Gain/Loss on Dispositions</u>		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
ENDING BOOK VALUE		\$1,258,516.56

CASH TRANSACTION SUMMARY		
BEGINNING BALANCE		\$1,252,977.95
<u>Acquisition</u>		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$0.00	
Dividend Received	\$5,538.61	
Principal on Maturities	\$0.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$0.00	
Total Acquisitions	\$5,538.61	
<u>Dispositions</u>		
Withdrawals	\$0.00	
Security Purchase	\$0.00	
Accrued Interest Paid	\$0.00	
Total Dispositions	\$0.00	
ENDING BOOK VALUE		\$1,258,516.56

Holdings Report

As of November 30, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
MONEY MARKET FUND									
60934N104	Federated Investors Government Obligations Fund	1,258,516.56	Various 5.22%	1,258,516.56 1,258,516.56	1.00 5.22%	1,258,516.56 0.00	100.00% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund		1,258,516.56	5.22%	1,258,516.56	5.22%	1,258,516.56 0.00	100.00% 0.00	Aaa / AAA AAA	0.00 0.00
TOTAL PORTFOLIO		1,258,516.56	5.22%	1,258,516.56	5.22%	1,258,516.56 0.00	100.00% 0.00	Aaa / AAA AAA	0.00 0.00
TOTAL MARKET VALUE PLUS ACCRUED						1,258,516.56			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	11/01/2023	60934N104	5,538.61	Federated Investors Government Obligations Fund	1.000	5.22%	5,538.61	0.00	5,538.61	0.00
Subtotal			5,538.61				5,538.61	0.00	5,538.61	0.00
TOTAL ACQUISITIONS			5,538.61				5,538.61	0.00	5,538.61	0.00
OTHER TRANSACTIONS										
Dividend	11/01/2023	60934N104	1,252,977.95	Federated Investors Government Obligations Fund	0.000		5,538.61	0.00	5,538.61	0.00
Subtotal			1,252,977.95				5,538.61	0.00	5,538.61	0.00
TOTAL OTHER TRANSACTIONS			1,252,977.95				5,538.61	0.00	5,538.61	0.00



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
CASH & EQUIVALENT						
60934N104	Federated Investors	Various	1,252,977.95	0.00	0.00	5,538.61
	Government Obligations Fund	Various	5,538.61	5,538.61	0.00	
		1,258,516.56	0.00	0.00	0.00	
			1,258,516.56	5,538.61	5,538.61	
			1,252,977.95	0.00	0.00	
			5,538.61	5,538.61	0.00	
			0.00	0.00	0.00	
Total Cash & Equivalent		1,258,516.56	1,258,516.56	5,538.61	5,538.61	5,538.61
			1,252,977.95	0.00	0.00	
			5,538.61	5,538.61	0.00	
			0.00	0.00	0.00	
TOTAL PORTFOLIO		1,258,516.56	1,258,516.56	5,538.61	5,538.61	5,538.61

Cash Flow - no data for this time period

PROCLAMATION RECOGNIZING JANUARY 13, 2024, AS KOREAN-AMERICAN DAY

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	CONSENT CALENDAR Item: 4C
Presented By	Prepared By
Adria Jimenez, MMC, Director of Government and Community Relations/City Clerk	Angelica Lopez, Administrative Assistant
Approved By	
Aaron France, City Manager	

RECOMMENDED ACTION

Approve proclamation.

Attachments

Korean-American Day 2024.pdf

KOREAN-AMERICAN DAY
JANUARY 13, 2024

WHEREAS, *on January 13, 1903, a group of 102 men, women, and children arrived on the shores of Honolulu, Hawaii, after a long journey in search of a better life; and,*

WHEREAS, *there are now approximately 2 million Korean Americans living throughout the United States; and,*

WHEREAS, *today, our country benefits from the contributions that Korean Americans have made to our business, church, and academic communities. According to the 2020 United States Census, Korean Americans own and operate over 612,194 businesses across this nation. The City of Buena Park prides itself on its own strong, thriving Korean American business community, which helps to sustain the City's economy; and,*

WHEREAS, *other contributions by Korean Americans include the first successful operation for Coronary Artery Disease, the development of the nectarine, and a four-time Olympic gold medalist. Koreans have also excelled in engineering, architecture, medicine, acting, singing, sculpture, and writing; and,*

WHEREAS, *the City of Buena Park has a history of connecting with its Korean American community, which makes up more than 30% of the City's population according to the most recent United States Census data.*

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUENA PARK does hereby proclaim January 13, 2024, as "KOREAN-AMERICAN DAY," and all citizens are urged to join in recognizing the impact that Korean Americans have on our country and Buena Park, while taking the opportunity to learn about their rich heritage.

PASSED AND ADOPTED this 9th day of January 2024.

Susan Sonne
Mayor

Joyce Ahn
Mayor Pro Tem

Arthur C. Brown
Council Member

José Trinidad Castañeda
Council Member

Connor Traut
Council Member

APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH THE CODE GROUP (DBA "VCA CODE")

Approve a Professional Services Agreement with The Code Group to provide building inspection services for commercial projects.

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	CONSENT CALENDAR Item: 4D
Presented By	Prepared By
Matt Foulkes, Director of Community and Economic Development	Matt Foulkes, Director of Community and Economic Development
Approved By	
Aaron France, City Manager	

RECOMMENDED ACTION

1) Approve a Professional Services Agreement with The Code Group (dba "VCA Code") to provide building inspection services in the amount of \$150,000 for the period December 2023-December 2024; 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

Staff is requesting approval of a Professional Services Agreement with VCA Code Group to provide professional building inspection services. The City has long retained the services of VCA Code Group to assist with overflow plan check and building inspection activities. Currently, VCA Code Group is providing building inspection services for the Hilton Hotel at The Source. Although a contract with VCA Code Group has been maintained for years, an emergency authorization of \$30,000 was granted in December 2022, to begin providing third-party inspection services at the Hilton Hotel. This was followed in February by a full authorization in the amount of \$150,000.

Fees for inspection services will be charged at a fixed hourly rate of \$95. The costs associated with these inspection services are split between the City and the developer of the Hilton Hotel at The Source. Utilizing VCA Code Group to provide dedicated inspection services on large development projects ensures that City building inspectors are available to provide next-date building inspections for all other construction projects in the City.

BUDGET IMPACT

The requested \$150,000 in professional services costs associated with VCA Code Group was included in the Building Division's FY 2024-25 Professional and Contractual Services budget (11-6240-731150).

Attachments

PSA VCA Senior Building Inspector.pdf

EXHIBIT A.pdf

EXHIBIT B.pdf

PROFESSIONAL SERVICES AGREEMENT

NO. CD23-7

December 1, 2023

DATE: _____

PROJECT: **Building Inspection Services**

PARTIES TO THE AGREEMENT:

“CITY” The CITY OF BUENA PARK, a California municipal corporation

Designated Official:

Name: **Aaron France**

Title: **City Manager**

Telephone: **(714) 562-3555**

Mailing Address:

6650 Beach Boulevard
P.O. Box 5009
Buena Park, CA 90622-5009

THE CONSULTANT

The Code Group (dba “VCA Code”)

Name of Business

Representative:

Name: **Julia Lin**

Title: **Contracts & Proposal Manager**

Telephone: **(714) 363-4700 Ext. 507**

Mailing Address:

**1845 Orangewood Avenue, Suite 210
Orange, CA 92866**

TERM OF SERVICE:

Commencement Date:

December 1, 2023

Completion Date:

December 1, 2024

CONTRACT AMOUNT:

Not to exceed \$150,000.00

APPROVED BY: (☒) City Council (☐) City Manager (☐) Director of Public Works

THIS AGREEMENT MUST BE FIRST EXECUTED BY THE CONSULTANT OR ITS REPRESENTATIVE AND APPROVED AS TO FORM BY THE CITY ATTORNEY BEFORE THE AGREEMENT MAY BE EXECUTED ON BEHALF OF THE CITY OF BUENA PARK.

This Professional Services Agreement ("Agreement") is dated December 1, 2023, and is between The Code Group (dba "VCA Code"), (the "CONSULTANT") and the CITY OF BUENA PARK, a California municipal corporation (the "CITY"). The CONSULTANT and the CITY are sometimes referred to herein collectively as the "Parties" and singularly as "Party".

RECITALS

A. The CITY desires to enter into this Agreement with CONSULTANT as an independent contractor to perform Building Inspection Services more specifically defined herein (the "Services").

B. The CONSULTANT is fully qualified to perform the Services by virtue of its experience and the training, education and expertise of its principals and employees.

The Parties therefore agree as follows:

1.0 RETENTION OF CONSULTANT. The CITY hereby engages the CONSULTANT and the CONSULTANT hereby agrees to perform for CITY the "Services" as defined in Section 3 below, subject to and in compliance with the terms and conditions set forth herein.

2.0 TERM. The term of this Agreement shall commence on **December 1, 2023 (Effective Date)**, and shall remain in full force and effect until **December 1, 2024**, unless sooner terminated as provided in Section 12 (the "**Term**").

3.0 SCOPE OF SERVICES. Subject to and as directed in a task order from CITY's Designated Official, CONSULTANT shall perform for CITY those professional building inspector services set forth in the Scope of Services, attached hereto as **Exhibit "A"** (collectively, the "**Services**"), all to CITY's reasonable satisfaction. The CITY may, from time to time, request changes in the Scope of Services of the CONSULTANT to be performed under this Agreement. Such changes shall be in the form of a written amendment to this Agreement signed by both Parties, and shall include any additional services, compensation, or other terms agreed to by the Parties.

4.0 TIME OF PERFORMANCE. The CONSULTANT shall commence performance of the Services immediately upon receipt of a written "Notice to Proceed" from the Designated Official, and shall thereafter prosecute and perform the Services in a timely, diligent manner in accordance with the performance benchmarks set forth in Exhibit A, or if none, a reasonable schedule of performance included in the written "Notice to Proceed" from the CITY and acknowledged by CONSULTANT (either the "**Performance Schedule**"). The Parties may, but are not obligated to, mutually agree in writing to extend the Performance Schedule or term of this Agreement if necessary to complete the Services.

5.0 COMPENSATION. CONSULTANT shall perform the Services described in each task order at the direction of the CITY, and CITY shall pay CONSULTANT in consideration for such Services on a time and materials basis at the rate(s) included in CONSULTANT's PROPOSAL attached hereto as Exhibit "A". The maximum "NOT-TO-EXCEED" compensation amount, including reimbursement for expenses, if any, that CONSULTANT is entitled to receive pursuant to this Agreement shall equal to the total value of task orders for Services approved by the City, provided that in no event shall the aggregate compensation paid to CONSULTANT under this Agreement exceed the sum of **ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00)**. No claims for additional compensation shall be allowed unless authorized in

advance by the CITY in writing. Any additional work or expenses authorized by the CITY shall be compensated at the rates set forth in Exhibit A, or, if not specified, at a reasonable rate agreed to in writing by the Parties, and not to exceed CONSULTANT's standard rate for the nature and type of additional work or expenses so authorized by the CITY. The CITY shall make payment for additional services and expenses in accordance with Section 6 of this Agreement.

6.0 PAYMENT. Each month, the CONSULTANT shall submit invoices to the CITY for the services performed and any authorized reimbursable expenses incurred. The invoices shall describe in detail the services rendered during each day of the period, and shall show the days worked, personnel performing the services, number of hours worked, the hourly rates charged, milestone achievements, and, if applicable, reimbursable expenses incurred. The CONSULTANT shall remit the invoices to the address for the CITY specified on page one of this Agreement. The CITY shall review all invoices and notify the CONSULTANT in writing within ten (10) business days of any disputed amounts. The CITY shall pay all undisputed portions of the invoice within thirty (30) calendar days after receipt, up to the maximum compensation amount set forth in Section 5.0 of this Agreement. The CITY shall not withhold federal or state payroll or other taxes, or make deductions, from payments made to the CONSULTANT.

7.0 STANDARD OF SKILL. The CITY relies upon the skill of the CONSULTANT, and the CONSULTANT's staff, if any, to do and perform the Services in accordance with general accepted professional practices and principles, and in a manner consistent with the level of care and skill ordinarily exercised by members of the professional currently practicing under similar conditions, and the CONSULTANT and CONSULTANT's staff shall perform the Services required by this Agreement in such manner. The acceptance of the CONSULTANT's work by the CITY shall not operate as a release of the CONSULTANT from such standard of care and workmanship.

8.0 INDEPENDENT CONTRACTOR

8.1 The CONSULTANT is retained by the CITY only to the extent set forth in this Agreement, and the CONSULTANT's relationship to the CITY is that of an independent contractor and is not an agent or an employee of the CITY. The CONSULTANT shall pay all required taxes on amounts paid to the CONSULTANT under this Agreement, and indemnify and hold the CITY harmless from any and all taxes, assessments, penalties and interest asserted against the CITY by reason of the independent contractor relationship created by this Agreement. The CONSULTANT shall fully comply with applicable workers' compensation laws regarding the CONSULTANT and the CONSULTANT's employees. The CONSULTANT shall indemnify and hold the CITY harmless from any failure of the CONSULTANT to comply with applicable workers' compensation laws. The CITY may offset against the amount of any compensation due to the CONSULTANT under this Agreement any amount due to the CITY from the CONSULTANT as a result of the CONSULTANT's failure to promptly pay to the CITY any reimbursement or indemnification arising under this Section 8.0.

8.2 In the event of the CONSULTANT, or its employee, agent, or subcontractor providing services under this Agreement, claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the CITY, CONSULTANT shall indemnify, defend, and hold the CITY harmless for the payment of any employee and/or employer contributions for PERS benefits on behalf of the 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 the CITY.

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

10.0 INDEMNIFICATION. The CONSULTANT and the CITY agree that the CITY, its employees, agents and officials shall, to the fullest extent permitted by law, be fully protected by CONSULTANT from any loss, injury, damage, claim, liability, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to the performance of this Agreement. The CONSULTANT acknowledges that the CITY would not have entered into this Agreement in the absence of the commitment of the CONSULTANT to indemnify and protect the CITY and the Indemnitees, as set forth in this Agreement.

10.1 Indemnity for Professional Services. To the fullest extent permitted by law, the CONSULTANT shall, at its sole cost and expense, indemnify and hold harmless the CITY, its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those CITY agents serving as independent contractors in the role of CITY officials (collectively "Indemnitees" in this Section 10.0), from and against any and all damages, of any type or nature (including without limitation consequential damages), costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, in law or equity, to property or persons, including wrongful death, and including fees of accountants and other professionals, and all cost associated therewith, and reimbursement of attorneys' fees and costs of defense (collectively "Claims"), which arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of the CONSULTANT, or any entity or individual that the CONSULTANT shall bear the legal liability thereof, in the performance of Services under this Agreement by a "professional" in CONSULTANT's field, as prescribed in Title 12, "Indemnity" of part 4, division 3 of the California Civil Code, or otherwise at law.

10.2 Other Indemnities. Other than in the performance of professional design services, and to the fullest extent permitted by law, CONSULTANT shall, at its sole cost and expense, to protect, defend, hold harmless and indemnify the Indemnitees from and against any and all Claims, in law or equity, which arise out of, pertain to, or relate to the acts or omissions of CONSULTANT, its officers, agents, servants, employees, subcontractors, materialmen, suppliers, or contractors, or any entity or individual that CONSULTANT shall bear the legal liability thereof in the performance of this Agreement, including the Indemnitees' negligence, except for Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties. Without limiting the generality of the foregoing, CONSULTANT's obligations under this Section include Claims related to or arising from COVID-19 and this Agreement or Services provided hereunder. CONSULTANT shall defend the Indemnitees in any action or actions filed in connection with any Claims with counsel of the Indemnitees' 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 in connection therewith.

10.3 The obligations of the CONSULTANT under this or any other provision of this Agreement shall not be limited by the provisions of any workers' compensation act or similar act.

The CONSULTANT expressly waives any statutory immunity under such statutes or laws as to the Indemnitees. The CONSULTANT's indemnity obligation set forth in this Section 10 shall not be limited by the limits of any policies of insurance required or provided by the CONSULTANT pursuant to this Agreement.

10.4 The CONSULTANT's covenant under this Section 10 shall survive the expiration or termination of this Agreement.

11.0 ASSUMPTION OF RISK. As between CONSULTANT and the CITY, the CONSULTANT expressly assumes any and all risks associated with the provision of Services under this Agreement, including without limitation all risks associated with providing these services in context of the COVID-19 pandemic.

12.0 TERMINATION OF AGREEMENT. The CITY may terminate this Agreement at any time during the term of the Agreement by giving the CONSULTANT not less than thirty (30) calendar days' prior written notice. The CONSULTANT may only terminate this Agreement for cause, and by giving the CITY prior notice in writing with a reasonable opportunity to cure any purported default. If the Agreement is terminated by the CITY, and provided CONSULTANT is not then in breach, the CONSULTANT shall be paid for services satisfactorily rendered to the last working day the Agreement is in effect, and the CONSULTANT shall have no other claim against the CITY by reason of such termination. This Agreement may be extended beyond the term only by the written agreement of both Parties prior to the expiration of the term of the Agreement.

13.0 SAFETY REQUIREMENTS. All services 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 outline by CAL/OSHA. The CITY may issue restraint or cease and desist orders to the CONSULTANT when unsafe or harmful acts are observed or reported relative to the performance of the Services. The CONSULTANT SHALL maintain the work sites free of hazards to persons and property resulting from its operations. The CONSULTANT shall immediately report to the CITY any hazardous condition noted by the CONSULTANT. If applicable, the CONSULTANT is responsible for all costs of clean up and/or removal of hazardous and toxic substances spilled as a result of or arising from the Services performed under this Agreement. CONSULTANT is solely and exclusively responsible for the cost, expense, and liabilities associated with complying with all applicable federal, state, and local laws the performance of the Services, including without limitation all health orders, regulations, and guidelines issued by federal, state, and local agencies and officials relating to COVID-19 ("COVID-19 Guidance").

14.0 MANDATORY INSURANCE.

14.1 Insurance Minimums. The CONSULTANT shall obtain, and keep and maintain in full force and effect throughout the Term of this Agreement, insurance in the types and amounts specified in **Exhibit "B"** of this Agreement.

14.2 Subcontractors. The 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 the CONSULTANT to carry the same insurance as required in this Section 14.0. The CONSULTANT shall obtain certificates evidencing the coverage and make reasonable efforts to ensure that the coverage is provided as required in this Section 14.0. The CONSULTANT shall require that no contract used by any subcontractor, or contract the CONSULTANT enters into on behalf of the CITY, shall reserve the right to charge back to the CITY the cost of insurance required by this Agreement. The

CONSULTANT shall, upon request, submit to the CITY for review, all agreements with subcontractors or others with whom the CONSULTANT contracts with on behalf of the CITY, and all certificates of insurance obtained in compliance with this Section 14.2. The CITY's failure to request copies of the documents shall not impose any liability on the CITY, or its employees, or be deemed a waiver of any of the CITY's rights.

15.0 WORK PRODUCT.

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

15.2 Ownership. 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 the CONSULTANT in the performance of this Agreement (collectively, "Work Product") shall be considered to be "works made for hire" for the benefit of the 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 the CITY upon final payment being made. The CONSULTANT shall not obtain or attempt to obtain copyright protection as to any of the Work Product.

15.3 Confidentiality. Except as otherwise required by law, the CONSULTANT shall not disclose, publish or authorize others to disclose or publish, design data, drawings, specifications, reports or other information pertaining to the Services assigned to the CONSULTANT by the CITY or other information to which the CONSULTANT has had access during the term of this Agreement without the Designated Official's prior written approval. CONSULTANT's covenant under this Section 15.3 shall survive the expiration or termination of this Agreement.

15.4 Records. The 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 the CITY or the Designated Official. The 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, the CONSULTANT shall provide access to such books and records to the Designated Official, or his or her designees, and shall give the Designated Official, 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.

16.0 ASSIGNMENT AND SUBCONTRACTING. This Agreement is personal to the CONSULTANT, and the CITY has entered this Agreement in reliance on the CONSULTANT's skill, competence and experience. The CONSULTANT shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without the CITY's prior written consent, by and through the Designated Official. The CITY's consent to an assignment of rights under this Agreement shall not release the 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 the CONSULTANT in violation of this Section 16.0 shall be void and of no effect.

and shall entitle the CITY to immediately terminate this Agreement for cause. The CONSULTANT's services under to this Agreement shall be provided by the Representative or directly under the supervision of the Representative and the CONSULTANT shall not assign another to supervise the CONSULTANT's performance of this Agreement without the CITY's prior written approval, by and through the Designated Official. As used in this Section 16.0, "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. The CONSULTANT shall not subcontract any performance required under this Agreement without the CITY's prior written consent.

17.0 MISCELLANEOUS TERMS.

17.1 Nuisance. The CONSULTANT shall not maintain, commit or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement.

17.2 Permits and Licenses. The 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 the performance of services under this Agreement.

17.3 Conflicts of Interest. The 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.*) and California Government Code Section 1090.

(a) The CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by the CONSULTANT under this Agreement, or which would conflict in any manner with the performance of its services hereunder. The CONSULTANT further covenants that, in performance of this Agreement, no person having such interest shall be employed by it. Furthermore, the CONSULTANT shall avoid the appearance of having any interest that would conflict in any manner with the performance of its services pursuant to this Agreement.

(b) The CONSULTANT covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to the CITY as a result of the performance of this Agreement, or the services that may be procured by the CITY as a result of the recommendations made by the CONSULTANT. The CONSULTANT'S covenant under this section shall survive the termination of this Agreement.

(c) The CONSULTANT covenants that: (a) neither CONSULTANT nor any agent on behalf of CONSULTANT has made any campaign contributions of more than \$250 to any member of the Buena Park City Council between January 1, 2023 and the Effective Date of this Agreement; and (b) neither CONSULTANT nor any agent on behalf of CONSULTANT will make any campaign contribution of more than \$250 to any member of the City Council within twelve (12) months after the date this Agreement is approved by the City Council

17.4 Waiver. No provision of this Agreement or act or omission by CITY shall be construed as a waiver of, or consent to, any breach or default unless it is in writing and signed by the Party making the waiver. In no event shall the making by the CITY of any payment to the CONSULTANT constitute or be construed as a waiver by the CITY of any breach of covenant, or

any default that may then exist, on the part of the CONSULTANT, and the making of any such payment by the CITY while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the CITY with regard to such breach or default.

17.5 Accomplishment of Services. The 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.

17.6 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 the CONSULTANT's and the 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.

17.7 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.

17.8 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. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses and attorneys' fees paid or incurred in good faith.

17.9 Compliance with Laws.

(a) General Laws. In the performance of the Services required by this Agreement, the CONSULTANT shall abide by all applicable Federal and State laws and regulations, and with the CITY's Municipal Code, ordinances, regulations and policies.

(b) Public Works. To the extent the Services include or, this Agreement calls for services that, in whole or in part, constitute "public works" as defined in the California Labor Code, then CONSULTANT shall comply in all respects with the all-applicable provisions of the California Labor Code, including but not limited those set forth in **Exhibit "B,"** attached hereto. By executing this Agreement, CONSULTANT expressly acknowledges the applicable provisions of California's Labor Code, and agrees to abide by the same.

(c) Equal Opportunity Employer. The CONSULTANT represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

17.10 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.

17.11 Governing Law and Venue. The terms of 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. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in superior or federal court with geographic jurisdiction over the City of Buena Park.

17.12 Claims against CITY. CONSULTANT must comply with the claim procedures set forth in Government Code sections 900 *et seq.*, and/or the Buena Park Municipal Code, Chapter 1.16, as applicable, prior to filing any lawsuit against the CITY. Such claims and any subsequent lawsuit based upon the claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by CONSULTANT. If no such claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, CONSULTANT shall be barred from bringing and maintaining a valid lawsuit against the CITY.

17.13 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be the original, and all of which together shall constitute one and the same instrument.

17.14 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 the CITY and the 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. This Agreement may be modified only by a writing signed by both Parties.

17.15 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.

17.16 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, then the CITY's request for proposals, if any, shall prevail.

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

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

CITY OF BUENA PARK

THE CODE GROUP, INC. (dba "VCA Code")

a California municipal corporation

Tom VanDorpe, SE, Chief Executive Officer

Signature

Signature

Name: Aaron France

Name: Gina Birkitt

Title: City Manager

Title: Chief Financial Officer

* **Please note, two signatures required for corporations pursuant to California Corporations Code Section 313, unless corporate documents provided to the City authorize only one person to sign this Agreement on behalf of the corporation.**

ATTEST:
(SEAL)

Adria M. Jimenez, MMC, City Clerk

APPROVED AS TO FORM:

Christopher G. Cardinale, City Attorney



December 6, 2023

Attn: Matt Foulkes
Community & Economic Development Director
City of Buena Park
6650 Beach Boulevard
Buena Park, CA 90622-5009

Re: Letter Agreement for Building Inspection Services

Dear Mr. Foulkes,

The Code Group, Inc. (dba VCA Code) is pleased to present this letter agreement to the City of Buena Park (City) to provide building inspection services. VCA Code understands the City is requesting a building inspector to work at the City. Our staff are highly qualified to provide the requested services.

Located in Orange, CA, we are available for inspections at the City of Buena Park's offices. I, Bob Heinrich, will serve as the primary contact for this agreement. My contact information is as follows:

Bob Heinrich, Principal/President
The Code Group, Inc. (VCA Code)
1845 W. Oranewood Avenue, #210
Orange, CA 92868
E: BHeinrich@vcacode.com; P: (714) 363-4700

VCA Code proposes Danny Rodriguez as the building inspector for the City. Mr. Rodriguez's experience and qualifications can be viewed on his resume, attached on the following page. The fees charged to the City will be based on the hourly rate in the table below.

Role	Hourly Rate
Senior Building Inspector	\$95.00/HR
Overtime Rate	1.5x Hourly Rate

Please feel free to contact myself with any questions you may have regarding our letter agreement. We greatly look forward to the opportunity to provide building inspection services to the City of Buena Park.

VCA Code accepts the terms of this agreement.

Please return a copy to VCA after signing.

The Code Group, Inc. (dba VCA Code)

City of Buena Park

By: 

By: _____

Bob Heinrich, Principal/President

Aaron France, City Manager

Danny Rodriguez | Senior Building Inspector

Years of Experience: 30+

VCA Code | Senior Building Inspector – Multiple Cities

- Perform inspections for residential, commercial, and industrial projects
- Conduct plan check and field inspections ensuring building code compliance
- Inspect for electrical, plumbing, and mechanical code
- Prepare accurate logs and records of project phases while proactively addressing concerns
- Provide technical assistance to developers, architects, engineers, and city staff
- Deliver excellent customer service through organization, collaboration, and issue resolution
- Manage large projects without compromising on quality and efficiency while meeting demanding expectations

NV5 Consulting Engineers | Senior Building Inspector

- Worked closely with city staff, engineers, and building permit officials to ensure quality
- Conducted inspections of multi-unit remodels and high-rise TI's
- Maintained detailed logs and records to ensure each phase of every project adhered to building regulations and met scheduled deadlines

R&G General Contractors | Principal Partner/General Contractor

- Directed all operational functions for construction projects including interfacing with architects, submitting plans for city approval, and securing permits
- Managed estimating, job costing, subcontract negotiations, and material procurement

City of Lake Elsinore | Building Inspector

- Inspected new and existing renovation projects on residential and commercial sites
- Coordinated efforts with contractors, developers, engineers, and city personnel to ensure blueprint compliance
- Accomplished a 500-unit inspection for new residential project
- Checked residential and commercial sites for code compliance

City of Santa Ana | Building Inspector

- Inspected building construction, electrical, plumbing, and mechanical installations
- Performed plan check, inspection, and testing of new and existing structures
- Provided professional advice and technical assistance to developers, architects, contractors engineers, city staff, and the general public

Education & Certifications

- Orange Coast College, AA Architectural Technology and Construction
- ICC – Certified Building Inspector
- ICC – Certified Plans Examiner
- ICC – CA Licensed Contractor
- Post Disaster Training Certified
- NPDES Inspection Certification
- Fluent in Spanish

Exhibit B

CITY OF BUENA PARK INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the existing policies do not meet the Insurance Requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

Without limiting the indemnity provisions of the Contract, the Consultant shall procure and maintain in full force and effect during the term of the Contract, the following policies of insurance.

1.0 MINIMUM SCOPE OF INSURANCE.

- (a) **Commercial General Liability (CGL)** which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 00 01, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- (b) **Automobile Liability Insurance** with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with limit no less than \$1,000,000 each accident for bodily injury and property damage.
- (c) **Workers' Compensation** as required by the State of California with statutory limits, and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury or disease.
- (d) **Professional Liability** with limit of not less than \$1,000,000 each claim and \$2,000,000 aggregate. Covered Professional Services shall specifically include all work to be performed under the contract and delete any exclusion that may potentially affect the work to be performed.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant.

1.1 Endorsements

Insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval. The insurance policies shall contain or be endorsed to contain, the following provisions:

- (a) Commercial General Liability

- (1) **Additional Insured:** The City, its elected officials, officers, employees, volunteers, boards, agents and representatives (REVIEW NAMED INSURED'S FOR YOUR CITY) shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations.

Additional Insured Endorsements shall not:

1. Be limited to "Ongoing Operations"
2. Exclude "Contractual Liability"
3. Restrict coverage to the "Sole" liability of Consultant
4. Exclude "Third-Party-Over Actions"
5. Contain any other exclusion contrary to the Contract

Additional Insured Endorsements shall be at least as broad as ISO Form(s) CG 20 10 11 85; or CG 20 10 and CG 2037.

- (2) **Primary Insurance:** This insurance shall be primary and any other insurance whether primary, excess, umbrella or contingent insurance, including deductible, or self-insurance available to the insureds added by endorsement shall be in excess of and shall not contribute with this insurance. Coverage shall be at least as broad as ISO CG 20 01 04 13.

(b) Auto Liability

- (1) **Additional Insured:** The City, its elected officials, officers, employees, volunteers, boards, agents and representatives (REVIEW NAMED INSURED'S FOR YOUR CITY) shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the Consultant
- (2) **Primary Insurance:** This insurance shall be primary and any other insurance whether primary, excess, umbrella or contingent insurance, including deductible, or self-insurance available to the insureds added by endorsement shall be in excess of and shall not contribute with this insurance.

(c) Workers' Compensation

- (1) **Waiver of Subrogation:** A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

1.2 Insurance Obligations of Consultant

The Insurance obligations under this agreement shall be: (1) all the Insurance coverage and/or limits carried by or available to the Consultant; or (2) the minimum Insurance coverage requirements and/or limits shown in this agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to the

City. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the Consultant under this agreement.

1.3 Notice of Cancellation

Required insurance policies shall not be cancelled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

1.4 Waiver of Subrogation

Required insurance coverages shall not prohibit Consultant from waiving the right of subrogation prior to a loss. Consultant shall waive all rights of subrogation against the indemnified parties and Policies shall contain or be endorsed to contain such a provision. This provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.

1.5 Evidence of Insurance

All policies, endorsements, certificates, and/or binders shall be subject to approval by the City as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the City. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

1.6 Deductible or Self-Insured Retention

Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the retention.

1.7 Contractual Liability

The coverage provided shall apply to the obligations assumed by the Consultant under the indemnity provisions of this contract.

1.8 Failure to Maintain Coverage

Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due until Consultant has fully complied with the insurance provisions of this Contract.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

1.9 Acceptability of Insurers

Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law. Any other rating must be approved in writing by the City.

1.9 Claims Made Policies

If coverage is written on a claims-made basis, the retroactive date on such insurance and all subsequent insurance shall coincide or precede the effective date of the initial Consultant's Contract with the City and continuous coverage shall be maintained or an extended reporting period shall be exercised for a period of at least five (5) years from termination or expiration of this Contract.

2.0 Insurance for Subcontractor

Contractor shall be responsible for causing Subcontractors to purchase the same types and limits of insurance in compliance with the terms of this Contract/Agreement, including adding the City as an Additional Insured, providing Primary and Non-Contributory coverage and Waiver of Subrogation to the Subcontractor's policies. The Commercial General Liability Additional Insured Endorsement shall be on a form at least as broad as CG 20 38 04 13.

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN ENGINEERING FOR DESIGN SERVICES ON THE ORANGETHORPE AVENUE REHABILITATION PROJECT TO INCLUDE AN ADDITIONAL AMOUNT OF \$ \$6,121

Approve an amendment to an existing PSA with Willdan Engineering for additional design work on the Orangethorpe Avenue Rehabilitation Project.

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	CONSENT CALENDAR Item: 4E
Presented By	Prepared By
Deepthi Arabolu, PE, TE, Assistant City Engineer	Mina Mikhael, Director of Public Works/City Engineer
Approved By	
Mina Mikhael, Director of Public Works	

RECOMMENDED ACTION

1) Approve Amendment No. 1 to the Professional Services Agreement with Willdan Engineering; 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the amendment; and, 3) Authorize the City Manager and City Clerk to execute the amendment.

PREVIOUS CITY COUNCIL ACTION

On January 24, 2023, the City Council approved a Professional Services Agreement with Willdan Engineering in the amount of \$94,520 for design services on the Orangethorpe Avenue Rehabilitation Project. This amount was funded by Project Account No. 24-9806-590181, which utilized a combination of Measure M2 and Gas Tax Funds. This project was included in the adopted FY 2023-2024 Capital Improvements Project Budget.

Subsequently, on July 11, 2023, the City Council authorized the Public Works Department to execute an agreement with Hardy & Harper, Inc. in the amount of \$1,756,000 to rehabilitate Orangethorpe Avenue from Western Avenue to Stanton Avenue and a portion of Beach Blvd. Associated costs in the amount of \$2,031,000 (Construction Contingency of \$175,000 and Construction Engineering of \$100,000) were allocated from the project account (No. 24-9806-590181) and undesignated Gas Tax Funds for the construction of this project.

DISCUSSION

During the construction phase of the project, additional design services accounting to \$6,121 were completed by Willdan Engineering. This amount would increase the original contract amount of \$94,520 with Willdan Engineering to \$100,641. This additional amount will enable staff to process the payment to Willdan through the relevant Purchase Order.

BUDGET IMPACT

The \$6,121 would come from the savings in the project account (No. 24-9806-590181).

Attachments

PSA No. 23-01 Executed.pdf

Willdan Engineering Amendment No. 1 for PSA No. 23-01.pdf

PROFESSIONAL SERVICES AGREEMENT

NO. 23-01

DATE: 01/24/2023

PROJECT: Professional Engineering Services for Orangethorpe Ave Rehabilitation Project

PARTIES TO THE AGREEMENT:

"CITY" The CITY OF BUENA PARK, a California municipal corporation

Designated Official: Name: Mina Mikhael
Title: Director of Public Works/ City Engineer
Telephone: (714) 562-3672

Mailing Address: 6650 Beach Boulevard
P.O. Box 5009
Buena Park, CA 90622-5009

THE CONSULTANT Willdan Engineering
Name of Business

Representative: Name: Vanessa Muñoz
Title: President/Director of Engineering
Telephone: (562) 368-4848
Address: 2401 E. Katella Avenue, Suite 300
Anaheim, CA 92806

TERM OF SERVICE:

Commencement Date: January 2023

Completion Date: December 2023

CONTRACT AMOUNT: \$94,520

APPROVED BY: (☒) City Council (☐) City Manager (☐) Director of Public Works

APPROVED: _____ DATE: _____

THIS AGREEMENT MUST BE FIRST EXECUTED BY THE CONSULTANT OR ITS REPRESENTATIVE AND APPROVED AS TO FORM BY THE CITY ATTORNEY BEFORE THE AGREEMENT MAY BE EXECUTED ON BEHALF OF THE CITY OF BUENA PARK.

This Professional Services Agreement ("Agreement") is dated **January 24, 2023**, and is between **Willdan Engineering**, a California corporation (the "CONSULTANT") and the CITY OF BUENA PARK, a California municipal corporation (the "CITY"). The CONSULTANT and the CITY are sometimes referred to herein collectively as the "Parties" and singularly as "Party".

RECITALS

A. The CITY desires to enter into this Agreement with CONSULTANT as an independent contractor to perform the following services: **Professional Engineering Services for Orangethorpe Avenue Rehabilitation Project** (collectively, the "Project").

B. The CONSULTANT is fully qualified to perform the tasks necessary for this Project by virtue of its experience and the training, education and expertise of its principals and employees.

The Parties therefore agree as follows:

1.0 EMPLOYMENT OF CONSULTANT. The CITY shall engage the CONSULTANT and the CONSULTANT shall perform the services required under this Agreement.

2.0 SCOPE OF SERVICES. The CONSULTANT shall perform during the term of this Agreement, those services set forth in the *CONSULTANT's PROPOSAL* attached hereto as Exhibit "A" (collectively, the "Services"), all to CITY's reasonable satisfaction. The CONSULTANT shall commence performance of the Services upon receipt of a written notice from the Designated Official authorizing the CONSULTANT to proceed, and only to the extent of such authorization. The CITY may, from time to time, request changes in the scope of services of the CONSULTANT to be performed under this Agreement. Such changes shall be in the form of a written amendment to this Agreement signed by both Parties and shall include any additional compensation agreed to by the Parties.

3.0 TIME OF PERFORMANCE. The CONSULTANT shall commence performance of the Services immediately upon receipt of a written notice from the Designated Official and shall perform the Services in a timely, and diligent manner.

4.0 TERM. The term of this Agreement shall commence on **January 24, 2023**, and shall remain in full force and effect until **December 31, 2023**, unless sooner terminated as provided in Section 10 of this Agreement.

5.0 COMPENSATION. As full and complete compensation for CONSULTANT's services provided under this Agreement, CITY shall pay CONSULTANT the total "NOT-TO-EXCEED" amount of **\$94,520**, as set forth in the *CONSULTANT's PROPOSAL*, attached hereto as Exhibit "A." No claims for additional compensation shall be allowed unless authorized in advance by the CITY in writing. Any additional work or expenses authorized by the CITY shall be compensated at the rates set forth in Exhibit A, or, if not specified, at a rate agreed to by the Parties. The CITY shall make payment for additional services and expenses in accordance with Section 6.0 of this Agreement.

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6.0 PAYMENT. Each month, the CONSULTANT shall submit invoices to the CITY for the services performed and any authorized reimbursable expenses incurred. The invoices shall describe in detail the services rendered during each day of the period, and shall show the days worked, personnel performing the services, number of hours worked, the hourly rates charged, milestone achievements, and, if applicable, reimbursable expenses incurred. The CONSULTANT shall remit the invoices to the address for the CITY specified on page one of this Agreement. The CITY shall review all invoices and notify the CONSULTANT in writing within ten (10) business days of any disputed amounts. The CITY shall pay all undisputed portions of the invoice within thirty (30) calendar days after receipt, up to the maximum compensation amount set forth in Section 5.0 of this Agreement. The CITY shall not withhold federal or state payroll or other taxes, or make deductions, from payments made to the CONSULTANT.

7.0 STANDARD OF SKILL. The CONSULTANT warrants that it possesses the professional expertise necessary to perform the Services. The CITY relies upon the skill of the CONSULTANT, and the CONSULTANT's staff, if any, to do and perform the Services in a skillful, competent, and professional manner, and the CONSULTANT and CONSULTANT's staff, shall perform the Services in such manner. The CONSULTANT shall, at all times, meet or exceed any and all applicable professional standards of care. The acceptance of the CONSULTANT's work by the CITY shall not operate as a release of the CONSULTANT from such standard of care and workmanship.

8.0 INDEPENDENT CONTRACTOR. The CONSULTANT is retained by the CITY only to the extent set forth in this Agreement, and the CONSULTANT's relationship to the CITY is that of an independent contractor. The CONSULTANT shall be free to dispose of all portions of the CONSULTANT's time and activities that the CONSULTANT is not obligated to devote to the CITY in such a manner, and to such persons, firms or corporations, as the CONSULTANT sees fit except as expressly provided in this Agreement. Neither the CITY nor any of its agents shall have control over the conduct of the CONSULTANT or any of the CONSULTANT's employees, except as set forth in this Agreement. The CONSULTANT shall not have the status of an employee under this Agreement, or be entitled to participate in any insurance, medical care, vacation, sick leave or other benefits provided for the CITY's officers or employees. The CONSULTANT shall have no power to incur any debt, obligation or liability on behalf of the CITY or otherwise act on behalf of the CITY as an agent. The 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 the CITY. The CONSULTANT shall pay all required taxes on amounts paid to the CONSULTANT under this Agreement, and indemnify and hold the CITY harmless from any and all taxes, assessments, penalties and interest asserted against the CITY by reason of the independent contractor relationship created by this Agreement. The CONSULTANT shall fully comply with applicable workers' compensation laws regarding the CONSULTANT and the CONSULTANT's employees. The CONSULTANT shall indemnify and hold the CITY harmless from any failure of the CONSULTANT to comply with applicable workers' compensation laws. The CITY may offset against the amount of any compensation due to the CONSULTANT under this Agreement any amount due to the CITY from the CONSULTANT as a result of the CONSULTANT's failure to promptly pay to the CITY any reimbursement or indemnification arising under this Section 8.0.

9.0 INDEMNIFICATION. The CONSULTANT and the CITY agree that the CITY, its employees, agents and officials should, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, liability, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are

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intended by the Parties to be interpreted and construed to provide the fullest protection possible under the law to the CITY and the Indemnitees. The CONSULTANT acknowledges that the CITY would not have entered into this Agreement in the absence of the commitment of the CONSULTANT to indemnify and protect the CITY and the Indemnitees, as set forth in this Agreement.

9.1 Indemnity for Design Professional Services. To the fullest extent permitted by law, the CONSULTANT shall, at its sole cost and expense, indemnify and hold harmless the CITY, its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those CITY agents serving as independent contractors in the role of CITY officials (collectively "Indemnitees" in this Section 9.0), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants and other professionals, and all costs associated therewith, and reimbursement of attorneys' fees and costs of defense (collectively "Claims"), whether actual, alleged or threatened, which arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of the CONSULTANT, or its officers, agents, servants, employees, subcontractors, contractors or their officers, agents, servants or employees (or any entity or individual that the CONSULTANT shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a "design professional," as the term is defined under California Civil Code § 2782.8(c)(2).

Other Indemnities. Other than in the performance of professional services, and to the fullest extent permitted by law, CONSULTANT shall, at its sole cost and expense, to protect, defend, hold harmless and indemnify the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and 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 "Damages"), in law or equity, whether actual, alleged or threatened, which arise out of, pertain to, or relate to the acts or omissions of CONSULTANT, 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 the Indemnitees' active or passive negligence, except for Damages arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties. CONSULTANT shall defend the Indemnitees in any action or actions filed in connection with any Damages, with counsel chosen with input from the Indemnitees, 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 the Indemnitees in connection therewith.

9.2 The obligations of the CONSULTANT under this or any other provision of this Agreement shall not be limited by the provisions of any workers' compensation act or similar act. The CONSULTANT expressly waives any statutory immunity under such statutes or laws as to the Indemnitees. The CONSULTANT's indemnity obligation set forth in this Section 9.0 shall not be limited by the limits of any policies of insurance required or provided by the CONSULTANT pursuant to this Agreement.

9.3 The CONSULTANT's covenant under this Section 9.0 shall survive the expiration or termination of this Agreement.

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10.0 TERMINATION OF AGREEMENT. The CITY may terminate this Agreement at any time during the term of the Agreement by giving the CONSULTANT not less than thirty (30) calendar days' prior written notice. The CONSULTANT may only terminate this Agreement for cause, and by giving the CITY prior notice in writing with a reasonable opportunity to cure any purported default. If the Agreement is terminated by the CITY, and provided CONSULTANT is not then in breach, the CONSULTANT shall be paid for services satisfactorily rendered to the last working day the Agreement is in effect, and the CONSULTANT shall have no other claim against the CITY by reason of such termination. This Agreement may be extended beyond the term only by the written agreement of both Parties prior to the expiration of the term of the Agreement.

11.0 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. The CITY may issue restraint or cease and desist orders to the CONSULTANT when unsafe or harmful acts are observed or reported relative to the performance of the Services. The CONSULTANT shall maintain the work sites free of hazards to persons and property resulting from its operations. The CONSULTANT shall immediately report to the CITY any hazardous condition noted by the CONSULTANT.

12.0 MANDATORY INSURANCE. The CONSULTANT shall maintain the following insurance coverage throughout the term of this Agreement, and, upon the CITY's request, the CONSULTANT shall provide the CITY with evidence of such coverage, which may include visual inspection of all policies, copies of declarations page, endorsements signed by an authorized representative of the underwriting company, or certificates of insurance. Insurance coverage shall be provided in the forms and coverage amounts set forth in this Section 12.0.

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

(a) Insurance Services Office Commercial General Liability insurance (occurrence Form Number CG 00 01).

(b) Automobile Liability insurance with coverage at least as broad as Insurance Services Office Form Number CA 0001 covering "Any Auto" (Symbol 1).

(c) Workers Compensation insurance as required by the State of California, and Employer's Liability insurance.

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

(a) General Liability: \$2,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit, and shall contain specific language creating a duty to defend against any suit seeking damages.

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

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

(d) Professional Liability: \$2,000,000 per claim, with an extended reporting period of not less than _____ years.

12.3 Deductibles and Self-insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the CITY prior to the CONSULTANT commencing any work under this Agreement. At the CITY's option, either: (i) the insurer shall reduce or eliminate the deductibles or self-insured retentions with respect to the CITY, its elected officials, officers, attorneys, agents, employees and designated volunteers; or (ii) the CONSULTANT shall provide a bond or other financial guarantee, satisfactory to the CITY, guaranteeing payment of losses and related investigations, claim administration and defense expenses.

12.4 Required Endorsements. Each insurance policy required by this Section 12.0 shall be endorsed as follows:

(a) Except with respect to any employer's liability or professional liability/errors and omission liability policies required by this Section 12.0, the CITY, its elected officials, officers, attorneys, agents, employees, independent contractors serving in the role of city officials and designated volunteers shall be named as additional insureds (collectively, "Additional Insureds" sometimes hereafter in this Section 12.0).

(b) Additional Insured Endorsements shall not:

- (1) Be limited to "Ongoing Operations";
- (2) Exclude "Contractual Operations";
- (3) Restrict coverage to the "Sole" liability of the CONSULTANT; or
- (4) Contain any other exclusion contrary to this Agreement.

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

(d) All insurance coverage shall contain a provision that prohibits cancellation, modification or lapse without thirty (30) calendar days' prior written notice from insurer to the CITY. The notice shall be provided via certified mail, return receipt requested. The 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.

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(e) Each policy shall be endorsed to state that the insurer waives the right of subrogation against the CITY and its officers, employees, agents, independent contractors serving in the role of city officials and designated volunteers.

12.5 Other Insurance Provisions. The CONSULTANT and the CITY further agree as follows:

(a) 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 the CITY or its operations limits the application of the insurance coverage.

(b) Requirements of specific coverage features or limits contained in this Section 12.0 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.

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

(d) Any actual or alleged failure on the part of the 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 the CITY or any additional insured, in this or any other regard.

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

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

12.6 Acceptability of Insurers. All insurance coverage required by this Section 12.0 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.

12.7 Verification of Coverage. The CONSULTANT shall furnish the CITY with evidence of the insurance required by this Section 12.0, satisfactory to the CITY. The evidence shall consist of original certificates of insurance and amendatory endorsements, including an additional insured endorsement. The endorsements shall be on forms provided by the CITY or on such other forms approved by the CITY in writing, and amended to conform to the CITY's requirements. The CONSULTANT shall file all certificates of insurance and fully executed endorsements with the CITY before commencing performance of the Services. Thereafter, the CONSULTANT shall provide proof that the policies of insurance required under this Agreement and expiring during the term of this Agreement have been renewed or replaced

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with other policies providing at least the same coverage. The CONSULTANT shall furnish such proof to the CITY prior to the expiration of the affected coverages. The CITY may require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time. The CONSULTANT shall provide complete copies of policies to the CITY upon request.

12.8 Subcontractors. The 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 Project by the CONSULTANT to carry the same insurance as required in this Section 12.0. The CONSULTANT shall obtain certificates evidencing the coverage and make reasonable efforts to ensure that the coverage is provided as required in this Section 12.0. The CONSULTANT shall require that no contract used by any subcontractor, or contract the CONSULTANT enters into on behalf of the CITY, shall reserve the right to charge back to the CITY the cost of insurance required by this Agreement. The CONSULTANT shall, upon request, submit to the CITY for review, all agreements with subcontractors or others with whom the CONSULTANT contracts with on behalf of the CITY, and all certificates of insurance obtained in compliance with this Section 12.8. The CITY's failure to request copies of the documents shall not impose any liability on the CITY, or its employees, or be deemed a waiver of any of the CITY's rights.

13.0 WORK PRODUCT.

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

13.2 Ownership.

(a) 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 the CONSULTANT in the performance of this Agreement (collectively, "Work Product") shall be considered to be "works made for hire" for the benefit of the 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 the CITY upon final payment being made. The CONSULTANT shall not obtain or attempt to obtain copyright protection as to any of the Work Product.

(b) The CONSULTANT hereby assigns to the 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 the CITY pursuant to subsection (a) above.

(c) The 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, the 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. The CONSULTANT shall defend, indemnify and hold the CITY, and its elected officials, officers, employees, servants, attorneys, designated volunteers and agents serving as independent

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contractors in the role of city officials, harmless from any loss, claim or liability in any way related to a claim that the 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 the 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 the 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 the 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. The CONSULTANT's covenants under this Section 13.2 shall survive the expiration or termination of this Agreement.

13.3 Confidentiality. Except as otherwise required by law, the CONSULTANT shall not disclose, publish or authorize others to disclose or publish, design data, drawings, specifications, reports or other information pertaining to the Project assigned to the CONSULTANT by the CITY or other information to which the CONSULTANT has had access during the term of this Agreement without the Designated Official's prior written approval. CONSULTANT's covenant under this Section 13.3 shall survive the expiration or termination of this Agreement.

13.4 Records. The 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 the CITY or the Designated Official. The 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, the CONSULTANT shall provide access to such books and records to the Designated Official, or his or her designees, and shall give the Designated Official, 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.

14.0 ASSIGNMENT AND SUBCONTRACTING. This Agreement is personal to the CONSULTANT, and the CITY has entered this Agreement in reliance on the CONSULTANT's skill, competence and experience. The CONSULTANT shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without the CITY's prior written consent, by and through the Designated Official. The CITY's consent to an assignment of rights under this Agreement shall not release the 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 the CONSULTANT in violation of this Section 14.0 shall be void and of no effect and shall entitle the CITY to immediately terminate this Agreement for cause. The CONSULTANT's services under to this Agreement shall be provided by the Representative or directly under the supervision of the Representative and the CONSULTANT shall not assign another to supervise the CONSULTANT's performance of this Agreement without the CITY's prior written approval, by and through the Designated Official. As used in this Section 14.0, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or

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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. The CONSULTANT shall not subcontract any performance required under this Agreement without the CITY's prior written consent.

15.0 MISCELLANEOUS TERMS.

15.1 Nuisance. The CONSULTANT shall not maintain, commit or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement.

15.2 Permits and Licenses. The 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 the performance of services under this Agreement.

15.3 Conflicts of Interest. The 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.*) and California Government Code Section 1090. During the term of this Agreement, the CONSULTANT may perform similar services for other clients, but the CONSULTANT and its officers, employees, associates and subconsultants shall not, without the City Manager's prior written approval, perform work for another person or entity for whom the CONSULTANT is not currently performing work that would require the CONSULTANT, or one of its officers, employees, associates or subconsultants, to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

15.4 Waiver. No delay or omission to exercise any right, power or remedy accruing to the CITY under this Agreement shall impair any right, power or remedy of the CITY, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver by the 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.

15.5 Accomplishment of Project. The 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.

15.6 Captions for Convenience Only. 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.

15.7 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.

15.8 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

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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 the CONSULTANT's and the 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.

15.9 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.

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

15.11 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. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses and attorneys' fees paid or incurred in good faith.

15.12 Compliance with Laws. In the performance of the work required by this Agreement, the CONSULTANT shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the CITY's Municipal Code, ordinances, regulations and policies. Further, this Agreement may call for services that, in whole or in part, constitute "public works" as defined in the California Labor Code. Therefore, as to those services that are "public works," the CONSULTANT shall comply in all respects with the all applicable provisions of the California Labor Code, including those set forth in Exhibit B, attached hereto.

15.13 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.

15.14 Governing Law. 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. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in superior or federal court with geographic jurisdiction over the City of Buena Park.

15.15 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 the CITY and the CONSULTANT with respect to the subject matter of this Agreement. This Agreement supersedes all prior or

APPROVED: _____ DATE: _____

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.

15.16 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.

15.17 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, then the CITY's request for proposals, if any, shall prevail.

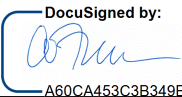
15.18 Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance.

APPROVED: _____ DATE: _____

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

CITY OF BUENA PARK

a California municipal corporation

DocuSigned by:

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Signature


Name: Aaron France

Title: City Manager

CONSULTANT*

Willdan Engineering

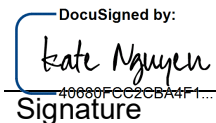
Name of Business

DocuSigned by:

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Signature

Name: Vanessa Munoz

Title: President

DocuSigned by:

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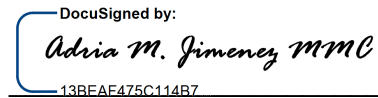
Signature

Name: Kate Nguyen

Title: Secretary

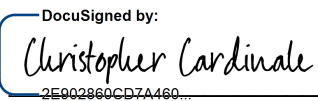
* **Please note, two signatures required for corporations pursuant to California Corporations Code Section 313, unless corporate documents provided to the City authorize only one person to sign this Agreement on behalf of the corporation.**

ATTEST:
(SEAL)

DocuSigned by:

13BEAF475C114B7

Adria M. Jimenez, MMC, City Clerk

APPROVED AS TO FORM:

DocuSigned by:

2E902860CD7A480

Christopher G. Cardinale, City Attorney

APPROVED: _____ DATE: _____

City of Buena Park

Proposal

Orangethorpe Avenue Rehabilitation Project Plans, Specifications and Estimate

January 9, 2023



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Letter of Transmittal

January 9, 2023

Mr. Cesar Ortiz, PE
Associate Engineer
City of Buena Park – Public Works Department
6650 Beach Boulevard
Buena Park, CA 90621

Subject: Proposal for Orangethorpe Avenue Rehabilitation Project Plans, Specifications and Estimate

The City of Buena Park is seeking a qualified consultant to provide plans, specifications, and estimate (PS&E) for the Orangethorpe Avenue Rehabilitation Project. The project involves civil and traffic engineering design, pavement engineering, design survey review, utility coordination, and project management. The City's project objectives are to provide appropriate pavement rehabilitation measures; improve existing drainage issues; address accessibility deficiencies; and prepare plans, specifications, and an estimate for the improvements.

Willdan Engineering (Willdan) has been providing consulting engineering services for municipal public infrastructure design for over 58 years and is well suited to partner with the City of Buena Park to achieve a quality and cost-effective design/construction package for the Orangethorpe Avenue Rehabilitation Project. We can provide qualified staffing as well as technical support and research for the project. Willdan's proposed team members are experienced in working together as an integral part of municipal public improvement projects. Our specific team is comprised of those who have been preparing similar project documents and addressing each task within the proposed scope of services.

The advantages Willdan's project team brings to the City are highlighted below.

Highly Skilled Project Manager

Willdan's proposed project manager, Mr. Tyrone Peter, PE possesses over 16 years of public works and design experience. Mr. Peter offers comprehensive experience with pavement maintenance; pavement rehabilitation design; design of state highway, new street, street widening, street realignment, ADA compliance, storm drain, water, and sewer improvement projects. Mr. Peter will be supported by Mr. Fred Wickman, PE as Civil Engineering Lead; Mr. Jeff Lau, PE, TE, ENV SP as Traffic Engineer Lead; and Chien-Chang Chen, PhD, PE, GE as Geotechnical Lead. These task managers will be fully supported by our in-house staff of civil, traffic, survey, geotechnical, drainage, and qualified technical staff.

Qualifications that Exceed the City's Evaluation Criteria

Willdan is familiar with the City standards, provisions, policies, and operations through the recent completion of the Malvern project in November 2022 – a 1.75-mile project that provides three travel lanes in each direction along the northerly section and two travel lanes along the easterly section. Our 58 years of corporate experience focused on street rehabilitation projects provides us with a demonstrated understanding of the City's needs and the expertise to identify opportunities and overcome constraints innovatively and cost effectively. Willdan's recent experience in contracts of similar scope, complexity, and magnitude is highlighted in the following paragraph.

City of Buena Park
January 9, 2023

Street Rehabilitation Expertise

Willdan has been at the forefront for many years in developing new and more cost-effective approaches to upgrading pavement structures of deteriorated streets. Over the years, our design specifications have been tested and refined for various processes using methods and materials proven to be economical and effective in their application. Willdan has provided engineering design and construction management services for over 20,000 roadway improvement, rehabilitation, and resurfacing projects throughout California. Resurfacing streets with non-standard design is a special challenge that Willdan deals with on a regular basis. Our experience with asphalt-rubber hot-mix is unsurpassed – dating back to the first asphalt-rubber project bid in Southern California in 1989. Representative relevant projects presented in our proposal include:

- Malvern Avenue Rehabilitation Project, City of Buena Park
- Cedar Avenue, Lower Azusa Road, and City Limit Area (Zone 2) Street Improvements, City of El Monte
- Priority 1 Street Improvements – Phases 1, 2, 3, 4, and 5, City of Lynwood
- Neighborhood Street Improvements FY 2020/21, City of La Puente
- Lakewood Boulevard Regional Corridor Capacity Enhancement, City of Lakewood
- Citywide Pavement Rehabilitation FY 2021/22 and FY 2022/23, City of Pico Rivera

Commitment and Ability to Deliver Requested Services While Supporting City's Goals

The City has a firm commitment to the ideal of a quality community. This ideal underpins the City's goals and requires a very high standard of integrity at all levels. From fiscal responsibility to responding to community concerns, the expectation is for quality services. Willdan is the right firm to help the City achieve these commitments and expectations as they are directly in line with our internal corporate goals of providing the highest level of service to our clients. Willdan's team offers a reputation as exceptional problem solvers and client advocates utilizing a corporate business model centering around our clients' best interests. Willdan is truly the City's one-stop resource for the support of projects.

President Ms. Vanessa Muñoz, PE, TE is authorized by our Board of Directors to make representations and negotiate on behalf of the firm. She can be reached at the following contact information:

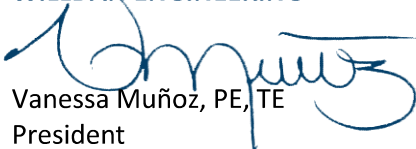
Ms. Vanessa Muñoz, PE, TE
Willdan Engineering
2401 E. Katella Avenue, Suite 300
Anaheim, CA 92806
Phone: (714) 940-6300, Ext. 6225 / Cell Phone: (562) 447-6844 / Email: vmunoz@willdan.com

Willdan's proposal will remain valid for a period of not less than 180 days from the date of submittal.

We look forward to working with the City of Buena Park on this very important project. If there are any questions regarding Willdan's proposal or our capabilities, please contact Ms. Vanessa Muñoz or our Project Manager Mr. Tyrone Peter, PE at the above address or by phone at (657) 223-8557 or by email at tpeter@willdan.com.

Respectfully submitted,

WILLDAN ENGINEERING


Vanessa Muñoz, PE, TE
President



City of Buena Park
January 9, 2023

Issued: Wednesday, January 4, 2023

CITY OF BUENA PARK

Department of Public Works

Addendum No. 1 Orangethorpe Avenue Rehabilitation Project

Please note the following:

1. Will Caltrans coordination be needed for this project?
The intersection of Orangethorpe Avenue and Beach Blvd is owned by the City of Buena Park. If a Caltrans encroachment permit is needed for the traffic control plans, the City will coordinate the effort.
2. Due to the holidays, will the City consider extending the proposal submittal deadline one (1) additional week, to January 16, 2023?
The City desires to award the design PSA at our January 24th council meeting & due to the hard deadline for the agenda report, we are unable to extend the proposal deadline.
3. Will the City be conducting interviews prior to selection of the consultant?
Interviews are not planned but if a decision cannot be made solely on the proposals, then interviews will be conducted to aid in the decision.
4. Due to observable drainage issues at the intersections, will separate intersection grid grades be required as part of the plan set?
The City does not expect the need for grid grades at intersections. However, existing and proposed elevation profiles for CL and FL (south and north curb) will be needed for the entire length of the project.
5. Does the City have available as-builts that can be shared prior to selection of a consultant?
As-builts will be provided once a consultant has been chosen.

By: _____

Cesar Ortiz, P.E.
Associate Engineer

I (We) the undersigned hereby acknowledge that I (We) have received Addendum No. 1 as issued on Wednesday, January 4, 2023, and that all changes, additions, deletions, clarifications and corrections specified herein have been incorporated into my proposal.

**THIS ACKNOWLEDGMENT MUST BE SIGNED BY THE CONSULTANT AND
RETURNED WITH THE PROPOSAL.**

January 4, 2023

Date: _____

Consultant/Title
President/Director of Engineering

cc: Mina Mikhael, P.E., Director of Public Works/City Engineer
Deepthi Arbolu, P.E., T.E., Assistant City Engineer



A. Scope of Work

Project Understanding

Willdan understands that the limits for the Orangethorpe Avenue Rehabilitation Project are from Western Avenue to Stanton Avenue. Orangethorpe Avenue is within the City's mixed land use corridor and provides three (3) travel lanes in each direction for a total length of approximately 0.50 miles. We also understand that the project limits is identified as a regional bikeway corridor for implementation of a county-wide bikeway. The approach portions, approximately 150 LF of Beach Boulevard, will also be considered in the design to address pavement rutting near the intersection. The proposed street rehabilitation strategies may include cold-mill with ARHM overlay and/or full-depth reconstruction. Willdan will discuss these strategies with the City after receipt of the geotechnical report prior to the design phase.

The project will address the existing PCC deficiencies along each street segment. During our field review and our review of topographical survey data, our staff will identify the curb and gutter and cross gutter flowline issues. The locations to be reconstructed will be identified during the preparation of the preliminary plan, which will provide the City with our recommendations for reconstruction. During the field review, we will also identify non-compliant or missing ADA features.

Similar to the gutter replacements, existing sidewalk, access ramps, and driveway issues will be identified. For access ramps, Willdan has a curb return sketch/form that is used during our field reviews to document existing features that could potentially impact the design and construction of the proposed ramp. Combined with the design survey, we will have the necessary information to determine if a standard ramp detail can be used or if a custom design will be required for construction. The curb ramps will include detailed construction grades and elevations.

A preliminary quantity estimate will be prepared for the major items of work to prepare a preliminary Engineer's Opinion of Probable Construction Cost (EOPPC) to be submitted with the preliminary plans for review and approval.

Willdan will review the topographical survey and geotechnical report provided by the City as soon as we are given notice of our selection for the project. Since the design survey and geotechnical findings are critical path items to finalize the design of the project, it will be important to obtain the information from the City as early as possible to keep the project on schedule. We will initiate the utility coordination after the kick-off meeting with City staff.

We will base our preliminary plans and EOPPC on record information, the City's preferences, the City-provided survey and geotechnical report, and our preliminary field review/observations. Our recommendations will be provided to the City for review and approval prior to the final design phase. We will also include the design for the removal and replacement of the existing slotted cross gutter and spandrels located on the east side of Orangethorpe Avenue at Country Club Drive.

The 65% preliminary plans will be prepared and submitted to the City for review and comments. After the City's 65% comments have been addressed and additional information is added to the PS&E to a 95% completion level, the PS&E will again be submitted for review and comments. Once the 95% comments are addressed, 100% plans specifications and estimates will be submitted for City's approval and the PS&E will be advertising for bids.



Project Approach and Scope of Work

Willdan will implement an approach for the Orangethorpe Avenue Rehabilitation Project that consists of conducting a kick-off meeting to discuss detail project scoping and criteria, review existing roadway record information, compare pavement section scenarios that will provide the City’s required design life and meet future traffic demands, and communicate and conduct monthly project meetings.

Willdan’s Project Manager will maintain communication with the City’s Project Manager to communicate effectively, reduce misunderstandings and project conflicts, address project concerns identified during Quality Assurance and Quality Control (QA/QC) and report regularly on the status of project milestones. Willdan’s project management approach will be to monitor and contain costs for this project, meet schedule milestones, and deliver a quality project bid package. To initiate our Project Management Approach, the following strategies will be implemented:


The Willdan Advantage

 Approach each project with a spirit of resourcefulness and excellence


 Maintain high standards of technical quality

 Seek appropriate solutions that fit the project


 Conduct business with truthfulness and high ethical standards




Prepare a Work Plan that addresses staffing and assignments, scope of work, deliverables, budget, and schedule. The Work Plan provides definitive directions to the project team, as agreed to by the City of Buena Park.




Develop a Schedule that defines each task needed to meet key milestone dates. Using open dialogue with our team, the City’s project staff, and stakeholders, Willdan will make adjustments, as needed, to meet the project delivery goals.




Conduct project team meetings to facilitate informed discussions and decisions and team consensus on solutions and action items. All team members are kept informed via complete and accurate meeting minutes that highlight decisions, action items, and prompt follow-through.




Consistently use project tracking tools, such as Issues Logs, Decision Logs, monthly progress reports and schedule updates.



Research and Development. Having a comprehensive and accurate base map and verifying field conditions is critical to developing a design that addresses potential utility conflicts. This includes prompt utility requests to obtain necessary information regarding buried and overhead facilities. Other record improvement drawings such as traffic signal, signing and striping, street lighting and street improvement as-builts – together with photographs, and field observations – will make-up the remainder of the resources used to compile the base mapping.



Utility Coordination and Relocation. Our strategy to expedite utility coordination and relocation/adjustments is to proactively coordinate with the utility companies early and frequently throughout the process. Our emphasis – once we have the identified facility locations – will be to continue our communications with them to define necessary relocation/adjustments or eliminate their need to make changes in existing facilities.



Preliminary Design (65%). It is important to have a comprehensive and preliminary design that incorporates field review observations, identify limits of improvements, and utility information; incorporate potential impacts due to construction activities; and routinely update construction estimates during the various task phases. Impact identification at this stage is critical to control construction cost and minimize construction delays. Although we don’t anticipate any on-site element relocation or utility relocations for the project, they are critical items that could delay the project or add to the construction cost. At the preliminary design phase, complete street and sustainable design elements will be recommended for City’s consideration.



City of Buena Park



Final Design. Our strategy is to begin the final design (plans, specifications, and construction estimate) as soon as the concept design has been approved and pavement strategies have been approved.



Services during Construction. Our project manager and team leads will be available to the City during the bid and construction phase of the work to provide technical assistance, as needed, to facilitate accomplishment of the project. Upon the completion of construction and receipt of the contractor’s and inspector’s red-line control plan sets, we will review and clarify any apparent conflicts in as-construction notations, and then prepare an as-constructed set of record drawings for the City’s file.

Scope of Work

Task I – Project Management and Coordination

Willdan will conduct all tasks necessary to complete the project, including day-to-day project management, meetings, progress reports, project communication and agency follow-up, project scheduling and tracking, invoicing, and overall administration of the project. Willdan's project management approach to manage and control the project is expected to include, but not be limited to:

Task 1 – Project Deliverables

✓ Meeting Agenda

✓ Meeting Minutes

✓ Monthly Progress Reports

✓ Project Schedule

- A project pre-design (kick-off) meeting will be scheduled with City staff. The City can provide a detailed explanation of the project scope and schedule. Major aspects of the project will be discussed including the design criteria, utility coordination, plans, specifications, and estimates preparation, submittal reviews, bid process, and anticipated construction issues. The goal is for everyone to have a clear understanding of the scope and their responsibilities.
- Willdan will maintain communication with the City Staff for the various submittal stages: preliminary plans at 65%, 95%, 100% and final design completion.
- Willdan will prepare and distribute meeting agendas and minutes for all project meetings, including action items.
- Willdan will submit monthly progress reports to the City’s Project Engineer via e-mail or tele-conferencing.
- Willdan will develop and monitor a critical path method project schedule using Microsoft projects software. The schedule will identify each task, start and end dates, and duration. The schedule will be updated monthly and submitted with the progress report.
- Willdan will prepare and provide the City with a QA/QC plan on the project to ensure quality control for the duration of the project.

Task 2– Detailed Design – Task 2a - Field Review/Data Collection

Willdan will conduct field reviews to observe the project site and general conditions of the street and the condition of the pavement, curb and gutter, cross gutters, sidewalks, curb access ramps, driveway approaches, striping layouts, and pavement legends, within the project limits. We will determine the locations of damaged, raised, or sunken curb and gutter, sidewalk, curb ramps, and other concrete improvements within the public right of way that are in need of repairs. Willdan will also take note of facilities that need to be upgraded to current ADA standards. Our staff will provide recommendations for pavement rehabilitation strategies and locations of pavement failures requiring structural repairs prior to final paving. The following criteria will be used for identification of proposed improvements:



Task 2a – Project Deliverables

✓ Spray Paint Marks

- **Curb & Gutter and Cross Gutters**
 1. Vertical or horizontal displacement of 0.04’ or greater



City of Buena Park

2. Areas that create 0.04' or more of ponding water
 3. Minimum design of 0.10% for gutter flowline replacement
 4. Replace existing center trough longitudinal gutters
 5. No "floater" segments of existing curb & gutter shorter than 10'
 6. Avoid replacing curb and gutter in front of driveways if possible
- **Sidewalks, Curb Ramps, and Driveway Approaches within pedestrian area**
 1. Vertical displacement to be determined at the kick-off meeting
 2. Complete data on Willdan's field review form for curb ramp construction
 3. Recommend full panel replacement for sidewalks and drive approaches
 - **Roadways**
 1. Based on field observations, provide preliminary pavement rehabilitation strategies
 2. Determine locations of structural failure and document on construction drawings

Photographs of all potential problem locations will be taken. Willdan will prepare a photo log with written descriptions and submit this to the City. To the extent possible, field reviews will be scheduled during street sweeping times.

Task 2b – Research and Development

- **Records Research**

Willdan will obtain available as-built drawings, survey data and utility contact information from the City. The research may include assessor parcel maps, tract maps, recently completed or planned improvement drawings, as-built drawings for street, traffic signals, signing, striping, and storm drain, as well as municipal improvements such as water and sewer as-builts, atlases, and/or GIS information.

Task 2b – Project Deliverables

- | | |
|----------------------------------|--------------------------------------|
| ✓ Utility Notices & Response Log | ✓ Coordination with Outside Agencies |
|----------------------------------|--------------------------------------|

- **Utility Notices**

Willdan will conduct a detailed utility search within the project limits using the following process:

- Initial Utility Notices
 - Obtain the list of utility agencies with facilities within the project limits from the City and through our design services with USA Dig Alert.
 - Discuss with City staff which utilities will relocate/adjust their own facilities.
 - Send utility notices using the form provide by the City to all agencies included in the list. (Our scope includes sending three (3) notices – preliminary, intermediate, and final.)
 - Create and maintain a database tracking responses from the utility agencies.
 - Perform a field visit verifying the existing utilities.
 - Include known existing utilities on the project base plans.
 - Coordinate with utility agencies in the event of any conflicts or necessary relocations.
- Second Utility Notices
 - Send each utility agency that has facilities within the project limits a set of 65% drawings to verify their facilities are shown correctly.
 - Provide notice to utility agencies regarding need to relocate/adjust their facilities prior to/after paving operations



City of Buena Park

- Final Utility Notices
 - Willdan will send out final utility notices with final plans with “relocate/adjust by others” to the agencies with facilities within the project limits.

- **Site Review**

Willdan will conduct field reviews to observe the project site and general conditions to identify design constraints, potential conflicts, and verify as-built and utility information within the project area. Initiate contact with other affected governmental agencies and utility companies to coordinate their requirements and impacts.

Task 2c – Survey/Right-of-Way Engineering

Willdan understands that the City will perform design surveying, including the establishment of right-of-way and centerline stationing, location of topographic features within the traveled roadway, centerline profile, top of curb, flow line, back of walk. If additional elevations are required to be obtained at locations for reconstruction of curb and gutter and for detailed curb access ramps where existing conditions do not permit the use of standard drawings, we will request the City provide additional survey.

Task 2c – Project Deliverables

✓

List of existing record
Survey Monumentations

We assume the topographical survey provided by the City will capture all existing water (meters, hydrants, valves, blow offs, etc.), manholes (sewer, storm drain, utility, etc.), clean outs and other utility information (vaults, transformers, meters, etc.). Willdan will import the existing utility information and locations into the base map files from substructure and other existing utility maps provided by the cities and can then coordinate with utility companies for additional information as necessary.

Existing record survey monumentation provided by the City, that may be disturbed or destroyed during construction will be called out on the plans to be re-established within 6 months after filing of the project notice of completion and all Records of Survey will be filed with Orange County.

Task 2d – Geotechnical Engineer/Environmental Documentation

- **Geotechnical Services**

Per the RFP, the City will provide the soils report and Willdan will review the report and work closely with the City staff in deciding the type of rehabilitation based on City’s budgets.
- **Environmental Documentation**

Categorical Exemption/Notice of Exemption. Willdan understands the Project will rely on local funding, and thus must comply with CEQA provisions and that the City will provide the approval of Notice of Exemption and Justification of Exemption in accordance with Section 15062 of the California Environmental Quality Act (CEQA) Guidelines.

Task 2e – Engineering Design and Plans Specifications and Estimates (PS&E)

Willdan will prepare a concept plan for the proposed pavement rehabilitation scenarios, potential dig-out locations, PCC improvements, and any striping layout revisions. In addition, the concept plans will identify deficient ADA ramp’s locations and non-compliant ADA path of travel. One concept plan will be included with up to two modifications, as directed by the City.

Task 2e – Project Deliverables

✓

65% Plans and EOPCC

✓

95% Plans, EOPCC and Specifications

✓

100% Final Bid Documents



City of Buena Park

■ Construction Documents

• Preliminary PS&E – 65% Stage

Willdan Engineering will prepare engineering plans at a scale of 1"=40' for the pavement rehabilitation strategies. The base maps will show above and below ground facilities (based on field visits and utility as-built research), all property lines and any other relevant features. Based on our preliminary street strategies we anticipate the 65% design plans will include the following:

- a. Title sheet (1 sheet)
- b. Typical Sections, Notes (1 sheet)
- c. Ramp and Cross Gutter Detail Plan (3 Sheets)
- d. Plan and Profile at 1"=40' H and 1"=8' V (4 sheets)
- e. Signing, Striping and Loop Replacement Plans at 1"=40' (2 sheets)
- f. Traffic Control Plans at 1"=40' (6 sheets)

Willdan will recommend and incorporate complete street elements and sustainable design elements on the sidewalk areas, roadways and at various intersections and crosswalk areas.

Traffic control plans will be prepared based on a 2-phase operation for the pavement rehabilitation work. It is anticipated that the pavement contractor will perform construction activities for the outer travel lanes for one phase, and then perform construction activities on the inner travel lanes for the other phase of work.

Roadway design will be based on the approved pavement rehabilitation approach, deteriorated pavement full-depth repairs, approved PCC repairs and ADA improvements. Existing utilities and surface elevations will be taken into consideration for the street cross sections.

• Preliminary Engineer's Estimate

The team will prepare a 65% level engineer's estimate based on the 65% engineering plans and will use unit cost data using the information provided by the City, recent projects, and the Caltrans contract cost database.

• Preliminary PS&E – 95% Stage

■ Construction Plans

The team will revise the 65% submittal package by adding additional detail required for the 95% submittal and incorporating City comments and will then submit 95% plans, and engineer's estimate to the City for approval.

■ Technical Specifications

The team will also submit 95% technical specifications to the City in Microsoft Word 2010 (or later version). The team will use the Greenbook Format specifications. We assume the City will provide the front end "boilerplate specifications."

■ Unit Price Engineer's Estimate

Willdan will prepare quantity calculations and final construction cost estimates in accordance with City requirements. The estimate will be provided in both Excel and pdf format.

• Final PS&E – 100% Stage

■ Construction Plans

The team will revise the 95% submittal package by incorporating City comments. Willdan will then submit 100% plans, and the engineer's estimate to the City for approval.



City of Buena Park

▪ Contract Specifications

The team will also submit 100% contract specifications to the City in Microsoft Word 2010 (or later version). The team will incorporate comments received as a result of the City's review of the 95% PS&E.

▪ Engineer's Estimate

Willdan will prepare final construction cost estimates in accordance with City requirements based on the 100% design plans.

▪ Bid Documents

The team will revise the 100% submittal package by incorporating City comments. We will then submit final plans, contract specifications, and engineer's estimate to the City.

- Digital copy of AutoCAD DWG files with all layers bound to each drawing
- PDF copy of the final construction plans
- One (1) set of final technical specifications on 8.5" X 11" unbound paper and electronic MS Word and pdf versions
- One (1) set of final cost estimate (EOPCC) on 8.5" X 11" staple bound paper and electronic version (PDF & MS Excel) including all backup calculations
- One (1) set of final bid specifications incorporating all required forms and Technical Specifications and electronic Word version.
- Final utility notice

▪ Caltrans Encroachment Permit

Willdan anticipates a Caltrans permit may be required to implement traffic control measures during construction. Willdan will assist the City with the necessary traffic control plans, but we understand that City will be responsible for coordinating with Caltrans and acquiring the permits, if needed.

Task 3 – Engineering Support during Bidding and Construction

Willdan shall provide support during bidding and construction phase. Work includes the following:

- Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
- Prepare project addenda at the direction of the City (assume five).
- Willdan will attend the pre-construction meeting, job walk, and job-site meetings over the course of the construction schedule.
- Willdan will provide response to contractor's requests for information (RFI) about the plans and specifications forwarded to Willdan by the City. This task includes conferring with the City's Construction Manager regarding the RFI, as appropriate. Regularly scheduled construction observation is specifically excluded from this scope of work. It is assumed that 15 RFIs will be responded to.
- Review and approve shop drawings.
- Review and approve submittals.

Task 3 – Project Deliverables

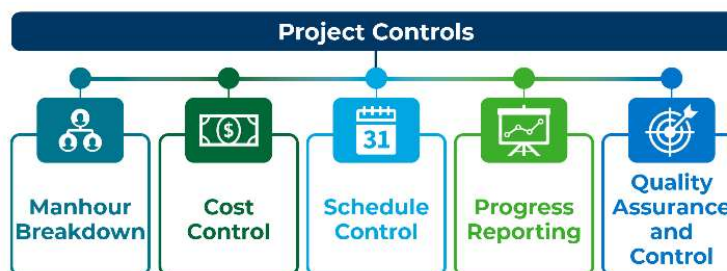
- ✓ Tabulated responses to RFIs
- ✓ Addenda as necessary



Project Control/Quality Assurance

Willdan's project control system is designed to provide a coordinated effort between all task facets of a project in the framework of the pre-established master schedule, budget controls, and reporting system.

The project control system provides an objective measure of performance integrating the following functions:



Manhour Breakdown. The manhour breakdown structure subdivides the work into manageable segments and is the basis for our project managers' project control plan. The structure is tailored to specific project needs, but generally has typical elements, including codes to identify work segments and engineering disciplines, weekly reports, and project resources schedule.



To monitor labor costs, each person performing work on a project completes a weekly timecard that identifies the project, segment of work, and engineering discipline by code. Man-hour summary reports are developed weekly from the timecards and are issued to our project manager for review. Each project manager then updates the schedule. This simple system provides accountability for Willdan's payroll, billings, and progress reporting and serves as the basis for all cost-related project management data.

Cost Control. The budget control system is prepared in accordance with the work breakdown structure. The budget becomes the control against which performance is measured. The budget is time phased by combining project master scheduling data with budget data. Actual costs are compared with budgeted costs and variances analyzed. Deviations between planned and actual cost can then be evaluated to forecast and control future work. Beginning with electronic timekeeping, project hours are assigned to the appropriate tasks and subtasks and booked as work-in-process. Pre-bill reports are generated that identify the hours to be billed along with any other direct charges to the project. This is the information used to determine each month's invoicing. Once hours and charges are billed, they are shifted from Work-in-Process to Accounts Receivable to ensure that billed hours are inactivated. Monitoring is easily accomplished through team member progress updates and comparisons between the scope of work, schedule, and budget.



Schedule Control. A critical path method master schedule will be prepared following the notice to proceed. The schedule will identify major items of work and will be the vehicle for monitoring, controlling, and tracking progress. The schedule will be updated monthly to reflect actual and forecasted completions. This allows our project managers to anticipate and forecast potential issues and develop an advanced strategy to proactively mitigate problems before they impact the schedule. If it is determined that a project is falling behind schedule, project managers meet with the respective team members, identify the problem, and ensure that extra support and effort are expended to bring the project back on schedule. Willdan will keep City staff informed of the overall schedule, including advanced notification of any necessary adjustments or actions to remain on track. Project managers monitor all progress on a weekly basis.



Progress Reporting. The submittal requirements and format for consistent monthly reporting of project costs and status will be confirmed with the City during the project start-up period. The status report will contain a project performance summary, action items, outstanding items to be resolved, an updated schedule, and a comparison and narrative of budgeted costs versus actual costs.

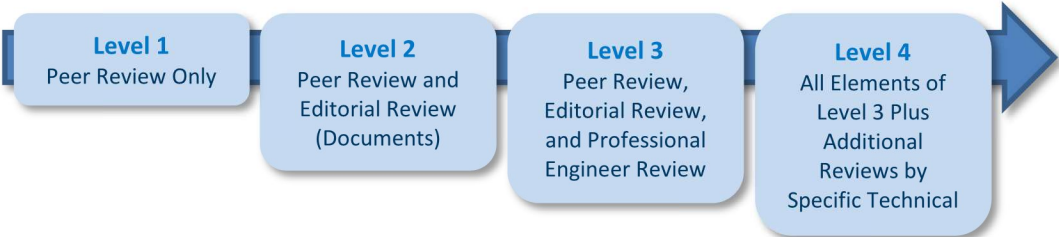


Quality Assurance and Control. Quality Assurance and Quality Control procedures are critical to ensuring sound engineering practices and quality deliverables are produced for our clients. Willdan operates daily under a company-wide Quality Assurance/Quality Control (QA/QC) Program. In accordance with Willdan's QA/QC Manual, a QA/QC officer is assigned to every contract. As part of her daily responsibilities, **Ms. Vanessa Munoz, PE, TE** is the assigned QA/QC officer for this project and will provide quality assurance oversight. Typical QA/QC activities include assigning the appropriate technical staff to the project, selecting the proper technical project approach, establishing a project schedule that meets internal Willdan and City deadlines, and determining the proper level of QA/QC review. Many of these QA/QC activities have already been discussed as part of this proposal preparation. Project-specific QA/QC activities will be planned at the beginning of a project.



City of Buena Park

The four levels of QA/QC review for project deliverables include:



The two major components of the QA/QC review are communication and technical reviews. A Level 2 QA/QC review will be performed on the correspondence to ensure it is reasonably organized, text and presentation are understandable and easy to follow, any required formats are followed and there are no grammatical or spelling errors. A Level 3 QA/QC review will be performed on the contract PS&E calculations and determining if the proposed strategies are sound and appropriate.

B. Consultant’s Representative

As Willdan reviewed the scope of this project and identified and investigated the key challenges, we assembled our project team – matching expertise to project need. The selected individuals will lend their expertise and knowledge to respond to the needs of the City of Buena Park’s Orangethorpe Avenue Rehabilitation Project and deliver exceptional results. This group of specialized experts is dedicated to serving the City of Buena Park through innovative solutions and quality recommendations.

Project Manager

Mr. Tyrone Peter, PE will serve as Project Manager and will be responsible for delivery of services under the Orangethorpe Avenue Rehabilitation Project contract. He will serve as the primary contact for the City and can be reached at Willdan Engineering, 2401 E. Katella Avenue, Suite 300, Anaheim, CA 92806; by phone at (657) 223-8557; by cell phone at (714) 393-1963; or by email at tpeter@willdan.com. Mr. Peter will apply his strong managerial and technical capabilities to effectively administer the City’s project scope, budget, and schedule.

Project Manager Contact
Tyrone Peter, PE
2401 E. Katella Avenue, Suite 300
Anaheim, CA 92806
Phone: (657) 223-8557
Cell: (714) 393-1963
Email: tpeter@willdan.com

Tyrone Peter, PE	Project Role
	Project Manager

Summary Profile	
▪ BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering	▪ 16 Years of Experience
▪ Civil Engineering, Murugappa Polytechnic	
▪ Civil Engineer, California No. 81888	

Relevant Experience	
▪ Malvern Avenue Rehabilitation Project, City of Buena Park	
▪ Street Resurfacing/Improvements – Zone 2, City of El Monte	
▪ Priority 1 Street Rehabilitation, Phases 1 – 5, City of Lynwood	
▪ Citywide Street Rehabilitation Project – Overlay and Reconstruction Improvements, City of Pico Rivera	



Alternate Representative

Mr. Fred Wickman, PE will serve as Civil Engineering Lead and will be the alternate representative for the Orangethorpe Avenue Rehabilitation Project contract.

Civil Engineering Lead Contact
Fredrick Wickman, PE
2401 E. Katella Avenue, Suite 300
Anaheim, CA 92806
Phone: (657) 223-8595
Cell: (714) 234-3228
Email: fwickman@willdan.com

Fredrick Wickman, PE	Project Role
	Civil Design Lead

Summary Profile	
▪ BS, Civil Engineering, Michigan Technological University, Houghton, MI	▪ Civil Engineer, NM #24637
▪ Civil Engineer, CA #C47979	▪ Civil Engineer, CO, #56606
▪ Civil Engineer, TX #127997	▪ Civil Engineer, WA, #20107343
	▪ 34 Years of Experience

Relevant Experience	
▪ Malvern Avenue Rehabilitation Project, City of Buena Park	
▪ Pavement Rehabilitation at Various Locations – FY 2020-21, City of Pico Rivera	
▪ Priority 1 Street Rehabilitation, Phases 1 – 5, City of Lynwood	
▪ Suburbia Neighborhood Pavement Rehabilitation, City of Los Alamitos	

C. Project Team

Key Personnel Resumes

Resumes for our Project Manager and key personnel are provided on the following pages.

- Tyrone Peter, PE – Project Manager
- Vanessa Munoz, PE, TE – Quality Assurance/Quality Control Manager
- Fred Wickman, PE – Civil Engineering Lead
- Jeffrey Lau, PE, TE, ENV SP – Traffic Engineering Lead
- Chien-Chang Chen, PhD, PE, GE – Geotechnical Engineering Lead



City of Buena Park

Tyrone Peter, PE

Classification: Director

Project Role: Project Manager

Profile Summary

Education	<ul style="list-style-type: none"> BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering Civil Engineering, Murugappa Polytechnic
Registration	<ul style="list-style-type: none"> Civil Engineer, California No. 81888
Experience	16 Years / 16 Years with Willdan

Mr. Tyrone Peter is an accomplished civil engineer for multi-discipline and multi-agency infrastructure projects and is known for providing innovative, quality engineering services to ensure project delivery within budget and schedule. His years of experience managing and designing all types of public works projects provide a solid foundation to understand what is needed to deliver a successful project and make him the perfect fit for overseeing the entire project as well as specific civil engineering tasks. Mr. Peter's comprehensive experience includes design of state highway, new street, street widening, street realignment, pavement rehabilitation, light rail and railroad, grade separation, flood control facility, water, and sewer projects. He has supervised feasibility study, project study report, project report, construction document preparation as well as grade certification issuance, construction administration, and construction inspection. He is proficient at managing large project teams with subconsultants and multiple technical disciplines.

Relevant Project Experience

Malvern Avenue Rehabilitation Project, Buena Park, CA. Project Manager. The 1.75-mile project provides three travel lanes in each direction along the northerly section and two travel lanes along the easterly section. Improvements included asphalt, curb ramps, curb and gutter, sidewalks and catch basins. Bike lanes were also installed at the completion of the improvements. Street rehabilitation strategies included cold-mill with ARHM overlay and/or full-depth reconstruction. During the field review for the preparation of the preliminary plan, Willdan identified sections to be reconstructed and non-compliant or missing ADA features; gutter replacements; and existing sidewalk, access ramp, and driveway issues. The 65%, 95% and 100% preliminary plans, specifications and estimate were prepared and submitted to the City.

Priority 1 Street Improvements – Phases 1, 2, and 3, City of Lynwood, California. Project Manager. The project included multiple phases for resurfacing selected local streets throughout the City. Various pavement strategies such as slurry seal, grind and overlay, and total reconstruction were incorporated into the street rehabilitations. Existing water and sanitary sewer mains and services were upsized. Willdan provided engineering design, utility coordination, advertising and bid support, and design support during construction.

Street Resurfacing/Improvements – Zone 2, City of El Monte, CA. Project Manager. The project will resurface over 8-1/2 miles of local streets in the northwest section of the city. The adjacent properties are developed with primarily residential homes with a few churches, school, and commercial uses. The project will involve three different resurfacing strategies – grind and overlay, cape seal, and slurry seal. Including the various pavement strategies provide an advantage to monitor the construction budget during the design process and revise the pavement strategies as necessary to maximize the pavement life of the improvements while keeping costs within the City's construction budget.

Citywide Street Rehabilitation Project – Overlay and Reconstruction Improvements, City of Pico Rivera. Civil Design Lead. Willdan provided engineering design services, including preliminary engineering, surveying, and preparation of plans, specifications and estimates for assessment of the existing pavement conditions of identified streets, and provide recommendations for the Citywide Street Rehabilitation Project – Overlay and Reconstruction. Improvements for the project included pavement rehabilitation on various roadways segments parkway improvements, such as the reconstruction of existing damaged and uplifted concrete sidewalk, curb and gutter, and drive approaches.



City of Buena Park

Vanessa Muñoz, PE, TE

Classification: President

Project Role: Quality Assurance/Quality Control Manager

Profile Summary	
Education	<ul style="list-style-type: none"> BS, Civil Engineering, California Polytechnic State University, Pomona
Registration	<ul style="list-style-type: none"> Civil Engineer, California No. 67583 Traffic Engineer, California No. 2341
Experience	25 Years / 23 Years with Willdan

Ms. Vanessa Muñoz is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects and has designed over 700 signalized intersections and supervised completion of over 1,000 projects for a variety of large- to small-scale projects. Her area of expertise includes traffic impact studies, engineering and traffic surveys, design and operations, municipal engineering, and operational analyses. Ms. Muñoz is responsible for analysis, coordination, and preparation of plans, specifications, and estimate for traffic signals, signing, striping, traffic control, flashing beacons, street lighting, interconnect, parking lots, street widening and resurfacing projects. She has performed street lighting inventories for master plans, developed design plans and performed energy audits for street lighting conversions and street lighting upgrades. Ms. Muñoz serves on an on-call basis as the City Traffic Engineer for the Cities of Rolling Hills and Inglewood and has served in a traffic engineer capacity or as City Traffic Engineer for the Cities of Arcadia, Camarillo, and Fontana.

Relevant Project Experience

Malvern Avenue Rehabilitation Project, Buena Park, CA. Quality Assurance/Quality Control Manager. The 1.75-mile project provides three travel lanes in each direction along the northerly section and two travel lanes along the easterly section. Improvements included asphalt, curb ramps, curb and gutter, sidewalks and catch basins. Bike lanes were also installed. Street rehabilitation strategies included cold-mill with ARHM overlay and/or full-depth reconstruction. During the field review in preparation of the preliminary plan, Willdan identified sections to be reconstructed and non-compliant or missing ADA features; gutter replacements; and existing sidewalk, access ramp, and driveway issues. Prepared 65%, 95% and 100% plans, specifications and estimate and provided construction support.

Long Valley Road/Valley Circle Boulevard/U.S. 101 On-Ramp Improvements. City of Hidden Hills, California. Principal-in-Charge/Quality Assurance Manager responsible for staffing resources and leading in-house quality assurance program for the engineering efforts required to improve traffic congestion and pedestrian access at the Long Valley Road on-ramp intersection. The improvements encompass sidewalks, right turn-out lane, paved public parking lot and staging area for City entry, on-ramp sidewalk, shoulder paving, and other improvements at the heavily congested intersection of Long Valley Road and U.S. 101 on-ramp. Willdan is providing civil, drainage, landscape architectural, and traffic design; environmental compliance documentation; survey; geotechnical engineering and materials testing; grant funding administration; utility coordination; NPDES, SWPPP, and erosion control; right-of-way engineering; and construction support for this Measure R improvement project.

Bastanchury Gap Closure, City of Yorba Linda, California. Principal-in-Charge/Quality Assurance Manager responsible for ensuring availability of staffing resources and leading in-house quality assurance program efforts for the engineering efforts required for the street improvements. The scope of services for the street widening project. The widening accommodated four traffic lanes – two in each direction – along with Class II bike and parking lanes on each side of the roadway and a 10-foot striped center median. Sections of the roadway pavement were repaired or completely removed and replaced. New curb and gutter, signing, striping, traffic signal modification, street lighting, drainage improvements, and utility coordination were included in the design. Existing power poles along the north side of Bastanchury Road were relocated to the parkway and the final paving cap along the previously widened segment was incorporated into the improvement plans. The project included water quality management programs and construction of bio-filtrations units.



City of Buena Park

Fredrick Wickman, PE

Classification: Principal Project Manager

Project Role: Civil Engineering Lead

Profile Summary

Education	BS, Civil Engineering, Michigan Technological University, Houghton, MI		
Registration	<ul style="list-style-type: none"> Civil Engineer, CA #C47979 Civil Engineer, TX #127997 	<ul style="list-style-type: none"> Civil Engineer, NM #24637 Civil Engineer, CO, #56606 	<ul style="list-style-type: none"> Civil Engineer, WA, #20107343
Experience	35 Years / 9 Years with Willdan		

Mr. Fred Wickman has over 35 years of municipal and public works capital improvement project and maintenance experience. He is a motivated professional skilled at building strong relationships with fellow staff, supervisors, clients, and community members. Familiar with approval and permitting procedures of federal, state, county, and local jurisdictions. Mr. Wickman is experienced with numerous funding sources, including assessment districts, enterprise funds, and various federal, state, and local programs. He has a broad experience in both the private and public sectors involving city engineering, project management, and supervision of design teams. He understands general procedures and processes for Public Works/Engineering operations in the municipal arena.

Relevant Project Experience

Malvern Avenue Rehabilitation Project, Buena Park, CA. Civil Engineering Lead. The 1.75-mile project provides three travel lanes in each direction along the northerly section and two travel lanes along the easterly section. Improvements included asphalt, curb ramps, curb and gutter, sidewalks and catch basins. Bike lanes were also installed. Street rehabilitation strategies included cold-mill with ARHM overlay and/or full-depth reconstruction. During the field review in preparation of the preliminary plan, Willdan identified sections to be reconstructed and non-compliant or missing ADA features; gutter replacements; and existing sidewalk, access ramp, and driveway issues. Prepared 65%, 95% and 100% plans, specifications and estimate and provided construction support.

Dapplegray Elementary School Entrance at Palos Verdes Drive North, City of Rolling Hills Estates, CA. Project Manager. Provide professional design engineering services for the intersection capacity improvements at Palos Verdes Drive North and the Dapplegray Elementary School entrance. The improvements will include approximately 800-foot east and west of the school entrance along Palos Verdes Drive North. The project will widen the intersection to add an additional through lane for eastbound and westbound Palos Verdes Drive North. The project will enhance the traffic flow along Palos Verdes Drive North, improve the ADA access at the intersection, modify the median island, adjust the equestrian trail, and improve the bus stop locations. To accommodate the widening, the current traffic signal will be replaced and retaining walls from 3-12 feet are required.

Suburbia Neighborhood Pavement Rehabilitation, City of Los Alamitos, CA. Project Manager for street resurfacing within the Suburbia Neighborhood on Rochele Street, Linda Way, Barbi Lane, Maple Street, Kelly Lane, and Denwood Avenue. The project included grinding the existing AC pavement, construction of an ARHM overlay, and construction of new curb ramps per accessibility requirements. Willdan staff also identified the existing damaged sidewalk and curb & gutter to be reconstructed. Signing and striping improvements were included in compliance with current regulations.

Priority 1 Rehabilitation Project Phase 1 – 5, City of Lynwood, CA. Civil Lead. Willdan provided design, bidding, and construction support services including multiple phases for resurfacing of selected local streets throughout the City. Pavement strategies include slurry seals, grind and overlay, and total reconstruction. The existing signage and striping, including in-pavement lighted crosswalks, were reviewed and replaced to comply with current CA MUTCD and Caltrans standards. Geotechnical analysis was conducted for recommended pavement design and field design survey. Existing water and sanitary sewer mains and services were upsized to meet demand.



City of Buena Park

Jeffery Lau, PE, TE, ENV SP

Classification: Deputy Director

Project Role: Traffic Engineering Lead

Profile Summary	
Education	<ul style="list-style-type: none"> BS, Civil Engineering, California State Polytechnic University, Pomona
Registration/ Certification	<ul style="list-style-type: none"> Traffic Engineer, California No. 2835 Civil Engineer, California No. 83887 Civil Engineer, Colorado No. 56366 Civil Engineer, WA No. 58065 Civil Engineer, AZ No. 70072 Civil Engineer, Texas No. 140012 Civil Engineer, Nevada No. 28303 Civil Engineer, Minnesota No. 59453 Envision Sustainability Professional No. 45376
Experience	19 Years / 17 Years with Willdan

Mr. Jeffrey Lau offers 19 years of traffic design and transportation planning experience. Mr. Lau provides transportation design for Willdan's traffic engineering group and manages design projects for a variety of cities and counties throughout California. He is responsible for analysis, coordination, and design of various projects, including the preparation of plans, specifications and estimate (PS&E) for traffic design projects such as traffic signals, signing and striping, street lighting, and construction traffic control. He has also assisted with traffic impact studies and analyses, plan reviews, and engineering and traffic survey updates. Mr. Lau is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects and has supervised the completion of a variety of large- to small-scale projects. Mr. Lau has personally designed over 200 new and modified traffic signal installations for cities and other agencies throughout California. He understands the importance of meeting schedules and developing the most cost-efficient project to meet budgetary constraints.

Relevant Project Experience

Malvern Avenue Rehabilitation Project, Buena Park, CA. Traffic Engineering Lead. The 1.75-mile project provides three travel lanes in each direction along the northerly section and two travel lanes along the easterly section. Improvements included asphalt, curb ramps, curb and gutter, sidewalks and catch basins. Bike lanes were also installed. Street rehabilitation strategies included cold-mill with ARHM overlay and/or full-depth reconstruction. During the field review in preparation of the preliminary plan, Willdan identified sections to be reconstructed and non-compliant or missing ADA features; gutter replacements; and existing sidewalk, access ramp, and driveway issues. Prepared 65%, 95% and 100% plans, specifications and estimate and provided construction support.

Priority 1 Street Improvements – Phases 1, 2, and 3, City of Lynwood, California. Traffic Engineering Task Manager responsible for all traffic design and studies required for the street improvement program. The project included multiple phases for resurfacing selected local streets throughout the City. Various pavement strategies such as slurry seal, grind and overlay, and total reconstruction were incorporated into the street rehabilitations. Existing water and sanitary sewer mains and services were upsized. Willdan provided engineering design, utility coordination, advertising and bid support, and design support during construction.

Street Resurfacing/Improvements – Zone 2, City of El Monte, CA. Traffic Engineering Task Manager responsible for traffic design services. The project resurfaced over 8-1/2 miles of local streets in the northwest section of the city. The adjacent properties are developed with primarily residential homes with a few church, school, and commercial uses. Involved restriping streets after resurfacing and implementation of on-street bike lanes / shared signs for the region's Master Plan of Bike Lanes. Replaced existing speed humps and associated signage per CA-MUTCD standards.

Paramount Boulevard Traffic Signal Upgrades and Safety Enhancements Project, City of Downey, CA. Project Manager. Willdan provided traffic engineering services from Gardendale Street to Telegraph Road. Included an environmental analysis; a traffic safety assessment; design plans, specifications, and estimates (PS&E); an upgrade of curb ramps to be ADA compliant; and timing chart preparation for the installation of traffic signal upgrades and safety enhancements at 13 signalized intersections.



City of Buena Park

Chien-Chang Chen, PhD, PE, GE

Classification: Supervising Engineer

Project Role: Geotechnical Engineering Lead

Profile Summary

Education	<ul style="list-style-type: none"> PhD, Geotechnical Engineering, Georgia Institute of Technology, 2000 MS, Geotechnical Engineering, Georgia Institute of Technology, 1993 BS, Civil Engineering, National Chiao Tung University, Taiwan, 1990
Registration	<ul style="list-style-type: none"> Geotechnical Engineer/CA/3183 Professional Engineer in Civil Engineer/CA/C63238
Experience	24 Years / 1 Year with Willdan

Mr. Chien-Chang Chen has over 24 years of experience in geotechnical and earthquake engineering. He specializes in developing foundation recommendations for the design and construction of pipelines, transportation, power supplies, residential development, schools, and commercial structures including the mitigation of soft ground and liquefaction by ground improvement. Mr. Chen offers leadership in the provision of geotechnical interpretation, analysis, the development of geotechnical solutions and design production, including project management and business development.

Relevant Project Experience

State Route 91 Widening Project, Caltrans, Yorba Linda, California. Project Engineer. The project added one additional lane on westbound Route 91 between the Orange/Riverside County line and Coal Canyon Rd. The total distance of the proposed project was about 2 miles including the construction of a new roadway embankment and retaining wall up to 4 meters in height and the existing bridge widening. He supervised the field investigation and performed engineering analysis including seismic analysis, liquefaction potential, retaining wall/roadway embankment analysis and design, bearing capacity and settlement analysis for shallow foundations and pile design for bridge widening.

Paseo Del Mar (White Point) Permanent Restoration Project, Los Angeles Geotechnical Engineering Division (LAGED), California. Lead Geotechnical Engineer. Led and performed a detailed geotechnical design for a single-span bridge (380 feet long) and associated site civil work for the Paseo Del Mar (White Point) Permanent Restoration Project in San Pedro, California, following the 2011 White Point landslide. The detailed design involved the interpretation of design parameters for soils and rock, seismic assessment to determine design peak ground acceleration and liquefaction potential, foundation design and ground improvement for the proposed bridge, mitigation of the existing slopes by deep soil mixing and ground anchors and the reinforced soil slopes located in approach fill.

Pacific Coastal Highway Roadway Distress Investigation, Caltrans, Crystal Cove, California. Project Engineer. Pavement cracking/vertical offset and fill embankment settlement was observed in an enclosing area of 70 m long and 12 m wide. The width of the cracking was on the order of inches. Chien-Chang planned and supervised forensic investigation including boring holes, CPT soundings, and installation of slope inclinometers, settlement marks and observation wells. He also performed engineering analysis including slope stability analysis to evaluate the potential for embankment slope failure. Remedial recommendations were provided to prevent further distress and ensure roadway embankment safety.

Upper State Route 74 Operational Improvement Project, Caltrans, San Juan Capistrano, California. Project Engineer. The project widened Route 74 from the existing two lanes with no shoulder to one 3.6-meter lane and a 1.2-meter shoulder in each direction between the upper San Juan Creek Bridge to the Orange/Riverside County line (~3 miles). As the proposed widening would encroach upon a steep rock slope and deep valley with a height up to 100 meters, the construction was expected to be mostly upon side-hill cut and fill, and occasionally upon full cut and full embankment. A comprehensive engineering study focused on the stability of rock slope and its constructability was performed to provide recommendations and geotechnical designs for the projects.



City of Buena Park

Key Personnel

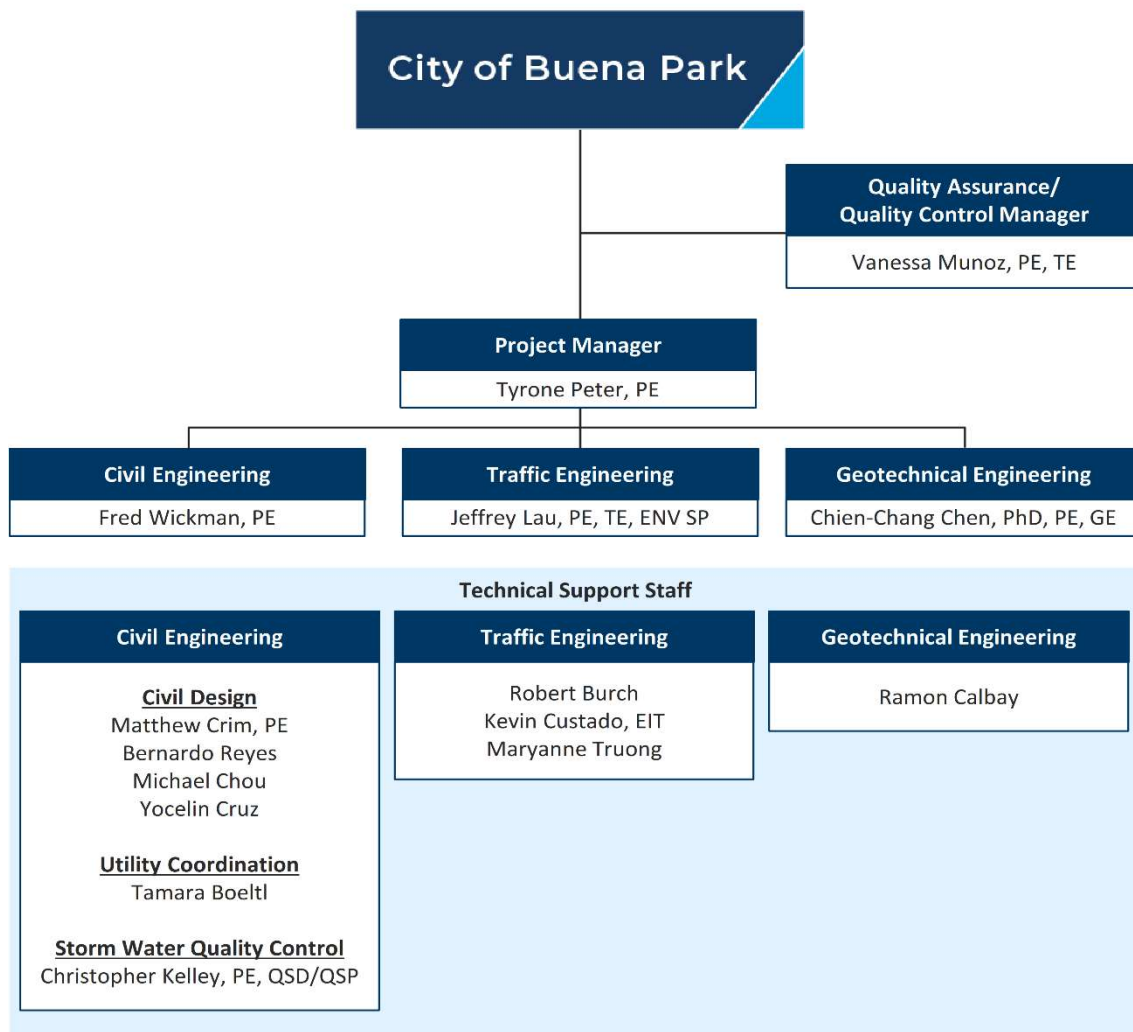
Key Personnel	Role
Tyrone Peter, PE	Project Manager
Vanessa Munoz, PE, TE	QA/QC Manager
Fred Wickman, PE	Civil Engineering Lead
Jeffrey Lau, PE, TE, ENV SP	Traffic Engineering Lead
Chien-Chang Chen, PhD, PE, GE	Geotechnical Engineering Lead

Availability Statement

Willdan's key personnel will be available to the extent proposed for the duration of the required services. Willdan acknowledges that no person designated as "key" shall be removed or replaced without the prior written concurrence of the City of Buena Park.

Willdan recognizes the uniqueness of the City's project and has tailored our team to meet or exceed the end product envisioned by City staff. Our entire team stands ready to act immediately upon notice to proceed and is committed to working tirelessly to partner with City staff and unite project stakeholders.

The project organization diagram presented below illustrates our key team members – along with the lines of reporting communication.



City of Buena Park

D. References

Firm Profile

Willdan Engineering, a California corporation since 1964, is a subsidiary of Willdan Group, Inc., a publicly-traded Delaware corporation. Services are provided to nationwide clientele through three subsidiary firms – Willdan Engineering, Willdan Energy Solutions, and Willdan Financial Services – that offer a portfolio of diversified strengths. Throughout our history, Willdan Engineering (Willdan) has served as a full-service, multi-disciplinary firm specializing in municipal engineering, planning, construction management and inspection, and building safety services along with a full complement of support disciplines.

Company Name:	Willdan Engineering			
Services Offered:	<ul style="list-style-type: none"> ▪ Civil Engineering ▪ Traffic Engineering ▪ Environmental ▪ Survey ▪ Geotechnical Engineering ▪ Utility Coordination ▪ Construction Management ▪ Construction Inspection 			
Year Founded:	1964			
Form of Organization:	Corporation, Subsidiary of Willdan Group, Inc.			
Number of Offices:	<i>Willdan Group: 56 offices</i> <i>Willdan Engineering: 14</i> <i>Corporate Headquarters: Anaheim, CA</i>			
Willdan Group Office Locations:	Anaheim, CA Carlsbad, CA Elk Grove, CA Fresno, CA Industry, CA Oakland, CA Redding, CA Roseville, CA San Bernardino, CA San Diego, CA San Francisco, CA Temecula, CA Ventura, CA	Alberta, Canada Phoenix, AZ Prescott, AZ Tucson, AZ Aurora, CO Denver, CO Pueblo, CO Washington, DC Orlando, FL Chicago, IL Indianapolis, IN (2) Urbandale, IA Lawrence, KS	Newport, KY Germantown, MD Minnetonka, MN Kansas City, MO Henderson, NV Edison, NJ Newark, NJ Beacon, NY Buffalo, NY Kingston, NY Maspeth, NY New York, NY	Pelham, NY Charlotte, NC Huntersville, NC Raleigh, NC Beaverton, OR Greensburg, PA Dallas, TX Houston, TX Plano, TX Mt. Vernon, WA Renton, WA Madison, WI
Number of Employees	<i>Willdan Group: 1500</i> <i>Willdan Engineering: 420</i>			

More than any of our competitors, Willdan's proposed project team understands the City of Buena Park local and regional issues. This is why we understand how important it is to have the right people, with the right history and experience, intimately involved in project management and design of the project to successfully complete the project on schedule and within budget. To this end, we are committed to working tirelessly to resolve all project issues with stakeholders and apply our technical expertise, local knowledge, and professional relationships to a cost-effective design.

Willdan's core competencies are in direct alignment with the services identified for the City's Orangethorpe Avenue Rehabilitation Project.

Willdan's Advantage

- Recent successful experience with the highly relevant Malvern Rehabilitation project, giving us unique understanding of the City's needs and project opportunities and constraints
- Experience delivering projects with personalized touch and practical solutions
- Staff highly trained in tailoring solutions to meet specific project constraints.
- Commitment to responsive service and successful project delivery
- Delivery of experienced, hands-on skills, and perspective to ensure the City of Buena Park receives high-quality service at least cost



City of Buena Park

Project	Civil Engineering	Pavement Engineering/Maintenance	Environmental	Traffic Engineering	Drainage Engineering	Utility Coordination/Relocation
City of Bell	✓	✓	✓	✓	✓	✓
City of Brea	✓	✓	✓	✓		
City of Calabasas	✓		✓	✓		✓
City of El Monte	✓	✓	✓	✓		✓
City of Huntington Beach	✓	✓		✓	✓	✓
City of Inglewood	✓	✓	✓	✓	✓	✓
City of Irvine		✓				
City of Laguna Beach	✓	✓		✓	✓	✓
City of Laguna Niguel	✓	✓		✓	✓	✓
City of La Habra	✓	✓		✓	✓	✓
City of La Puente	✓		✓	✓		✓
City of Lakewood	✓	✓	✓	✓	✓	✓
City of Los Alamitos	✓	✓	✓	✓	✓	✓
City of Lynwood	✓		✓	✓	✓	✓
City of Newport Beach	✓		✓	✓	✓	✓
City of Paramount	✓	✓	✓	✓		✓
City of Pico Rivera	✓		✓	✓	✓	✓
City of Placentia	✓	✓	✓	✓	✓	✓
City of Rancho Palos Verdes	✓			✓	✓	✓
City of Rolling Hills Estates	✓	✓	✓	✓	✓	✓
City of Rosemead	✓	✓	✓	✓	✓	✓
City of South Gate	✓	✓	✓	✓	✓	✓
City of Tustin	✓			✓		✓
City of Westlake Village	✓	✓	✓	✓	✓	✓
City of Yorba Linda	✓	✓	✓	✓	✓	✓
County of Orange	✓			✓	✓	✓

Willdan Engineering Core Competencies for this Submittal



Civil Engineering Services. Willdan's Civil Engineering Division performs general engineering services for many cities in California and Arizona. We specialize in preparing Capital Improvement Programs, annual budgets, assisting in grant writing and funding applications. Our civil engineering design approach and work scope for street and transportation improvements varies with the type of project assigned. Our experiences involve a full range of project size – from local street rehabilitation to multi-million-dollar highway, transit corridor, and rail station projects. Willdan has provided engineering design, review and construction management for hundreds of roadway improvements, rehabilitation, and resurfacing projects.



Traffic Engineering Services. Willdan has completed over 30,000 traffic engineering and transportation planning projects since the 1980s when our traffic and transportation group was founded. We are experts in traffic engineering and transportation planning and bring the vision to design implementable, forward-thinking engineering solutions that utilize technological innovations.

Our team has experience in parking, neighborhood traffic management, traffic impact, circulation, crosswalk, suggested routes to school (neighborhood school area safety), and pedestrian safety studies; traffic signal design and operations; signal timing; geometric design; grant applications;



City of Buena Park

roadway improvement design; signing and striping; street lighting systems; commuter rail projects; and bus transit systems.



Surveying, Mapping, and Right-of-Way. Willdan provides a wide range of surveying, mapping, and right-of-way engineering services for major transportation improvements, street widenings, sewer and water improvements, urban redevelopment, final and parcel maps, and easement descriptions. Field services provided by Willdan include boundary surveys and/or research, topographic base mapping, right-of-way easement stakeout, construction staking, site surveys, ALTA survey, control survey, easements and legal description, Geographic Information System (GIS), aerial mapping, design survey, title report review and GPS.



Utility Coordination and Permitting. Willdan's utility coordination staff is knowledgeable in effectively identifying existing utilities, providing timely notification, and anticipating and resolving potential conflicts on plans and specifications. They are keenly aware that utility identification and location are crucial to project planning and development and are essential to saving time and money and keeping a project schedule on track. Our staff is adept at detailed identification and notification processes required for a myriad of project types.



Geological and Geotechnical Reports. Willdan's Geotechnical Group is a full-service operation, offering plan check services, providing geotechnical engineering, geology, and material testing and inspection services to a range of public and private clients. Our Geotechnical staff will review reports, calculations and recommendations to accompany all related civil design or evaluation services. We maintain a full-service soils and material testing laboratory. Various aspects of the laboratory's testing capabilities are certified and/or accredited by one or more of the Division of the State Architect (DSA), the California Department of Transportation (Caltrans), the City of Los Angeles, and the American Association of State Highway and Transportation Officials (AASHTO).



Environmental Compliance and Permitting. Willdan has a prolific history of providing environmental planning services to cities and counties throughout California. We have prepared every type of environmental document pursuant to the California Environmental Quality Act and the National Environmental Policy Act, including environmental impact reports/statements, initial studies and negative declarations/mitigated negative declarations, environmental assessments/findings of no significant impact and exemptions/exclusions.

Corporate Mission and Philosophy

From Day 1, Willdan has maintained a business strategy focused on providing services to only public agencies. Today, 98 percent of our business is with public agencies. This strategy prevents potential conflicts of interest with private enterprises conducting business with our public agency clients or within their jurisdictions.

Unique to Willdan is our understanding of public agency needs and issues. Willdan's professionals often serve to extend our clients' staff in the capacity of city and traffic engineers, planning directors, building officials, and other public agency positions. Additionally, many provide the added value of having served as public agency management or technical staff prior to joining Willdan.

Willdan's *Customer-First* corporate culture is at the forefront of all our staff's day-to-day work environment. Our clients' best interests are at the heart of our services.

Our Clients Are Our Priority

- Thorough review of project scope to avoid cost overruns
- Quick response to concerns or questions
- Staff trained to look ahead for potential project-delaying challenges
- Regular financial and schedule progress reports provided to City staff
- Detailed, project-specific quality assurance procedures maintain quality, provide proper quality control, and mitigate our clients' potential liability



City of Buena Park

Similar Experience

Willdan is at the forefront developing new, more cost-effective approaches to rehabilitating deteriorated roadway pavement. Design specifications have been tested and refined using methods and materials proven to be economical and effective in their application. Our contract city engineer roles for various agencies provides our staff with design and construction management experience involving varying pavement conditions. As a result, we garner direct and important feedback, such as efficient construction materials and methods to implement for each condition, sustainability of the different rehabilitation methodologies over extended time periods, and field conditions discovered during construction that warrant special contract provisions. This knowledge has resulted in a greater understanding of how attention to small or prior record details such as crack treatments, interlayer placement, and removal area selections are crucial to a durable finished pavement.

Representative projects include:

Willdan Excels at Pavement Management and Roadway Rehabilitation

Client	Project	Construction Cost
City of Bell	Pavement Rehabilitation on Various City Streets and Parking Lots – FY 2017/2018	\$770,000
City of Buena Park	Malvern Avenue Rehabilitation Project	\$2,487,500
City of Downey	Florence Avenue Pavement Rehabilitation	1,600,000
City of El Monte	Zone 2 – Cedar Avenue, Lower Azusa Road, and City Limit Area Street Improvements	2,000,000
City of Fillmore	Neighborhood Street Resurfacing/Sidewalk, Curb, and Gutter Repairs – FY 2018/2019	377,810
City of Hawaiian Gardens	Residential Street Overlay – FY 2017/2018	491,000
City of Inglewood	Centinela Avenue Resurfacing and HSIP Improvements	7,500,000
City of Inglewood	Florence Resurfacing	3,200,000
City of La Puente	Citywide Street Improvements – FY 2019/2020	2,523,200
City of La Puente	Neighborhood Street Improvements FY 2020/21	4,030,000
City of La Puente	Orange Avenue and Old Valley Boulevard Arterial Street Improvements	420,600
City of Lakewood	Lakewood Boulevard Regional Corridor Capacity Enhancement	19,686,250
City of Los Alamitos	2020 Resurfacing Improvements	1,100,000
City of Lynwood	Priority 1 Rehabilitation	11,850,000
City of Paramount	Alondra Boulevard and Downey Avenue Arterial Street Resurfacing	1,512,338
City of Paramount	Neighborhood Street Improvements	1,737,700
City of Paramount	Arterial Street Resurfacing – FY 2018/2019	1,020,000
City of Paramount	Paramount Boulevard Street Improvements	738,000
City of Paramount	Arterial Street Resurfacing – FY 2017/2018	838,000
City of Pico Rivera	Citywide Street Rehabilitation Project FY 2021/22	9,900,000
City of Pico Rivera	Citywide Street Rehabilitation Project FY 2022/23	8,200,000
City of Ridgecrest	Downs Street Widening	258,105
City of Rolling Hills Estates	Street Resurfacing – FY 2019/2020	665,727
City of Rolling Hills Estates	Various City Streets Resurfacing – FY 2018/2019	978,000
City of Rolling Hills Estates	Annual Resurfacing – FY 2018	1,000,000
City of San Bernardino	Pavement Rehabilitation at 14 Locations	4,519,477
City of San Fernando	Glenoaks Boulevard Street Resurfacing and HSIP Improvements	1,800,000
City of South Gate	Firestone Capacity Enhancement and Resurfacing Improvements	15,400,000
City of Turlock	Northeast Quadrant Road Rehabilitation	700,000
Copper Valley Community Services District	Saddle Creek Community Services District Repaving	1,300,000



City of Buena Park

Malvern Avenue Rehabilitation Project

Client Name & Address City of Buena Park 6650 Beach Boulevard Buena Park, CA 90621	Client Contact Mr. Cesar Ortiz, PE Associate Engineer Public Works Department	Contract: \$125,158 Construction Costs: \$2,490,000 Project Dates: 2/14/2022 - 11/29/2022
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Participating Key Staff

- Tyrone Peter – Project Manager
- Fredrick Wickman – Civil Task Lead
- Vanessa Munoz, Quality Assurance/Quality Control
- Jeffrey Lau – Traffic Task Lead

Scope of Work Summary

- Street resurfacing
- Damaged pavement removals and deep-lift AC
- Installation of bike lanes
- Curb access ramps upgrades for ADA compliance
- Signage and striping modifications

Project Description

Willdan provided design and construction support for the Malvern Avenue Rehabilitation project. The 1.75-mile project provides three travel lanes in each direction along the northerly section and two travel lanes along the easterly section. Improvements included asphalt, curb ramps, curb and gutter, sidewalks and catch basins. Bike lanes were also installed. Street rehabilitation strategies included cold-mill with ARHM overlay and/or full-depth reconstruction. During the field review in preparation of the preliminary plan, Willdan identified sections to be reconstructed and non-compliant or missing ADA features; gutter replacements; and existing sidewalk, access ramp, and driveway issues. Prepared 65%, 95% and 100% plans, specifications and estimate and provided construction support.

Cedar Avenue, Lower Azusa Road, and City Limit Area (Zone 2) Street Improvements

Client Name & Address City of El Monte 11333 Valley Boulevard El Monte, CA 91731	Client Contact Salvador Mendez Director of Public Works (626) 580-2034	Contract: \$171,244 Construction Costs: \$2,000,000 Project Dates: 2019 to 2021
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Participating Key Staff

- Tyrone Peter – Project Manager
- Fredrick Wickman – Civil Task Lead
- Jeffrey Lau – Traffic Task Lead

Scope of Work Summary

- Street resurfacing with three pavement strategies
- Damaged pavement removals and deep-lift AC
- construction prior to overlay
- Curb access ramps upgrades for ADA compliance
- Signage and striping modifications

Project Description

Willdan provided engineering design services for the improvement project. The project entailed approximately 6,990 linear feet of slurry seal, 27,100 linear feet of cape seal, and 13,625 feet of grind and overlay. Various locations required curb and gutter reconstruction. Uplifted curb and gutter caused by trees along some of the streets created significant surface drainage ponding. A three-prong pavement strategy for grind and overlay, cape seal, and slurry seal was developed to maximize pavement life while keeping costs within the construction budget. The design incorporated the City's bicycle master plan recommendations for Class II bicycle lanes.



City of Buena Park

Lakewood Boulevard Regional Corridor Capacity Enhancement

Client Name & Address	Client Contact	Contract:	\$1,334,365
City of Lakewood	Kelli Pickler	Construction Costs:	\$19,686,250
5050 Clark Avenue	Director of Public Works	Project Dates:	2018 to 2021
Lakewood, CA 90714	(562) 866-9771		

Participating Key Staff

- Fredrick Wickman – QA/QC Manager
- Tyrone Peter – Civil Design Lead
- Jeffrey Lau – Traffic Design Lead
- David Knell – Survey Lead
- Rafael Casillas – Project Manager

Scope of Work Summary

- Lakewood Boulevard modifications to narrow roadway to accommodate Class I bike lane
- Lakewood Boulevard resurfacing
- Concrete sidewalk, curb and gutter, and drive approach reconstructions
- Catch basin reconstruction
- Signage and striping modifications
- Streetscape improvement installations, including raised medians, parkway street trees, and irrigation systems
- Traffic signal modifications
- Streetlight modifications
- Utility overhead distribution and transmission power pole undergrounding

Project Description

Willdan provided design engineering services for complete green street improvements between the north city limit and Del Amo Boulevard. Improvements involved street widening and median improvements; Class II bike lanes in both directions; turn lanes; landscape planting and irrigation; overhead distribution and transmission power undergrounding; sidewalk curb and gutter and driveway approach reconstruction; street resurfacing; catch basin construction; storm water quality improvements to comply with Green Streets policy; bike lockers bus shelter and traffic signal modifications. Services encompassed civil, traffic, pavement, drainage, and geotechnical engineering; landscape architecture; survey and right-of-way engineering; utility coordination and relocation; grant funding administration; labor compliance; CEQA environmental documentation; engineering construction support; and construction management and inspection.

Citywide Pavement Rehabilitation FY 2021/22

Client Name & Address	Client Contact	Contract:	\$535,073
City of Pico Rivera	Gene Edwards	Construction Costs:	\$9,915,650 (est.)
6615 Passons Boulevard	Senior Engineer	Project Dates:	2021 to 2022
Pico Rivera, CA 90660	(562) 801-4225		

Participating Key Staff

- Tyrone Peter – Project Manager
- Fredrick Wickman – Civil Design Lead
- Jeffrey Lau – Traffic Design Lead
- David Knell – Survey Lead

Scope of Work Summary

- Geotechnical pavement strategy recommendations
- Pavement rehabilitation
- Reconstruction of existing damaged and uplifted sidewalk, curb and gutter, and drive approaches
- Installation of ADA curb ramps
- Design survey, utility adjustments, signing & striping, and replacement of traffic loops

Project Description

Willdan provided engineering design services, including preliminary engineering, surveying, and preparation of plans, specifications and estimates for assessment of the existing pavement conditions of identified streets, and is providing recommendations for the Citywide Street Rehabilitation Project –Overlay and Reconstruction. Improvements for the project included pavement rehabilitation on various roadways segments; parkway improvements, such as reconstruction of existing damaged and uplifted concrete sidewalk, curb and gutter, and drive approaches. Curb ramps were installed or reconstructed to ensure compliance with ADA requirements, as well as design survey and utility adjustments, pavement assessments, signing and striping, and replacement of traffic loops.



City of Buena Park

Neighborhood Street Improvements FY 2020/21

Client Name & Address	Client Contact	Contract:	\$473,750
City of La Puente	John DiMario	Construction Costs:	\$4,029,655
15900 East Main Street	Development Services Director	Project Dates:	2020 to 2021
La Puente, CA 91744	(626) 855-1517		

Participating Key Staff

- Fredrick Wickman – QA/ QC Manager
- Jeffrey Lau – Traffic Design Lead
- Rafael Casillas – Project Manager

Scope of Work Summary

- Various street resurfacing locations
- Curb and gutter, sidewalk, and drive and alley approach reconstructions
- Surface utility grade adjustments
- Damaged pavement removals and deep-lift AC construction prior to overlay
- Curb access ramps upgrades for ADA compliance
- Signage and striping modifications

Project Description

Willdan provided engineering services for design and bidding of annual resurfacing improvements within city neighborhoods. The project resurfaced over 16,000 feet of the local street system and reconstructed damaged sidewalks, driveways, curb, and gutter to improve surface drainage deficiencies. Curb access ramps were reviewed for compliance with current ADA requirements and were reconstructed or retrofitted with truncated domes as required. Willdan provided turnkey services involving plan, specification, and estimate preparation for the design package; bidding assistance; and review of submittals and responses to requests for information during the construction phase.

Training, Experience and Professional Competence

Most of our Task Leads have been working together for over 10 years on similar types of projects for local agencies. We understand what is required to complete these types of projects on schedule and within the project budgets. Over the years we have experienced many issues that can arise during the design and construction phases. Through lessons learned, we are capable of providing proven strategies to handle the issues to keep the projects on schedule without major delays and cost overruns.

As shown on our resumes, our Civil Engineering Lead, Mr. Wickman and Traffic Lead, Mr. Lau, are registered engineers in multiple states, many of which require completion of Professional Development Hours (PDH) technical courses for license renewals. These courses include instruction on new technologies and construction methods in their areas of engineering practice.

References

The clients we have chosen to verify our reputation and qualifications will confirm our dedication to expert technical ability, excellent service, and project commitment. We encourage the City to contact these references.

City of El Monte

11333 Valley Boulevard
El Monte, CA 91731

Contact: Salvador Mendez

Assist CM/Director of Public Works
(626) 580-2034

City of Paramount

14522 Garfield Avenue
Paramount, CA 90723

Contact: Adriana Figueroa

Public Works Director
(562) 220-2020

City of La Puente

15900 East Main Street
La Puente, CA 91744

Contact: John DiMario

Development Services Director
(626) 855-1517

City of Pico Rivera

6615 Passons Boulevard
Pico Rivera, CA 90660

Contact: Gene Edwards

Senior Engineer
(562) 801-4225



E. Schedule

Willdan's commitment to customer service is why we can respond timely to our clients' requests. Communication is a key element. Project schedules are established with our clients with continued communication and follow-up ensuring the completion of projects in a timely manner. Willdan uses mechanisms that are in place through our back-up systems and continued discussion with internal operations. Since most of our management staff are former public employees, they have the ability to understand the needs of the City and can bring to bear the resources required to successfully deliver projects on time and within budget. With local offices in Orange and Los Angeles counties, our staff are immediately available to serve the City on a moment's notice.

As a full-service, national, multi-disciplinary corporation, Willdan has a large reserve of talent to draw from if the need for backup is required to ensure the timely response to requests for service. This back-up staff creates flexibility in our organization to provide the necessary services to accommodate requests from our clients. Willdan's large corporate pool enables the firm to maintain quality services, project schedules, and project budgets. The following is Willdan's proposed project schedule to complete our proposed scope of work for Orangethorpe Avenue Rehabilitation project.

Deliverable	Estimated Completion Date
Council Award (Assumed)	Tuesday, January 24, 2023
NTP (Assumed)	Thursday, January 26, 2023
Kick Off Meeting	Friday, January 27, 2023
Field Investigation/Research	Thursday, February 2, 2023
65-Percent Plans, Specifications and Estimates (Draft PS&E)	Thursday, March 2, 2023
Review and Comment by City	Thursday, March 16, 2023
95-Percent Plans, Specifications and Estimates (Draft PS&E)	Thursday, March 30, 2023
Review and Comment by City	Thursday, April 13, 2023
100-Percent Signed Plans, Specs and Estimates (Final PS&E)	Thursday, April 27, 2023

F. Design Budget

Willdan has provided a breakdown of the estimated hours for each individual on each project task defined in the scope of work on the following page. Our design budget, based upon each task and subtask, has been provided under separate cover per the City's request.



City of Buena Park

CITY OF BUENA PARK

Orangethorpe Avenue Rehabilitation Project Plans, Specifications and Estimate

MATRIX OF HOURS

January 9, 2023

SUMMARY TASK	QA/QC Manager	Project Manager	Civil Engineering Lead	Traffic Engineering Lead	Sr. Design Manager	Assistant Engineer II	Assistant Engineer I	Sr. Designer I	Senior Survey Analyst	Principal Geotechnical Engineer	Utility Coordinator	Estimator
Project Management												
Management		10.0										
Review	8.0											
Subtotal	8.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Field Review/Data Collection												
Review						16.0						
Subtotal	0.0	0.0	0.0	0.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	
Research and Development												
Research						12.0						
Utilities											20.0	
Subtotal	0.0	0.0	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0	20.0	
Survey/Right-of-Way Engineering												
Design Survey									10.0			
Point Restoration									4.0			
Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.0	0.0	0.0	
Geotechnical Engineer												
Pavement Report/Pmnt Recommendation		2.0	2.0							12.0		
Subtotal	0.0	2.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	12.0	0.0	
Engineering Design and Plans specifications (PS&E)												
Primary P&E - 65% Stage		16.0	12.0	8.0	30.0	36.0	68.0	32.0				
Primary PS&E - 95% Stage		8.0	8.0	2.0	8.0	20.0	32.0	12.0				
PS&E - 100% Stage		6.0	8.0	2.0	2.0	12.0	24.0	8.0				
Control Plans (6 Sheets)				2.0	20.0	55.0						
Subtotal	0.0	30.0	28.0	14.0	60.0	123.0	124.0	52.0	0.0	0.0	0.0	
Engineering during Construction												
Addendums and RFI's		2.0	4.0			4.0						
Construction Meeting		2.0				2.0						
Construction RFI's and Material Submittal Reviews		4.0	4.0	4.0		16.0						
	0.0	8.0	8.0	4.0	0.0	22.0	0.0	0.0	0.0	0.0	0.0	
TOTAL	8.0	50.0	38.0	18.0	60.0	173.0	124.0	52.0	14.0	12.0	20.0	

G. Subconsultants

Willdan will not be utilizing any subconsultants for this project.



Statement of Compliance

Willdan has reviewed the Professional Services Agreement and shall meet these requirements upon selection with the following wording suggested by our corporate attorney that is summarized below:

Page 5, Other Indemnitees

Our providers prefer to select counsel with input from client.





2401 E. Katella Avenue, Suite 300
Anaheim, CA 92806

714.940.6300 | 800.424.9144 | fax: 714.940.4920

www.willdan.com

EXHIBIT "B"

CALIFORNIA LABOR CODE COMPLIANCE

[Labor Code §§ 1720 *et seq.*, 1813, 1860, 1861, 3700]

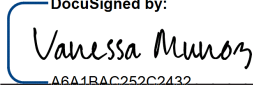
If this Agreement calls for services that, in whole or in part, constitute "public works" as defined in the California Labor Code, then:

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 the awarding public agency ("City") and Consultant agree to be bound by all the provisions thereof as though set forth in full herein.
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>), are on file with City, and are available to any interested party upon request. Consultant shall, as a penalty to the 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 the City of the location of the records. The 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. The Consultant shall, as a penalty to the City, forfeit twenty-five dollars (\$25) for each worker employed in the execution of this Agreement by the 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.”

1/27/2023 | 5:00:48 PM PST
Date _____ Signature  _____
A6A1BAC252C2432...



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/9/2023

1/18/2023

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

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

PRODUCER Lockton Insurance Brokers, LLC CA License #0F15767 777 S. Figueroa Street, 52nd fl. Los Angeles CA 90017 213-689-0065	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED 1511959 Willdan Engineering 13191 Crossroads Parkway, North Suite 405 City of Industry, CA 91746	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Travelers Property Casualty Company of America	NAIC # 25674
	INSURER B: Allied World Surplus Lines Insurance Company	24319
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES WILL001 CERTIFICATE NUMBER: 19263420 REVISION NUMBER: XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Emp. Benefits Liab. <input checked="" type="checkbox"/> Contr. Liab. Incl. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	P-630-7T016289-TIL-22	11/9/2022	11/9/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	810-7T01965A-22-43-G	11/9/2022	11/9/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	Y	Y	CUP-7T021969-22-43	11/9/2022	11/9/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-7T02108A-22-43-G	11/9/2022	11/9/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Arc/Eng. Prof.	N	Y	0313-5950	11/9/2022	11/9/2023	Per Claim: \$2,000,000 Aggregate: \$2,000,000

APPROVED

By Laurie Aubuchon at 1:18 pm, Jan 24, 2023

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 2023 - City of Buena Park Orangethorpe Ave Rehabilitation Project Plans, Specifications, and Estimate. The City of Buena Park, its elected officials, officers, attorneys, agents, employees, independent contractors serving in the role of city officials and designated volunteers are included as Additional Insured(s) in accordance with the provisions of the General Liability policy including with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the client; Automobile Liability policy; and Umbrella Liability policy. Please see the next page.

CERTIFICATE HOLDER

CANCELLATION See Attachments

19263420

City of Buena Park
Attention: Cesar Ortiz, P.E.
6650 Beach Blvd
Buena Park, CA 90621

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]

CONTINUATION DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS (Use only if more space is required)

General Liability, Automobile Liability and Umbrella Liability policies evidenced herein are Primary and Non-Contributory to other insurance available to an Additional Insured, but only in accordance with the provisions of the policies. A Waiver of Subrogation is granted in favor of the City of Buena Park and its officers, employees, agents, independent contractors serving in the role of city officials and designated volunteers in accordance with the policy provisions of the General Liability, Automobile Liability, Umbrella Liability, Professional Liability and Workers' Compensation policies. Policies include 30-days' notice of cancellation (except 10 days for non-payment of premium) and the provisions of each policy govern how notice of cancellation may be delivered to Certificate Holder. General Liability deductible - \$0; Automobile Liability deductible - \$0 (\$1,000 for Comprehensive/Collision); Umbrella Liability deductible - \$0; Professional Liability SIR - \$0. Umbrella Liability follows form over General Liability, Auto Liability, and Employers Liability as per the policy language.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – WRITTEN CONTRACTS (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. The following is added to SECTION II – WHO IS AN INSURED:

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies. The person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is limited as follows:

- c. In the event that the Limits of Insurance of this Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement shall not increase the limits of insurance described in Section III – Limits Of Insurance.
- d. This insurance does not apply to the rendering of or failure to render any "professional services" or construction management errors or omissions.
- e. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured ap-

plies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

The insurance provided to the additional insured is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to "other insurance" available to the additional insured which covers that person or organization as a named insured for such loss, and we will not share with that "other insurance". But this insurance provided to the additional insured still is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any "other insurance".

3. The following is added to SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

Duties Of An Additional Insured

As a condition of coverage provided to the additional insured:

- a. The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

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POLICY NUMBER: P-630-7T016289-TIL-22

COMMERCIAL GENERAL LIABILITY

- i. How, when and where the "occurrence" or offense took place;
 - ii. The names and addresses of any injured persons and witnesses; and
 - iii. The nature and location of any injury or damage arising out of the "occurrence" or offense.
- b. If a claim is made or "suit" is brought against the additional insured, the additional insured must:
- i. Immediately record the specifics of the claim or "suit" and the date received; and
 - ii. Notify us as soon as practicable.
- The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.
- c. The additional insured must immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
- d. The additional insured must tender the defense and indemnity of any claim or "suit" to

any provider of other insurance which would cover the additional insured for a loss we cover. However, this condition does not affect whether this insurance provided to the additional insured is primary to that other insurance available to the additional insured which covers that person or organization as a named insured.

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

"Written contract requiring insurance" means that part of any written contract or agreement under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After the signing and execution of the contract or agreement by you;
- b. While that part of the contract or agreement is in effect; and
- c. Before the end of the policy period.

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COMMERCIAL GENERAL LIABILITY

Policy Number: P-630-7T016289-TIL-22

**SECTION IV – COMMERCIAL GENERAL LIABILITY
CONDITIONS (Section 4)****a. Method Of Sharing**

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

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

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

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

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

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

5. Premium Audit

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

6. Representations

By accepting this policy, you agree:

a. The statements in the Declarations are accurate and complete;

b. Those statements are based upon representations you made to us; and

c. We have issued this policy in reliance upon your representations.

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

7. Separation Of Insureds

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

a. As if each Named Insured were the only Named Insured;

b. Separately to each insured against whom claim is made or "suit" is brought.

8. Transfer Of Rights Of Recovery Against Others To Us

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

9. When We Do Not Renew

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

SECTION V – DEFINITIONS

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition:

a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and

b. Regarding websites, only that part of a website that is about your goods, products or services for the purposes of attracting customers or supporters is considered an advertisement.

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

- (b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.
3. The following replaces the last sentence of Paragraph 5. of **SECTION III – LIMITS OF INSURANCE**:
- For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".
4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:
- Sale Of Pharmaceuticals**
- "Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of the insured.
5. The following is added to the **DEFINITIONS** Section:
- "Incidental medical services" means:
- Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
 - The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.
6. The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:
- This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis,

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

K. MEDICAL PAYMENTS – INCREASED LIMIT

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

7. Subject to Paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:
- \$10,000; or
 - The amount shown in the Declarations of this Coverage Part for Medical Expense Limit.

L. AMENDMENT OF EXCESS INSURANCE CONDITION – PROFESSIONAL LIABILITY

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

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

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

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

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

- "Bodily injury" or "property damage" that occurs; or
- "Personal and advertising injury" caused by an offense that is committed; subsequent to the signing of that contract or agreement.

Attachment Code: D603994 Certificate ID: 19263420

POLICY NUMBER: P-630-7T016289-TIL-22

ISSUE DATE: 10-18-22

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION:

Number of Days Notice:

30

PERSON OR

ORGANIZATION: ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE.

ADDRESS:

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

PROVISIONS

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

Attachment Code: D603995 Certificate ID: 19263420

POLICY NUMBER: 810-7T01965A-22-43-G

COMMERCIAL AUTO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

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

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

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

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

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

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

Attachment Code: D604269 Certificate ID: 19263420

POLICY NUMBER: 810-7T01965A-22-43-G

COMMERCIAL AUTO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**BUSINESS AUTO EXTENSION ENDORSEMENT**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

A. BROAD FORM NAMED INSURED**B. BLANKET ADDITIONAL INSURED****C. EMPLOYEE HIRED AUTO****D. EMPLOYEES AS INSURED****E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS****F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS****G. WAIVER OF DEDUCTIBLE – GLASS****H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT****I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT****J. PERSONAL PROPERTY****K. AIRBAGS****L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS****M. BLANKET WAIVER OF SUBROGATION****N. UNINTENTIONAL ERRORS OR OMISSIONS****PROVISIONS****A. BROAD FORM NAMED INSURED**

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

Any organization you newly acquire or form during the policy period over which you maintain 50% or more ownership interest and that is not separately insured for Business Auto Coverage. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

B. BLANKET ADDITIONAL INSURED

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

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which

this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

C. EMPLOYEE HIRED AUTO

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

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. The following replaces Paragraph b. in B.5., Other Insurance, of SECTION IV – BUSINESS AUTO CONDITIONS:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

(1) Any covered "auto" you lease, hire, rent or borrow; and

(2) Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your

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COMMERCIAL AUTO

permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

D. EMPLOYEES AS INSURED

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

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph **A.2.a.(2)**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph **A.2.a.(4)**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

The following replaces Subparagraph (5) in Paragraph **B.7., Policy Period, Coverage Territory**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

(5) Anywhere in the world, except any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States of America applies to and prohibits the transaction of business with or within such country or jurisdiction, for Covered Autos Liability Coverage for any covered "auto" that you lease, hire, rent or borrow without a driver for a period of 30 days or less and that is not an "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.

(a) With respect to any claim made or "suit" brought outside the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada:

(i) You must arrange to defend the "insured" against, and investigate or settle any such claim or "suit" and keep us advised of all proceedings and actions.

(ii) Neither you nor any other involved "insured" will make any settlement without our consent.

(iii) We may, at our discretion, participate in defending the "insured" against, or in the settlement of, any claim or "suit".

(iv) We will reimburse the "insured" for sums that the "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, that the "insured" pays with our consent, but only up to the limit described in Paragraph **C., Limits Of Insurance**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**.

(v) We will reimburse the "insured" for the reasonable expenses incurred with our consent for your investigation of such claims and your defense of the "insured" against any such "suit", but only up to and included within the limit described in Paragraph **C., Limits Of Insurance**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, and not in addition to such limit. Our duty to make such payments ends when we have used up the applicable limit of insurance in payments for damages, settlements or defense expenses.

(b) This insurance is excess over any valid and collectible other insurance available to the "insured" whether primary, excess, contingent or on any other basis.

(c) This insurance is not a substitute for required or compulsory insurance in any country outside the United States, its territories and possessions, Puerto Rico and Canada.

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

- (d) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

G. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph D., **Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT

The following replaces the last sentence of Paragraph A.4.b., **Loss Of Use Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

However, the most we will pay for any expenses for loss of use is \$65 per day, to a maximum of \$750 for any one "accident".

I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph A.4.a., **Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

J. PERSONAL PROPERTY

The following is added to Paragraph A.4., **Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Personal Property

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

- (1) Owned by an "insured"; and

- (2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Property coverage.

K. AIRBAGS

The following is added to Paragraph B.3., **Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion 3.a. does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs A.1.b. and A.1.c., but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and
- c. The airbags were not intentionally inflated. We will pay up to a maximum of \$1,000 for any one "loss".

L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS

The following is added to Paragraph A.2.a., of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- (a) You (if you are an individual);
- (b) A partner (if you are a partnership);
- (c) A member (if you are a limited liability company);
- (d) An executive officer, director or insurance manager (if you are a corporation or other organization); or
- (e) Any "employee" authorized by you to give notice of the "accident" or "loss".

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph A.5., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by

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COMMERCIAL AUTO

such contract. The waiver applies only to the person or organization designated in such contract.

N. UNINTENTIONAL ERRORS OR OMISSIONS

The following is added to Paragraph **B.2., Concealment, Misrepresentation, Or Fraud**, of
SECTION IV – BUSINESS AUTO CONDITIONS:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

Attachment Code: D607540 Certificate ID: 19263420



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY
ENDORSEMENT WC 99 06 R3 (00) - 001**

POLICY NUMBER: UB-7T02108A-22-43-G

NOTICE OF CANCELLATION TO DESIGNATED PERSONS OR ORGANIZATIONS

The following is added to PART SIX – CONDITIONS :

Notice Of Cancellation To Designated Persons Or Organizations

If we cancel this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation.

SCHEDULE

Name and Address of Designated Persons or Organizations:	Number of Days Notice
ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:	30
1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND	
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT.	
ADDRESS:	
THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.	

All other terms and conditions of this policy remain unchanged.

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

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

Endorsement Effective: 11/9/2022
Insured

Policy No.

Endorsement No.
Premium \$

Insurance Company

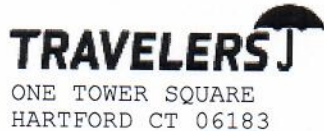
Countersigned by _____

DATE OF ISSUE: 10-18-21

ST ASSIGN:

Page 1 of 1

Attachment Code: D603997 Certificate ID: 19263420



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

ENDORSEMENT WC 99 03 76 (A)

POLICY NUMBER: UB-7T02108A-22-43-G

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

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

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

Schedule

Person or Organization

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

Job Description

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

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

Endorsement Effective 11/9/2022
Insured

Policy No.

Endorsement No.
Premium

Insurance Company

DATE OF ISSUE: 10-18-21

ST ASSIGN:

Countersigned by

Attachment Code: D603998 Certificate ID: 19263420



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY
ENDORSEMENT WC 99 06 R3 (00) - 001**

POLICY NUMBER: UB-7T02108A-22-43-G

**NOTICE OF CANCELLATION
TO DESIGNATED PERSONS OR ORGANIZATIONS**

The following is added to PART SIX – CONDITIONS :

Notice Of Cancellation To Designated Persons Or Organizations

If we cancel this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation.

SCHEDULE

Name and Address of Designated Persons or Organizations:

Number of Days Notice

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF: **30**

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND

2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT.

ADDRESS:

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

All other terms and conditions of this policy remain unchanged.

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

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

Endorsement Effective 11/9/2022
Insured

Policy No.

Endorsement No.
Premium \$

Insurance Company

Countersigned by

DATE OF ISSUE: 10-18-21

ST ASSIGN:

Page 1 of 1

Attachment Code: D604002 Certificate ID: 19263420

POLICY NUMBER:CUP-7T021969-22-43

ISSUE DATE: 10-18-21

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**DESIGNATED PERSON OR ORGANIZATION – NOTICE OF
CANCELLATION PROVIDED BY US**

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION:

Number of Days Notice:

30

PERSON OR

ORGANIZATION: ANY PERSON OR ORGANIZATION TO WHOM YOU
HAVE AGREED IN A WRITTEN CONTRACT THAT
NOTICE OF CANCELLATION OF THIS POLICY
WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO
PROVIDE SUCH NOTICE, INCLUDING THE
NAME AND ADDRESS OF SUCH PERSON OR
ORGANIZATION, AFTER THE FIRST NAMED
INSURED RECEIVES NOTICE FROM US OF
THE CANCELLATION OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT
LEAST 14 DAYS BEFORE THE BEGINNING OF
THE APPLICABLE NUMBER OF DAYS SHOWN
IN THIS SCHEDULE.

ADDRESS:

THE ADDRESS FOR THAT PERSON OR ORGANIZ-
ATION INCLUDED IN SUCH WRITTEN REQUEST
FROM YOU TO US.

PROVISIONS

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

Attachment Code: D620801 Certificate ID: 19263420

ENDORSEMENT NO.

**AMEND SUBROGATION CLAUSE; WAIVER OF SUBROGATION
FOR CLIENTS AND THIRD PARTIES**

This Endorsement, effective at 12:01 a.m. on 11/9/2022, forms part of

Policy No. 0313-5950

Issued to Willdan Group, Inc.

Issued by Allied World Surplus Lines Insurance Company

In consideration of the premium charged, it is hereby agreed that Section VIII. CONDITIONS, Subsection N. is deleted in its entirety and replaced as follows:

N. SUBROGATION

In the event of any payment under this Policy, the **Company** shall be subrogated to all the **Insured's** rights of recovery against any person or organization and the **Insured** shall execute and deliver instruments and papers and do whatever else is necessary to secure such rights. The **Insured** shall do nothing to prejudice such rights. The **Company** agrees to waive its right of subrogation against any client of the **Insured** or any other person or entity for a **Claim** which is covered by this Policy where the **Insured** agreed to waive any such rights in writing prior to the date the **Wrongful Act** giving rise to such **Claim** first occurred. Any recoveries shall be applied first to subrogation expenses, second to **Damages** and **Defense Expenses** paid by the **Company**, and third in satisfaction of the Policy Deductible shown in Item 4. of the Declarations. Any additional amounts recovered shall be paid to the **First Named Insured**.

All other terms, conditions and limitations of this Policy shall remain unchanged.



Authorized Representative

Attachment Code: D618479 Certificate ID: 19263420

ENDORSEMENT NO.

**ADVICE OF CANCELLATION TO ENTITIES OTHER THAN
THE NAMED INSURED LIMITED TO E-MAIL NOTIFICATION**

This Endorsement, effective at 12:01 a.m. on 11/9/2022, forms part of

Policy No. 0313-5950
Issued to Willdan Group, Inc.
Issued by Allied World Surplus Lines Insurance Company

In consideration of the premium charged, it is hereby agreed that:

In the event that the **Company** cancels this Policy for any reason other than nonpayment of premium, and

1. the cancellation effective date is prior to this Policy's expiration date;
2. the **First Named Insured** is under an existing contractual obligation to notify a certificate holder when this Policy is canceled (hereinafter, the "Certificate Holder(s)"); and has provided to the **Company**, either directly or through its broker of record, the email address of the contact at such entity; and
3. the **Company** receives this information after the **First Named Insured** receives notice of cancellation of this Policy and prior to this Policy's cancellation effective date, via an electronic spreadsheet that is acceptable to the **Company**;

the **Company** will provide advice of cancellation (the "Advice") via e-mail to such Certificate Holders not later than thirty (30) days before the effective date of cancellation.

Proof of the **Company** emailing the Advice, using the information provided by the **First Named Insured**, will serve as proof that the **Company** has fully satisfied its obligations under this Endorsement.

This Endorsement does not affect, in any way, coverage provided under this Policy or the cancellation of this Policy or the effective date thereof, nor shall this Endorsement invest any rights in any entity not insured under this Policy.

Any failure on the **Insurer's** part to deliver the Advice will not impose liability of any kind upon the **Insurer** or invalidate the cancellation.

Any Certificate Holder is not an **Insured** or a Loss Payee under this Policy. No coverage will be available under this Policy for any **Claim** brought by or against any Certificate Holder.

All other terms, conditions and limitations of this Policy shall remain unchanged.



Authorized Representative

CITY OF BUENA PARK
Department of Public Works

Amendment No. 1 to Agreement No. 23-01

PROJECT NAME: Professional Engineering Services for Orangethorpe Avenue Rehabilitation Project

SCOPE OF WORK: Provide design services for the rehabilitation of Orangethorpe Avenue

CONSULTANT: Willdan Engineering
2401 E. Katella Ave., Suite 300
Anaheim, CA 92806

This Amendment No. 1 to Agreement No. 23-01 is dated January 09, 2024 and is between the City of Buena Park, a California municipal corporation ("City") and Willdan Engineering ("Consultant").

RECITALS

Whereas, the City and Consultant entered into Agreement No. 23-01 dated January 24, 2023 ("Agreement"), under which Consultant provided design services for the Orangethorpe Avenue Rehabilitation ("Project").

Whereas, the City and the Consultant desire to further amend the Agreement to exercise the City's option to modify the scope and compensation amount of the Agreement.

Now therefore, the parties agree as follows:

1. Section "2.0 – SCOPE OF SERVICES" of the Agreement is hereby amended to add a new paragraph that reads as follows:

"The CONSULTANT shall perform during the term of this Amendment No. 1, those services set forth in the *SCOPE OF WORK* dated January 24, 2023, attached hereto as Exhibit "A" (collectively, the "Services"), all to the CITY's reasonable satisfaction. The CONSULTANT shall commence performance of the Services upon receipt of a written notice from the Designated Official authorizing the CONSULTANT to proceed, and only to the extent of such authorization. The CITY may, from time to time, request changes in the scope of services of the CONSULTANT to be performed under this Agreement. Such changes shall be in the form of a written amendment to this Agreement signed by both Parties and shall include any additional compensation agreed to by the Parties."

2. Section "4.0 -- TERM" of the Agreement is hereby amended to add a new paragraph that reads as follows:

"The term of Amendment No. 1 shall commence on **January 24, 2023**, and shall remain in full force and effect until **January 31, 2024**, unless sooner terminated as provided in Section 10 of this Agreement."

3. Section 5.0 – COMPENSATION” of the Agreement is hereby amended to add a new paragraph that reads as follows:

“Subject to the maximum compensation amount hereafter provided, the CITY shall compensate the CONSULTANT for the term of this Amendment No. 1 based on the hourly rates set forth in the *CONSULTANT’S PROPOSAL*, dated January 24, 2023, attached hereto as Exhibit “A.” The maximum, “NOT-TO-EXCEED” compensation amount, including reimbursement for expenses, if any, that the CONSULTANT is entitled to receive pursuant to this Amendment No. 1 is \$6,121. No claims or additional compensation shall be allowed unless authorized in advance by the CITY in writing. Any additional work or expenses authorized by the CITY shall be compensated at the rates set forth in Exhibit D, or, if not specified, at a rate agreed to by the Parties. The CITY shall make payment for additional services and expenses in accordance with Section 6.0 of this Agreement.”

4. All other terms and provisions of said Agreement shall remain in full force and effect.

CITY OF BUENA PARK
A California Municipal Corporation

Willdan Engineering
Name of Business

BY: _____
Aaron France, City Manager

Vanessa Munoz, President/Director

ATTEST:

BY: _____
Adria M. Jimenez, City Clerk

APPROVE AS TO FORM:

BY: _____
Christopher Cardinale, City Attorney

APPROVE BUDGET TRANSFERS FOR THE PEAK PARK AND BOISSERANCE PARK POOL IMPROVEMENTS, A CONSTRUCTION CHANGE ORDER, AND AN AMENDMENT WITH PACIFIC CIVIL ENGINEERING

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	CONSENT CALENDAR Item: 4F
Presented By	Prepared By
Hysun Lee, Assistant Engineer	Mina Mikhael, Director of Public Works/City Engineer
Approved By	
Aaron France, City Manager	

RECOMMENDED ACTION

1) Approve a budget transfer of \$21,790 from the Park and Recreation Master Plan Project account to the Peak Park and Boisseranc Park Pool Improvements Project account; 2) Approve a budget amendment of \$200,000 from the undesignated General Fund Reserves to the Peak Park and Boisseranc Park Pool Improvements Project account; 3) Approve Change Order No. 3 in an amount of \$115,549.47; 4) Authorize the Purchasing Manager to add additional funds in the amount of \$200,000 to the existing Purchase Order with MBC Enterprises, Inc.; 5) Approve Amendment No. 2 to the Professional Services Agreement with Pacific Advanced Civil Engineering in the amount of \$21,790; 6) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the amendment; and 7) Authorize the City Manager and City Clerk to execute the amendment.

PREVIOUS CITY COUNCIL ACTION

On February 14, 2023, the City Council approved an agreement with Pacific Advanced Civil Engineering in the amount of \$86,920 for design services for the Peak Park and Boisseranc Park Pool Improvements. On June 7, 2023, the City Manager approved Amendment No. 1 in the amount of \$45,790. This amount was funded by Project Account No. 32-9806-290163, which utilized a combination of General Fund and ARPA Grant funds.

Subsequently, on August 21, 2023, the City Council authorized the Public Works Department to execute an agreement with MBC Enterprises in the amount of \$2,207,748.79 for the construction of the Peak Park and Boisseranc Park Pool Improvements Project. Associated cost for the construction of this project in the amount of \$2,099,648.79 (Construction Contingency of 4.7% or \$100,000 and Administration of the Community Workforce Agreement (CWA) of \$8,100) was allocated to the project account (No. 32-9806-290163) from the General Fund. On September 12, 2023, the City Council approved Change Order No. 1 in the amount of \$120,000, to increase the total value of the contract awarded to MBC Enterprises and authorized a budget transfer from the undesignated General Fund Reserve.

DISCUSSION

During the current construction phase of this project, several unexpected obstacles related to the site condition were encountered. On December 13, 2023, Change Order No. 2 was received and approved in the amount of \$50,679.93. This change order included removal and re-installation of the permanent fence, installation of the low curb planter/stem wall under the fence on the east side of Peak Park and Boisseranc Park, and removal and re-installation of conflicting waterlines to a deeper depth.

On December 19, 2023, MBC Enterprises provided Change Order No. 3 (Att. 1) for an amount of \$115,549.47 to include the removal and application of the pool plaster beyond what the design plan called for. There were no as-builts for the existing pool; therefore, an assumption was made based on typical standards in the industry regarding the existing plaster thickness. As demolition was underway, the thickness of the plaster varied across the pool shell requiring additional demolition and plaster material. This Change Order allowed the design team to observe the concrete pool shell and mitigate any cracks or leaks prior to applying the new plaster material.

All of these Change Orders incurred additional design services from the project designer, Pacific Advanced Civil Engineering. These services require an increase in the contract by a not-to-exceed amount of \$20,340. However, staff recommends adding a total of \$21,790 as an additional buffer. This change would increase the previous contract amount from \$132,710 to \$154,500.

For the project to move forward without further delays, budget transfers of \$21,790 from the Park and Recreation Master Plan Project account and \$200,000 from the undesignated General Fund Reserve will be required to implement the discovered and future anticipated design changes. This transfer would increase the original project contingency amount of \$100,000 to \$300,000.

BUDGET IMPACT

An amount of \$21,790 will be transferred from the Park and Recreation Master Plan Project account (32-9806-290162) to the Peak Park and Boisseranc Park Pool Improvements Project account (32-9806-290163).

An amount of \$200,000 will be transferred from the undesignated General Fund reserve to the Peak Park and Boisseranc Park Pool Improvements Project account (32-9806-290163).

Attachments

MBC Enterprises Change Order Proposal No 3.pdf

Pacific Advanced Civil Engineering Executed.pdf

Pacific Advance Civil Engineering Amendment No. 1 Executed.pdf

Pacific Advanced Civil Engineering Amendment No. 2.pdf

Peak Park & Boisseranc Park Pool Renovation

CHANGE ORDER PROPOSAL

005

DATE: **December 19, 2023**
REFERENCE: **RFI 26**
PROJECT: **Peak Park & Boisseranc Park Pool Renovation**
PROJECT NO.: **0147**
TO: **City of Buena Park**
FROM: **MBC Enterprises Inc.**
ESTIMATOR: **Rudy Sultan**

The following is an itemized quotation regarding proposed modification to the contract documents

Description of Work:

Additive change order proposal to furnish material, labor, and equipment to remove the existing plaster at Peak Park to the concrete shell surface as per the response to RFI #26 (attached). The existing plaster has been demo'd 1/2" per the drawings leaving areas in the pool with thickened plaster surface still in place which was unforeseen at bid time which will affect the warranty of the new plaster system. This proposal includes full demo of the interior pool to the concrete surface and additional plaster material (up to 1/2" thickness) on top of the 1/2" thickness per the plans.

This change order proposal excludes the following: **a)** Permits, fees, inspections, plans, shop drawings, surveying, site fencing, swpps, barricades, traffic control, flagging, erosion control and dust control **b)** Overtime, inspections **c)** Liquidated damages of any kind **d)** Shoring work of any kind **e)** Removal or relocation of existing subterranean rock **f)** Removal of excess spoils offsite **g)** Removal of hazardous materials or existing soil contamination, or remediation thereof **h)** Removal, relocation or replacement of any existing utility, power line, structures, sidewalks, curbs, gutters and/or landscaping either above or below ground which may interfere with the installation of our work, whether or not depicted on any contract documents **i)** Water, power, trash dumpster and sanitation **j)** Any additional items or services not explicitly delineated within "Pricing Includes" above, and/or any item beyond the "limits of the commercial pool", as specified **k)** Any plan check or permit fees issued by the City and paid by MBC Enterprises for plan revisions will be reimbursed by the client **l)** Unforeseen conditions, warranty of existing conditions, anything not specifically mentioned in this change order proposal.

Subtier/Subcontractor's Cost (Material, Labor, Equipment; Includes Subtier / Subcontractor's Overhead & Profit)

California Waters	\$ 91,046.00	
	\$ -	
		Subtotal A \$ 91,046.00

General Contactor's Cost (Material, Labor, Equipment)

Material (including taxes 9.25%)	\$ -	
Equipment	\$ -	
Other Items and Expenditures	\$ 15,268.80	
		Subtotal B \$ 15,268.80

Labor	\$ 1,040.00	
		Subtotal C \$ 1,040.00

General Contractor's Overhead and Profit

Overhead & Profit 5% of Subtotal A	\$ 4,552.30	
Overhead & Profit 15% of Subtotals B	\$ 2,290.32	
Overhead & Profit 20% of Subtotals C	\$ 208.00	
		Subtotal D \$ 7,050.62

Bond	1.00 % of Subtotals A+B+C+D	Subtotal E \$ 1,144.05
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Grand Total (A+B+C+D+E)	Total \$ 115,549.47
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- ☒ The proposed change would increase the Final Completion Date by **12** working days.
☐ The proposed change does **NOT** affect the Final Completion Date required by the Contract.
☒ This Change Order Proposal is effective for **15** calendar days.

Note:

"MBC Enterprises Inc. is preserving any and all rights as to the recovery of damages pursuant to and under section 7102 of the public contract code."

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

Item No.	Description	Lump Sum	Material			Labor				Equipment			Subtotal	OH&P	TOTAL
			Quantity	Unit Price	Total	Days	hours/day	cost/hour	Total	Daily Rate	Days	Total			
SUBCONTRACTOR'S COST															
	Subcontractor														91,046.00
	California Waters	91,046.00													
	Sub-Tier														
	SUBCONTRACTORS TOTALS														91,046.00
CONTRACTOR'S COST															
	Material:														
	Labor:								1,040.00						1,040.00
	Project Engineer						16	65.00	1,040.00						
	Equipment:														
	Other Items and Expenditures														15,268.80
	Extended Overhead Cost						12	1,272.40	15,268.80						
	Taxes on Material (9.25%):														
	Overhead & Profit of Contractor's Material (15% O.H.&P.)														
	Overhead & Profit of Contractor's Labor (20% O.H.&P.)														208.00
	Overhead & Profit of Contractor's Equipment (15% O.H.&P.)														
	Overhead & Profit of Other Items and Expenditures (15% O.H.&P.)														2,290.32
	Overhead & Profit of Subcontractor's Cost (5% O.H.&P.)														4,552.30
	Bond (1 % O.H.&P.)														1,144.05
	Schedule:														
	Construction Duration:	12	WORKING DAYS												
	TOTAL														115,549.47

Site Overhead**per Month**

Container	\$	250.00
Fuel	\$	800.00
Superintendent	\$	9,546.00
Total	\$	10,596.00

Office Overhead

Office Rent	\$	4,153.00
Office Utilities	\$	808.00
Workers Comp Insurance	\$	457.00
Office Employee Salaries	\$	24,286.00

Total Office Overhead	\$	29,704.00
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Two Concurrent Projects	\$	14,852.00
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Site Overhead + Office Overhead	\$	25,448.00	per Month
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\$ 25,448.00/20 Working Days	\$	1,272.40	per Working day
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CHANGE ORDER REQUEST (COR)

TO: Joseph Kim	DATE: 12/12/2023
COMPANY: MBC Enterprises, Inc.	COR #: 001
EMAIL: joseph@mbcenterprises.net	CAW PROJECT #: 23070
PHONE #: (714) 707-9002	PROJECT NAME: Peak Park & Boisseranc Park Pool Improvements Project

DESCRIPTION OF WORK:

At Peak Park pool response to MBCE RFI 026 Evan Chen has requested completely removing the existing plaster to the concrete surface. Current onsite conditions removed ½" of plaster leaving areas in the pool with thickened plaster surface still in place.

Pricing includes full demo of the interior pool to the concrete surface and add'l material required.

THIS CHANGE ORDER TOTAL: \$91,046

TIME EXTENSION: CONTRACT TIME WILL BE INCREASED BY THIS CHANGE ORDER 12 DAY(S).

THIS CHANGE ORDER REQUEST EXCLUDES THE FOLLOWING:

- a) Permits, fees, inspections, plans, shop drawings, surveying, site fencing, swpps, barricades, traffic control, flagging, erosion control and dust control.
- b) Bid, performance, labor, material, completion or other types of bonds, including cost(s) to obtain such bonds.
- c) Liquidated damages of any kind.
- d) Shoring work of any kind.
- e) Removal or relocation of existing subterranean rock.
- f) Removal of excess spoils offsite.
- g) Removal of hazardous materials or existing soil contamination, or remediation thereof.
- h) Removal, relocation or replacement of any existing utility, power line, structures, sidewalks, curbs, gutters and/or landscaping either above or below ground which may interfere with the installation of our work, whether or not depicted on any contract documents.
- i) Water, power, trash dumpster and sanitation.
- j) Any additional items or services not explicitly delineated within "Pricing Includes" above, and/or any item beyond the "limits of the commercial pool", as specified.
- k) Any plan check or permit fees issued by the City and paid by California Waters for plan revisions will be reimbursed by the client.

WE WILL NOT PROCEED WITH THE ABOVE CHANGE ORDER REQUEST UNTIL DIRECTED IN WRITING TO DO SO.

VANESSA BERNAL

Project Manager | California Waters
o 949.528.0900 x 130 | C 714.421.6010
vbernal@californiawaters.com
2311 E. La Palma Ave. | Yorba Linda, CA 92887
we bring water to life | californiawaters.com



CHANGE ORDER WORKSHEET

COMPANY:
MBC Enterprises, Inc.
16601 Gothard Street, Suite #G
Huntington Beach, CA 92647

DATE: 12/14/2023
COR #: 001
CAW PROJECT #: 23070
PROJECT NAME: Peak Park & Boisseranc Park Pool
Improvements Project

SUBCONTRACTOR

Subcontractor	Scope of Services Performed	Net Price	Total
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

SUBCONTRACTOR SUMMARY

SUBCONTRACTOR SUB-TOTAL	\$ -
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MATERIAL

Material Description	Qty	Net Price	Notes	Total
Cimsa White Cement Plaster - Up to 1/2" additional thickness (material only)	1	\$ 18,666.00	This is on top of the 1/2"	\$ 18,666.00
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -

MATERIAL SUMMARY

MATERIAL SUB-TOTAL	\$ 18,666.00
SALES TAX	Tax 7.75% \$ 1,446.62

EQUIPMENT RENTAL

Equipment Rental Description	Qty	Days	Rate	Misc. / Fuel	Total
Demo Equipment Rental - Air Compressor	2	2	\$ 1,770.00	\$ 800.00	\$ 7,880.00
Rivet Buster	7	2	\$ 171.00	\$ -	\$ 2,394.00
EDCO Low Boy	1	2	\$ 1,650.00	\$ -	\$ 3,300.00
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -

EQUIPMENT RENTAL SUMMARY

EQUIPMENT RENTAL SUB-TOTAL	\$ 13,574.00
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LABOR

Labor Classification	Qty	Labor Hours	Labor Rate	Other	Total Labor Price
Laborer (Group 3)	1	464	\$ 97.29	\$ -	\$ 45,140.70
Cement Mason			\$ 99.89	\$ -	\$ -
Inside Wireman			\$ 112.62	\$ -	\$ -
Plasterer			\$ 100.03	\$ -	\$ -
Industrial Pipefitter			\$ 119.27	\$ -	\$ -
Landscape Irrigation Pipefitter			\$ 94.36	\$ -	\$ -
Tile Finisher			\$ 68.43	\$ -	\$ -
Tile Layer			\$ 95.24	\$ -	\$ -

LABOR SUMMARY

LABOR SUB-TOTAL	\$ 45,140.70
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PCO PRICING SUMMARY

SUBCONTRACTOR TOTAL	\$ -
SUBCONTRACTOR MARKUP	0.00% \$ -
MATERIAL TOTAL	\$ 20,112.62
MATERIAL MARKUP	10.00% \$ 2,011.26
EQUIPMENT RENTAL TOTAL	\$ 13,574.00
EQUIPMENT RENTAL MARKUP	10.00% \$ 1,357.40
LABOR TOTAL	\$ 45,140.70
LABOR MARKUP	10.00% \$ 4,514.07
SUB-TOTAL(1)	\$ 86,710.05
OVERHEAD & PROFIT	5.00% \$ 4,335.50
CHANGE ORDER GRAND TOTAL	\$ 91,046

NOTES:



MBCCENTERPRISES
Management | Building | Construction

REQUEST FOR INFORMATION (RFI)

Project Name: **Peak Park and Boisseranc Park Pool Improvements**

RFI Number: **026**

Contract No.: **Project NO. 265, Bid No. 2024-01**

Date: **11/30/2023**

Subject: **Referring to the Response of RFI #14**

Issued To: **Hysun Lee**
(Construction Manager)

Drawing Number Detail

Specification Section

12/5/2023

Due Date

Request:

Referring to the response to RFI #14, MBC's plastering subcontractor reviewed the site conditions and stated that without removing the existing plaster to the pool shell that they could not warranty the installation of the new plaster. There are also concerns that without removing the plaster to the pool shell, it is not possible to see if there are any cracks in the pool shell that need to be repaired before plastering. Please advise how to proceed. Please note this RFI may incur an additional cost and time to the contract.

Request Issued by:

Joseph Kim

Contractor's Signature

Joseph Kim

Name (Printed)

11/30/23

Date

Response:

As previously discussed, if the plastering subcontractor cannot warranty the installation of the new plaster without completely removing the existing plaster, then all of the plaster will need to be removed.

Response Issued by:

Evan Chen

Signature

Evan Chen

Name (Printed)

12/01/23

Date



MBCENTERPRISES
Management | Building | Construction

REQUEST FOR INFORMATION (RFI)

Project Name: **Peak Park and Boisseranc Park Pool Improvements**

RFI Number: **014**

Contract No.: **Project NO. 265, Bid No. 2024-01**

Date: **11/17/2023**

Subject: **Existing Plaster Material**

Issued To: **Hysun Lee**
(Construction Manager)

11/22/2023

Drawing Number Detail

Specification Section

Due Date

Request:

Per our meeting with the City and Engineer today, please advise what the existing plaster material is and if the new plaster can be applied and bonded to the roughened surface of the existing plaster (see attached photos) as reviewed in the field today.

Request Issued by:

Joseph Kim

Contractor's Signature

Joseph Kim

Name (Printed)

11/17/23

Date

Response:

There is no record of the existing plaster material. Although it is acceptable to PACE to not demolish the plaster all the way to the pool shell, it shall need to be confirmed with the pool/plaster contractor that they can warranty the bonding of the new and old plaster.

It is recommended by PACE to roughen the existing plaster as much as possible, and to apply a bond coat (i.e. SGM Bond Kote or approved equal) between the old and new plaster. It shall need to be confirmed with the pool/plaster contractor that this would be warranted as well.

Although it is acceptable to not demo the plaster all the way to the pool shell, it is important to determine the location of the previous pool lights that were patched up. It is recommended to use the existing light locations for the new underwater lights, as these locations should have a thickened wall to receive the lights.

Response Issued by:

Evan Chen

Signature

Evan Chen

Name (Printed)

11/20/23

Date









2. Do not proceed with installation in areas of the discrepancy until all such discrepancies have been fully resolved.
3. Failure to notify the Agency and give written notice of discrepancies shall constitute acceptance by the Contractor of existing conditions as fit and proper to receive the Work.

3.05 INSTALLATION OF SWIMMING POOL PLASTER CEMENT

- A. Completion of Other Work: Do not commence plastering of swimming pool until all concrete deck areas, landscaping and other construction adjacent to the swimming pool are complete and all construction equipment used for those portions of the work have been moved from the immediate area.
- B. Preparation
 1. Do not apply plaster over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions otherwise detrimental to the formation of a durable plaster finish.
 2. Consult with manufacturer on application to specific surfaces being treated. Follow manufacturer's recommendation for curing of concrete/gunite surfaces before application of plaster.
 3. Protect decking, deck equipment, gratings, fittings, and other items by suitable covering or masking.
 4. Mask or remove all hardware, hardware accessories, machined surfaces, plates, lighting fixtures, and similar items in place not to receive pool plaster. Following completion of plaster for each space or area remove the masking. Re-install all removed items utilizing workers skilled in the trades involved.
 5. Pool shell cracks shall be filled per Section 13 11 20 – Epoxy Injection.
- C. Application
 1. Plaster Thickness: Plaster Thickness shall be ½-inch thick (minimum).
 2. Float the plaster to a uniform plane and trowel to a smooth, dense, impervious surface using extreme care to avoid stains.
 3. Take special care in finishing around pool fittings, making sure to mask off or plug openings so as not to fill such openings with excess plaster. Be certain to completely enclose pool fittings with plaster to ensure a leak-proof seal around pipes, fittings, lights, anchors, etc.
 4. Accurately interface with the finish planes of items installed by other trades.

3.06 CURING

- A. Preparation: Anticipate the need for a required equipment and have all such equipment immediately available for use upon completion of swimming pool plastering.
- B. Swimming Pool Filling

PROFESSIONAL SERVICES AGREEMENT

NO. 23-04

DATE: 02/14/2023

PROJECT: Peak Park and Boisseranc Park Pool Improvements Project

PARTIES TO THE AGREEMENT:

"CITY" The CITY OF BUENA PARK, a California municipal corporation

Designated Official: Name: Mina Mikhael
Title: Director of Public Works/City Engineer
Telephone: (714) 562-3672

Mailing Address: 6650 Beach Boulevard
P.O. Box 5009
Buena Park, CA 90622-5009

THE CONSULTANT Pacific Advanced Civil Engineering, Inc.
Name of Business

Representative: Name: Zirang Song, MS, PE
Title: Vice President
Telephone: (714) 514-8824

Address:

Mailing Address: 17250 Newhope Street, Suite 200
Fountain Valley, CA 92708

TERM OF SERVICE:

Commencement Date: 02/14/2023

Completion Date: 03/31/2024

CONTRACT AMOUNT: \$86,920

APPROVED BY: () City Council (☒) City Manager () Director of Public Works

THIS AGREEMENT MUST BE FIRST EXECUTED BY THE CONSULTANT OR ITS REPRESENTATIVE AND APPROVED AS TO FORM BY THE CITY ATTORNEY BEFORE THE AGREEMENT MAY BE EXECUTED ON BEHALF OF THE CITY OF BUENA PARK.

This Professional Services Agreement ("Agreement") is dated **February 14, 2023**, and is between **Pacific Advanced Civil Engineering, Inc.**, a California corporation, (the "CONSULTANT") and the CITY OF BUENA PARK, a California municipal corporation (the "CITY"). The CONSULTANT and the CITY are sometimes referred to herein collectively as the "Parties" and singularly as "Party".

RECITALS

A. The CITY desires to enter into this Agreement with CONSULTANT as an independent contractor to perform the following services: **Professional Design Engineering Services for the Peak Park and Boisseranc Park Pool Improvements Project** (collectively, the "Project").

B. The CONSULTANT is fully qualified to perform the tasks necessary for this Project by virtue of its experience and the training, education and expertise of its principals and employees.

The Parties therefore agree as follows:

1.0 EMPLOYMENT OF CONSULTANT. The CITY shall engage the CONSULTANT and the CONSULTANT shall perform the services required under this Agreement.

2.0 SCOPE OF SERVICES. The CONSULTANT shall perform during the term of this Agreement, those services set forth in the *REQUEST FOR PROPOSAL* attached hereto as Exhibit "A" (collectively, the "Services"), all to CITY's reasonable satisfaction. The CONSULTANT shall commence performance of the Services upon receipt of a written notice from the Designated Official authorizing the CONSULTANT to proceed, and only to the extent of such authorization. The CITY may, from time to time, request changes in the scope of services of the CONSULTANT to be performed under this Agreement. Such changes shall be in the form of a written amendment to this Agreement signed by both Parties and shall include any additional compensation agreed to by the Parties.

3.0 TIME OF PERFORMANCE. The CONSULTANT shall commence performance of the Services immediately upon receipt of a written notice from the Designated Official and shall perform the Services in a timely, diligent manner in accordance with the Schedule of Performance included in Exhibit A.

4.0 TERM. The term of this Agreement shall commence on **February 14, 2023**, and shall remain in full force and effect until **March 31, 2024**, unless sooner terminated as provided in Section 10 of this Agreement.

5.0 COMPENSATION. [IF COMPENSATION IS BASED ON AN HOURLY RATE, USE THE FOLLOWING LANGUAGE: As full and complete compensation for CONSULTANT's services provided under this Agreement, CITY shall pay CONSULTANT the total "NOT-TO-EXCEED" amount of **\$86,920**, as set forth in the *CONSULTANT's PROPOSAL*, attached hereto as Exhibit "A." No claims for additional compensation shall be allowed unless authorized in advance by the CITY in writing. Any additional work or expenses authorized by the CITY shall be compensated at the rates set forth in Exhibit A, or, if not specified, at a rate agreed to by the Parties. The CITY shall make payment for additional services and expenses in accordance with Section 6.0 of this Agreement.

6.0 PAYMENT. Each month, the CONSULTANT shall submit invoices to the CITY for the services performed and any authorized reimbursable expenses incurred. The invoices shall describe in detail the services rendered during each day of the period, and shall show the days worked, personnel performing the services, number of hours worked, the hourly rates charged, milestone achievements, and, if applicable, reimbursable expenses incurred. The CONSULTANT shall remit the invoices to the address for the CITY specified on page one of this Agreement. The CITY shall review all invoices and notify the CONSULTANT in writing within ten (10) business days of any disputed amounts. The CITY shall pay all undisputed portions of the invoice within thirty (30) calendar days after receipt, up to the maximum compensation amount set forth in Section 5.0 of this Agreement. The CITY shall not withhold federal or state payroll or other taxes, or make deductions, from payments made to the CONSULTANT.

7.0 STANDARD OF SKILL. The CONSULTANT warrants that it possesses the professional expertise necessary to perform the Services. The CITY relies upon the skill of the CONSULTANT, and the CONSULTANT's staff, if any, to do and perform the Services in a skillful, competent, and professional manner, and the CONSULTANT and CONSULTANT's staff, shall perform the Services in such manner. The CONSULTANT shall, at all times, meet or exceed any and all applicable professional standards of care. The acceptance of the CONSULTANT's work by the CITY shall not operate as a release of the CONSULTANT from such standard of care and workmanship.

8.0 INDEPENDENT CONTRACTOR. The CONSULTANT is retained by the CITY only to the extent set forth in this Agreement, and the CONSULTANT's relationship to the CITY is that of an independent contractor. The CONSULTANT shall be free to dispose of all portions of the CONSULTANT's time and activities that the CONSULTANT is not obligated to devote to the CITY in such a manner, and to such persons, firms or corporations, as the CONSULTANT sees fit except as expressly provided in this Agreement. Neither the CITY nor any of its agents shall have control over the conduct of the CONSULTANT or any of the CONSULTANT's employees, except as set forth in this Agreement. The CONSULTANT shall not have the status of an employee under this Agreement, or be entitled to participate in any insurance, medical care, vacation, sick leave or other benefits provided for the CITY's officers or employees. The CONSULTANT shall have no power to incur any debt, obligation or liability on behalf of the CITY or otherwise act on behalf of the CITY as an agent. The 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 the CITY. The CONSULTANT shall pay all required taxes on amounts paid to the CONSULTANT under this Agreement, and indemnify and hold the CITY harmless from any and all taxes, assessments, penalties and interest asserted against the CITY by reason of the independent contractor relationship created by this Agreement. The CONSULTANT shall fully comply with applicable workers' compensation laws regarding the CONSULTANT and the CONSULTANT's employees. The CONSULTANT shall indemnify and hold the CITY harmless from any failure of the CONSULTANT to comply with applicable workers' compensation laws. The CITY may offset against the amount of any compensation due to the CONSULTANT under this Agreement any amount due to the CITY from the CONSULTANT as a result of the CONSULTANT's failure to promptly pay to the CITY any reimbursement or indemnification arising under this Section 8.0.

9.0 INDEMNIFICATION. The CONSULTANT and the CITY agree that the CITY, its employees, agents and officials should, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, liability, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are

intended by the Parties to be interpreted and construed to provide the fullest protection possible under the law to the CITY and the Indemnitees. The CONSULTANT acknowledges that the CITY would not have entered into this Agreement in the absence of the commitment of the CONSULTANT to indemnify and protect the CITY and the Indemnitees, as set forth in this Agreement.

9.1 Indemnity for COVID-19: As between the CONSULTANT and the CITY, the CONSULTANT expressly assumes any and all risks associated with providing these contract services in context of the COVID-19 pandemic, and the CONSULTANT'S indemnification obligations hereunder expressly include any and all claims loss, injury, damage, claim, liability, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to COVID-19 or any variants and the CONSULTANT'S services under this Agreement.

9.2 Indemnity for Design Professional Services. To the fullest extent permitted by law, the CONSULTANT shall, at its sole cost and expense, indemnify and hold harmless the CITY, its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those CITY agents serving as independent contractors in the role of CITY officials (collectively "Indemnitees" in this Section 9.0), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants and other professionals, and all costs associated therewith, and reimbursement of attorneys' fees and costs of defense (collectively "Claims"), whether actual, alleged or threatened, which arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of the CONSULTANT, or its officers, agents, servants, employees, subcontractors, contractors or their officers, agents, servants or employees (or any entity or individual that the CONSULTANT shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a "design professional," as the term is defined under California Civil Code § 2782.8(c)(2). Notwithstanding the foregoing, this indemnity clause shall apply solely to the extent any such liabilities, claims, damages, losses, costs, expenses, injuries, causes of action, or judgments are caused by the negligent acts, errors or omissions of CONSULTANT, its agents or employees, or anyone for whom the CONSULTANT is legally liable, arising out of the performance of this Agreement".

9.3 Indemnity. To the fullest extent permitted by law, the CONSULTANT shall, at its sole cost and expense, protect, defend, hold harmless and indemnify the CITY, its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those CITY agents serving as independent contractors in the role of CITY officials (collectively "Indemnitees" in this Section 9.0) from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and 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 the 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 the CONSULTANT shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties. Notwithstanding the foregoing, this indemnity clause shall apply solely to the extent any such liabilities, claims, damages, losses, costs, expenses, injuries, causes of action, or judgments

are caused by the negligent acts, errors or omissions of CONSULTANT, its agents or employees, or anyone for whom the CONSULTANT is legally liable, arising out of the performance of this Agreement”.

9.4 Other Indemnities. Other than in the performance of professional services, and to the fullest extent permitted by law, CONSULTANT shall, at its sole cost and expense, to protect, defend, hold harmless and indemnify the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and 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 “Damages”), in law or equity, whether actual, alleged or threatened, which arise out of, pertain to, or relate to the acts or omissions of CONSULTANT, 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 the Indemnitees’ active or passive negligence, except for Damages arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties. CONSULTANT shall defend the Indemnitees in any action or actions filed in connection with any Damages with counsel of the Indemnitees’ 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 the Indemnitees in connection therewith.

9.5 The obligations of the CONSULTANT under this or any other provision of this Agreement shall not be limited by the provisions of any workers’ compensation act or similar act. The CONSULTANT expressly waives any statutory immunity under such statutes or laws as to the Indemnitees. The CONSULTANT’s indemnity obligation set forth in this Section 9.0 shall not be limited by the limits of any policies of insurance required or provided by the CONSULTANT pursuant to this Agreement.

9.6 The CONSULTANT’s covenant under this Section 9.0 shall survive the expiration or termination of this Agreement.

10.0 TERMINATION OF AGREEMENT. The CITY may terminate this Agreement at any time during the term of the Agreement by giving the CONSULTANT not less than thirty (30) calendar days’ prior written notice. The CONSULTANT may only terminate this Agreement for cause, and by giving the CITY prior notice in writing with a reasonable opportunity to cure any purported default. If the Agreement is terminated by the CITY, and provided CONSULTANT is not then in breach, the CONSULTANT shall be paid for services satisfactorily rendered to the last working day the Agreement is in effect, and the CONSULTANT shall have no other claim against the CITY by reason of such termination. This Agreement may be extended beyond the term only by the written agreement of both Parties prior to the expiration of the term of the Agreement.

11.0 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. The CITY may issue restraint or cease and desist orders to the CONSULTANT when unsafe or harmful acts are observed or reported relative to the performance of the Services. The CONSULTANT shall maintain the work sites free of hazards to persons and property resulting from its operations. The CONSULTANT shall immediately report to the CITY any hazardous condition noted by the CONSULTANT.

12.0 MANDATORY INSURANCE. The CONSULTANT shall maintain the following insurance coverage throughout the term of this Agreement, and, upon the CITY's request, the CONSULTANT shall provide the CITY with evidence of such coverage, which may include visual inspection of all policies, copies of declarations page, endorsements signed by an authorized representative of the underwriting company, or certificates of insurance. Insurance coverage shall be provided in the forms and coverage amounts set forth in this Section 12.0.

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

(a) Insurance Services Office Commercial General Liability insurance (occurrence Form Number CG 00 01).

(b) Automobile Liability insurance with coverage at least as broad as Insurance Services Office Form Number CA 0001 covering "Any Auto" (Symbol 1).

(c) Workers Compensation insurance as required by the State of California, and Employer's Liability insurance.

(d) Professional Liability Insurance.

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

(a) General Liability: \$2,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit, and shall contain specific language creating a duty to defend against any suit seeking damages.

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

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

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

12.3 Deductibles and Self-insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the CITY prior to the CONSULTANT commencing any work under this Agreement. At the CITY's option, either: (i) the insurer shall reduce or eliminate the deductibles or self-insured retentions with respect to the CITY, its elected officials, officers, attorneys, agents, employees and designated volunteers; or (ii) the CONSULTANT shall provide a bond or other financial guarantee, satisfactory to the CITY, guaranteeing payment of losses and related investigations, claim administration and defense expenses.

12.4 Required Endorsements. Each insurance policy required by this Section 12.0 shall be endorsed as follows:

(a) Except with respect to any employer's liability or professional liability/errors and omission liability policies required by this Section 12.0, the CITY, its elected officials, officers,

attorneys, agents, employees, independent contractors serving in the role of city officials and designated volunteers shall be named as additional insureds (collectively, "Additional Insureds" sometimes hereafter in this Section 12.0).

(b) Additional Insured Endorsements shall not:

- (1) Be limited to "Ongoing Operations";
- (2) Exclude "Contractual Operations";
- (3) Restrict coverage to the "Sole" liability of the CONSULTANT; or
- (4) Contain any other exclusion contrary to this Agreement.

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

(d) All insurance coverage shall contain a provision that prohibits cancellation, modification or lapse without thirty (30) calendar days' prior written notice from insurer to the CITY. The notice shall be provided via certified mail, return receipt requested. The 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.

(e) Each policy shall be endorsed to state that the insurer waives the right of subrogation against the CITY and its officers, employees, agents, independent contractors serving in the role of city officials and designated volunteers.

12.5 Other Insurance Provisions. The CONSULTANT and the CITY further agree as follows:

(a) 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 the CITY or its operations limits the application of the insurance coverage.

(b) Requirements of specific coverage features or limits contained in this Section 12.0 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.

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

(d) Any actual or alleged failure on the part of the 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 the CITY or any additional insured, in this or any other regard.

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

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

12.6 Acceptability of Insurers. All insurance coverage required by this Section 12.0 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.

12.7 Verification of Coverage. The CONSULTANT shall furnish the CITY with evidence of the insurance required by this Section 12.0, satisfactory to the CITY. The evidence shall consist of original certificates of insurance and amendatory endorsements, including an additional insured endorsement. The endorsements shall be on forms provided by the CITY or on such other forms approved by the CITY in writing, and amended to conform to the CITY's requirements. The CONSULTANT shall file all certificates of insurance and fully executed endorsements with the CITY before commencing performance of the Services. Thereafter, the CONSULTANT shall 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. The CONSULTANT shall furnish such proof to the CITY prior to the expiration of the affected coverages. The CITY may require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time. The CONSULTANT shall provide complete copies of policies to the CITY upon request.

12.8 Subcontractors. The 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 Project by the CONSULTANT to carry the same insurance as required in this Section 12.0. The CONSULTANT shall obtain certificates evidencing the coverage and make reasonable efforts to ensure that the coverage is provided as required in this Section 12.0. The CONSULTANT shall require that no contract used by any subcontractor, or contract the CONSULTANT enters into on behalf of the CITY, shall reserve the right to charge back to the CITY the cost of insurance required by this Agreement. The CONSULTANT shall, upon request, submit to the CITY for review, all agreements with subcontractors or others with whom the CONSULTANT contracts with on behalf of the CITY, and all certificates of insurance obtained in compliance with this Section 12.8. The CITY's failure to request copies of the documents shall not impose any liability on the CITY, or its employees, or be deemed a waiver of any of the CITY's rights.

13.0 WORK PRODUCT.

13.1 Deliverables. The CONSULTANT shall, in such time and in such form as the CITY may require, furnish reports concerning the status of services required under this

Agreement. The CONSULTANT shall, upon request by the CITY and upon completion or termination of this Agreement, deliver to the CITY all material furnished to the CONSULTANT by the CITY.

13.2 Ownership.

(a) 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 the CONSULTANT in the performance of this Agreement (collectively, "Work Product") shall be considered to be "works made for hire" for the benefit of the 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 the CITY upon final payment being made. The CONSULTANT shall not obtain or attempt to obtain copyright protection as to any of the Work Product.

(b) The CONSULTANT hereby assigns to the 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 the CITY pursuant to subsection (a) above.

(c) The 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, the 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. The CONSULTANT shall defend, indemnify and hold the CITY, and its elected officials, officers, employees, servants, attorneys, designated volunteers and agents serving as independent contractors in the role of city officials, harmless from any loss, claim or liability in any way related to a claim that the 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 the 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 the 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 the 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. The CONSULTANT's covenants under this Section 13.2 shall survive the expiration or termination of this Agreement.

13.3 Confidentiality. Except as otherwise required by law, the CONSULTANT shall not disclose, publish or authorize others to disclose or publish, design data, drawings, specifications, reports or other information pertaining to the Project assigned to the CONSULTANT by the CITY or other information to which the CONSULTANT has had access during the term of this Agreement without the Designated Official's prior written approval. CONSULTANT's covenant under this Section 13.3 shall survive the expiration or termination of this Agreement.

13.4 Records. The 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 the CITY or the Designated Official. The 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, the CONSULTANT shall provide access to such books and records to the Designated Official, or his or her designees, and shall give the Designated Official, 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.

14.0 ASSIGNMENT AND SUBCONTRACTING. This Agreement is personal to the CONSULTANT, and the CITY has entered this Agreement in reliance on the CONSULTANT's skill, competence and experience. The CONSULTANT shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without the CITY's prior written consent, by and through the Designated Official. The CITY's consent to an assignment of rights under this Agreement shall not release the 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 the CONSULTANT in violation of this Section 14.0 shall be void and of no effect and shall entitle the CITY to immediately terminate this Agreement for cause. The CONSULTANT's services under to this Agreement shall be provided by the Representative or directly under the supervision of the Representative and the CONSULTANT shall not assign another to supervise the CONSULTANT's performance of this Agreement without the CITY's prior written approval, by and through the Designated Official. As used in this Section 14.0, "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. The CONSULTANT shall not subcontract any performance required under this Agreement without the CITY's prior written consent.

15.0 MISCELLANEOUS TERMS.

15.1 Nuisance. The CONSULTANT shall not maintain, commit or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement.

15.2 Permits and Licenses. The 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 the performance of services under this Agreement.

15.3 Conflicts of Interest. The 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.*) and California Government Code Section 1090. During the term of this Agreement, the CONSULTANT may perform similar services for other clients, but the CONSULTANT and its officers, employees, associates and subconsultants shall not, without the City Manager's prior written approval, perform work for another person or entity for whom the CONSULTANT is not currently performing work that would require the CONSULTANT, or one of its officers, employees, associates or subconsultants, to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

15.4 Waiver. No delay or omission to exercise any right, power or remedy accruing to the CITY under this Agreement shall impair any right, power or remedy of the CITY, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver by the 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.

15.5 Accomplishment of Project. The 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.

15.6 Captions for Convenience Only. 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.

15.7 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.

15.8 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 the CONSULTANT's and the 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.

15.9 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.

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

15.11 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. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses and attorneys' fees paid or incurred in good faith.

15.12 Compliance with Laws. In the performance of the work required by this Agreement, the CONSULTANT shall abide by and conform with and to any and all applicable

laws of the United States and the State of California, and with the CITY's Municipal Code, ordinances, regulations and policies. Further, this Agreement may call for services that, in whole or in part, constitute "public works" as defined in the California Labor Code. Therefore, as to those services that are "public works," the CONSULTANT shall comply in all respects with the all applicable provisions of the California Labor Code, including those set forth in Exhibit C, attached hereto.

15.13 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.

15.14 Governing Law. 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. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in superior or federal court with geographic jurisdiction over the City of Buena Park.

15.15 Integrated Agreement and Modificaiton 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 the CITY and the 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.

15.16 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.

15.17 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, then the CITY's request for proposals, if any, shall prevail.

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

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

CITY OF BUENA PARK

a California municipal corporation

DocuSigned by:

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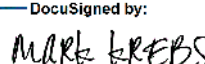
Signature

Name: Aaron France

Title: City Manager

CONSULTANT*

Pacific Advanced Civil Engineering, Inc.
Name of Business

DocuSigned by:

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Signature

Name: Mark Krebs, P.E.

Title: President

DocuSigned by:

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Signature

Name: Zirang Song, M.S., P.E.

Title: Vice President/ Recreational
Water Division Manager

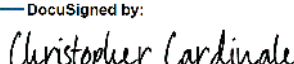
* **Please note, two signatures required for corporations pursuant to California Corporations Code Section 313, unless corporate documents provided to the City authorize only one person to sign this Agreement on behalf of the corporation.**

ATTEST:
(SEAL)

DocuSigned by:

13BEAF475C114B7...

Adria M. Jimenez, MMC, City Clerk

APPROVED AS TO FORM:

DocuSigned by:

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Christopher G. Cardinale, City Attorney

PROFESSIONAL ENGINEERING DESIGN SERVICES PROPOSAL
FOR THE CITY OF BUENA PARK

PEAK PARK AND BOISSERANC PARK

POOL IMPROVEMENTS PROJECT – PLANS, SPECIFICATIONS AND ESTIMATE

PREPARED FOR



Attn: Annie Singhal
City of Buena Park - Public Works Department
6650 Beach Boulevard – Buena Park, CA 90621

PREPARED BY



17520 Newhope St, Ste 200
Fountain Valley, CA 92708
714.481.7300 | pacewater.com

C091 | FEBRUARY 1ST, 2023



February 1st, 2023

Annie Singhal *Assistant Engineer*

City of Buena Park – Public Works Department

6650 Beach Boulevard, Buena Park, CA 90621 | (714) 562-3691 | asinghal@buenapark.com

Re: Professional Engineering Design Services Proposal for The City of Buena Park Peak Park and Boisseranc Park Pool Improvements Project

Dear Annie Singhal,

The Peak Park Pool and Boisseranc Park Pool are owned, operated and maintained by the City of Buena Park and are used throughout the community. Therefore, it is critical to the City that the facility is maintained for reliable operation. PACE understands the City desires to upgrade these pools following the recommendations of a recent assessment to best support continuous operation of the facility. The enclosed proposal has been developed to provide the City with expedient and thorough engineering design services to ensure minimal facility downtime and maximum lifespan of the pool facilities.



Experience on well over 100 of pool projects leading to vast understanding of various alternatives for renovations including plaster considerations based on pool code requirements, initial construction costs, lifespan and long term costs, tolerance for pool water chemistry conditions, and all current codes and ADA requirements, etc.

Recent and extensive experience with re-plastering aquatic facilities which will lead to accurate scheduling, sequencing of construction to minimize the facility shut-down duration and accurate construction cost estimating.

Strong reputation and relationship with the OC Health Care Agency with deep understanding of requirements and design considerations. Our team has been complimented multiple times for completeness and thoroughness of submittal packages.

“True” design/build background ensuring we provide accurate construction timelines and cost estimates, as well as constructability of designs with our in-house construction expert review process.

Pooling of technical resources within project team that includes engineering highly focused in aquatic systems, as well as complex water and sewer infrastructure leading to a broader understanding of the principles of hydraulic, mechanical and treatment systems.

ADDENDUM

ACKNOWLEDGMENT:

PACE acknowledges both Addendum #1 and #2 that were sent via email.

As Project Manager, I have more than 30 years of experience designing aquatic facilities, more than 20 years of tenure with PACE and I will be the main point of contact for the entire duration of the project effort. Our enclosed proposal has been prepared closely following the guidelines of the RFP document dated January 11, 2023. We look forward to serving as an extension of City staff to successfully execute this project effort with you.

Sincerely,



A blue ink handwritten signature of Zirang Song.

Zirang Song, MS, PE

Vice President – Recreational Water Division

mobile: 714-514-8824

office: 714-481-7212

e-mail: zsong@pacewater.com

17250 Newhope Street, Suite 200 | Fountain Valley, CA 92708 | 714-481-7300 - www.pacewater.com

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A background photograph of a swimming pool area. In the foreground, the pool water is calm, reflecting the sky and the structures. A wooden deck is visible at the bottom left. In the middle ground, there are two white metal structures, possibly for pool maintenance or as part of a water feature. Behind them is a building with large windows and a sign that partially reads "POOL". Palm trees and other tropical vegetation are visible in the background.

SCOPE **OF WORK**



Project Understanding

The City of Buena Park needs consulting services for the two existing swimming pools located in neighborhood parks –Peak Park Pool and Boisseranc Park Pool. Due to the deteriorated conditions of the existing pool deck and pool plaster, The Peak Park Pool will need pool deck placement, pool surface re-plastering and other renovation design items as listed in the scope of work below. The Boisseranc Park Pool will not need re-plastering since this was completed recently, but a pool deck replacement and equipment room changes are required, as listed below.

Based on the RFP and further clarification through communication with the City and following the newly implemented OC Health Care Agency (OC Health) submittal process and check list, the scope of work has been defined below. This list of task items should ensure the efficient completion and OC Health approval of the renovation plans.

PEAK PARK POOL DESIGN SCOPE INCLUDES:

- Demolition plans for the pool plaster, pool deck and shading structures
- Remove existing diving boards and re-install, if possible
- Repair for all structural damages on pool shell
- Pool interior plaster surface, expansion joints
- All pool tiles and depth markers
- New underwater lights and new wiring/ conduits/transformers/ connection to existing electrical panel (there is existing pool deck lighting and it is not included in this scope of work)
- New concrete deck/coping with slot drains. Depending on slope and existing grades, more than one slot drain may be required. The new deck will also have all necessary anchor fittings for deck equipment.
- Add new planters/landscape at existing shade structure areas
- New Americans with disabilities act (ADA) compliant pool lift chairs
- Items listed in the pool renovation guidelines issued by the OC Health

BOISSERANC PARK POOL DESIGN SCOPE INCLUDE:

- Demolition plans for the pool coping, pool deck and pool fence / gates
- Remove existing water slide and install a new slide
- All pool depth markers on deck and on pool wall
- Replace underwater lights and connection to existing electrical J-boxes (there is no pool deck lighting and it is not included in this scope of work)
- New concrete deck/coping with slot drains to be connected to park storm drain system. The new deck will also have all necessary anchor fittings for deck equipment.
- New Americans with Disabilities Act (ADA) compliant pool lift chairs
- New 8-feet high wrought iron fence and gates
- Install cages around existing utilities (i.e. gas and water piping)
- Move chemical storage to existing shed next door
- Add a new pump to make the pool filtration system a dual pump system
- Electrical panel to be moved outside the mechanical room
- Existing corroded electrical panel to be replaced, if necessary
- Updating ADA compliant shower to use the ones that have multiple heads and foot operation
- Items listed in the pool renovation guidelines issued by the OC Health

The project scope also includes a geotechnical investigation and site survey. We provided a budgetary estimate for the geotechnical and survey work. City and Consultant will discuss the need for these scope items during the initial design, and the scope and fee may require adjustment at that time. A Pool Remodel Permit from Orange Health will be required for the pool resurfacing. It will be part of the design consultant's scope to prepare all required documents to meet the OC Health and City plan review requirements and assist the City in obtaining all necessary permits and approvals.

Project Challenges

Project challenges includes:

- Project cost control
- Existing pool shell structure condition not visible before pool plaster removal
- Short construction schedule to minimize the disturbance of the facility normal usage
- Noise and dust generated during construction should be controlled to minimize the impact on the nearby residents

Key Project Efforts

PACE will manage and coordinate the design process and research and collect all data necessary for the successful completion of this project. PACE will also help the City secure the OC Health permits, and any other agency permits needed. PACE understands that use of the pools will be in high demand, so the design will need to consider the project duration, construction timing and pool startup time requirements.

To ensure a successful pool deck replacement and pool re-plastering project for the two pools, PACE shall implement the following approaches during the design process:

Draw from past project experience from newly designed and permitted pool renovation designs within Orange County.

- Coordinate closely with the City of Buena Park to understand the project limits and constraints.
- Confirm and finalize the working schedule with the City.
- Conduct project site inspections before the start of design to identify items to be removed and replaced inside and outside the pool.
- Engage a building architect and structural consultant for the building code and ADA compliance review and structural inspection of the existing pool shell after the existing pool plaster removal. Auxiliary facility improvement and structural repair design will be provided if any are identified.
- If required by the City, PACE will perform a pan evaporation test on-site before draining water to determine if the pool is losing water through seepage. The test will require that the pool not get used and is not operated with recirculation or filling water.
- Check the existing pool system against current codes to ensure code compliance and permit approval. Areas of review will include VGB compliance, ADA compliance, and pool depth markers.
- Replace existing lights and add new lights with new energy-efficient LED pool lights.
- We understand the City may use conventional white marble dust plaster for the pool. We suggest conducting a comparison study for the pool resurface options so the City can make a final decision based on thorough research and analysis information such as initial installation costs, lifespan, visual appearance, pool startup costs and startup time, resistance to harsh pool chemistry conditions, and lifetime costs. PACE will prepare such a study for the City to review and select the pool resurface option. This task will be offered as Optional Services in the event that the City is already set on using white marble dust.
- Prepare initial and final pool deck replacement and pool resurface construction plans and details using AutoCAD for permit submittal, project bidding, and construction.
- Prepare initial and final project specifications and probable construction costs for the proposed construction items.
- Assist the City during project bidding and construction for submittal reviews, answer project questions and prepare as-built plans based on contractor's mark-up records. PACE is well-versed in construction-related services and has full-time staff members who specialize in construction management for water feature projects. Our experience in design-build and general construction of water features will have direct application to our construction services. With our office located in Orange County, less than 30 miles from the project site, we will be able to quickly respond to specific needs at the project site and will have staff members on average 24 hours/week during the key pool construction period.



Coordinate and Communicate

Coordinate and communicate with the City staff closely to understand the project requirements, expectations, constraints, and limitations.



Regular Meetings

Regular meetings with the project team – attend onsite meetings, online meetings or phone calls. Our office is conveniently located in Fountain Valley – 25 minutes away from the project site or City of Buena Park.



Engage

Engage building architect and structural sub-consultant to perform specialty tasks.



Work with Pool Contractors

Work with pool contractors to develop accurate and current construction cost, duration and material supply estimates.



Products and Construction Methods Information

Provide the City with products and construction methods information for making decisions.



Conduct Testing

Conduct testing to determine the existing pool water tightness, if required.



Assist the City with OC Health Care Agency Pool Remodel Permit

Assist the City with OC Health Care Agency Pool Remodel Permit submittal. With our extensive public pool design experience within Orange County and the City of Buena Park, we are confident that we understand and can comply with the permitting guidelines set by the County and local agencies.



Assist the City with Construction Administration

Assist the City with construction administration and during project bidding.



Task 01 – 65% Design Phase Drawings

1. A project kick-off meeting with the City of Buena Park will take place to discuss the overall project schedule and important design items. Key project milestones and meetings required will be established and scheduled.
2. During the initial design phase, PACE shall conduct a site inspection to gather the following information on the existing pools on-site:
 - Verify existing pool dimensions and components.
 - Determine existing components and limits to be removed and replaced.
 - List items that need further evaluation during the project.
3. The existing facility will be compared to the most current building codes, ADA, and current pool codes to determine compliance. The most recent California Building Code was updated in 2019. We anticipate that any renovations conducted on the facility will result in OC Health Care Agency code compliance verification.
4. Details will be coordinated with the City regarding all renovation components, including pool deck replacement limits, depth markers, waterline tiles, depth lane tiles, handrails, pool inlets, main drain covers, underwater lights, grab rails, recess steps, and pool plaster.
5. Two (2) coordination meetings are anticipated during the Design. Other informal meetings will take place during this time, as required, and are included.
6. 65% Design Deliverables:
 - Preliminary pool demolition plans identifying items to be demolished and items to be protected in place.
 - Preliminary new pool deck and pool plaster plans with most of the replaced pool components.

Task 02 – 95% Design Drawings

1. Key design items will be coordinated with the City and project team. Comments from the Schematic Design submittal review will be incorporated.
2. Construction material options will be identified and PACE will assist the City in selection of preferred options.
3. The final design will be developed and will include the following items:
 - Demolition plans identifying pool components to be removed and replaced, and items to be protected in place.
 - Demolition details.
 - Proposed construction plans with proposed pools components.
 - Construction details including gutter grates, depth markers, waterline tiles, lap lane tiles, end wall target tiles, lane line anchors, handrails, pool inlets, main drain covers, underwater lights, grab rails, and recess steps.
4. Technical engineering specifications will be developed for new components and pool finish materials.
5. One (1) submittal is anticipated during this phase of design. The plans will be stamped and signed by a registered Civil engineer, Electrical Engineer, Structural Engineer and licensed Architect in the state of California on respective plan sheets.
6. An engineer's opinion on probable construction cost will be developed at the end of this phase.
7. One (1) meeting is anticipated in the construction document phase. Other informal meetings will take place during the design, as required and is included.

Task 03 – Final 100% Design Drawings

1. Review the comments for 95% design plans and specifications. Coordinate and clarify design items with the City if required.
2. Update the design plans and specifications to final design level, to be used for project bidding.
3. One (1) submittal is anticipated during this phase of design. The plans will be stamped and signed by a registered Civil engineer, Electrical Engineer, Structural Engineer and licensed Architect in the state of California on respective plan sheets.
4. An engineer's opinion on probable construction cost will be developed at the end of this phase.
5. One (1) meeting is anticipated in the construction document phase. Other informal meetings will take place during the design, as required and is included.

Task 05 – Permitting

1. Pool permit submittal documents will be prepared, including coordination and collection of all required documents, filling out the application forms, and preparing the pool remodel permit package for the City to submit to reviewing agencies including OC health Care, local Fire Department and local Building and Safety.
2. If required, documents will be provided, and coordination support will be performed for submittal to the City of Buena Park Building and Safety for ADA compliance review.
3. PACE shall provide additional documentation as required based on the comments received through the permitting process. NOTE: PACE will prepare documents, but it is assumed the City is responsible for all necessary County and City submittal and direct payment of all permit submittal / review fees. Review fees are not included in this scope.

Task 06 – Bidding and Construction Support

1. PACE shall provide the following during project bidding:
 - a. Assist the City for bid document preparation including bid schedule
 - b. Attend pre-bid meeting.
 - c. Respond to requests for information during the bidding phase.
 - d. Prepare any plan and specifications corrections, as required.
2. One (1) meeting is anticipated in the construction document phase. Other informal meetings will take place during the design, as required and is included.
3. Shop drawing submittals by the chosen contractor will be reviewed for conformance with the construction documents.
4. Construction documents will be clarified, if required. Contractor requests for information (RFI) will be addressed, and submittals will be reviewed and approved. 10 RFI's and 20 submittals are anticipated and budgeted for this task.
5. A structural engineer will inspect the existing pool structure after plaster removal to determine pool structural integrity. If the structure needs to be repaired, structural improvement recommendations will be provided.
6. Two (2) site visits will be conducted during construction for review of construction progress. Construction site visits will coincide with post demolition inspection, and post-plaster inspection.
7. A final on-site review of construction will be conducted a completion punch list report will be developed. The punch list will be created one time. The City is responsible for follow through of items on the punch list.
8. Final as-built drawings will be completed based on contractor's construction markup records.

The background image shows an outdoor swimming pool with a white water slide structure. In the background, there is a building with a sign that partially reads "POOL". The pool water is calm, reflecting the slide and the building. The sky is clear and blue.

CONSULTANT'S **REPRESENTATIVE**



Primary Representative



Zirang Song, MS, PE

Project Manager - Vice President / Recreational Water Division Manager

D (714) 481-7212 | C (714) 514-8824

zsong@pacewater.com

CA Licensed PE: 69315

As the Project Manager, Zirang Song will serve as the primary representative for this project and will remain in charge of all duties from contract negotiation through completion. Mr. Song has civil design/engineering experience spanning back to 1990. From concept to final design and specifications, his areas of expertise include all areas of water infrastructure including swimming pool filtration system design, lake system design, water storage, water feature/fountain design, pump station design, water conveyance, and construction management. He has specific water feature expertise in concept design, site grading, mechanical engineering design of aquatic facilities, electronic controls, telemetry, advanced disinfection systems and hydraulics. Other responsibilities include construction support and coordination.

Alternate Representative



Mark Krebs, PE

Principal / QA/QC

D (714) 481-7201 | C (714) 514-8822

mkrebs@pacewater.com

CA Licensed PE: 049292

As the Principal / QA/QC, Mark Krebs will serve as the alternate representative for this project. Mr. Krebs has engineering and construction experience specific to water resources spanning back to 1988 with both public and private sector projects. His project design and construction experience includes all phases of infrastructure, grading, drainage, stormwater treatment, roadway, water, sewer, reclaimed water, storage, distribution, wetland evaluation and mitigation, and a wide range of stormwater quality experience including manmade lake treatment BMP's, and TMDL source control. He has highly specialized background in recreational pools and water play areas, water feature engineering, including both small and large-scale manmade lakes, formal fountains, streams, and waterfalls. In addition to the responsibility of being an officer of the company and President of PACE, Mr. Krebs maintains role as Principal/Sr. Project Manager and the lead design engineer on numerous water resource projects. Moreover, with his knowledge of operational and maintenance requirements of aquatic facilities, he imparts field technical support and construction administration services for water feature projects.

A photograph of an outdoor swimming pool. In the background, there is a building with a sign that says "POOL" and several palm trees. The pool water is calm, reflecting the sky and the structures. A white metal frame structure is visible in the middle ground. The text "PROJECT TEAM" is overlaid on the image, with "PROJECT" in blue and "TEAM" in bold blue, underlined with an orange line.

PROJECT **TEAM**



Pacific Advanced Civil Engineering, Inc. (PACE) is a specialized civil engineering firm formed in 1987 offering advanced water resource services worldwide. With over 35 years of experience, we offer a wide range of engineering services related to water, wastewater, stormwater management and water resource permitting and regulatory compliance to ensure projects are both economically viable and environmentally sustainable. Our engineering approach focuses on maximizing value by creating multi-use infrastructure systems, cost-effective phasing strategies and systems that include environmental, aesthetic and recreation uses. PACE staff members include licensed professional engineers with PhDs, university instructors and policy-makers in the water resource arena.

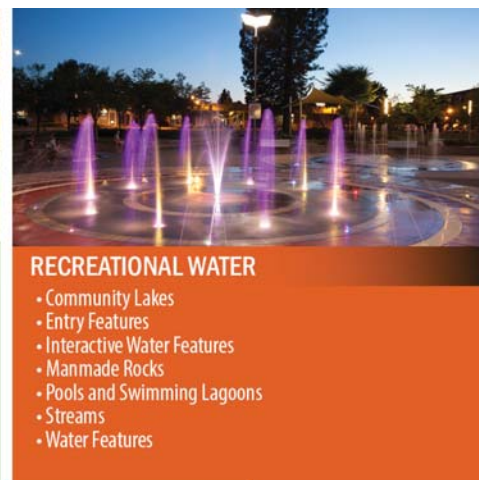
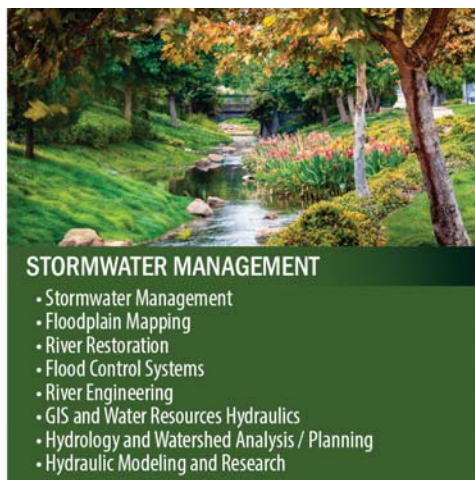
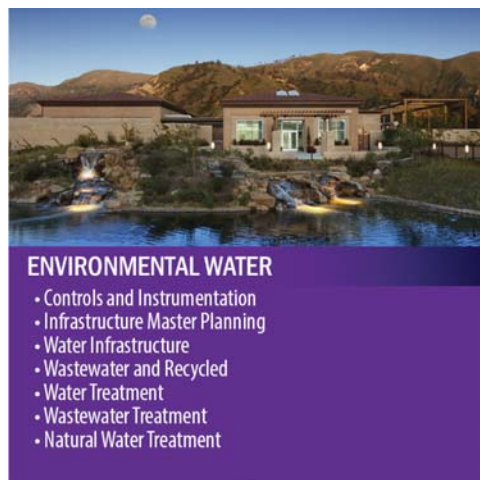
Creativity, innovation and advanced knowledge of water resources are cornerstones of our services leading to aesthetic, environmentally sustainable, and practical engineering solutions.

MINIMUM QUALIFICATIONS

- **Valid California Professional Architect License:** Our subconsultant, Khanh Doan with Square [1] Architecture, contains a valid California Professional Architect License (license no. C-68045).
- **Valid City of Buena Park business license (if selected):** If selected, we will obtain a valid City of Buena Park business license.
- **Satisfactory completion of a minimum of three (3) Pool Improvement Projects or similar, and provide references:** Within our proposal under the references section, we listed four relevant pool projects and provided references for each.
- **Understanding of all aspects of pool design including but not limited to architectural, structural, mechanical, electrical etc:** We have reviewed the RFP and developed a strong understanding of all aspects of the pool design as described in our scope of work.
- **Ability to provide deliverables consistent with the latest City-adopted formats:** At project kick-off we will confirm a clear understanding of what the latest City-adopted formats entail and are able to provide consistent deliverables for this project.
- **Familiarity with City of Buena Park standards, provisions, and practices:** We will strictly follow City design guidelines and practices described in the RFP and supplied by the City.

AS A WATER RESOURCE SPECIALTY-ENGINEERING FIRM, PACE'S SPECIALIZED AREAS OF EXPERTISE INCLUDE:

- Lake Systems / Water Features / Pools
- Lake / River / Wetland Restoration
- Water Quality Management
- Water and Wastewater Treatment
- Potable Water Storage and Distribution
- Reclaimed Water Storage and Distribution
- Stormwater Management
- River Engineering
- Floodplain Mapping
- Watershed Analysis / Planning
- GIS Water Resource Applications



GEOGRAPHIC INFORMATION SYSTEMS (GIS)



INSTRUMENTATION AND CONTROLS



ENVIRONMENTAL WATER LABORATORY

The PACE team brings very specialized expertise and extensive experience on *swimming pool design* that enables us to address the project objectives with comprehensive understanding of the cause and effect relationships of the activities that take place over time. The team is comprised of pool experts and water resource civil engineers.

THE PACE TEAM BRINGS EXTENSIVE POOL DESIGN, WHICH INCLUDE THE FOLLOWING AREAS:

- Swim Lagoons
- Alternate Edge Conditions (Knife edge, Firm Flow, Skimmer, Gutter)
- Pool Structure (On Podium, Rooftop, On Grade)
- Utility Coordination (Power, Water, Sewer, Gas, Hot Water Loop)
- Finish Materials
- Signage Coordination
- Code Review
- Equipment Layout (Space Requirements, Pipeline Coordination)
- Water Treatment (UV, Salt Water Systems, PH Control, CO2 Systems, Disinfection Systems)
- Controls

AS PART OF THE POOL SYSTEMS DESIGN, WE APPLY INNOVATION AND CREATIVITY TO ADDRESS:

- Concept
- Layout
- Water Chemistry Control
- Pool / Spa Water Treatment Systems
- Pool / Spa Filtration / Recirculation System
- Pool Structure, Finish, Fittings, Cover and Accessories
- Health and Safety Considerations
- Hazardous Material (pool chemicals) Storage Application

Unique Qualifications

EXPERIENCE WELL OVER 100 OF POOL PROJECTS EACH YEAR

Experience on well over 100 pool projects has developed our vast understanding of various alternatives for renovations including plaster considerations based on pool code requirements, initial construction costs, lifespan and long term costs, tolerance for pool water chemistry conditions, and all current codes and ADA requirements, etc.

RECENT AND EXTENSIVE EXPERIENCE WITH RE-PLASTERING AQUATIC FACILITIES

Recent and extensive experience with re-plastering aquatic facilities including City of Irvine William Woollett Jr. Aquatic Center which will lead to accurate scheduling, sequencing of construction to minimize the facility shut-down duration and accurate construction cost estimating.

STRONG REPUTATION AND RELATIONSHIP WITH THE OC HEALTH CARE AGENCY

Strong reputation and relationship with the OC Health Care Agency with deep understanding of requirements and design considerations. Our team has been complimented multiple times for completeness and thoroughness of submittal packages.



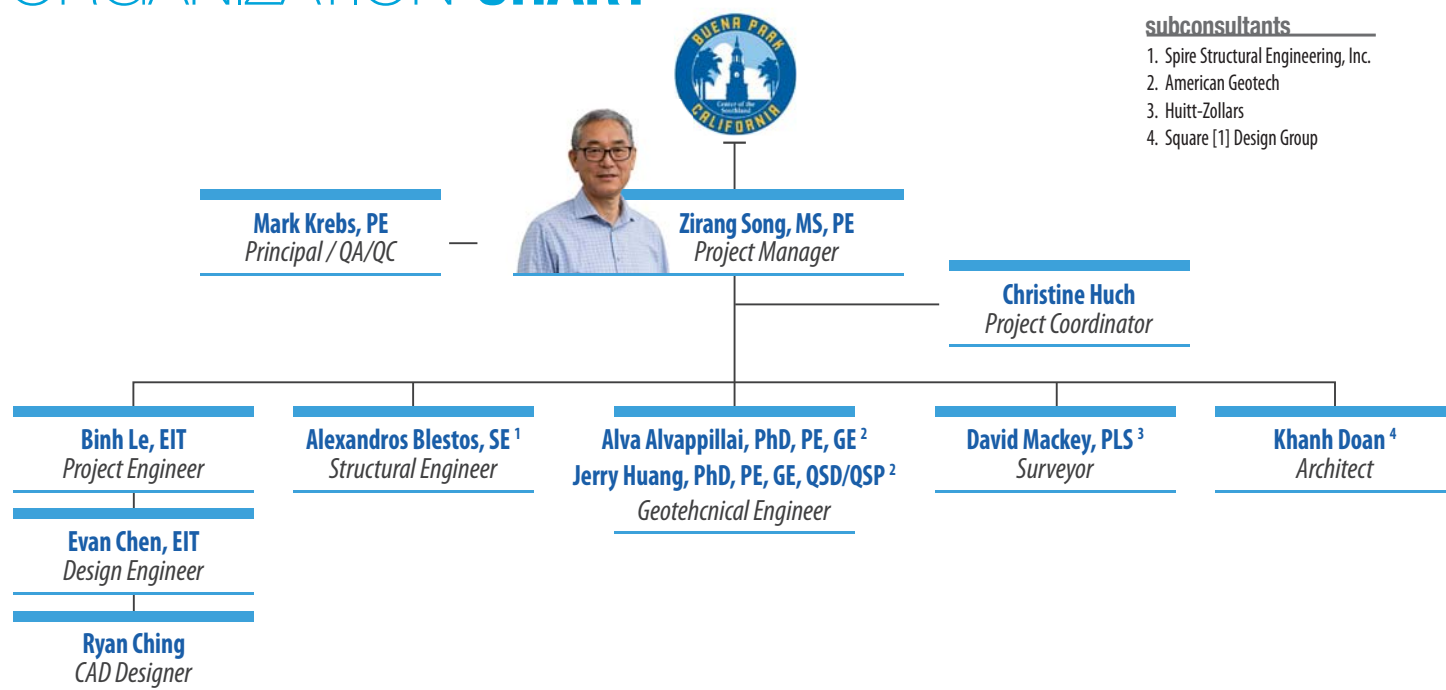
"TRUE" DESIGN/BUILD BACKGROUND

"True" design/build background ensuring we provide accurate construction timelines and cost estimates, as well as constructability of designs with our in-house construction expert review process.

POOLING OF TECHNICAL RESOURCES WITHIN PROJECT TEAM

Pooling of technical resources within project team that includes engineering highly focused in aquatic systems, as well as complex water and sewer infrastructure leading to a broader understanding of the principles of hydraulic, mechanical and treatment systems.

ORGANIZATION CHART



TEAM MEMBER QUALIFICATIONS

Name and Role	Experience, Education, & Professional Registration	Expertise Areas	Related Project Experience
PACE			
ZIRANG SONG, MS, PE <i>Project Manager</i>	32 years MS International Construction Management, Nanyang Technological University, Singapore BS Mechanical Engineering, Harbin Institute of Technology, China PE – CA: 69315	<ul style="list-style-type: none"> Swimming pool filtration system design and construction management Water infrastructure Pump station design Water conveyance Water storage Lake system design Water feature / fountain design and construction management Construction support and coordination 	<ul style="list-style-type: none"> William Woollett Jr. Aquatic Center Pool Re-Plastering Project – Irvine, CA Disneyland Hotel Pool Renovation – Anaheim, CA Yountville Community Pool Evaluation – Yountville, CA Spectrum Park Pools (Madison, Logan, and Bryant) – Irvine, CA Pavilion Park Pools – Irvine, CA City of Santa Ana Memorial Pool Renovation – Santa Ana, CA Canyon Club at Crystal Cove Pools and Spa – Newport Beach, CA Pelican Hill Resort Aquatic Facilities – Newport Coast, CA Belle Haven Aquatic Facility – Menlo Park, CA Northstar Highlands Ritz-Carlton – Truckee, CA

Name and Role	Experience, Education, & Professional Registration	Expertise Areas	Related Project Experience
MARK KREBS, PE <i>Principal / QA/QC</i>	31 years BS Civil Engineering University of Kentucky (cum laude) PE – CA: 49292	<ul style="list-style-type: none"> Water features: <ul style="list-style-type: none"> » pools/spas » water play areas » fountains » entry features Water quality treatment / advanced disinfection systems and hydraulics Mechanical equipment for water features PS&E's Constructability / value engineering QA/QC 	<ul style="list-style-type: none"> Disneyland Hotel Courtyard Aquatic Features Improvements – Anaheim, CA San Diego Marriott Hotel Recreation Center Pools, Water Play Area, and Fountains Renovation – San Diego, CA Pelican Hills Resort Pools and Spas – Newport Coast, CA Sheraton Wild Horse Pass Resort River Water Features & Pool – Chandler, AZ Santa Ana Memorial Pool and Civic Center Fountain Renovation – Santa Ana, CA Point Hilton at Squaw Peak Water Park – Phoenix, AZ
BINH LE, EIT <i>Project Engineer</i>	8 years BS Civil Engineer University of California, Fullerton EIT – CA: 153895	<ul style="list-style-type: none"> Pools and spas Entry features Fountain Interactive water features Technical memos Design memos Construction documents Detailed technical specification 	<ul style="list-style-type: none"> William Woollett Jr. Aquatic Center Pool Re-Plastering Project – Irvine, CA La Mirage Pool Facilities – San Diego, CA Hotel Del Coronado Pool Renovation – Coronado, CA The Irvine Company Spa, Pool and Wading Pool – Irvine, CA New Century Plaza Pool – Los Angeles, CA One Beverly Hills Pools – Beverly Hills, CA Rolling Hills Club House Pool, Spa, and fountains – Rancho Palos Verdes, CA Ivy Station Hotel and Residences Pools, Spa, and Water Features – Culver City, CA Town and Country Resort Renovation – Mission Valley, CA Four Seasons Calistoga Hotel Pool & Spa – Calistoga, CA Parcel L2 Pool and spa – Washington DC Monterey Park Towne Centre – Monterey Park, CA
RYAN CHING <i>CAD Designer</i>	17 years BS Computer Science Coursework, Ama Computer College, Philippines Computer Science Transfer Program Coursework, Cypress College, Cypress CA	<ul style="list-style-type: none"> Pools and spas Water features Fountains Manmade lakes CAD production CAD management for exhibits, sketch design concept, and construction documents Quality check plan sets 	<ul style="list-style-type: none"> William Woollett Jr. Aquatic Center Pool Re-Plastering Project – Irvine, CA La Mirage Pool Renovation – San Diego, CA Disneyland Hotel Pool Renovation – Anaheim, CA Hotel Del Coronado Pool Renovation – Coronado, CA One Beverly Hills Pools – Beverly Hills, CA New Century Plaza Pool – Los Angeles, CA Ivy Station Hotel and Residences Pools, Spa, and Water Features – Culver City, CA Bradbury Residence Swimming Pools – Culver, City, CA Rolling Hills Club House Pool, Spa, and fountains – Rancho Palos Verdes, CA Lake Forest Community Association Swim Lagoon Renovations – Lake Forest, CA Town and Country Resort Renovation – Mission Valley, CA Four Seasons Calistoga Hotel Pool & Spa – Calistoga, CA

Name and Role	Experience, Education, & Professional Registration	Expertise Areas	Related Project Experience
SPIRE STRUCTURAL ENGINEERING			
ALEXANDROS BLETSOS, SE <i>Structural Engineer</i>	20 years MS Civil Engineering (Structural), California State University, Sacramento BS Civil Engineering (Structural), University of California, Davis SE – CA: S5659 PE – CA: C68288	<ul style="list-style-type: none"> • Structure Analysis • Utilizing computer modeling applications: SAP2000, ETABS, and RISA3D, REVIT 	<ul style="list-style-type: none"> • Hoag Dialysis Center – Newport Beach, CA • Kaiser Permanente Medical Center – Baldwin Park, CA • Kaiser Permanente Medical Office Building – Montebello, CA • Farrell's Ice Cream Parlor & Restaurant – Brea, CA • San Diego Taz Exhibit – San Diego, CA • William Woollett Jr. Aquatic Center Pool Re-plastering Project – Irvine, CA • City of La Mirada Existing City hall Fountain Renovation – La Mirada, CA • Belle Haven Aquatic Center Design – City of Menlo Park, CA • Orchards Hills PA1 N4 Park 1 pool design – Irvine, CA
AMERICAN GEOTECHNICAL			
ARUMUGAM (ALVA) ALVAPPILLAI, PhD, PE, GE <i>Geotechnical Engineer</i>	22 years PhD Geotechnical Engineering, University of Oklahoma Norman, Oklahoma M.Eng. Structural Engineering, Asian Institute of Technology Bangkok, Thailand BS Civil Engineering, University of Peradeniya Sri Lanka CA – PE: C053887 CA – GE: G.E.2504	<ul style="list-style-type: none"> • Geotechnical investigations for residential, commercial, and public works projects • Landslide and slope stability investigations • Geotechnical investigations and recommendations for water reservoirs • Pavement investigation and design • Foundation design for building and other improvements • Geotechnical services during construction 	<ul style="list-style-type: none"> • Renovation of the Ornamental Lakes at Tewinkle Park – Costa Mesa, CA • LA Rivera Country Club Irrigation Storage Tank – Palisades, CA • Saddleback College McKinney Theater building – Mission Viejo, CA • Water reservoir for Marygold Mutual water company – Bloomington, CA • City of Fountain Valley sewer improvement project • City of Compton pavement rehabilitation project • Foundation design for City of Delano Weigh Station • Foundation design for Conejo and Castaic truck scales
FEI-CHIU (JERRY) HUANG, PhD, PE, GE, QSD/QSP <i>Geotechnical Engineer</i>	27 years PhD Geotechnical, Northwestern University Evanston, Illinois MS Civil and Environmental Engineering, Geotechnical, Utah State University Logan, Utah BS Civil Engineering, Tamkang University Taipei, Taiwan, R.O.C. CA – PE: C55670 CA – GE: GE2601 CA – Governor's Office of Emergency Services (OES), Post-Disaster Safety Assessment Program (SAP) Evaluator: SAP63537 CASQA QSD and QSP: 20136	<ul style="list-style-type: none"> • Geotechnical investigations for residential, commercial, and public works projects • Landslide and slope stability investigations • Geotechnical investigations and recommendations for water reservoirs • Pavement investigation and design • Foundation design for building and other improvements • Geotechnical services during construction 	<ul style="list-style-type: none"> • Renovation of the Ornamental Lakes at Tewinkle Park – Costa Mesa, CA • LA Rivera Country Club Irrigation Storage Tank – Palisades, CA • Saddleback College McKinney Theater building – Mission Viejo, CA • Water reservoir for Marygold Mutual water company – Bloomington, CA • City of Fountain Valley sewer improvement project • City of Compton pavement rehabilitation project • Foundation design for City of Delano Weigh Station • Foundation design for Conejo and Castaic truck scales

Name and Role	Experience, Education, & Professional Registration	Expertise Areas	Related Project Experience
HUITT-ZOLLARS			
DAVID MACKEY, PLS <i>ROW and Surveying</i>	23 years BS Civil Engineering, Surveying Engineering Option — California State Polytechnic University Pomona PLS — CA: 8912	<ul style="list-style-type: none"> • ALTA/ACSM land title surveys • Topographic surveys • Subdivisions maps • Boundary analysis • Construction surveying docs 	<ul style="list-style-type: none"> • Balboa Island Topography — Newport Beach, CA • OC River Walk — Anaheim, CA • Gobernadora Multipurpose Basin — Orange County, CA • OCSD PS2 City Water Pump Stations — Orange County, CA • Oso Creek Barrier Legals and Plats — Mission Viejo, CA • Oso Creek Barrier Mod — Mission Viejo, CA • Carbon Canyon Aerial and Field Topo — Brea, CA • Talbert Lakes Topographic Survey — Huntington Beach, CA • Topographic Survey — Costa Mesa, CA — ROW and Surveying • University of California Topographic surveying for over 30 surveys at various locations on campus — Irvine, CA - ROW and Surveying • Wishing Tree Park Surveying — Torrance, CA - ROW and Surveying • Long Beach Gateway — Long Beach, CA - ROW and Surveying • RSCCD Campus Entrance Improvements at Santiago Canyon - ROW and Surveying
SQUARE [1] DESIGN GROUP			
KHANH DOAN <i>Project Architect</i>	28 years BA, California State Polytechnic University, Pomona	<ul style="list-style-type: none"> • Building Layout and design concepts • Code Compliance • Building aesthetics • Colors & Materials • Specifications • Sustainability & high- 	<ul style="list-style-type: none"> • Canyon Springs High School- Aquatics Center — Moreno Valley, CA • Newport Coast Community Center — Newport Coast, CA • Lift Station and Beach Access Stairs Project — Laguna Beach, CA • West County Wastewater District (WCW) Plant Energy Upgrades — Richmond, CA • Escalon WWTP Expansion Study - Escalon, CA • Sarival Water Reclamation Facility Conceptual Design Report — Goodyear, AZ

ZIRANG SONG, MS, PE

PROJECT MANAGER



EDUCATION

M.S. / International Construction Management, Nanyang Technological University, Singapore, 2000

B.S. / Mechanical Engineering, Harbin Institute of Technology China, 1983

YEARS OF EXPERIENCE

*33+ Years
Joined PACE in 2000*

REGISTRATIONS

*Professional Engineer / CA
2005 / 69315*

Zirang Song has civil design/engineering experience spanning back to 1990. From concept to final design and specifications, his areas of expertise include all areas of water infrastructure including swimming pool filtration system design, lake system design, water storage, water feature/fountain design, pump station design, water conveyance, and construction management. He has specific water feature expertise in concept design, site grading, mechanical engineering design of aquatic facilities, electronic controls, telemetry, advanced disinfection systems and hydraulics. Other responsibilities include construction support and coordination.

RELATED EXPERIENCE

William Woollett Jr. Aquatic Center Pool Re-plastering Project – Irvine, CA

The William Woollett Jr. Aquatic Center (Aquatic Center) is a swimming facility comprised of three pools, one Olympic size (50 meters x 25 yards) competition pool, one Olympic size (50 meters x 25 yards) diving pool and one instructional pool (25 meters x 25 yards). The City of Irvine needed the Aquatic Center pools to be re-plastered due to the lifespan of the existing pool plaster. Mr. Song served as the Project Manager for the design of the new pool surfaces and related waterline tiles, lane line tiles, target tiles, grates and fittings, that will last for a long period of time under different pool chemistry conditions. The design met competition pool requirements and the current State and County pool codes, as well as the current ADA standards. PACE provided the City with pool surface options benefits and drawbacks such as initial installation cost, material lifespan, pool startup requirements, pool operation chemistry conditions, and selected the most suitable option achieving long term cost saving. PACE also prepared all required documents and a Pool Remodel to meet the County and City plan review requirements and assisted the City to obtain all necessary permits and approvals.

City of Santa Ana Memorial Pool Renovation – Santa Ana, CA

Mr. Song was the Sr. Project Engineer for the Santa Ana Pool renovation project. He performed an assessment and developed engineering plans and specifications to renovate the 167-foot x 65-foot 50-year old pool system that services the local community in Santa Ana. The resulting solutions will meet current health and building codes and will reduce the City's operations and maintenance costs.

Disneyland Hotel Pool Renovation – Anaheim, CA

As the Sr. Project Engineer, Mr. Song provided the engineering design for all the aquatic components of the Disneyland Hotel Courtyard Improvements project including the renovation of the Neverland Pool, design of the new North spa (200 square feet), South spa (200 square feet), Arroyo Pool (approximately 3500 square feet), and the addition of a 4,000 square foot water play area called the Magical Springs Pool. The Magical Springs Pool has an 8' deep activity pool with water play components including geysers, pop jets, fountains, water pyrotechnics, four water slides and water slide structure including manmade rockwork that forms the base of the twenty-four-foot-high water slide. There were strict requirements for the operation of this new facility that went above and beyond that of current code requirements. Given extensive existing infrastructure at the hotel, the use of Civil 3D and BIM modeling supported the design process and difficult utility coordination that was needed by identifying and resolving potential conflicts with the renovation design components.

Yountville Community Pool Evaluation – Yountville, CA

Mr. Song served as the Project Manager to provide engineering design services for the Yountville Community Pools – Children's Pool project. This project included the design and construction evaluation of the Children's Pool with Zero Edge Entry and well as the design of the water features within the pool including one dew drop feature, one spout feature and one bubbler feature.

Spectrum Pool Design Specifications – Irvine, CA

Mr. Song assisted in the preparation of pool performance design specifications for the pool contractors within the Irvine Company Apartment Communities to follow on all new pool

ZIRANG SONG, MS, PE



PROJECT MANAGER

construction projects. PACE provided the coordination with the design/build team to determine site requirements and constraints as well as performance specifications for the three different areas of Spectrum Park including Bryant, Logan, and Madison. The Madison pools and spas include a 3,050 square foot hourglass shaped pool with (2) 97 square foot spas. The Logan pools and spas include a 2,700 square foot oval shaped pool with (2) 95 square foot spas. The Bryant Pool is 4,875 square feet, with a 144 square foot wading pool and spa.

Canyon Club at Crystal Cove Pools and Spa – Newport Beach, CA

The recreational pool project consists of one 75' x 45' junior Olympic competition pool, a 250 square foot wading pool, an 8-person spa, and a 50 square foot bronze urn fountain located at the entrance to the pool area. Mr. Song was the Project Engineer, responsible for the pool layout and mechanical pump station design.

Pavilion Park Pools – Irvine, CA

PACE was retained by the Valley Crest Design Group to provide design serves for The Irvine Company Pavilion Park Pools and Spa project. Mr. Song served as the Sr. Project Engineer to design one five-lane Jr. Olympic swimming pool at 3,400 square foot, one wading pool at 150 square foot, one spa at 150 square foot, and a mechanical equipment room. All of the pools are skimmer type with typical pool coping edge.

Sheraton Wild Horse Pass River Re-creation, Pools, Spas and Waterslide – Chandler, AZ

Mr. Song served as Project Engineer responsible for the design of the resort's pool and spa feature designs. He also designed a 1.5-mile long river re-creation that interweaved with the pool area and a signature rock formation and waterfall, which spans three floors in the hotel's main bar area. The pool features included a 5,000 square foot Main Pool, a 3,600 square foot sports pool, a 15-foot-high winding water slide, a splash pool, kiddy pool and two spas. Mr. Song was also responsible for the pool hydraulic system, filtration system, and water treatment system. The main pool featured a sand beach sloped entry that was later redesigned with Mr. Song's assistance to eliminate the sand and prevent filtration clogging.

Westin Monache Pool and Spas – Mammoth Lakes, CA

Responsible for the design as Project Manager, Mr. Song designed the freeform 2,000 square foot outdoor pool and two large spas at 250 square foot and 800 square foot with multiple jets for each seat positions.

Westin Riverfront Pool and Spas – Avon, CO

Mr. Song provided design services for the pool and spas for this resort. The design for the 1,650 square foot three lane outdoor lap pool features a salt water disinfection system. He also provided design for the three rectangular shaped spas each 160 square foot with an infinity edge facing the adjacent to the river. The spas have temperature set differently than one another.

Pelican Hill Recreation Center Pools and Spas – Newport Coast, CA

As Project Manager, Mr. Song's responsibilities include pool layout and design, pool filtration system, and mechanical equipment. The Inn area contains an 8,200 square foot level deck salt water pool, a 900 square foot spa pool, and a 200 square foot spa. In the recreation area there is a 5,000 square foot skimmer salt water pool, a 250 square foot wading pool, and a 6-person spa. A significant aspect of this particular project is the salt water disinfection system. This type of pool is noteworthy primarily due to its lower maintenance costs.

Terranea Resort Pools, Spas and Water Features – Rancho Palos Verdes, CA

Mr. Song led the design team for all of the aquatic components in this new Southern California coastal resort. Aquatic components include a 4,500 square foot freeform pool featuring a saltwater disinfection system, a water 120 foot by 20 foot waterslide and plunge pool, a 16 foot by 60 foot two lane lap pool, two 200 foot spas and one interactive waterplay fountain with 25 jets and color changing lights with a fogging effect. Mr. Song was also part of the design team for the resort day spa's two hot tubs, two cold plunge pools and one 24' x 75' lap pool with three lanes for swimming. Additionally, the golf course features two golf course irrigation / stormwater quality lakes totaling 1.5 acres.

Ritz-Carlton Pool and Spas, Lake Tahoe – Truckee, CA

Mr. Song provided design services for the Ritz-Carlton located in Truckee, California. Design services included the following: two circular spas with 12' diameter and 8' diameter respectively, one pool 2,300 square feet, one rectangular spa 250 square feet, and one rectangular spa 210 square feet.

Grand Residence Marriott Pool and Spa – Keystone, CO

Mr. Song served as Project Manager for the pool and spa design at this resort featuring a 1,150 square foot rectangular salt water pool with 8 spray jets lining the length at both sides shooting in an arch formation into the pool. The large, 840 square foot rectangular spa features a 9 foot wide and 3 feet high waterfall that cascades through a scupper down a smooth wall. The spa also includes a seat island in its center. The pool and spa both have a controlled automatic cover.

MARK E. KREBS, PE

PRINCIPAL / QA/QC



EDUCATION

*B.S. / Civil Engineering
(cum laude)*

*Structures & Hydraulics, University of
Kentucky, 1988*

YEARS OF EXPERIENCE

36 Years

Joined PACE in 1989

With others over 2 years

REGISTRATIONS

*Professional Engineer / AZ
1993 / 27388*

*Professional Engineer / CA
1992 / 049292*

*Professional Engineer / CO
2000 / 34093*

*Professional Engineer / KY
1993 / 17891*

*Professional Engineer / NV
1994 / 10587*

*Professional Engineer / NM
1997 / 13635*

*Professional Engineer / UT
1996 / 32137*

AFFILIATIONS

*American Concrete Institute,
ACI 230, Soil Cement Committee
Chairman*

*American Society of Civil Engineers
(ASCE)*

*American Water Works Association
(AWWA)*

Floodplain

Management Association (FMA)

Water Environment

Federation (WEF)

Tau Beta Pi, Chi Epsilon

Eagle Scout - Boy Scouts of America

Mr. Krebs has engineering and construction experience specific to water resources spanning back to 1988 with both public and private sector projects. His project design and construction experience includes all phases of infrastructure, grading, drainage, stormwater treatment, roadway, water, sewer, reclaimed water, storage, distribution, wetland evaluation and mitigation, and a wide range of stormwater quality experience including manmade lake treatment BMP's, and TMDL source control. He has highly specialized background in recreational pools and water play areas, water feature engineering, including both small and large-scale manmade lakes, formal fountains, streams, and waterfalls. In addition to the responsibility of being an officer of the company and President of PACE, Mr. Krebs maintains role as Principal/Sr. Project Manager and the lead design engineer on numerous water resource projects. Moreover, with his knowledge of operational and maintenance requirements of aquatic facilities, he imparts field technical support and construction administration services for water feature projects.

RELATED EXPERIENCE

Disneyland Hotel Courtyard Aquatic Facility & Water Play Area Renovation – Anaheim, CA

Mr. Krebs served as Principal / QA/QC overseeing the design effort for of all the aquatic components for this project including the renovation of the Neverland Pool, design of the new North spa (200 sf), South spa (200 sf), Arroyo Pool (approximately 3,500 sf), and the addition of a 4,000 sf water play area called the *Magical Springs Pool*. The Magical Springs Pool has an 8" deep activity pool with water play components including geysers, pop jets, fountains, water pyrotechnics, four water slides and water slide structure including manmade rockwork that forms the base of the 24' high water slide. The design involved careful planning and design execution to incorporate new equipment within the incredibly tight equipment room footprint and to coordinate with many other utilities and infrastructure on the site.

San Diego Marriott Hotel Recreation Center Renovation – San Diego, CA

Mr. Krebs served as Principal / QA/QC for the design of aquatic facilities at the Marriott Resort Recreation Center in San Diego. Mr. Sim provided renovation of a 3,400-sf swimming pool, 1,600-sf slide pool, and a 175-sf spa. He also provided engineering and mechanical design of a new 95 sf spa, two water walls, a waterplay area, and an outdoor water feature.

Pelican Hill Resort Pools - Newport Coast, CA

Mr. Krebs served as Principal / QA/QC to provide civil, mechanical and electrical engineering design for the Villa Recreation Center and Inn area pools and spas at the Pelican Hills Development. PACE designed the pools, which were all skimmer pools with a typical pool coping edge, in the Villas Recreation Center and Inn Area. The Inn Area swimming pools have a surge tank (rim flow pool edge). Additionally, PACE performed an evaluation of disinfection systems alternatives, including saltwater treatment.

Sheraton Wild Horse Pass Resort - Chandler, AZ

As Principal, Mr. Krebs led the design efforts for the six separate pools that appear to seamlessly blend into the adjacent man-made 1.5 mile long river feature to pay homage to the roots of the Gila River Indian community. Situated along the west side of the resort is a 5,000 SF Main Pool with a faux sand sloped entry, a 3,600 SF sports pool, a 15 foot high winding water slide, a splash pool, kiddy pool and two spas. PACE also designed a signature rock formation and waterfall, which spans three floors in the hotel's main bar area, and signifies the origination of the river re-creation.

Santa Ana Memorial Pool and Civic Center Fountain Renovation – Santa Ana, CA

Mr. Krebs served as Principal / QA/QC for assessment consulting services and engineering design services for the rehabilitation of the Memorial and Civic Center Fountain #1. An assessment was performed on Fountain #1 evaluating waterproofing, nozzles, piping, chemistry control and delivery, pump, filtration, materials and lighting and improvement plans were developed to rehabilitate the fountain equipment and enhance the aesthetics of the fountain's shell. The 167' x 65' pool system originally constructed in 1961 developed operational issues and increased maintenance costs resulting from cracking, leaks, and black algae. PACE oversaw a thorough assessment of the existing system and determined the minimum level of action necessary to rectify the pool's issues and reduce the City's operational and maintenance

MARK E. KREBS, PE

PRINCIPAL / QA/QC



PUBLICATIONS

*Soil-Cement Stands the Test of Near
Record Breaking Rainfall in Southern
California –*

Soil Cement Solutions

*Flood and Environmental Protection –
Portland Cement Association*

*American Concrete Institute Report on
Soil Cement*

*LA County Approves Soil Cement for
Innovative Flood Protection – Land
and Water*

*Design of Fish Passage Mitigation
Measures for Flood Control Channels*

*Integrating Urban Design into Flood
Protection Facilities*

*Streambank Stabilization with Geogrid
System.*

*Levee Design for Flood Protection on
Alluvial Fans*

*Design of Channel Flow Diversion
Facilities for Habitat Irrigation*

PATENTS RECEIVED

6,132,614

*Modular Wastewater
Treatment System*

6,168,349

*System for Lining a
Bank of a Waterway*

cost. The evaluation included an audit of equipment and operations to ensure current Health Department and California Building codes were met, and determined that the mechanical pumping system was out of compliance. Final recommendations and design services were performed to repair the pool shell including waterproofing, plaster, fittings, lighting, and tile. Decking renovations were also recommended and the pumping system was redesigned to comply with current Health Department codes including a new pump as well as repair of cracks in the pump station room. A chemical storage room was also designed to provide proper ventilation.

Point Hilton at Squaw Peak Aquatic Facilities – Phoenix, AZ

Mr. Krebs served as project manager responsible for executing a bold vision to transform the Point Hilton's outdoor space into a destination oasis. The water park designed boasts swimming pools, waterfalls, a lazy river for tubers, a spa, "tad pool", and a water slide. PACE was responsible for all water feature designs incorporating the natural rock formation which has been the centerpiece for the area since the resort opened in 1977. These designs consisted of a 5,000 square foot free form swimming pool with free falling waterfalls crashing into it. A 2,000 square foot sport pool capable of having 2 water volleyball courts and also water basketball courts. A 90 square foot spa. A 250 square foot wading pool for the younger children. A 135 linear foot water slide dropping 18 vertical feet into a 300 square foot pool at the bottom. And the main attraction is the quarter mile long lazy river, "Rio Rico" ride which goes around the natural rock formation.

Long Beach Aquarium of the Pacific Wave Fountain Rehabilitation – Long Beach, CA

Mr. Krebs served as Principal and provided renovation design concepts and oversaw quality control of plans developed for the rehabilitation of the wave fountain at the entrance to the Long Beach Aquarium to restore operation to the original design intent. Operational issues including mechanical, electrical, controls and structural issues associated with the operation of the fountain were addressed with a phased plan for implementation to align with available budget for the renovation. The first phase resolves the pressure issues of the fountain by adding more pressure relief devices. It also includes structural re-design of the equipment supports in the pump station since supports were inadequate to handle the pressures on the pipelines which caused the flooding in the pump station. The electrical controls were also revised to provide human interface and DMX controllers to facilitate the programming of the fountains using current technology. The electrical panels were relocated in the pump station to provide a safer environment during maintenance operations by staff.

Louisville Waterfront Park Water Features – Louisville, KY

Mr. Krebs served as Project Manager, leading the design of engaging water features brought to life by 19 pumps, 112 valves and over 220 lights. Water cascades from pool to pool over descending limestone steps that lead to the Ohio River. Water cannons shoot 15-foot high arches over five pedestrian bridges. To ensure the intended water feature effects were realized, physical modeling of the fog-effect desired from the fountains was constructed, as well as the water cannons to ensure the ideal shape and reach of the cannons.

Thanksgiving Point 50-Foot Tall Waterfall – Lehi, UT

Mr. Krebs served as Project Manager leading the design of a signature feature for the development a set of waterfalls dropping 40,000 gallons per minute over 50 feet and creating the backdrop for an outdoor amphitheater. The Thanksgiving Point water feature utilizes over 42,000 square feet of glass fiber reinforced concrete (GFRC) man-made rock installed in a 500-foot long formation that ranges in height from 25 to 50 feet. PACE also provided design for the 65 MGD pump station for the water features.

BINH LE, EIT



EDUCATION

*Bachelor of Science – Civil Engineer
University of California, Fullerton*

YEARS OF EXPERIENCE

9 years

Joined PACE in 2014

REGISTRATIONS

EIT

Certificate No. 153895

PROJECT ENGINEER

Binh Le has civil engineering experience spanning back to 2014. His hands-on experience includes pools, spas, interactive water features, entry features, and fountains. In addition to designing complex water feature systems, Mr. Le provides coordination on all levels of plan set development including coordination with Architecture, MEP, Landscape Architecture, Structural Engineers, Geotechnical Engineers and other discipline. He also provides technical memos, design memos, construction documents, and detailed technical specification for all water feature projects. His pool and spa expertise extends into all aspects of pool design for ground and high rise buildings including pool edge, filtration systems, disinfection systems, temperature systems, high pressure pumps, lighting, and field inspection to work within the desired location.

RELATED EXPERIENCE

William Woollett Jr. Aquatic Center Pool Re-plastering Project – Irvine, CA

The William Woollett Jr. Aquatic Center (Aquatic Center) is a swimming facility comprised of three pools, one Olympic size (50 meters x 25 yards) competition pool, one Olympic size (50 meters x 25 yards) diving pool and one instructional pool (25 meters x 25 yards). The City of Irvine needed the Aquatic Center pools to be re-plastered due to the lifespan of the existing pool plaster. Mr. Le served as the Project Engineer for the design of the new pool surfaces and related waterline tiles, lane line tiles, target tiles, grates and fittings, that will last for a long period of time under different pool chemistry conditions. The design met competition pool requirements and the current State and County pool codes, as well as the current ADA standards. PACE provided the City with pool surface options benefits and drawbacks such as initial installation cost, material lifespan, pool startup requirements, pool operation chemistry conditions, and selected the most suitable option achieving long term cost saving. PACE also prepared all required documents and a Pool Remodel to meet the County and City plan review requirements and assisted the City to obtain all necessary permits and approvals.

La Mirage Pool Facilities Renovation – San Diego, CA

Mr. Le served as the Design Engineer for the aquatic consulting services provided for six different bodies of water for an existing apartment community for The Irvine Company including a new 4,720 square foot lap pool including new construction, and renovation design services for an existing 4,790 square foot small pool renovation, an existing 1,477 square foot big pool, and three (3) existing spas, each between 71-75 square feet, with each being a skimmer style with plaster finish.

Pechanga Resort & Casino Pool Remodel – Temecula, CA

Mr. Le served as the Design Engineer for the renovation plan for the existing Pool 'D' Area for Pechanga Resort. The existing spa 'D1' and spray ground abjection to pool 'D' were removed to be used as a new area for pool 'D'. Pool 'D' was extended to 3,000 square feet and was remodeled with new pool components and a plaster finish. This project was expedited to meet the schedule's short time frame.

Hotel Del Coronado Pool Renovation – Coronado, CA

As the Design Engineer, Mr. Le made renovations for the existing pool and spa area at Hotel Del Coronado and replaced an existing water feature with a wading pool. PACE also designed a new equipment room complete with all mechanical equipment for the water features.

Orchard Hills's Orchard Terrace Park, Orchard Vista Park, PA1 Neighborhood 3 Park 1, and PA1 Neighborhood 3 Park 2 – Irvine, CA

Mr. Le served as the Design Engineer to design multiple aquatic facilities for the Irvine Company at Orchard Hills including one Jr. Olympic pool, three lap pools, four spas, and three wading pools.

Eastwood Village's Eucalyptus Park and Mosaic Park – Irvine, CA

Mr. Le served as the Design Engineer to design two Jr. Olympic pools, two spas, and two wading pools for the Irvine Company at Eastwood Village.

BINH LE, EIT



PROJECT ENGINEER

Cypress Village's Arbor Park – Irvine, CA

Mr. Le served as the Design Engineer to design a lap pool and spa for the Irvine Company at Cypress Village's Arbor Park.

Portola Springs's Orchard View Park, Center Terrace Park, Village Square Park, Greenfield Park, and Plateau Park – Irvine, CA

Mr. Le served as the Design Engineer to design multiple aquatic facilities for the Irvine Company at Portola Springs including four lap pools, three Jr. Olympic pools, seven spas, and four wading pools.

New Century Plaza Pool – Los Angeles, CA

PACE designed multiple water features per building and safety code for the restoration of the Century Plaza Hotel and Residencies. The newly renovated hotel added two new 46 story towers in addition to the original hotel. PACE designed two 504 square foot infinity edge pools and one spa on the hotel rooftop, two 900 square foot skimmer pools and two spas on the amenity deck, and six 230 square foot infinity edge residential pools with three of those pools on the North tower, and three on the South tower. Mr. Le used his extensive knowledge of the Myrtha Pool Technology to install the Myrtha system for the design of these water features, which is a custom manufactured product based on the process of using hot calendaring rigid PVC sheets to modular stainless steel self-supporting panels, creating an ideal waterproof system for high rise buildings.

One Beverly Hills – Beverly Hills, CA

Mr. Le designed two pools on podium for One Beverly Hills. The 1,200 square foot pool for the North Tower and a 2250 square foot pool for the South Tower are composed of stainless steel walls lined with PVC to reduce the weight on the structure and provide superior water holding capability compared to traditionally constructed pools. He applied his Myrtha pool knowledge to these two pools including a soft padding structural foam lines the floor of each pool for extra safety, comfort, and extended waterproofing. Mr. Le also utilized a stainless steel heat exchanger for these pool systems to heat the water providing the most environmentally friendly way to keep the pool at comfortable water temperatures.

Rolling Hills Club House Aquatic Facilities – Rancho Palos Verdes, CA

As the Design Engineer, Mr. Le designed a 6 lane lap pool, a zero edge kids wading pool, and a 250 square foot spa. Additionally, he designed one wade fountain with scuppers and an interactive fountain.

Ivy Station Hotel and Residences Aquatic Facilities – Culver City, CA

As the Design Engineer, Mr. Le designed multiple water features for Ivy Station's landscape architecture located on a 5.2 acre flat. The water features include one 542 square foot pool and one spa partially flushed and part raised for the residential/apartment area, one 600 square foot infinity edge pool for the hotel on the roof level with a stainless steel shell, and four different fountains. These four natural looking fountains include a boulder water feature that produces relaxing white water sounds, a cascading fountain, a runnel, and a unique spray ground that works in conjunction with a spillway water feature.

Town and Country Resort Renovation Aquatic Facilities – Mission Valley, CA

PACE made renovations and designed new aquatic components to the Town and Country Resort Pool area including a resort main pool at 4,055 square foot with beach entry pool, spas with one raised edge, a slide splash pool, water slide coordination, and a wading pool for kids. Mr. Le served as the Design Engineer for this project and provided coordination with the design team. Mr. Le also provided coordination and field support for services during construction.

Four Season Resort and Residences Napa Valley Aquatic Facilities – Calistoga, CA

Mr. Le served as the Design Engineer for four in-ground skimmer pools including a zero-edge entry family pool and infinity edge adult pool in the pool building, a partially raised and partially flushed residential pool in the residence area, and a presidential pool located in the villas. Three structural spas were also designed by Mr. Le including an adult spa and family spa in the pool building, both containing wall emitters, and a main spa in the spa garden. He also designed two fountains in the lodge area, two steam decks in the spa garden, and two boulder water features in the spa garden to add to the Hotel's modern look.

Parcel L2 Pool and Spa – Washington, DC

PACE designed a rooftop concrete pool at 350 square feet, a 120 square foot stainless steel spa using Myrtha technology with a raised edge, and a 40 square foot cold plunge using stainless steel by Myrtha technology with a water temperature of 50-50 F for Parcel L2 in Washington DC. Mr. Le served as the Design Engineer and designed the Myrtha Stainless Steel Pool Technology for the spa and cold plunge.

Monterey Park Towne Centre – Monterey Park, CA

Mr. Le served as the Design Engineer to design a 1,200 square foot main pool and a 150 square foot spa in the Monterey Park Towne Centre.

RYAN CHING



CAD DESIGNER

Ryan Ching has over 18 years of experience designing pools, spas, water features, fountains, and lakes and is responsible for the overall CAD production of the Recreational Water Division. From project start (exhibits, sketch design concept) to finish (construction documents), he manages all CAD related tasks while implementing and maintaining CAD design standards and procedures. He works closely with project managers and engineers throughout the entire design process and conducts quality check plan sets, making sure the design conforms to company standards before submitting to the client. Additionally, he provides guidance and direction to the CAD team to ensure operational and technical excellence.

EDUCATION

*B.S. / Computer Science Coursework
Ama Computer College, Philippines
(2000-2003)*

*Computer Science Transfer Program
Coursework
Cypress College, Cypress CA (2004)*

YEARS OF EXPERIENCE

*18+ Years
Joined PACE in 2005*

REGISTRATIONS

*Certified Aquatic Facility Operator
(2018)*

AFFILIATIONS

*National Recreation and Park
Association*

RELATED EXPERIENCE

William Woollett Jr. Aquatic Center Pool Re-plastering Project – Irvine, CA

The William Woollett Jr. Aquatic Center (Aquatic Center) is a swimming facility comprised of three pools, one Olympic size (50 meters x 25 yards) competition pool, one Olympic size (50 meters x 25 yards) diving pool and one instructional pool (25 meters x 25 yards). The City of Irvine needed the Aquatic Center pools to be re-plastered due to the lifespan of the existing pool plaster. Mr. Ching served as the CAD Designer for the design of the new pool surfaces and related waterline tiles, lane line tiles, target tiles, grates and fittings, that will last for a long period of time under different pool chemistry conditions. The design met competition pool requirements and the current State and County pool codes, as well as the current ADA standards. PACE provided the City with pool surface options benefits and drawbacks such as initial installation cost, material lifespan, pool startup requirements, pool operation chemistry conditions, and selected the most suitable option achieving long term cost saving. PACE also prepared all required documents and a Pool Remodel to meet the County and City plan review requirements and assisted the City to obtain all necessary permits and approvals.

La Mirage Pool Renovation – San Diego, CA

Mr. Ching served as the CAD Designer for the aquatic consulting services provided for six different bodies of water for an existing apartment community for The Irvine Company including a new 4,720 square foot lap pool including new construction, an existing 4,790 square foot small pool, an existing 1,477 square foot big pool, and three (3) existing spas, each between 71-75 square feet, with each being a skimmer style with plaster finish.

Disneyland Hotel Pool Renovation – Anaheim, CA

As the CAD Designer, Mr. Ching provided the CAD production for all the aquatic components of the Disneyland Hotel Courtyard Improvements project including the renovation of the Neverland Pool, design of the new North spa (200 square feet), South spa (200 square feet), Arroyo Pool (approximately 3500 square feet), and the addition of a 4,000 square foot water play area called the Magical Springs Pool. The Magical Springs Pool has an 8' deep activity pool with water play components including geysers, pop jets, fountains, water pyrotechnics, four water slides and water slide structure including manmade rockwork that forms the base of the twenty-four-foot-high water slide. Given extensive existing infrastructure at the hotel, the use of Civil 3D and BIM modeling supported the design process and difficult utility coordination that was needed by identifying and resolving potential conflicts with the renovation design components.

Pechanga Resort & Casino Pool Remodel – Temecula, CA

Mr. Ching served as the CAD Designer for the renovation plan for the existing Pool 'D' Area for Pechanga Resort. The existing spa 'D1' and spray ground abjection to pool 'D' were removed to be used as a new area for pool 'D'. Pool 'D' was extended to 3,000 square feet and was remodeled with new pool components and a plaster finish.

Hotel Del Coronado Pool Renovation – Coronado, CA

Mr. Ching served as the CAD Designer for the renovation made to the existing pool and spa area at Hotel Del Coronado and the replacement of an existing water feature with a wading pool. PACE also designed a new equipment room complete with all mechanical equipment for the water features.

RYAN CHING



CAD DESIGNER

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Eastwood Village's Eucalyptus Park and Mosaic Park – Irvine, CA

Mr. Ching served as the CAD Designer for the design of two Jr. Olympic pools, two spas, and two wading pools for the Irvine Company at Eastwood Village.

Stonegate's Mockingbird Park and Swallows Park – Irvine, CA

Mr. Ching served as the CAD Designer for the design of multiple aquatic facilities for the Irvine Company at Stonegate including two Jr. Olympic pools, two spas, and two wading pools.

Cypress Village's Arbor Park – Irvine, CA

Mr. Ching served as the CAD Designer for the design of a lap pool and spa for the Irvine Company at Cypress Village's Arbor Park.

Portola Springs's Orchard View Park, Center Terrace Park, Tomato Springs park, Valley Vista Park, Village Square Park, Greenfield Park, and Plateau Park – Irvine, CA

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One Beverly Hills Pools – Beverly Hills, CA

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Ivy Station Hotel and Residences Pools, Spa, and Water Features – Culver City, CA

As the CAD Designer, Mr. Ching provided the CAD production for multiple water features for Ivy Station's landscape architecture located on a 5.2 acre flat. The water features include one 542 square foot pool and one spa partially flushed and part raised for the residential/apartment area, one 600 square foot infinity edge pool for the hotel on the roof level with a stainless steel shell, and four different fountains. These four natural looking fountains include a boulder water feature that produces relaxing white water sounds, a cascading fountain, a runnel, and a unique spray ground that works in conjunction with a spillway water feature.

Bradbury Residence Swimming Pools – Culver City, CA

Mr. Ching served as the CAD Designer for the pool, spa, and mechanical equipment room that were designed by PACE for a residential project in Culver City, CA.

Rolling Hills Club House Pool, Spa, and Fountains – Rancho Palos Verdes, CA

Mr. Ching served as the CAD Designer for a 6 lane lap pool, a zero edge kids wading pool, and a 250 square foot spa. Additionally, PACE designed one wade fountain with scuppers and an interactive fountain.

Lake Forest Community Association Swim Lagoon Renovations – Lake Forest, CA

PACE was contracted to perform the conceptual design, design development plans and construction documents to renovate the swim lagoon for the Lake Forest Community Association. The existing swim lagoon had severe water quality issues and was closed by the Orange County Health Care Agency due to issues related to clarity. Mr. Ching served as the CAD Designer for the design of the new 400,000 gallon, 20,000 square foot swim lagoon, which provides sand beach areas simulating a natural swimming environment. The pool water quality is significantly improved by the new design and has been commended by the Orange County Health Agency. The design is maintenance-friendly and required innovative design to work with existing conditions. Also, the design of the beach shoreline prevents algae growth in the sand media by allowing disinfected water to be circulated through the sand.



Resume of Experience

Alexandros Bletsos, SE Principal

Education:

Master of Science, 2001
California State University, Sacramento
Major: Civil Engineering (Structural)

Bachelor of Science, 2000
University of California, Davis
Major: Civil Engineering (Structural)

Registration:

Registered Structural Engineer, License S5659 (CA)
Registered Professional Engineer in Civil Engineering, License C68288 (CA)

Work Experience:

Spire Structural Engineering Inc. Laguna Hills, CA

**2012-Present
Principal**

Principal of the company responsible for managing a group of engineers and drafters on a wide range of projects. Responsible for the entire project cycle from writing proposal, structural design, getting the project through plan check, and the construction phase. Projects include equipment anchorage for hospitals, tenant improvements, and structural analysis of the structure of specific equipment. The majority of the projects fall under OSHPD jurisdictions.

John A. Martin & Associates Los Angeles, CA

**2004- 2012
Senior Project Engineer**

Senior project engineer for a wide range of projects that include new design (commercial and public), retrofits, equipment anchorage, and non-linear analysis. The list of projects encompasses a diverse array including office buildings, schools, hospitals, and commercial. Projects covered all types of materials and structural systems. Several of the projects worked on were under DSA and OSHPD jurisdictions.

ABS Consulting (formerly EQE International) Irvine, CA

**2002-2004
Design Engineer**

Design engineer that designed and detailed seismic retrofits for several concrete tilt up retrofits. Performed calculations and detailed drawings for several interior remodels. Designed anchorage for electrical, mechanical, and medical equipment. Developed response spectra for several concrete vaults using the soil structure interaction program SASSI.

Project Experience (Spire Structural Engineering Inc.):

Orchard Hills – Orchard Terrace Park, Orchard Vista Park, PA1 Neighborhood 3 Park 1, and PA1 Neighborhood 3 Park 2, Irvine, CA: structural engineering services for Jr. Olympic pool, lap pools, spas, and wading pools.

Eastwood Village – Eucalyptus Park and Mosaic Park, Irvine, CA: structural engineering services for Jr. Olympic pools, spas, and wading pools.

Stonegate – Mockingbird Park and Swallows Park, Irvine, CA: structural engineering services for Jr. Olympic pools, spas, and wading pools.

Cypress Village – Arbor Park, Irvine, CA: structural engineering services for lap pool and spa.

Portola Springs – Orchard View Park, Center Terrace Park, Tomato Springs park, Valley Vista Park, Village Square Park, Greenfield Park, and Plateau Park, Irvine, CA: structural engineering services for lap pools, Jr. Olympic pools, spas, and wading pools.

Pechanga Resort & Casino Pool Remodel, Temecula, CA: structural engineering services for pool remodel.

Town and Country Resort Renovation Aquatic Facilities, Mission Valley, CA: structural engineering services for main pool, wading pool, and spas.

Ivy Station Hotel and Residences Aquatic Facilities, Culver City, CA: structural engineering services for pools, spa, and fountains.

Four Seasons Calistoga Hotel Pool & Spa, Calistoga, CA: structural engineering services for pools and spas.

Hoag Dialysis Center, Newport Beach, CA: equipment anchorage, tenant improvement, and canopy design.

Kaiser Permanente Medical Center, Baldwin Park, CA: MRI and chiller anchorage, tenant improvement, and coordination of MRI magnet removal.

Kaiser Permanente Medical Office Building, Montebello, CA: UPS, storage rack, electrical anchorage.

Farrell's Ice Cream Parlor & Restaurant, Brea, CA: tenant improvement of existing building.

San Diego Taz Exhibit, San Diego, CA: seven "tree like" structures for housing birds.

Project Experience (John A. Martin & Associates):

650 Newport Center Drive, Newport Beach, CA: 18-story steel SMF above grade (414,000 sq. ft).

2900 Main, Irvine, CA: 12-story steel SMF above grade.

Tom Bradley International Terminal Loading Docks at LAX, Los Angeles, CA: two-story steel SMF above grade.

Valley Region Middle School #3, Sun Valley, CA: 3-two story steel SCBF buildings (48,000 sq. ft).

9201 W. Sunset Blvd. Parking Garage, Hollywood, CA: one story steel SCBF garage.

Rosedale Multipurpose Building, Rosedale, CA: one story wood building.

Cross Cultural Center at UC Irvine, Irvine, CA: two story wood building.

Rosamond Fire Station No. 15, Rosamond, CA: one story wood building.

San Marcos High School (buildings B and C), San Marcos, CA: two story concrete tilt-up buildings.

Gilroy Public Library, Gilroy, CA: two story concrete shear wall building.

3300 Wilshire, Los Angeles, CA: 11-story concrete shear wall above grade.

Project Experience (ABS Consulting):

Watson Land Company, Carson, CA: one story concrete tilt-up seismic retrofits (multiple buildings).

Newport Beach's Back Bay, Newport Beach, CA: 3 - one story wood buildings.

California State Prison, Sacramento, CA: renovation of the gymnasium and work center.

Professional Organizations:

Structural Engineers Association of Southern California (SEAOSC)

STATEMENT OF QUALIFICATIONS | FIRM

NAME OF FIRM

SQUARE [1] Design Group
10451 Samoa Drive
Huntington Beach, CA 92646
T 560.900.5862
www.SQ1DesignGroup.com
Partnership / Firm Type
A258769 / License Number
90-0510716 / Tax Identification Number

EXECUTIVE SUMMARY

SQUARE [1] Design Group is a small, local, emerging enterprise based in Orange County; yet brings broad personal experience in Water Treatment project design and construction. Our staffs of highly qualified individuals have been involved in all aspects of new buildings and renovation projects, utility and infrastructure upgrades. We are familiar with the tasks required to fulfill the scope of work related to the design, agency processing, and construction of Water Treatment projects. You can be assured we can effectively and efficiently manage your projects from start to finish.

SERVICES

Basic services provided by SQUARE [1] Design Group include all typical project phases. These are Schematic Design, including Existing Facility Surveys, Design Development, Construction Documents (prepared with 3D Modeling), Agency Submittals and Representation, Bid Representation, Construction Administration, Project Closeout including Agency Certification. Cost Estimating is provided at appropriate intervals as required for budget coordination, funding applications, bid analysis, and change order negotiation.

STAFF

SQUARE [1] Design Group is a passionate and dedicated team, built around the minds of innovative professionals. With a creative vision for architectural design, research, and development, SQUARE [1] Design Group has extended its outstanding service to clients of all industries, relying upon the striking depth of skills, experience, and knowledge of many talented individuals.

Partners of the firm, Khanh Doan, and Jack Wilinski have worked continuously with cities throughout Southern California and Arizona in realizing award winning solutions to client needs.

JACK WILINSKI, AIA, Partner, will be an architect of record and an active participant in the design process. He will provide the continuity to direct detailed project development with the architectural and engineering team members as plans and specifications proceed. His close working relationship with local agencies provides a strong link to the emerging issues constantly facing public clients as they look to improve and expand their facilities. Mr. Wilinski is committed to providing the type of personal service that has led to a continuing relationship with all of our public clients over many years.

KHANH DOAN, will serve as the Senior Designer of your proposed project. He currently directs the firm's design direction. He will administer the architectural design team, and serves as the point-of-contact. Mr. Doan brings extensive personal experience in Public, Municipal and Education project design and construction. His proactive approach, responsiveness to client needs, and talent to lead problem-solving staff result in successful projects running smoothly, staying on schedule, and being delivered under budget.

EDUCATION

STATEMENT OF QUALIFICATIONS | FIRM

- Bachelor of Architecture/ California State Polytechnic University /Pomona, CA.

SELECT PROJECT EXPERIENCE

Modernization & New Construction of over 50 Water Treatment Facilities located in California and Arizona. Scope of work includes site analysis (ADA path of travel), California Building Code Compliance, design documents that illustrate refinement of design, form, character and appearance of the building, design water laboratory to support testing and analyzing wastewater treatment, design of HVAC system and provide Title 24 Energy Compliance Analysis.

RELATED PROJECTS EXPERIENCE

CANYON SPRINGS HIGH SCHOOL AQUATICS CENTER

Moreno Valley, CALIFORNIA

NEWPORT COAST COMMUNITY CENTER

Newport Coast, CALIFORNIA

SANTA MONICA SUSTAINABLE WATER INFRASTRUCTURE PROJECT

Santa Monica, CALIFORNIA

MOUNTAIN HOUSE WATER RECYCLING FACILITY / Phase III Expansion

Tracy, CALIFORNIA

EARVIN MAGIC JOHNSON PARK WATER TREATMENT PLANT / City of Los Angeles

Los Angeles, CALIFORNIA

PACIFIC GROVE WATER RECLAMATION FACILITY /City of Pacific Grove

Pacific Grove, CALIFORNIA

REDONDO BEACH – RINDGE PUMP STATION /City of Redondo Beach

Redondo Beach, CALIFORNIA

VISTA CANYON WATER RECYCLING FACTORY /City of Santa Clarita

Santa Clarita, CALIFORNIA

SHOW LOW WASTE WATER TREATMENT PLANT / City of Show Low

Show Low, ARIZONA

LATHROP CONSOLIDATED TREATMENT FACILITY / City of Lathrop

Lathrop, CALIFORNIA

FRIANT RANCH WATER RECYCLING FACILITY / City of Friant

Fresno, CALIFORNIA

SANTA PAULA Water Treatment Facility

City of Santa Paula, CALIFORNIA

ASANTE SPA-2 Water Treatment Facility

Surprise, ARIZONA



Project Manager

David Mackey, PLS

EDUCATION

BS, Civil Engineering, Cal Poly Pomona

YEARS OF EXPERIENCE

22 years

Huitt-Zollars

REGISTRATIONS

Professional Land Surveyor (PLS 8912)

David Mackey has 22 years of experience in the preparation of Tract Maps, Parcel Maps, Records of Survey, Right-of-Way maps, Legal Descriptions, ALTA Surveys and Lot Line Adjustments. He has been involved in numerous rehabilitation projects for parks, streets and intersections using conventional survey, GPS survey and scanning. David coordinates field crews, processing field work and delivers final CAD product and has extensive survey experience in Southern California.

RELATED EXPERIENCE

Wishing Tree Park – Torrance, CA

As Project Surveyor, Mr. Mackey was responsible for field coordinating for wishing tree park project. This included coordination of office and field staff of the topographic survey and final delivery. Field survey included all hardscape features, water features, utilities, trees and surrounding walls. Office work included reviewing the Preliminary Title Report, establishing the property boundary, plotting easements and the field coordination of the topographic survey.



RELATED EXPERIENCE

Pacific Electric Bike Trail – Upland, CA

As Project Surveyor, Mr. Mackey was responsible for field coordinating for the bike trail project. This included coordination of office and field staff of the topographic survey and final delivery. Field survey included 50 foot sections along trail, all hardscape features, utilities, trees, HCR and other trail features (trail length 2,500 feet). Office work included preparing a final topo in CAD that included features and contours.





American Geotechnical, Inc.

GEOTECHNICAL/CIVIL ENGINEERING, TESTING & INSPECTION

Arumugam (Alva) Alvappillai, Ph.D., PE, GE
Principal Engineer / Partner

EDUCATION

Ph.D. Geotechnical Engineering, 1992
University of Oklahoma
Norman, Oklahoma

M. Eng. Structural Engineering, 1988
Asian Institute of Technology
Bangkok, Thailand

B.S. Civil Engineering, 1984
University of Peradeniya
Sri Lanka



PROFESSIONAL REGISTRATIONS

State of California, Registered Civil Engineer, No. C053887
State of California, Registered Geotechnical Engineer, No. G.E.2504

PROFESSIONAL INVOLVEMENT

Member, American Society of Civil Engineers
Member, Chi Epsilon, National Honor Society for Civil Engineers

RELEVANT EXPERIENCE

Dr. Alvappillai has more than 20 years' experience managing and working on various civil public works projects and geotechnical engineering projects in southern California. He also has experience in structural analysis and design, particularly in the area of foundation engineering. Alva's primary responsibilities include project management, seismic hazard assessments, project planning/scoping, planning of field investigations, analytical and computer analysis of a wide range of projects, budget management, and report writing. Geotechnical experience includes projects related to settlement and expansive soils, foundation engineering, slope stability, landslide and earthquake engineering. Dr. Alvappillai has also performed third party geotechnical report review and structural plan review services for the City of San Dimas as well as for the City of Anaheim.

During his career, Dr. Arumugam Alvappillai, Ph.D. has undertaken the following relevant projects:

REPRESENTATIVE PROJECTS

Design Phase

City of Irvine – Yale Avenue Pavement Rehabilitation Project - Principal Engineer

American Geotechnical performed a Falling Weight Deflectometer survey of 5,900 feet of existing roadway and advanced subsurface soil testing for pavement design alternatives.

ARUMUGAM ALVAPPILLAI

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City of Fountain Valley - Sewer Line Repair Project (CivilSource, Inc.) - Principal Engineer/Project Manager

The project consists of replacing portions of existing sewer lines at a total of seven different locations in the City of Fountain Valley. American Geotechnical investigated all seven locations and provided geotechnical recommendations for the design and construction of the replacement sewer pipes. Field investigation consisted of drilling of one boring at each of the proposed sewer replacement locations. Recommendations were provided in a written report and included geotechnical criteria for temporary excavations and pipe design.

City of Stanton - Thunderbird Lane Sewer Improvement Project (CivilSource, Inc.) - Principal Engineer/Project Manager

A geotechnical investigation for the replacement of a portion of a sewer line in the City of Stanton was performed. The field investigation included drilling of two small diameter borings along the alignment of the new sewer line. A written report with the recommendations for temporary excavations, pipeline design and other geotechnical considerations was provided.

East Orange County Water District - Emergency Generator Pad for Water Supply Sidehill Booster Pump - Principal Engineer

Provided geotechnical engineering services for earthwork recommendations and foundation design for a proposed emergency generator pad for an existing sidehill booster pump. The scope of work included geologic reconnaissance of an existing hillside, subsurface exploration, laboratory testing to engineering analysis for development of earthwork recommendations and preparation of foundation and retaining wall design criteria.

El Toro Water District Water Treatment Facility Expansion, Laguna Hills, CA (PACE) - Principal Engineer

Performed geotechnical engineering investigation for earthwork recommendations and foundation design for a proposed treatment facility expansion for above ground water reservoirs.

East Orange County Water District – Seismic Hazard and Slope Stability Analysis of Existing 6 MG Peters Canyon Reservoir – Orange, CA - Principal Engineer

Performed engineering geology and geotechnical engineering services for evaluation of geologic and seismic hazards associated with the existing reservoir site and assessment of slope stability under normal soil and catastrophic reservoir failure saturated soil conditions. The scope of work included geologic mapping of existing fill slopes/natural hillside, subsurface exploration, groundwater seepage evaluation, laboratory testing, engineering and induced ground motion analysis and slope stability analysis.

City of Compton - Pavement Rehabilitation/Resurfacing Project (CivilSource, Inc.) - Principal Engineer/Project Manager

A geotechnical investigation was performed to determine the causes of distress to asphalt pavement in several streets throughout the City of Compton and to provide remedial recommendations. The scope of our work included gathering and reviewing available information, drilling of six borings distributed throughout the area of study, laboratory testing and pavement analysis. Our conclusions and recommendations for various pavement rehabilitation options were provided in a written report.

City of Newport Beach – Heliotrope Avenue Storm Water Improvement Project - Principal Engineer (On-Call Services)

The proposed construction included installation of a below ground, precast concrete tank to a depth of 20 feet below ground surface. American Geotechnical performed a geotechnical investigation of the site and provided recommendations for temporary excavation, shoring and foundation support for the tank.

ARUMUGAM ALVAPPILLAI

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City of Huntington Beach - Well No. 9 Project (PACE) - Principal Engineer

A geotechnical investigation for design and construction of a new water filter tank assembly was performed. The investigation included drilling of a deep boring to evaluate the site soil conditions including the potential for earthquake induced liquefaction. A written report with the recommendations for grading, mat foundations, temporary shoring, seismic design, and other geotechnical considerations was provided.

City of Torrance - 186th Street Improvement Project (CivilSource) - Principal Engineer

The project consisted of widening of the street as well as design and construction of a subsurface infiltration system to alleviate flooding in the street area. It was proposed that the subsurface infiltration system be installed within the adjacent public park grounds. A geotechnical investigation consisting of one boring in the street and three borings in the adjacent park was performed. The borings in the park were also utilized for percolation testing. A geotechnical report including conclusions and recommendations for street widening and subsurface infiltration system was provided.

City of La Palma - Electronic Billboards, Burger King Parking Lot (CivilSource) - Principal Engineer

A geotechnical investigation for the design and construction of two separate electronic billboards near Freeway 91 was performed. The proposed height of the billboards was up to 90 feet. The investigation included drilling of a deep boring to evaluate the site soil conditions including the potential for earthquake induced liquefaction. A written report with the recommendations for pile foundation, and other geotechnical considerations was provided.

Marygold Mutual Water Company – 2-MGAL Water Reservoir – Principal Engineer

Provided geotechnical consulting services for earthwork recommendations and foundation design for a proposed 2-million gallon above ground water reservoir.

Orange County Healthcare Agency - 401 South Tustin Renovation Project - Principal Engineer

The site development consisted of the demolition of the existing buildings and construction of three new single-story buildings, each approximately 7,500 square feet. Other improvements consisted of an approximately 1,000 square foot, single-story maintenance building and a miscellaneous structure to house a generator pad/electrical equipment. Construction also consisted of associated parking, driveways, underground utilities, walls, appurtenances, and other improvements. The scope of work included subsurface exploration of the site and preparation of a geotechnical report. We also provided geotechnical observations and testing services during construction which included compaction testing for fill placement, utility backfill as well as asphalt pavement sections.

City of Rolling Hills Estates - Peter Weber Equestrian Center Facility Renovation/ Expansion – Principal Engineer

American Geotechnical performed an investigation at the City of Rolling Hills Estates Peter Weber Equestrian Center to provide geotechnical and environmental recommendations for the renovation/expansion of existing horse stable facilities. The project site is situated adjacent to and overlying the former Palos Verdes Landfill Complex. Our investigation included sampling and logging of subsurface soils, environmental monitoring and sampling during drilling activities, laboratory testing of selected soil samples. A written report including recommendations for the proposed construction was provided based on the results of the field and laboratory investigation as well as engineering analyses.

ARUMUGAM ALVAPPILLAI

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Construction Phase**Irvine Ranch Water District - East Irvine Zone 1 to 3 Meter Replacement Project, PR 5519, Code 6416 – Principal Engineer**

American Geotechnical provided: field and laboratory tests to ensure proper backfill and compaction throughout the project; reviewed contractor's methods of shoring and bracing of trench excavation; confirmed compaction and suitability of foundation material; recommend over-excavation, and direct removal of unsuitable materials; provided results of tests with evaluations after each series of tests to the District's resident engineer and provided a summary report which included all work and tests performed.

City of Newport Beach – Corona Del Mar Entry Improvement Project – Principal Engineer

Provided material testing, sampling, and inspection services to support construction for the Corona Del Mar Entry Improvements Project. This project consisted of removal and replacement of existing pavement, subgrade preparation for new curb and gutter and access ramps; grinding (cold mill); reconstructing and overlaying portions of roadway; constructing sidewalks, curb and gutter, cross gutter and access ramps. The project location is the south bound lane of Pacific Coast Highway at Begonia Avenue to Carnation Avenue.

City of Newport Beach – 15TH Street/Balboa Blvd Revitalization Project – Principal Engineer

American Geotechnical provided material testing, sampling, and inspection services to support construction for the 15th Street/ Balboa Boulevard Revitalization Project. Our scope of work consisted of sampling, laboratory testing, compaction testing of subgrade soil and import soil, PCC and AC lab testing and compaction testing.

City of Newport Beach - Ocean Boulevard and Marguerite Avenue Pavement Reconstruction - Principal Engineer

American Geotechnical provided laboratory testing of subgrade soils for Maximum Density determination, compressive strength testing of Polypropylene fiber reinforced concrete. Construction support services included subgrade compaction testing and continuous observation sampling and testing for temperature slump and fabricated concrete test cylinders for determination of compressive strength.

Irvine Ranch Water District - Piezometer Automation Project (3 dam locations) - Principal Engineer

Provided an engineering technician for observation and trench compaction testing following installation of vibrating wire piezometer installation at (3) locations: Rattlesnake Canyon Dam; Sand Canyon Dam; Syphon Canyon Dam. We sampled excavated soil at each location and performed laboratory maximum density tests. We also provided an engineering compaction report for each location.

Irvine Ranch Water District - Syphon Reservoir Outlet Structure Rehabilitation Project - Principal Engineer

Provided engineering technicians for sampling and testing soil and structural concrete. Laboratory tests consisted of soil maximum density and concrete compressive strength. We performed compaction testing during backfill of structures and provided engineers compaction report at completion of project.

City of Newport Beach - Residential Street Overlay Program (University Drive, La Vida Drive, Monrovia Ave, 16th St & Production Place) - Principal Engineer

Performed observation and testing services for the residential street overlay program (5 streets) in the City of Newport Beach. Work included observation and testing of existing subgrade and base, and material and compaction testing during asphalt concrete placement. The purpose of our effort

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was to verify that the general contractor's work was completed in accordance with the project plans, specifications, and code requirements.

City of Newport Beach – Miscellaneous Paving Repair – Bristol Street South, Newport Coast Drive, and Jamboree Road at Coast Highway South – Principal Engineer

Provided engineering supervision during construction that included field sampling and testing of subgrade and asphalt concrete. Laboratory testing of soils, aggregate base and asphalt concrete using Caltrans test methods.

City of Irvine – San Diego Creek Channel Improvements – Principal Engineer

Provided engineering supervision during construction that included field and laboratory sampling and testing of structural concrete, shotcrete, asphalt concrete and rip rap materials using Caltrans test methods and in accordance with the Irvine QA/QC program, plans and specifications.

City of Torrance – Crenshaw Boulevard Rehabilitation (182nd Street to 190th Street, T-22) – Principal Engineer

American Geotechnical, Inc. provided Independent Assurance Sampling and Testing (IAST) for soil, aggregate base and asphalt concrete including laboratory testing of soil, aggregate and asphalt concrete on this federally funded, major street rehabilitation project.

City of Laguna Woods – El Toro Road Pavement Reconstruction Project (MBA Consulting) - Principal Engineer

Provided geotechnical construction services for this major multi-lane roadway rehabilitation project. Our laboratory staff analyzed project soils, aggregate base, structural concrete and asphalt concrete materials in our materials testing laboratory; our field technicians provided full-time field observation and compaction testing services during construction to confirm the adequacy of subgrade soil compaction and moisture contents, aggregate base and asphalt concrete placement, access ramp replacement, sidewalk expansion and curb and gutter/median replacement, and we sampled and tested structural concrete for catch basin construction. We also provided specialized pavement services including observations of full depth removal, replacement testing, and ARHM roadway overlays.

City of Los Angeles - Riviera Country Club Underground Irrigation Storage Reservoir and Pump Station (PERC Water Corp) - Principal Engineer

Providing engineering technicians for observation, documentation, field sampling and testing of soil, concrete and asphalt concrete; laboratory testing of construction materials; deputy inspection of concrete reinforcement under the purview of LADBS.

City of El Monte Water Department – VOC – Treatment Plant Wells No. 2A & No. 3. (Civiltec, Inc.) – Principal Engineer

Provided engineering supervision during construction that included field sampling/testing and laboratory testing of subgrade soils, sand bedding, aggregate base, masonry, concrete and asphalt concrete. Project included trench backfill for the pipeline between Wells No. 2A and No. 3 Treatment Plant Wells; over-excavation and compaction of plant foundation areas and testing of structural concrete and masonry materials.

Marygold Mutual Water Company - 2-MGAL Water Reservoir - Construction Materials Testing & Inspection – Principal Engineer

American Geotechnical provided geotechnical engineering materials testing and deputy inspection services for construction of a 2-million gallon above ground water reservoir.

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Irvine Ranch Water District – Manning and Portola Booster Pump Station Generator Project (PR 11667) – Principal Engineer

Provided engineering supervision during construction that included field sampling/testing and laboratory testing of subgrade soils, sand bedding, aggregate base, concrete and asphalt concrete for the installation of two booster pump stations.

Irvine Ranch Water District - Well 115 Replacement Project - 11627 (3717) – Principal Engineer

The project included the demolition of an existing drinking water well and the drilling and equipping of the replacement well located along the northbound 5 freeway. Provided geotechnical observation, sampling and testing of soil, aggregate base, concrete and asphalt concrete. Laboratory testing included the engineering properties and suitability of the on-site and imported soil and rock materials utilized during the course of the project. Also maximum density determination of soil and aggregate, sand equivalency and asphalt concrete Hveem Maximum Density.

Irvine Ranch Water District – Randall Street and Lolita Avenue Domestic Water Pipeline Replacement (PR11408) – Principal Engineer

Provided engineering supervision during construction that included geotechnical observations, documentation, material sampling and compaction testing during installation of domestic water line. Laboratory tests were performed for onsite soil, import sand bedding, aggregate base and asphalt concrete. Compaction tests were performed during trench backfill, aggregate base placement, asphalt base course and wear course.

City of Irvine – Civic Center Fuel Station Underground Storage Tank and Dispenser Island Replacement (CIP 361203) – Principal Engineer

Provided engineering supervision during construction that included field sampling/testing and laboratory material testing for soil, aggregate base and concrete for replacement of underground fuel storage tanks and construction of concrete driveways and dispenser island.

Irvine Ranch Water District - No. 11659 (3913) – Kelvin Avenue Cathodic Protection Project (The Charter Apartment Homes) – Principal Engineer

Provided engineering supervision during construction that included geotechnical consulting services, deputy inspection, and materials testing for soil, and asphalt concrete for multiple waterline laterals.



American Geotechnical, Inc.

GEOTECHNICAL ENGINEERING / MATERIALS TESTING & INSPECTION

Fei-chiu (Jerry) Huang, Ph.D., P.E., G.E., QSD/QSP
Principal Engineer



EDUCATION

Bachelor of Science in Civil Engineering
TAMKANG UNIVERSITY
Taipei, Taiwan, R.O.C.

Master of Science in Civil and Environmental Engineering (Geotechnical)
UTAH STATE UNIVERSITY
Logan, Utah

Doctor of Philosophy (Geotechnical)
NORTHWESTERN UNIVERSITY
Evanston, Illinois

PROFESSIONAL REGISTRATIONS

State of California, Professional Engineer in Civil Engineering, No. C55670
State of California, Geotechnical Engineer, No. GE2601
State of California, Governor's Office of Emergency Services (OES), Post-Disaster Safety Assessment Program (SAP) Evaluator, No. SAP63537
California Stormwater Quality Association (CASQA), Qualified SWPPP Developer (QSD) and Qualified SWPP Practitioner (QSP), Certificate #20136

RELEVANT EXPERIENCE

Dr. Huang has more than 25 years of experience in southern California in all aspects of the civil and geotechnical engineering related fields. He has managed many infrastructure and development projects for public sectors and private clients. He has provided civil and geotechnical engineering services for projects ranging from bridges, levees, pipelines, tunnels, shafts, and reinforced concrete box (RCB), shoring/shields, commercial/industrial developments, large planned communities, and single family custom home developments. Dr. Huang has extensive experience in project development and construction management throughout southern and northern California areas. His primary duties were focused on project planning and management, site characterization, analysis and interpretation of subsurface data, static and dynamic design and analysis of shallow and deep foundations, pavement design, liquefaction analysis, as well as earth retaining and stabilizing structures. He investigated and mitigated various landslide and slope failure problems. His current duties included client contact, proposal preparation, planning geotechnical and forensic investigations, engineering data analyses, foundation design and recommendations, project management, as well as report writing. Dr. Huang has involved various types of construction projects including new construction, grading, landslide stabilization, slope repair, levees, tunnels, pipelines, shafts, reinforced concrete box (RCB) and temporary shoring/shields design, etc.

Dr. Huang has more than 25 years of geotechnical forensic investigation experience. He has worked on various construction litigation projects for lawyers, homeowner associations, insurance companies, financial institutions, and major developers in California. He has investigated various foundation problems, and designed treatments including shallow and deep foundation repairs, retaining structures stabilizations, mechanically-stabilized earth (MSE) retaining wall design and analysis, landslide/slope stabilizations, levee failure investigation, groundwater problems investigation, and pavement rehabilitation.



FEI-CHIU (JERRY) HUANG, PH.D.

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In addition to his expertise in geotechnical engineering, Dr. Huang also involved in various civil engineering and construction related projects, including but not limited to preparation of precise grading plans, erosion and sediment control plans (ESCP), drainage design, hydrology studies and hydraulic structure calculations, sustainable site design, storm water Best Management Practice (BMP) design, Low Impact Design (LID), and Water Quality Management Plan (WQMP). Dr. Huang is certified as Qualified SWPPP Developer (QSD) and Qualified SWPPP Practitioner (QSP).

REPRESENTATIVE PROJECTS

City of Newport Beach – Concrete Street Pavement Reconstruction, Anade Avenue, Montero Avenue, and Alvarado Place, Project No. 18R21 – Project Engineer

Geotechnical observation and testing services of concrete placement for proper coverage and consolidation, of reinforcement and placement, trench bottom and trench backfill for new pipe, concrete cylinders preparation, laboratory testing of soils and concrete. The project encompasses pavement reconstruction and associated curb, gutter, sidewalk, ramp, subdrain, catch basin, and storm drain work for about 160 linear feet of 6th Street, 510 Linear feet of Anade Avenue, and 543 linear feet of Montero Avenue, and 518 linear feet of Alvarado Place for a combined 1,570 linear feet of Portland Cement Concrete (PCC) road reconstruction on 4 surface streets in the Balboa Peninsula area, Newport Beach, California.

City of Newport Beach – Ocean Boulevard and Marguerite Avenue Pavement Rehabilitation, Contract No. 5581 – Project Engineer

Prepared final compliance report summarizing the on-call geotechnical observation and testing services during construction. The project encompasses reconstruction of a 7-inch thick polypropylene, fiber-reinforced Portland Cement Concrete (PCC) street pavement, access ramps, curb and gutter, and sidewalk at Ocean Boulevard and Marguerite Avenue in the City of Newport Beach, California.

City of Newport Beach – Camino Shores Community and Dochester Road Street Rehabilitation – Project Manager

Geotechnical investigation for evaluating various distresses observed in street asphalt pavement within Camino Shores Community. The investigation included subsurface exploration by coring of existing pavement sections and hand-augering of ten (10), 8-inch diameter borings to depth of 5 feet below ground surface, laboratory testing of representative intact and bulk samples, engineering analyses and pavement design, as well as preparation of report. Conducted observation and testing services during street rehabilitation and prepared final compaction report.

City of Newport Beach – Bayview Heights Drainage Runoff Treatment Project – Project Engineer

Geotechnical observation and testing services consists of subgrade, subgrade sample collection, placement and compaction of soil, laboratory testing, and preparation of final report.

City of Palos Verdes Estates – Removal of Seven Buildings on Palos Verdes Drive West, Palos Verdes Estates, California – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project consists of removal of seven buildings and other improvements on seven properties, minor grading to create desired grade elevations, and compaction of near-surface materials as well as installation of a drainage system.

City of Poway – FY12/13 Reline/Replace Sewer Pipelines: Tierra Bonita Road, Olive Tree Lane, and Allbrook Drive – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses relining/replacing sewer pipelines, installing new manholes,



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and new sewer cleanout at Tierra Bonita Road, Olive Tree Lane, and Allbrook Drive in the City of Poway, California.

East Municipal Water District – Diaz Lift Station Replacement, Southeast Corner Diaz Road and Rancho Way, Temecula, California – Principal Engineer

Designed temporary shoring system options for wet well excavation and sewer pipeline trench excavations and prepared project design report (PDR).

South Coast Water District - Lift Station Number 2 Force Main Rehabilitation, Laguna Niguel and Laguna Beach, CA – Project Engineer

Provided geotechnical observation and testing services at 10 access pits, performed laboratory testing and construction coordination, and prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses sliplining the existing pipe with a high density poly ethylene pipe, excavating access pits at selected locations along the force main alignment, performing open cut-and-cover trenching, constructing new force main sections at relatively small sections of the force main near LS-2 and at the west end of the resort property. Excavations for the access pits and trenches are up to approximately 15 feet deep.

South Coast Water District – Niguel Shores Valve Replacement, Halyard Road, City of Dana Point, CA – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses valve replacement at the Niguel Shores Halyard Road in the City of Dana Point, California.

South Coast Water District – Bluff Drive Infrastructure Replacement Project – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses infrastructure replacement at the intersection between Bluff Drive and Pacific Coast Highway in the City of Laguna Beach, California.

Irvine Ranch Water District - On-Call Laguna Canyon Road and Quail Hill Parkway Cathodic Protection Project – Project Engineer

Performed geotechnical observation and testing services during construction. The project encompasses cathodic protection of pipelines.

Irvine Ranch Water District – Eastwood Recycled water Pump Stations Project Zone A to B and Zone A to C – Project Engineer

Attended pre-construction meeting, performed observation and testing services during construction. The project encompasses construction of new pump stations, conversion pipelines for ILP Zone C to Zone B and ILP bottom drain modifications in City of Irvine, California.

Irvine Ranch Water District – Well 115 Replacement Project, Project Nos. 11667 and 11675 – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses replacement of existing Well 115 in City of Irvine, California.

Irvine Ranch Water District – Manning and Portola Zone 9 Booster Pump Stations Generator Project – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses two booster pump station site in Modjeska Canyon, an unincorporated area of Orange County (Manning), and Portola Hills (Portola Zone 9).

Irvine Ranch Water District – Kelvin Avenue Cathodic Protection Project – Project Engineer



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Prepared final report summarizing the deputy inspection and material testing services during asphalt pavement (AC) placement by the subcontractor. The project is located at 2750 Kelvin Avenue in the City of Irvine, California. The project encompasses excavation and backfilling of utility trenches followed with resurfacing roadway with asphalt concrete.

Frank Springer & Associates, Inc. – Omish Road Box Culvert/Bridge – Project Engineer

Geotechnical investigation for the proposed construction of a new, four concrete side-by-side box culvert/bridge, 12-feet wide by 32-feet long by 6.5-feet high, to replace the existing CMP culvert across Omish Road within Rincon Indian Reservation in San Diego, California. The investigation includes subsurface exploration consisting of one small-diameter boring, laboratory testing, engineering analyses and design, and providing geotechnical recommendations for the proposed concrete culvert/bridge.

OC-Rehab 1, LLC – Via Ballena Landslide Repairs – Project Manager

Provided geotechnical design recommendations for temporary steel trench shield shoring of trench excavation during proposed reinforced concrete box (RCB) culvert installation for the Via Ballena Landslide Repair project in the City of San Clemente, California.

City of Glendale – Chevy Chase Sewer Diversion Project – Project Manager

Provided forensic geotechnical evaluation for the law firm on behalf of City of Glendale to investigate project geotechnical engineering firm who fails to identify large cobbles and boulders during subsurface exploration resulting in huge construction cost increase and damage of tunnel boring machines drilling bits. The general contractor has to revise the construction plans and equipment and delays the construction schedule.

D. J. Scheffler, Inc. – Sari Relocation – Yorba Linda Spur – Consulting Engineer

Performed consulting services for reviewing construction plans and shoring design and calculations to install 36-inch diameter secant piles launching and receiving shafts for sewer tunneling work across Santa Ana River in the City of Yorba Linda, California.

D. J. Scheffler, Inc. – Carlsbad Desalination Faraday Shaft – Project Engineer

Performed consulting services to investigate shoring design by others and construction of 18.5 feet diameter shaft supported by 36-inch diameter secant piles wall for Macario Canyon Tunnel Crossing project in City of Carlsbad, California.

SNW-Wilson Blue Lake Transmission Project – Project Manager

Provided forensic geotechnical evaluation on behalf of project contractor to investigate project geotechnical engineering firm who fails to identify large cobbles and boulders during subsurface exploration resulting in huge construction cost increase and damage of drilling bits to excavate tunnel launching and receiving shafts. The project is located in Troutdale, Oregon.

Shorecliff Huntington Beach vs. City of Huntington Beach – Project Manager

Civil and geotechnical forensic investigation for the law firm on behalf of Shorecliff HB to review existing storm drain design and capacities that entered into Shorecliff HB and causes significant flooding within the community.

Granite Park Homeowners Association – Realignment of 54-inch RCP Storm Drain Project – Project Engineer

Provide forensic investigation and onsite observation services for the law firm on behalf of Granite Park HOA to review proposed realignment of 54-inch RCP storm drain project adjacent to Granite Park HOA community in City of Pasadena.

TEAM HOURS

WORK ITEM DESCRIPTION	ESTIMATED MAN-HOURS & FEES									
	Project Manager	Design Engineer	Electrical Engineer	CAD Designer	Project Coordinator	Structural Engineer	Geotechnical Engineer	Survey	Architect	Man-hour Subtotal
1. Project Management and Meeting	16	16			8					40
2. 65% Drawings	6	60		60		8	32	40	12	218
3. 95% Design Drawings	6	40	4	40	2	15			12	119
4. 100% Final Contract Drawings, Specifications and Estimates (bid set)	2	24	2	24	2				8	62
5. Permitting Assistance	2	16			2					20
6. Bidding and Construction Support	2	40			2	2			4	50
TOTAL	34	196	6	124	16	25	32	40	36	509

A photograph of an outdoor swimming pool. In the background, there is a building with a sign that says "POOL". To the right of the building, there is a sculpture of a whale. The pool has lane lines and a starting block. The word "REFERENCES" is overlaid on the image in a blue, serif font. A horizontal orange line is positioned below the text.

REFERENCES



William Woollett Jr. Aquatic Center Pool Re-plastering Project – Irvine, CA

The William Woollett Jr. Aquatic Center (Aquatic Center) located between Heritage Park and Irvine High School is a world class swimming facility comprised of three pools, one Olympic size (50 meters x 25 yards) competition pool, one Olympic size (50 meters x 25 yards) diving pool and one instructional pool (25 meters x 25 yards). The City of Irvine needed consulting services for the Aquatic Center pools to be re-plastered due to the lifespan of the existing pool plaster. The City hired PACE to produce the design for the new pool surfaces and related waterline tiles, lane line tiles, target tiles, grates and fittings, that will last for a long period of time under different pool chemistry conditions. The design met competition pool requirements and the current State and County pool codes, as well as the current ADA standards.

PACE provided the City with pool surface options benefits and drawbacks such as initial installation cost, material lifespan, pool startup requirements, pool operation chemistry conditions, and selected the most suitable option achieving long term cost saving. The design also included a pool plaster demolition plan, considering the environmental impact in terms of noise and dust due to the project proximity to a school. PACE also prepared all required documents and a Pool Remodel to meet the County and City plan review requirements and assisted the City to obtain all necessary permits and approvals.

PACE also recommended the pool shell structural integrity to be examined during the project so that any structural condition deficiencies that would be discovered could be addressed once the plaster is removed.

Relevant Features:

- ◆ One Olympic size (50 meters x 25 yards) competition pool
- ◆ One Olympic size (50 meters x 25 yards) diving pool
- ◆ One instructional pool (25 meters x 25 yards)
- ◆ Designed re-plastering for new pool surfaces
- ◆ Designed new waterline tiles, lane line tiles, target tiles, grates and fittings
- ◆ Design met current State and County pool codes and current ADA standards
- ◆ Provided options to acquire long term cost savings

Agency/firm name:

City of Irvine – Public Works and Transportation Department

Contact Info:

Michael Courtney
(949) 337-7017
Mccourtney@cityofirvine.org

Dates services performed:

2021 - 2023



The Covington Pool Renovation – Aliso Viejo, CA

PACE provided engineering services for The Covington project by assessing and renovating the existing pool and spa. The design allowed the reuse of the existing pool and spa equipment including the filters, pumps, and disinfection system and replaced the gas heater with heat exchangers.

Relevant Features:

- ◆ Pool and Spa assessment
- ◆ Re-plastered the pool and spa
- ◆ Replaced pools and spa skimmer, skimmer equalizers, main drain covers, lights, etc.
- ◆ Reused the existing pool and spa equipment (filters, pumps, disinfection system)
- ◆ Replaced the gas heater with heat exchangers



Agency/firm name:

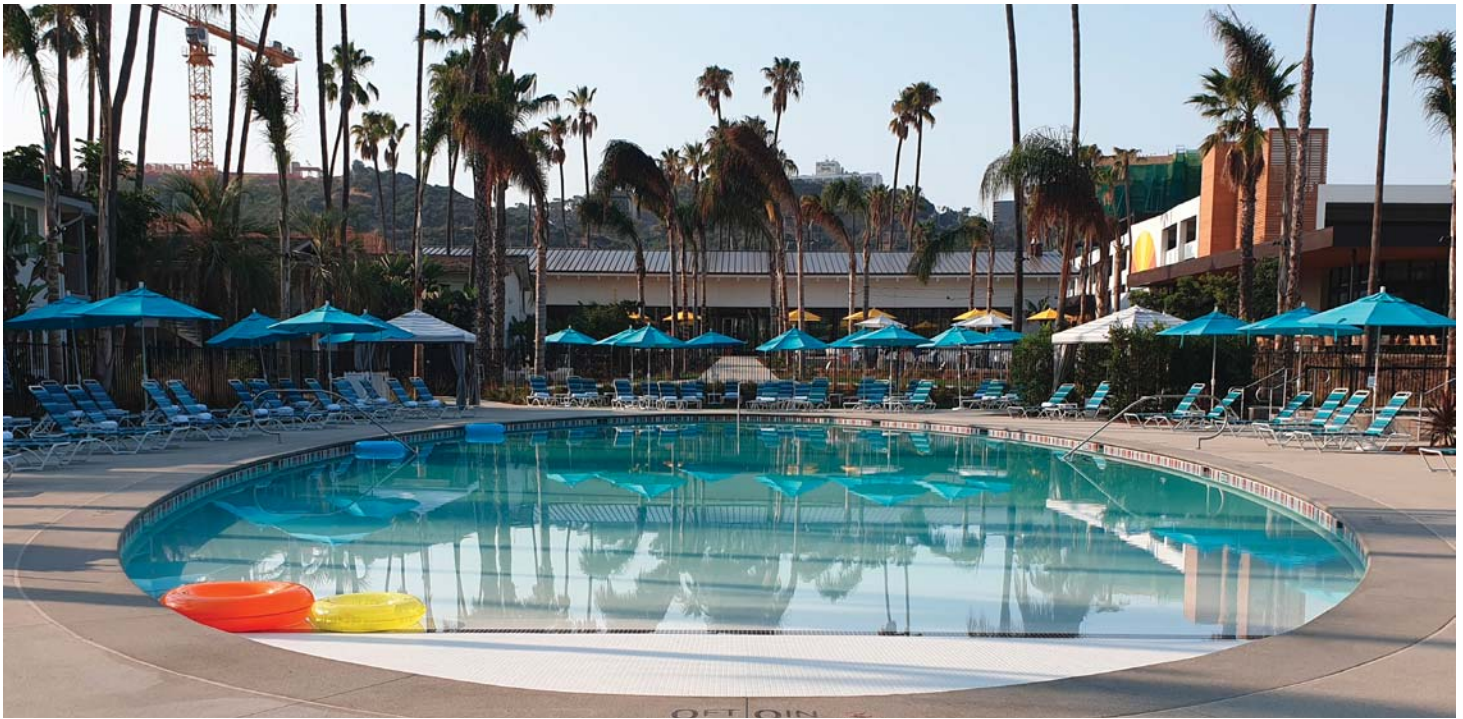
Olson Construction Company

Contact name:

Chip Olson
Office (760) 452-5099
Mobile (760) 613-4266
chip@olsoninc.net

Dates services performed:

2018 - 2020



Town and Country Resort Pool Renovation – Mission Valley, CA

PACE led the engineering of the pool area renovation including the design of a new main resort pool at 4,000 SF featuring a sloped beach entry, a 190 SF skimmer spa with one raised edge (50% of perimeter) and an ADA transfer wall, a single-slide tower with a 280 SF skimmer splash pool, and a 250 SF children's wading pool with a sloped beach entry.

Relevant Features:

- ◆ Pool area renovation
- ◆ Performed coordination and field support during construction



Agency/firm name:

Lowie Destination Development

Contact name:

Todd Majcher
Office (310) 802-7405
Mobile (310) 948-9647
tmajcher@loweenterprises.com

Dates services performed:

2019 – 2020



City of Santa Ana Memorial Pool and Civic Center Fountain Renovation – Santa Ana, CA

The evaluation included waterproofing, nozzles, piping, chemistry control and delivery, pump, filtration, materials and lighting. Construction documents were prepared based on recommended improvements from the assessment report.

PACE provided assessment consulting services and engineering design services for the rehabilitation of the Memorial Pool in the City of Santa Ana, a public-use swim facility. The 167' x 65' pool, with depths ranging from three to 12 feet, was originally constructed in 1961 and is open seasonally from Memorial Day to Labor Day. The pool system developed operational issues and increased maintenance costs resulting from cracking, leaks, and black algae. PACE performed a thorough assessment of the existing system and determined the minimum level of action necessary to rectify the pool's issues and reduce the City's operational and maintenance cost. The evaluation included an audit of equipment and operations to ensure current Health Department and California Building codes were met, and determined that the mechanical pumping system was out of compliance. Final recommendations and design services were performed to repair the pool shell including waterproofing, plaster, fittings, lighting, and tile. Decking renovations were also recommended and the pumping system was redesigned to comply with current Health Department codes including a new pump as well as repair of cracks in the pump station room. A chemical storage room was also designed to provide proper ventilation.

Relevant Features:

- ◆ Renovated pumping
- ◆ Renovated lighting
- ◆ Waterproofing
- ◆ Pump renovation

Agency/Firm Name:

City of Santa Ana

Contact Name:

Kenny Nguyen
Office (714) 647-5632
knguyen@santa-ana.org

Dates Services Performed:

2008 – 2011

ADDITIONAL AQUATIC FACILITIES EXPERIENCE

PROJECT NAME	PROJECT NAME	DESIGN COMPONENTS
William Woollette Jr. Aquatic Center Pool Re-plastering Project	Irvine, CA	One Olympic size (50 meters x 25 yards) competition pool, one Olympic size (50 meters x 25 yards) diving pool, one instructional pool (25 meters x 25 yards)
New Century Plaza	Century City, CA	Two 504 sf infinity edge pools and one spa on the hotel rooftop, two 900 sf skimmer pools and two spas on the amenity deck, and six 230 sf infinity edge residential pools with three pools on the North tower, and three on the South tower
One Beverly Hills	Beverly Hills, CA	Two pools on podium, 1200 sf pool for the North tower and a 2250 sf pool for the
Metropolis Pool	Los Angeles, CA	555 sf rim flow edge pool, a 735 sf pool and 130sf spa
Westin Denver International Airport	Denver, CO	Pool and spa on 11th floor of Westin Denver International Airport Hotel
Limelight Hotel	Ketchum, ID	Pool and hot tubs
Pelican Hill Resort Hotel & Villa Clubhouse	Newport Coast, CA	Saltwater resort pool, activity pool, rim flow pool, wading pool, saltwater spa, and indoor spa
Crystal Cove Community	Newport Coast, CA	Lap pool, wading pool, hot tub, entry fountain
Irvine Company Spectrum Park Pools and Spas	Irvine, CA	3000 SF hour glass shaped pool, 2,700 SF oval shaped pool, 4,900 SF rectangular shaped pool and 5 spas and one wading pool
Terranea Resort	Rancho Palos Verdes, CA	Pools, water slide, 2 hot tubs, 2 cold plunge pools, interactive waterplay area, golf course lakes
San Diego Marriott Aquatic Facilities Renovation	San Diego, CA	3,400 SF pool, 1,600 SF slide pool, 175 SF spa, 95 SF spa, two water walls, water play area, and water feature
Sheraton Wild Horse Pass Resort	Chandler, AZ	Main resort pool, water slide, sports pool, wading pool, resort day spas, 1.5 mile Gila River replica
The Pointe Hilton at Squaw Peak	Phoenix, AZ	Pool with freeform water falls, sport pool, spa, wading pool, water slide and wading pool, lazy river
Grand Residence Marriott	Keystone, CO	Saltwater pool with spray jets, spa with waterfalls and automatic covers
Westin Riverfront	Avon, CO	Saltwater lap pool, 3 spas with infinity edges
Westin Monache	Chandler, AZ	Pool and 2 hot tubs
Bluewater Casino & Resort	Parker, AZ	Pool, water slide and hot tub
Westin Mission Hills Resort	Rancho Mirage, CA	Lagoon pool, 2 spas, waterfall, water slide
Westin Maui	Ka'anapali Beach, Maui, HI	25,000 SF meandering pool and underwater grotto, koi ponds, swan and flamingo features, 6 waterfalls, 2 water slides
Hilton Waikoloa Village	Waikoloa, HI	Natural ocean swim lagoon, saltwater boatway, 3 swimming pools, spas
The Village at Mammoth Lakes	Mammoth Lakes, CA	Pool, 2 hot tubs
Tamarack Resort	Tamarack, ID	Pool with waterfall, 2 spas, 1 wading pool with beach entry and shooting jets, waterfall and stream feature
Village North Condominium / Hyatt Resort	Lake Tahoe, CA	Pool, 250 SF hot tub, 2 smaller hot tubs
City North	Phoenix, AZ	Pool and spa above parking garage, 2 fountains
Westin at Snowmass Village	Snowmass, CO	2 streams, 1 pool, 2 spas
South Hotel at Mammoth Lakes	South Hotel at Mammoth Lakes	1 rim flow saltwater pool, 3 spas, 2 waterfalls
Northstar Highlands Ritz Carlton Club	Truckee, CA	Pool with zero edge entry, 2 spas, 1 wading pool, 2 indoor spas, lap pool
City of Santa Ana Memorial Pool Renovation	Santa Ana, CA	Existing pool assessment and design of new pump equipment, pool plastering and chemical storage room
Yountville Community Pool Renovation	Yountville, CA	Existing pool assessment and implementation of operational improvements to gain local permits

The background image shows an outdoor swimming pool with lane lines. In the background, there is a building with a sign that partially reads "POOL". There are palm trees and other vegetation behind the building. A white metal structure, possibly a lifeguard stand or a pool ladder, is visible in the middle ground. The word "SCHEDULE" is overlaid in a large, blue, sans-serif font. A horizontal orange line is positioned below the text.

SCHEDULE

PROJECT SCHEDULE

Based on PACE's current understanding of this project from the information provided in the RFP, the following is the proposed project design schedule:

ACTIVITY	START DATE	FINISH DATE
Contract Award	February 2023	February 2023
Project Kick-Off Meeting	March 2023	March 2023
Concept Design	March 2023	March 2023
Final Design (65%, 95% And 100% Drawings, Specs)	May 2023	July 2023
Pool Permitting	August 2023	September 2023
Bidding And Construction Contract Award	October 2023	October 2023
Construction	November 2023	February 2024

We are aware that there is a desire to complete the design for the project as quickly as possible. We have reviewed the project schedule and are very comfortable with meeting the schedule milestones in the timeframes prescribed. Additionally, we approach our projects with a mentality that if we can minimize design revisions, the project can proceed ahead more quickly. We will apply our experience with fast-paced design-build and design-bid-build projects to ensure schedule objectives are always met.



CONSTRUCTION **BUDGET**



Preliminary Pool Renovation Construction Cost Estimate Demonstration

We understand it is very important for the City of Buena Park to know a budgetary pool renovation construction cost. Without a detailed pool renovation design and construction scope of work, it is difficult to provide an accurate estimate.

Based on higher construction costs in materials and labor and recently bid municipal pool improvement projects (Woollett Aquatic Center pools in City of Irvine, specifically) we believe the cost estimate in the RFP "FEASIBILITY REPORT" exhibit "L" is too low. We have prepared an initial demonstrative estimate of the probable construction costs, and we believe the cost will be in the range of \$1.1 million to \$1.4 million for the Peak Park Pool and \$400,000 to \$600,000 for Boisseranc Park Pool."



SUBCONSULTANTS

SUBCONSULTANTS



Spire Structural Engineering, Alexandros Bletsos – Structural Engineer
 28641 Rancho Parkway South
 Lake Forest, CA 92630
 (949) 916-3440

Structural Engineering

Spire Structural Engineering, Inc. was established in 2005 to provide structural engineering analysis and design of many types of new and existing structures utilizing all materials. Spire's staff of ten are determined to provide its clients with designs that take into account cost, ease of construction, and cutting-edge construction methods to meet the objectives of each project. The firm's principals, Jeremy Welton and Alexandros Bletsos, are California registered structural engineers with many years of experience in the design and analysis of various structures, utilizing computer modeling applications such as SAP2000, ETABS, and RISA3D. Spire focuses on new construction as well as structural upgrades and seismic retrofits meeting the current building code, ASCE 31/41 or other criteria. The firm has experience with all types of analysis including linear and nonlinear techniques. Nonlinear static (pushover) techniques have been applied in evaluating existing complex structures and the firm's principal also has past experience with both linear and nonlinear response history analyses.



American Geotechnical, Inc., Alva Alvappillai – Geotechnical Engineer
 22725 Old Canal Road
 Yorba Linda, CA 92887
 (714) 685-3900

Geotechnical Engineering

American Geotechnical is a firm of consulting engineers and geologists specializing in geotechnical engineering, geology, groundwater hydrology, and seismology. American Geotechnical was founded in 1984 as a California corporation and provides services regionally and nationally. In addition to new development projects, their experience also includes property evaluations/risk management, moisture intrusion and groundwater studies, earthquake and fault studies, slope stability and landslide evaluations, etc. They also have significant experience in performing distress investigations and forensic studies and providing remedial recommendations to correct problems to existing structures and other improvements.



Huitt-Zollars, David Mackey – Surveyor
 2603 Main Street, Suite 400
 Irvine, CA 92614
 (949) 988-5815

Survey Engineering

Huitt-Zollars also offers a complete range of land surveying services to support all types of clients and projects, ranging from On-Call Surveying contracts with City, County, and State governmental agencies to developers, construction companies, Title Companies, and the real estate industry. With their experienced group of Professional Land Surveyors, multiple field crews, office Survey Technicians, and state-of-the-art surveying and mapping equipment, they are able to provide clients with well-coordinated, cost-effective surveys and related documentation in a timely and efficient manner.



Square [1] Design, Khanh Doan – Structural Engineer
 10451 Samoa Drive
 Huntington Beach, CA 92646
 (562) 900-5862

Architecture

SQUARE [1] Design Group is a unique form of a group design partnership that has embarked on new markets, focusing on the extensive experience of the new staff in the design of recreation developments, city/county facilities, and public schools. The firm is centrally located within Southern California. Work is generated in collaboration with the client in the field, from design sessions to construction administration. The organizational philosophy of the firm is one of a studio effort, with teams of design and technical personnel working with the Partner-in-Charge and Project Manager throughout the life of a project, from design through construction.



17520 Newhope St, Ste 200
Fountain Valley, CA 92708
714.481.7300 | pacewater.com



WORK ITEM DESCRIPTION	ESTIMATED MAN-HOURS & FEES									
	Project Manager	Design Engineer	Electrical Engineer	CAD Designer	Project Coordinator	Structural Engineer	Geotechnical Engineer	Survey	Architect	Total Task Cost
Hourly Billing Rate	\$245	\$145	\$235	\$140	\$100	\$200	\$250	\$240	\$200	
1. Project Management and Meeting	\$3920	\$2,320			\$800					\$7,040
2. 65% Drawings	\$1,470	\$8,700		\$8,400		\$1,600	\$8,000	\$9,600	\$2,400	\$40,170
3. 95% Design Drawings	\$1,470	\$5,800	\$940	\$5,600	\$200	\$3,000			\$2,400	\$19,410
4. 100% Final Contract Drawings, Specifications and Estimates (bid set)	\$490	\$3,480	\$470	\$3,360	\$200				\$1,600	\$9,600
5. Permitting Assistance	\$490	\$2,320			\$200					\$3,010
6. Bidding and Construction Support	\$490	\$5,800			\$200	\$400			\$800	\$7,690
TOTAL	\$8,330	\$28,420	\$1,410	\$17,360	\$1,600	\$5,000	\$8,000	\$9,600	\$7,200	\$86,920

EXHIBIT "B"

CALIFORNIA LABOR CODE COMPLIANCE

[Labor Code §§ 1720 *et seq.*, 1813, 1860, 1861, 3700]

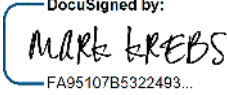
If this Agreement calls for services that, in whole or in part, constitute "public works" as defined in the California Labor Code, then:

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 the awarding public agency ("City") and Consultant agree to be bound by all the provisions thereof as though set forth in full herein.
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>), are on file with City, and are available to any interested party upon request. Consultant shall, as a penalty to the 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 the City of the location of the records. The 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. The Consultant shall, as a penalty to the City, forfeit twenty-five dollars (\$25) for each worker employed in the execution of this Agreement by the 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."

Date 2/16/2023 | 5:01:10 PM PST Signature  FA95107B5322493...



PACIAQU-01

ARODRIGUEZ6

DATE (MM/DD/YYYY)

2/15/2023

CERTIFICATE OF LIABILITY INSURANCE

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

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

PRODUCER License # 0757776 HUB International Insurance Services Inc. 4695 MacArthur Court Suite 600 Newport Beach, CA 92660	CONTACT NAME: Henry Zamora PHONE (A/C, No, Ext): (714) 569-2718 2718 FAX (A/C, No): (714) 242-9723 E-MAIL ADDRESS: henry.zamora@hubinternational.com INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company NAIC # 35378 INSURER B: Nationwide Mutual Insurance Company 23787 INSURER C: Oak River Insurance Company 34630 INSURER D: INSURER E: INSURER F:
INSURED Pacific Advanced Civil Engineering 17520 Newhope Street Suite 120 Fountain Valley, CA 92708	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: CAP:\$10,000,000 Annually	X	X	MKLV5PBC004560	4/30/2022	4/30/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	ACP BA 3029722129	4/30/2022	4/30/2023	GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							EBL AGGREGATE \$ 1,000,000
							COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	X	X	MKLV5EUL104132	4/30/2022	4/30/2023	BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		PAWC332710	3/2/2022	3/2/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER \$
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Prof & Poll Liab			MKLV5ENV103568	4/30/2022	4/30/2023	Each Poll/Each Claim 3,000,000
A	Retention \$150,000			MKLV5ENV103568	4/30/2022	4/30/2023	Shared Aggregate 6,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Peak Park and Boisseranc Park Pool Improvements Project

The City of Buena Park, its elected officials, officers, attorneys, agents, employees, independent contractors serving in the role of city officials and designated volunteers shall be named as additional insured as respects to General Liability for Completed and Ongoing Operations as required by written contract as per forms CG2010 and CG2037 attached. General Liability is Primary and Non Contributory as agreed in writing per forms CG20010 and AC7005. General Liability Blanket Waiver of Subrogation as required by written contract as per form MEGL 0241. Automobile Liability Additional Insured applies as required by written contract as per form AC7005 attached. Automobile Liability is Primary and Non Contributory as agreed in writing per form AC7005 attached. SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

City of Buena Park 6650 Beach Boulevard P.O. Box 5009 Buena Park, CA 90622	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---



ADDITIONAL REMARKS SCHEDULE

AGENCY HUB International Insurance Services Inc.		License # 0757776	NAMED INSURED Pacific Advanced Civil Engineering 17520 Newhope Street Suite 120 Fountain Valley, CA 92708
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
Automobile Liability Blanket Waiver of Subrogation as required by written contract as per form AC7005 attached. Workers
Compensation Blanket Waiver of Subrogation as required by written contract as per form WC9904 attached. Excess is Following
Form.

Notice of Cancellation will be provided as per policy provisions, per form IL0017 attached.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO PROTECTION - GOLD

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

SUMMARY OF COVERAGES

- A. Effect of This Endorsement
- B. Newly Acquired or Formed Entities
- C. Employees as Insureds – Nonowned Autos
- D. Additional Insured by Contract, Permit or Agreement
- E. Supplementary Payments – Bail Bonds
- F. Supplementary Payments – Loss of Earnings
- G. Personal Effects and Property of Others Extension
- H. Prejudgment Interest Coverage
- I. Fellow Employee – Officer, Managers and Supervisors
- J. Hired Auto Physical Damage
- K. Temporary Substitute Autos – Physical Damage Coverage
- L. Expanded Towing Coverage
- M. Auto Loan or Lease Coverage
- N. Original Equipment Manufacturer Parts – Leased Private Passenger Types
- O. Deductible Amendments
- P. Rental Reimbursement Coverage
- Q. Expanded Transportation Expense
- R. Extra Expense – Stolen Autos
- S. Physical Damage Limit of Insurance
- T. New Vehicle Replacement Cost
- U. Physical Damage Coverage Extension
- V. Transfer of Rights of Recovery Against Others To Us
- W. Section IV – Business Auto Conditions – Notice of and Knowledge of Occurrence
- X. Hired Car Coverage Territory
- Y. Emergency Lock Out
- Z. Cancellation Condition

COMMERCIAL AUTO**AC 70 05 03 16****A. EFFECT OF THIS ENDORSEMENT**

Coverage provided under this policy is modified by the provisions of this endorsement. If there is any conflict between the provisions of this endorsement and the provision(s) of any state-specific endorsement also attached to this policy, then the provision(s) of the state-specific endorsement shall apply instead of the provisions of this endorsement that are in conflict, but only to the extent of the conflict, and only to the extent necessary to bring such provisions into conformance with the state requirement(s) contained in the provision(s) of the state-specific endorsement.

B. NEWLY ACQUIRED OR FORMED ENTITIES

The Named Insured shown in the Declarations is amended to include any organization you newly acquire or form, other than a partnership, joint venture, or limited liability company, and over which you maintain ownership or majority (more than 50%) interest; if there is no other similar insurance available to that organization. Coverage under this provision is afforded until the 180th day after you acquire or form the organization or the end of the policy period, whichever is later.

C. EMPLOYEES AS INSURED – NONOWNED AUTOS

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

- d. Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

D. ADDITIONAL INSURED BY CONTRACT, PERMIT OR AGREEMENT

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

Any person or organization that you are required to name as an additional insured in a written contract or agreement that is executed or signed by you prior to a "bodily injury" or "property damage" occurrence is an "insured" for Covered Auto Liability coverage. However, with respect to covered "autos", such person or organization is an insured only to the extent that person or organization qualifies as an "insured" under A.1. Who is an Insured of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

If specifically required by the written contract or agreement referenced in the paragraph above, any coverage provided by this endorsement to an additional insured shall be primary and any other valid and collectible insurance available to the additional insured shall be non-contributory with this insurance. If the written contract does not require this coverage to be primary and the additional insured's coverage to be non-contributory, then this insurance will be excess over any other valid and collectible insurance available to the additional insured.

E. SUPPLEMENTARY PAYMENTS – BAIL BONDS

Supplementary Payments of SECTION II – COVERED AUTOS LIABILITY COVERAGE is revised as follows:

- (2) Up to \$2,500 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

F. SUPPLEMENTARY PAYMENTS – LOSS OF EARNINGS

Supplementary Payments of the SECTION II – COVERED AUTOS LIABILITY COVERAGE is revised as follows:

- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

G. PERSONAL EFFECTS AND PROPERTY OF OTHERS EXTENSION

1. The Care, Custody or Control Exclusion of SECTION II – COVERED AUTOS LIABILITY COVERAGE, does not apply to "property damage" to property, other than your property, up to an amount not exceeding \$250 in any one "accident". Coverage is excess over any other valid and collectible insurance.
2. The following paragraph is added to A.4. Coverage Extensions of SECTION III – PHYSICAL DAMAGE COVERAGE:
 - c. We will pay up to \$500 for your property that is lost or damaged as a result of a covered "loss", without applying a deductible. Coverage is excess over any other valid and collectible insurance.

COMMERCIAL AUTO
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H. PREJUDGMENT INTEREST COVERAGE

The following paragraph is added to SECTION II – COVERED AUTOS LIABILITY COVERAGE, 2. Coverage Extensions, a. Supplementary Payments:

- (7) Prejudgment interest awarded against the "insured" on that part of the judgment we pay. If we make an offer to pay the applicable limit of insurance, we will not pay any prejudgment interest based on that period of time after the offer.

I. FELLOW EMPLOYEE – OFFICERS, MANAGERS, AND SUPERVISORS

The Fellow Employee Exclusion in SECTION II – COVERED AUTOS LIABILITY COVERAGE is replaced as follows;

- A. "Bodily injury" to any fellow "employee" of the "insured" arising out of and in the course of the fellow "employee's" employment or while performing duties related to the conduct of your business. This exclusion does not apply to an "insured" who occupies a position as an officer, manager, or supervisor.

J. HIRED AUTO PHYSICAL DAMAGE

If covered "auto" designation symbols 1 or 8 apply to Liability Coverage and if at least one "auto" you own is covered by this policy for Comprehensive, Specified Causes of Loss, or Collision coverages, then the Physical Damage coverages provided are extended to "autos" you lease, hire, rent or borrow without a driver; and provisions in the Business Auto Coverage Form applicable to Hired Auto Physical Damage apply up to a limit of \$100,000. The deductible will be equal to the largest deductible applicable to any owned "auto" for that coverage. Any Comprehensive deductible does not apply to fire or lightning.

K. TEMPORARY SUBSTITUTE AUTOS – PHYSICAL DAMAGE COVERAGE

The following is added to paragraph C. Certain Trailers, Mobile Equipment And Temporary Substitute Autos of SECTION I - COVERED AUTOS:

If Physical Damage Coverage is provided by this Coverage Form, the following types of vehicles are also covered "autos" for Physical Damage Coverage:

Any "auto" you do not own while used with the permission of its owner as a temporary

substitute for a covered "auto" you own that is out of service because of its:

- a. Breakdown;
- b. Repair;
- c. Servicing;
- d. "Loss"; or
- e. Destruction

The coverage that applies is the same as the coverage provided for the vehicle being replaced.

L. EXPANDED TOWING COVERAGE

1. We will pay up to:
 - a. \$100 for a covered "auto" you own of the private passenger type, or
 - b. \$500 for a covered "auto" you own that is not of the private passenger type,
 for towing and labor costs incurred each time the covered "auto" is disabled. However, the labor must be performed at the place of disablement.
2. This coverage applies only for an "auto" covered on this policy for Comprehensive or Specified Causes of Loss Coverage and Collision Coverages.
3. Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered "auto".

M. AUTO LOAN OR LEASE COVERAGE

1. In the event of a total "loss" to a covered "auto", we will pay any unpaid amount due on the loan or lease, including up to a maximum of \$500 for early termination fees or penalties, for your covered "auto" less:
 - a. The amount paid under SECTION III – PHYSICAL DAMAGE COVERAGE of this policy; and
 - b. Any:
 - 1) Overdue lease/loan payments at the time of the "loss";
 - 2) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
 - 3) Security deposits not refunded by a lessor;
 - 4) Costs of extended warranties, Credit Life insurance, Health, Accident, or Disability insurance purchased with the lease; and

COMMERCIAL AUTO
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- 5) Carry-over balances from previous leases.
2. This coverage only applies to a "loss" which is also covered under this policy for Comprehensive, Specified Causes of Loss, or Collision coverage.
3. Coverage does not apply to any unpaid amount due on a loan for which the covered "auto" is not the sole collateral.

N. ORIGINAL EQUIPMENT MANUFACTURER PARTS – LEASED PRIVATE PASSENGER TYPES

Under Paragraph C. Limit of Insurance of SECTION III – PHYSICAL DAMAGE COVERAGE, Section 4 is added as follows:

4. We will use new original equipment vehicle manufacturer parts for any private passenger type covered "auto" where required by the lease agreement which has a term of at least six months. If a new original equipment vehicle manufacturer part is not in production or distribution we may use a like, kind and quality replacement part.

O. DEDUCTIBLE AMENDMENTS

The following are added to the Deductible provision of SECTION III – PHYSICAL DAMAGE COVERAGE:

If another policy or coverage form that is not an automobile policy or coverage form issued by this company applies to the same "accident", the following applies:

1. If the deductible under this coverage is the smaller (or smallest) deductible, it will be waived:
2. If the deductible under this coverage is not the smaller (or smallest) deductible, it will be reduced by the amount of the smaller (or smallest) deductible.

If a Comprehensive or Specified Causes of Loss Coverage "loss" from one "accident" involves two or more covered "autos", only the highest deductible applicable to those coverages will be applied to the "accident," if the cause of the loss is covered for those vehicles. This provision only applies if you carry Comprehensive or Specified Causes of Loss Coverage for those vehicles, and does not extend coverage to any covered "autos" for which you do not carry such coverage.

No deductible applies to glass if the glass is repaired, in a manner acceptable to us, rather than replaced.

P. RENTAL REIMBURSEMENT COVERAGE

1. This coverage applies only to a covered "auto" for which Physical Damage Coverage is provided on this policy.
2. We will pay for rental reimbursement expenses incurred by you for the rental of an "auto" because of "loss" to a covered "auto". Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered "auto." No deductibles apply to this coverage.
3. We will pay only for those expenses incurred during the policy period beginning 24 hours after the "loss" and ending, regardless of the policy's expiration, with the lesser of the following number of days:
 - a. The number of days reasonably required to repair or replace the covered "auto". If "loss" is caused by theft, this number of days is added to the number of days it takes to locate the covered "auto" and return it to you.
 - b. The number of days shown in the Schedule.
4. Our payment is limited to the lesser of the following amounts:
 - a. Necessary and actual expenses incurred.
 - b. \$75 for any one day or for a maximum of 30 days.
5. This coverage does not apply while there are spare or reserve "autos" available to you for your operations.
6. If "loss" results from the total theft of a covered "auto" of the private passenger type, we will pay under this coverage only that amount of your rental reimbursement expenses which is not already provided for under SECTION III – PHYSICAL DAMAGE COVERAGE Coverage Extension.

Q. EXPANDED TRANSPORTATION EXPENSE

Paragraph A.4.a. of SECTION III – PHYSICAL DAMAGE COVERAGE is replaced by the following:

We will pay up to \$50 per day to a maximum of \$1500 for temporary transportation expense incurred by you because of the total theft of a

**COMMERCIAL AUTO
AC 70 05 03 16**

covered "auto" of the private passenger type. We will only pay for those covered "autos" for which you carry Comprehensive or Specified Causes of Loss Coverage. We will pay for temporary transportation expenses incurred during the period beginning 24 hours after the theft and ending, regardless of the policy's expiration, when the covered "auto" is returned to use or we pay for its "loss".

R. EXTRA EXPENSE – STOLEN AUTOS

The following paragraph is added to Coverage Extensions of SECTION III – PHYSICAL DAMAGE COVERAGE:

- c. We will pay for up to \$5,000 for the expense of returning a stolen covered "auto" to you. We will pay only for those covered "autos" for which you carry Comprehensive or Specified Causes of Loss Coverage

S. PHYSICAL DAMAGE LIMIT OF INSURANCE

Under SECTION III – PHYSICAL DAMAGE COVERAGE, Paragraph C., Limit of Insurance is replaced by the following:

C. Limit Of Insurance

1. The most we will pay for "loss" in any one "accident" is the lesser of:
 - a. The actual cash value of the damaged or stolen property as of the time of the "loss", or
 - b. The cost of repairing or replacing the damaged or stolen property.
2. \$1500 is the most we will pay for "loss" in any one "accident" to all electronic equipment that reproduces, receives or transmits audio, visual or data signals which, at the time of "loss", is:
 - a. Permanently installed in or upon the covered "auto" in a housing, opening or other location that is not normally used by the "auto" manufacturer for the installation of such equipment.
 - b. Removable from a permanently installed housing unit as described in Paragraph 2.a. above or is an integral part of that equipment; or
 - c. An integral part of such equipment.
3. An adjustment for depreciation and physical condition will be made in determining actual cash value in the event of a total "loss".
4. The cost of repairing or replacing may:
 - a. Be based on an estimate which includes parts furnished by the original equip-

ment manufacturer or other sources including non-original equipment manufacturers and

- b. If a repair or replacement results in better than like kind or quality, we will not pay for the amount of the net improvement.
5. If we offer to pay the actual cash value of the damaged or stolen property, we will value auto advertising wraps, paint customization, and similar business related advertising modifications, in addition to the actual cash value of the property. Auto advertising wraps, paint customization, and similar business related advertising modifications will be valued at the cost to replace them with an adjustment made for depreciation and physical condition.

T. NEW VEHICLE REPLACEMENT COST

The following is added to the Limit of Insurance provision of SECTION III – PHYSICAL DAMAGE COVERAGE:

5. The provisions of paragraphs 1. and 3. do not apply to a covered "auto" of the private passenger type or a vehicle with a gross vehicle weight rating of 20,000 pounds or less which is a "new vehicle."
- In the event of a total "loss" to your new vehicle to which this coverage applies, we will pay at your option:
- a. The verifiable "new vehicle" purchase price you paid for your damaged vehicle, not including any insurance or warranties purchased;
 - b. If it is available, the purchase price, as negotiated by us, of a "new vehicle" of the same make, model, and equipment or the most similar model available, not including any furnishings, parts, or equipment not installed by the manufacturer or manufacturers' dealership; or
 - c. The market value of your damaged vehicle, not including any furnishings, parts, or equipment not installed by the manufacturer or manufacturer's dealership.

We will not pay for initiation or set up costs associated with loans or leases

As used in this endorsement, a "new vehicle" means an "auto" of which you are the original owner that has not been previ-

COMMERCIAL AUTO AC 70 05 03 16

ously titled and which you purchased less than 365 days before the date of the "loss".

U. PHYSICAL DAMAGE COVERAGE EXTENSIONS

Under SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, Coverage Extensions, b. Loss of Use Expenses is replaced by the following:

b. Loss of Use Expenses

For Hired Auto Physical Damage, we will pay expenses for which an "insured" becomes legally responsible to pay for loss of use of a vehicle rented or hired without a driver, under a written rental contract or agreement. We will pay for loss of use expenses if caused by:

- (1) Other than collision if the Declarations indicate that Comprehensive Coverage is provided for any covered "auto";
- (2) Specified Causes of Loss only if the Declarations indicate that Specified Causes of Loss Coverage is provided for any covered "auto"; or
- (3) Collision only if the Declarations indicate that Collision Coverage is provided for any covered "auto."

However, the most we will pay for any expenses for loss of use is \$50 per day, to a maximum of \$1,500. The insurance provided by this provision is excess over any other collectible insurance.

V. TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

The following is added to the Transfer Of Rights Of Recovery Against Others To Us Condition:

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" because of payments we make for damages under this coverage form.

W. NOTICE OF AND KNOWLEDGE OF OCCURRENCE

SECTION IV – BUSINESS AUTO CONDITIONS, Paragraph A is amended as follows:

6. NOTICE OF AND KNOWLEDGE OF OCCURRENCE

- a. Your obligation in the Duties in the Event of Accident, Claim, Suit or Loss Condition relative to notification requirements applies only when the "accident" or "loss" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) A member, if you are a limited liability company; or
- (4) An executive officer or insurance manager, if you are a corporation.

- b. Your obligation in the Duties in the Event of Accident, Claim, Suit or Loss Condition relative to providing us with documents concerning a claim or "suit" will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) A member, if you are a limited liability company; or
- (4) An executive officer or insurance manager, if you are a corporation.

X. HIRED CAR – COVERAGE TERRITORY

Item (5) of the Policy Period, Coverage Territory General Conditions is replaced by the following:

- (5) Anywhere in the world if a covered "auto" is leased, hired, rented or borrowed without a driver for a period of 30 days or less; and

Y. EMERGENCY LOCKOUT

We will reimburse you up to \$100 for reasonable expense incurred for the services of a locksmith to gain entry into your covered "auto" subject to these provisions:

1. Your door key, electronic key or key entry pad has been lost, stolen or locked in your covered "auto" and you are unable to enter such "auto", or
2. Your keyless entry device battery dies and you are unable to enter such "auto" as a result,
3. Your key, electronic key or key entry pad has been lost or stolen and you have changed the lock to prevent an unauthorized entry; and

4. Original copies of receipts for services of a locksmith must be provided before reimbursement is payable.

Z. CANCELLATION CONDITION

Paragraph A.2. of the COMMON POLICY CONDITION – CANCELLATION applies except as follows:

COMMERCIAL AUTO

AC 70 05 03 16

If we cancel for any reason other than non-payment of premium, we will mail or deliver to the First Named Insured written notice of cancellation at least 60 days before the effective date of cancellation. This provision does not apply in those states that require more than 60 days prior notice of cancellation.

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA
BLANKET BASIS**

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

The additional premium for this endorsement shall be calculated by applying a factor of 2% to the total manual premium, with a minimum initial charge of \$350, then applying all other pricing factors for the policy to this calculated charge to derive the final cost of this endorsement.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule**Blanket Waiver****Person/Organization**

Blanket Waiver – Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

Job Description**Waiver Premium (prior to adjustments)**

All CA Operations

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 03/02/2022

Policy No.: PAWC332710

Endorsement No.:

Insured: Pacific Advanced Civil Engineering, Inc.

Premium \$

Insurance Company: Oak River Insurance Company

Countersigned by _____

POLICY NUMBER: MKLV5PBC004560

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

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

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
As required by written contract executed by both parties prior to loss; Applies to commercial work only	All locations; Applies to commercial work only
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

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

POLICY NUMBER:MKLV5PBC004560

LIABILITY

COMMERCIAL GENERAL

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES
OR CONTRACTORS – (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name Of Person Or Organization:

As required by written contract executed by both parties prior to loss; Applies to commercial work only

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

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

**COMMERCIAL GENERAL LIABILITY
CG 20 01 04 13**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

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

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.



COMMERCIAL GENERAL LIABILITY
POLICY NUMBER: MKLV5PBC004560

EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

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

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Person Or Organization:

Any person(s) or organization(s) with whom the Named Insured agrees, in a written contract executed prior to the "occurrence", to waive rights of recovery

Additional Premium: Included

The following is added to Condition **8. Transfer Of Rights Of Recovery Against Others To Us** under Section **IV** – Commercial General Liability Conditions:

We waive any right of recovery we may have against any person or organization shown in the Schedule of this endorsement. This waiver applies only to the person or organization shown in the Schedule of this endorsement.

All other terms and conditions remain unchanged.

COMMON POLICY CONDITIONS

All Coverage Parts included in this policy are subject to the following conditions.

A. Cancellation

1. The first Named Insured shown in the Declarations may cancel this policy by mailing or delivering to us advance written notice of cancellation.
2. We may cancel this policy by mailing or delivering to the first Named Insured written notice of cancellation at least:
 - a. 10 days before the effective date of cancellation if we cancel for nonpayment of premium; or
 - b. 30 days before the effective date of cancellation if we cancel for any other reason.
3. We will mail or deliver our notice to the first Named Insured's last mailing address known to us.
4. Notice of cancellation will state the effective date of cancellation. The policy period will end on that date.
5. If this policy is cancelled, we will send the first Named Insured any premium refund due. If we cancel, the refund will be pro rata. If the first Named Insured cancels, the refund may be less than pro rata. The cancellation will be effective even if we have not made or offered a refund.
6. If notice is mailed, proof of mailing will be sufficient proof of notice.

B. Changes

This policy contains all the agreements between you and us concerning the insurance afforded. The first Named Insured shown in the Declarations is authorized to make changes in the terms of this policy with our consent. This policy's terms can be amended or waived only by endorsement issued by us and made a part of this policy.

C. Examination Of Your Books And Records

We may examine and audit your books and records as they relate to this policy at any time during the policy period and up to three years afterward.

D. Inspections And Surveys

1. We have the right to:
 - a. Make inspections and surveys at any time;

- b. Give you reports on the conditions we find; and

- c. Recommend changes.

2. We are not obligated to make any inspections, surveys, reports or recommendations and any such actions we do undertake relate only to insurability and the premiums to be charged. We do not make safety inspections. We do not undertake to perform the duty of any person or organization to provide for the health or safety of workers or the public. And we do not warrant that conditions:
 - a. Are safe or healthful; or
 - b. Comply with laws, regulations, codes or standards.

3. Paragraphs 1. and 2. of this condition apply not only to us, but also to any rating, advisory, rate service or similar organization which makes insurance inspections, surveys, reports or recommendations.

4. Paragraph 2. of this condition does not apply to any inspections, surveys, reports or recommendations we may make relative to certification, under state or municipal statutes, ordinances or regulations, of boilers, pressure vessels or elevators.

E. Premiums

The first Named Insured shown in the Declarations:

1. Is responsible for the payment of all premiums; and
2. Will be the payee for any return premiums we pay.

F. Transfer Of Your Rights And Duties Under This Policy

Your rights and duties under this policy may not be transferred without our written consent except in the case of death of an individual named insured.

If you die, your rights and duties will be transferred to your legal representative but only while acting within the scope of duties as your legal representative. Until your legal representative is appointed, anyone having proper temporary custody of your property will have your rights and duties but only with respect to that property.



EVANSTON INSURANCE COMPANY

COMMERCIAL EXCESS LIABILITY POLICY DECLARATIONS

POLICY NUMBER.: MKLV5EUL104132

RENEWAL OF POLICY: MKLV5EUL103255

Named Insured and Mailing Address (No., Street, Town or City, County, State, Zip Code)

Pacific Aquascape, Inc

17520 NEWHOPE ST STE 120

FOUNTAIN VALLEY, CA 92708-8203

Policy Period: From 04/30/2022 to 04/30/2023 at 12:01 A.M. Standard Time at your mailing address shown above.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

Limits Of Insurance

Each Occurrence Limit: \$ 5,000,000
 Aggregate Limit: \$ 5,000,000

Premium

Policy Premium: \$ ~~92,700,000~~
 Terrorism Premium: \$ Not Applicable
 Fees (Where Applicable) \$ Not Applicable
 Total Premium: \$ ~~92,700,000~~ Payable At Inception

Audit Period:

☒ Not Applicable ☐ Annual ☐ Semi-Annual ☐ Quarterly ☐ Monthly

Rating Basis (If Subject To Audit) Premium Basis: _____ Rate: _____

Producer Number, Name and Mailing Address

210803

CRC Insurance Services, Inc.

515 South Figueroa Street, Suite 600

Los Angeles, CA 90071

Endorsements

Forms and Endorsements applying to this Coverage Part and made part of this policy at time of issue:

Per Forms Schedule

Schedule Of Underlying Insurance

Per Schedule Of Underlying Insurance

These declarations, together with the Coverage Form and any Endorsement(s), complete the above numbered policy.

Countersigned: 05/12/2022

DATE

By:

AUTHORIZED REPRESENTATIVE

CITY OF BUENA PARK
Department of Public Works

Amendment No. 1 to Professional Services Agreement No. 23-04

PROJECT NAME: Peak Park and Boisseranc Park Pool Improvements Project

SCOPE OF WORK: Additional design services

CONSULTANT: Pacific Advanced Civil Engineering, Inc.
17250 Newhope Street, Suite 200
Fountain Valley, CA 92708

This Amendment No. 1 to Agreement No. 23-04 ("Amendment") is dated June 12, 2023, and is entered into between the City of Buena Park, a California municipal corporation ("City"), and Pacific Advanced Civil Engineering, Inc., a California corporation ("Consultant"), with reference to the following facts:

RECITALS

WHEREAS, the City and Consultant (jointly at times hereinafter the "Parties") previously entered into that certain Professional Services Agreement No. 23-04 dated February 14, 2023 ("Agreement"), pursuant to which Consultant was retained by the City to provide professional design engineering services for the Peak Park and Boisseranc Park pool improvement project, as such "Services" and "Project" are more specifically defined in the Agreement; and.

WHEREAS, the City and Consultant desire to amend the Agreement to expand the Services to be provided by Consultant to include additional design services for the Project.

NOW THEREFORE, for good and valuable consideration the Parties agree as follows:

1. **ADDITIONAL SERVICES.** In addition to the "Services" defined in Section 2 of the Agreement, Consultant shall perform those additional services that are set forth in Consultant's Proposal dated June 5, 2023, attached hereto this Amendment as Exhibit "A" ("Additional Services")
2. **TIME OF PERFORMANCE.** Consultant shall commence performance of the Services immediately upon receipt of a written notice from the Designated Official and shall perform the Additional Services in a timely and diligent manner in accordance with the Schedule of Performance for the Original Services so as not to delay the overall Project.

3. **ADDITIONAL COMPENSATION.** In to the Compensation to be paid Consultant under the Agreement, as full and complete compensation for Consultant's provision of the Additional Services under this Amendment, including reimbursement of expenses, City shall pay Consultant the NOT TO EXCEED amount of **\$45,790.00**, thereby increasing the total aggregate NOT TO EXCEED compensation that may be paid Consultant under this Amendment and the Agreement to **\$132,710.00**. The not to exceed amounts established for the Services described in Exhibit "A" to the Agreement, and not to exceed amounts established for the Additional Services described in Exhibit "A" to this Amendment, respectively, shall be considered separate, and the compensation that is allocated to each may not be reallocated to cover cost overages in performance of the other in the other absent the advance written approval from the City.
4. **INCORPORATION OF AGREEMENT.** Except as expressly modified or supplemented by this Amendment, all of the provisions of the Agreement shall remain unaltered and in full force and effect and incorporated herein by this reference. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment control.

CITY OF BUENA PARK

A Municipal Corporation

BY: 
DocuSigned by: A60CA453C3B349B...
 Aaron France, City Manager

6/21/2023 | 1:40:14 PM PDT

DATE: _____

ATTEST:

BY: 
DocuSigned by: 13BEAF475C114B7...
 Adria M. Jimenez, MMC, City Clerk

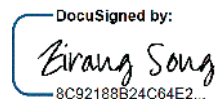
APPROVED AS TO FORM:

BY: 
DocuSigned by: 2E902860CD7A460...
 Christopher G. Cardinale, City Attorney

PACIFIC ADVANCED CIVIL ENGINEERING, INC.

A California corporation

BY: 
DocuSigned by: FA95107B5322493...
 Mark Krebs, President


DocuSigned by: 8C92188B24C64E2...
 Zirang Song, Vice President/Recreational Water Division Manager

PROFESSIONAL SERVICES AGREEMENT

NO. 23-04

DATE: 02/14/2023

PROJECT: Peak Park and Boisseranc Park Pool Improvements Project

PARTIES TO THE AGREEMENT:

"CITY" The CITY OF BUENA PARK, a California municipal corporation

Designated Official: Name: Mina Mikhael
Title: Director of Public Works/City Engineer
Telephone: (714) 562-3672

Mailing Address: 6650 Beach Boulevard
P.O. Box 5009
Buena Park, CA 90622-5009

THE CONSULTANT Pacific Advanced Civil Engineering, Inc.
Name of Business

Representative: Name: Zirang Song, MS, PE
Title: Vice President
Telephone: (714) 514-8824

Address:

Mailing Address: 17250 Newhope Street, Suite 200
Fountain Valley, CA 92708

TERM OF SERVICE:

Commencement Date: 02/14/2023

Completion Date: 03/31/2024

CONTRACT AMOUNT: \$86,920

APPROVED BY: () City Council (☒) City Manager () Director of Public Works

THIS AGREEMENT MUST BE FIRST EXECUTED BY THE CONSULTANT OR ITS REPRESENTATIVE AND APPROVED AS TO FORM BY THE CITY ATTORNEY BEFORE THE AGREEMENT MAY BE EXECUTED ON BEHALF OF THE CITY OF BUENA PARK.

This Professional Services Agreement ("Agreement") is dated **February 14, 2023**, and is between **Pacific Advanced Civil Engineering, Inc.**, a California corporation, (the "CONSULTANT") and the CITY OF BUENA PARK, a California municipal corporation (the "CITY"). The CONSULTANT and the CITY are sometimes referred to herein collectively as the "Parties" and singularly as "Party".

RECITALS

A. The CITY desires to enter into this Agreement with CONSULTANT as an independent contractor to perform the following services: **Professional Design Engineering Services for the Peak Park and Boisseranc Park Pool Improvements Project** (collectively, the "Project").

B. The CONSULTANT is fully qualified to perform the tasks necessary for this Project by virtue of its experience and the training, education and expertise of its principals and employees.

The Parties therefore agree as follows:

1.0 EMPLOYMENT OF CONSULTANT. The CITY shall engage the CONSULTANT and the CONSULTANT shall perform the services required under this Agreement.

2.0 SCOPE OF SERVICES. The CONSULTANT shall perform during the term of this Agreement, those services set forth in the *REQUEST FOR PROPOSAL* attached hereto as Exhibit "A" (collectively, the "Services"), all to CITY's reasonable satisfaction. The CONSULTANT shall commence performance of the Services upon receipt of a written notice from the Designated Official authorizing the CONSULTANT to proceed, and only to the extent of such authorization. The CITY may, from time to time, request changes in the scope of services of the CONSULTANT to be performed under this Agreement. Such changes shall be in the form of a written amendment to this Agreement signed by both Parties and shall include any additional compensation agreed to by the Parties.

3.0 TIME OF PERFORMANCE. The CONSULTANT shall commence performance of the Services immediately upon receipt of a written notice from the Designated Official and shall perform the Services in a timely, diligent manner in accordance with the Schedule of Performance included in Exhibit A.

4.0 TERM. The term of this Agreement shall commence on **February 14, 2023**, and shall remain in full force and effect until **March 31, 2024**, unless sooner terminated as provided in Section 10 of this Agreement.

5.0 COMPENSATION. [IF COMPENSATION IS BASED ON AN HOURLY RATE, USE THE FOLLOWING LANGUAGE:] As full and complete compensation for CONSULTANT's services provided under this Agreement, CITY shall pay CONSULTANT the total "NOT-TO-EXCEED" amount of **\$86,920**, as set forth in the *CONSULTANT's PROPOSAL*, attached hereto as Exhibit "A." No claims for additional compensation shall be allowed unless authorized in advance by the CITY in writing. Any additional work or expenses authorized by the CITY shall be compensated at the rates set forth in Exhibit A, or, if not specified, at a rate agreed to by the Parties. The CITY shall make payment for additional services and expenses in accordance with Section 6.0 of this Agreement.

6.0 PAYMENT. Each month, the CONSULTANT shall submit invoices to the CITY for the services performed and any authorized reimbursable expenses incurred. The invoices shall describe in detail the services rendered during each day of the period, and shall show the days worked, personnel performing the services, number of hours worked, the hourly rates charged, milestone achievements, and, if applicable, reimbursable expenses incurred. The CONSULTANT shall remit the invoices to the address for the CITY specified on page one of this Agreement. The CITY shall review all invoices and notify the CONSULTANT in writing within ten (10) business days of any disputed amounts. The CITY shall pay all undisputed portions of the invoice within thirty (30) calendar days after receipt, up to the maximum compensation amount set forth in Section 5.0 of this Agreement. The CITY shall not withhold federal or state payroll or other taxes, or make deductions, from payments made to the CONSULTANT.

7.0 STANDARD OF SKILL. The CONSULTANT warrants that it possesses the professional expertise necessary to perform the Services. The CITY relies upon the skill of the CONSULTANT, and the CONSULTANT's staff, if any, to do and perform the Services in a skillful, competent, and professional manner, and the CONSULTANT and CONSULTANT's staff, shall perform the Services in such manner. The CONSULTANT shall, at all times, meet or exceed any and all applicable professional standards of care. The acceptance of the CONSULTANT's work by the CITY shall not operate as a release of the CONSULTANT from such standard of care and workmanship.

8.0 INDEPENDENT CONTRACTOR. The CONSULTANT is retained by the CITY only to the extent set forth in this Agreement, and the CONSULTANT's relationship to the CITY is that of an independent contractor. The CONSULTANT shall be free to dispose of all portions of the CONSULTANT's time and activities that the CONSULTANT is not obligated to devote to the CITY in such a manner, and to such persons, firms or corporations, as the CONSULTANT sees fit except as expressly provided in this Agreement. Neither the CITY nor any of its agents shall have control over the conduct of the CONSULTANT or any of the CONSULTANT's employees, except as set forth in this Agreement. The CONSULTANT shall not have the status of an employee under this Agreement, or be entitled to participate in any insurance, medical care, vacation, sick leave or other benefits provided for the CITY's officers or employees. The CONSULTANT shall have no power to incur any debt, obligation or liability on behalf of the CITY or otherwise act on behalf of the CITY as an agent. The 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 the CITY. The CONSULTANT shall pay all required taxes on amounts paid to the CONSULTANT under this Agreement, and indemnify and hold the CITY harmless from any and all taxes, assessments, penalties and interest asserted against the CITY by reason of the independent contractor relationship created by this Agreement. The CONSULTANT shall fully comply with applicable workers' compensation laws regarding the CONSULTANT and the CONSULTANT's employees. The CONSULTANT shall indemnify and hold the CITY harmless from any failure of the CONSULTANT to comply with applicable workers' compensation laws. The CITY may offset against the amount of any compensation due to the CONSULTANT under this Agreement any amount due to the CITY from the CONSULTANT as a result of the CONSULTANT's failure to promptly pay to the CITY any reimbursement or indemnification arising under this Section 8.0.

9.0 INDEMNIFICATION. The CONSULTANT and the CITY agree that the CITY, its employees, agents and officials should, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, liability, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are

intended by the Parties to be interpreted and construed to provide the fullest protection possible under the law to the CITY and the Indemnitees. The CONSULTANT acknowledges that the CITY would not have entered into this Agreement in the absence of the commitment of the CONSULTANT to indemnify and protect the CITY and the Indemnitees, as set forth in this Agreement.

9.1 Indemnity for COVID-19: As between the CONSULTANT and the CITY, the CONSULTANT expressly assumes any and all risks associated with providing these contract services in context of the COVID-19 pandemic, and the CONSULTANT'S indemnification obligations hereunder expressly include any and all claims loss, injury, damage, claim, liability, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to COVID-19 or any variants and the CONSULTANT'S services under this Agreement.

9.2 Indemnity for Design Professional Services. To the fullest extent permitted by law, the CONSULTANT shall, at its sole cost and expense, indemnify and hold harmless the CITY, its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those CITY agents serving as independent contractors in the role of CITY officials (collectively "Indemnitees" in this Section 9.0), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants and other professionals, and all costs associated therewith, and reimbursement of attorneys' fees and costs of defense (collectively "Claims"), whether actual, alleged or threatened, which arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of the CONSULTANT, or its officers, agents, servants, employees, subcontractors, contractors or their officers, agents, servants or employees (or any entity or individual that the CONSULTANT shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a "design professional," as the term is defined under California Civil Code § 2782.8(c)(2). Notwithstanding the foregoing, this indemnity clause shall apply solely to the extent any such liabilities, claims, damages, losses, costs, expenses, injuries, causes of action, or judgments are caused by the negligent acts, errors or omissions of CONSULTANT, its agents or employees, or anyone for whom the CONSULTANT is legally liable, arising out of the performance of this Agreement".

9.3 Indemnity. To the fullest extent permitted by law, the CONSULTANT shall, at its sole cost and expense, protect, defend, hold harmless and indemnify the CITY, its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those CITY agents serving as independent contractors in the role of CITY officials (collectively "Indemnitees" in this Section 9.0) from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and 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 the 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 the CONSULTANT shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties. Notwithstanding the foregoing, this indemnity clause shall apply solely to the extent any such liabilities, claims, damages, losses, costs, expenses, injuries, causes of action, or judgments

are caused by the negligent acts, errors or omissions of CONSULTANT, its agents or employees, or anyone for whom the CONSULTANT is legally liable, arising out of the performance of this Agreement”.

9.4 Other Indemnities. Other than in the performance of professional services, and to the fullest extent permitted by law, CONSULTANT shall, at its sole cost and expense, to protect, defend, hold harmless and indemnify the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and 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 “Damages”), in law or equity, whether actual, alleged or threatened, which arise out of, pertain to, or relate to the acts or omissions of CONSULTANT, 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 the Indemnitees’ active or passive negligence, except for Damages arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties. CONSULTANT shall defend the Indemnitees in any action or actions filed in connection with any Damages with counsel of the Indemnitees’ 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 the Indemnitees in connection therewith.

9.5 The obligations of the CONSULTANT under this or any other provision of this Agreement shall not be limited by the provisions of any workers’ compensation act or similar act. The CONSULTANT expressly waives any statutory immunity under such statutes or laws as to the Indemnitees. The CONSULTANT’s indemnity obligation set forth in this Section 9.0 shall not be limited by the limits of any policies of insurance required or provided by the CONSULTANT pursuant to this Agreement.

9.6 The CONSULTANT’s covenant under this Section 9.0 shall survive the expiration or termination of this Agreement.

10.0 TERMINATION OF AGREEMENT. The CITY may terminate this Agreement at any time during the term of the Agreement by giving the CONSULTANT not less than thirty (30) calendar days’ prior written notice. The CONSULTANT may only terminate this Agreement for cause, and by giving the CITY prior notice in writing with a reasonable opportunity to cure any purported default. If the Agreement is terminated by the CITY, and provided CONSULTANT is not then in breach, the CONSULTANT shall be paid for services satisfactorily rendered to the last working day the Agreement is in effect, and the CONSULTANT shall have no other claim against the CITY by reason of such termination. This Agreement may be extended beyond the term only by the written agreement of both Parties prior to the expiration of the term of the Agreement.

11.0 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. The CITY may issue restraint or cease and desist orders to the CONSULTANT when unsafe or harmful acts are observed or reported relative to the performance of the Services. The CONSULTANT shall maintain the work sites free of hazards to persons and property resulting from its operations. The CONSULTANT shall immediately report to the CITY any hazardous condition noted by the CONSULTANT.

12.0 MANDATORY INSURANCE. The CONSULTANT shall maintain the following insurance coverage throughout the term of this Agreement, and, upon the CITY's request, the CONSULTANT shall provide the CITY with evidence of such coverage, which may include visual inspection of all policies, copies of declarations page, endorsements signed by an authorized representative of the underwriting company, or certificates of insurance. Insurance coverage shall be provided in the forms and coverage amounts set forth in this Section 12.0.

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

(a) Insurance Services Office Commercial General Liability insurance (occurrence Form Number CG 00 01).

(b) Automobile Liability insurance with coverage at least as broad as Insurance Services Office Form Number CA 0001 covering "Any Auto" (Symbol 1).

(c) Workers Compensation insurance as required by the State of California, and Employer's Liability insurance.

(d) Professional Liability Insurance.

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

(a) General Liability: \$2,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit, and shall contain specific language creating a duty to defend against any suit seeking damages.

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

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

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

12.3 Deductibles and Self-insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the CITY prior to the CONSULTANT commencing any work under this Agreement. At the CITY's option, either: (i) the insurer shall reduce or eliminate the deductibles or self-insured retentions with respect to the CITY, its elected officials, officers, attorneys, agents, employees and designated volunteers; or (ii) the CONSULTANT shall provide a bond or other financial guarantee, satisfactory to the CITY, guaranteeing payment of losses and related investigations, claim administration and defense expenses.

12.4 Required Endorsements. Each insurance policy required by this Section 12.0 shall be endorsed as follows:

(a) Except with respect to any employer's liability or professional liability/errors and omission liability policies required by this Section 12.0, the CITY, its elected officials, officers,

attorneys, agents, employees, independent contractors serving in the role of city officials and designated volunteers shall be named as additional insureds (collectively, "Additional Insureds" sometimes hereafter in this Section 12.0).

(b) Additional Insured Endorsements shall not:

- (1) Be limited to "Ongoing Operations";
- (2) Exclude "Contractual Operations";
- (3) Restrict coverage to the "Sole" liability of the CONSULTANT; or
- (4) Contain any other exclusion contrary to this Agreement.

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

(d) All insurance coverage shall contain a provision that prohibits cancellation, modification or lapse without thirty (30) calendar days' prior written notice from insurer to the CITY. The notice shall be provided via certified mail, return receipt requested. The 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.

(e) Each policy shall be endorsed to state that the insurer waives the right of subrogation against the CITY and its officers, employees, agents, independent contractors serving in the role of city officials and designated volunteers.

12.5 Other Insurance Provisions. The CONSULTANT and the CITY further agree as follows:

(a) 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 the CITY or its operations limits the application of the insurance coverage.

(b) Requirements of specific coverage features or limits contained in this Section 12.0 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.

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

(d) Any actual or alleged failure on the part of the 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 the CITY or any additional insured, in this or any other regard.

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

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

12.6 Acceptability of Insurers. All insurance coverage required by this Section 12.0 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.

12.7 Verification of Coverage. The CONSULTANT shall furnish the CITY with evidence of the insurance required by this Section 12.0, satisfactory to the CITY. The evidence shall consist of original certificates of insurance and amendatory endorsements, including an additional insured endorsement. The endorsements shall be on forms provided by the CITY or on such other forms approved by the CITY in writing, and amended to conform to the CITY's requirements. The CONSULTANT shall file all certificates of insurance and fully executed endorsements with the CITY before commencing performance of the Services. Thereafter, the CONSULTANT shall 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. The CONSULTANT shall furnish such proof to the CITY prior to the expiration of the affected coverages. The CITY may require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time. The CONSULTANT shall provide complete copies of policies to the CITY upon request.

12.8 Subcontractors. The 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 Project by the CONSULTANT to carry the same insurance as required in this Section 12.0. The CONSULTANT shall obtain certificates evidencing the coverage and make reasonable efforts to ensure that the coverage is provided as required in this Section 12.0. The CONSULTANT shall require that no contract used by any subcontractor, or contract the CONSULTANT enters into on behalf of the CITY, shall reserve the right to charge back to the CITY the cost of insurance required by this Agreement. The CONSULTANT shall, upon request, submit to the CITY for review, all agreements with subcontractors or others with whom the CONSULTANT contracts with on behalf of the CITY, and all certificates of insurance obtained in compliance with this Section 12.8. The CITY's failure to request copies of the documents shall not impose any liability on the CITY, or its employees, or be deemed a waiver of any of the CITY's rights.

13.0 WORK PRODUCT.

13.1 Deliverables. The CONSULTANT shall, in such time and in such form as the CITY may require, furnish reports concerning the status of services required under this

Agreement. The CONSULTANT shall, upon request by the CITY and upon completion or termination of this Agreement, deliver to the CITY all material furnished to the CONSULTANT by the CITY.

13.2 Ownership.

(a) 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 the CONSULTANT in the performance of this Agreement (collectively, "Work Product") shall be considered to be "works made for hire" for the benefit of the 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 the CITY upon final payment being made. The CONSULTANT shall not obtain or attempt to obtain copyright protection as to any of the Work Product.

(b) The CONSULTANT hereby assigns to the 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 the CITY pursuant to subsection (a) above.

(c) The 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, the 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. The CONSULTANT shall defend, indemnify and hold the CITY, and its elected officials, officers, employees, servants, attorneys, designated volunteers and agents serving as independent contractors in the role of city officials, harmless from any loss, claim or liability in any way related to a claim that the 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 the 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 the 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 the 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. The CONSULTANT's covenants under this Section 13.2 shall survive the expiration or termination of this Agreement.

13.3 Confidentiality. Except as otherwise required by law, the CONSULTANT shall not disclose, publish or authorize others to disclose or publish, design data, drawings, specifications, reports or other information pertaining to the Project assigned to the CONSULTANT by the CITY or other information to which the CONSULTANT has had access during the term of this Agreement without the Designated Official's prior written approval. CONSULTANT's covenant under this Section 13.3 shall survive the expiration or termination of this Agreement.

13.4 Records. The 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 the CITY or the Designated Official. The 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, the CONSULTANT shall provide access to such books and records to the Designated Official, or his or her designees, and shall give the Designated Official, 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.

14.0 ASSIGNMENT AND SUBCONTRACTING. This Agreement is personal to the CONSULTANT, and the CITY has entered this Agreement in reliance on the CONSULTANT's skill, competence and experience. The CONSULTANT shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without the CITY's prior written consent, by and through the Designated Official. The CITY's consent to an assignment of rights under this Agreement shall not release the 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 the CONSULTANT in violation of this Section 14.0 shall be void and of no effect and shall entitle the CITY to immediately terminate this Agreement for cause. The CONSULTANT's services under to this Agreement shall be provided by the Representative or directly under the supervision of the Representative and the CONSULTANT shall not assign another to supervise the CONSULTANT's performance of this Agreement without the CITY's prior written approval, by and through the Designated Official. As used in this Section 14.0, "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. The CONSULTANT shall not subcontract any performance required under this Agreement without the CITY's prior written consent.

15.0 MISCELLANEOUS TERMS.

15.1 Nuisance. The CONSULTANT shall not maintain, commit or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement.

15.2 Permits and Licenses. The 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 the performance of services under this Agreement.

15.3 Conflicts of Interest. The 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.*) and California Government Code Section 1090. During the term of this Agreement, the CONSULTANT may perform similar services for other clients, but the CONSULTANT and its officers, employees, associates and subconsultants shall not, without the City Manager's prior written approval, perform work for another person or entity for whom the CONSULTANT is not currently performing work that would require the CONSULTANT, or one of its officers, employees, associates or subconsultants, to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

15.4 Waiver. No delay or omission to exercise any right, power or remedy accruing to the CITY under this Agreement shall impair any right, power or remedy of the CITY, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver by the 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.

15.5 Accomplishment of Project. The 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.

15.6 Captions for Convenience Only. 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.

15.7 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.

15.8 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 the CONSULTANT's and the 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.

15.9 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.

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

15.11 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. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses and attorneys' fees paid or incurred in good faith.

15.12 Compliance with Laws. In the performance of the work required by this Agreement, the CONSULTANT shall abide by and conform with and to any and all applicable

laws of the United States and the State of California, and with the CITY's Municipal Code, ordinances, regulations and policies. Further, this Agreement may call for services that, in whole or in part, constitute "public works" as defined in the California Labor Code. Therefore, as to those services that are "public works," the CONSULTANT shall comply in all respects with the all applicable provisions of the California Labor Code, including those set forth in Exhibit C, attached hereto.

15.13 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.

15.14 Governing Law. 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. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in superior or federal court with geographic jurisdiction over the City of Buena Park.

15.15 Integrated Agreement and Modificaiton 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 the CITY and the 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.

15.16 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.

15.17 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, then the CITY's request for proposals, if any, shall prevail.

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

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

CITY OF BUENA PARK

a California municipal corporation

DocuSigned by:

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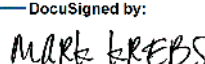
Signature

Name: Aaron France

Title: City Manager

CONSULTANT*

Pacific Advanced Civil Engineering, Inc.
Name of Business

DocuSigned by:

FA95107B5322493...

Signature

Name: Mark Krebs, P.E.

Title: President

DocuSigned by:

8C92188B24C64E2...

Name: Zirang Song, M.S., P.E.

Title: Vice President/ Recreational
Water Division Manager

* Please note, two signatures required for corporations pursuant to California Corporations Code Section 313, unless corporate documents provided to the City authorize only one person to sign this Agreement on behalf of the corporation.

ATTEST:
(SEAL)

DocuSigned by:

13BEAF475C114B7...
Adria M. Jimenez, MMC, City Clerk

APPROVED AS TO FORM:

DocuSigned by:

2E902860CD7A460...
Christopher G. Cardinale, City Attorney

PROFESSIONAL ENGINEERING DESIGN SERVICES PROPOSAL
FOR THE CITY OF BUENA PARK

PEAK PARK AND BOISSERANC PARK

POOL IMPROVEMENTS PROJECT – PLANS, SPECIFICATIONS AND ESTIMATE

PREPARED FOR



Attn: Annie Singhal
City of Buena Park - Public Works Department
6650 Beach Boulevard – Buena Park, CA 90621

PREPARED BY



17520 Newhope St, Ste 200
Fountain Valley, CA 92708
714.481.7300 | pacewater.com

C091 | FEBRUARY 1ST, 2023



February 1st, 2023

Annie Singhal *Assistant Engineer*

City of Buena Park – Public Works Department

6650 Beach Boulevard, Buena Park, CA 90621 | (714) 562-3691 | asinghal@buenapark.com

Re: Professional Engineering Design Services Proposal for The City of Buena Park Peak Park and Boisseranc Park Pool Improvements Project

Dear Annie Singhal,

The Peak Park Pool and Boisseranc Park Pool are owned, operated and maintained by the City of Buena Park and are used throughout the community. Therefore, it is critical to the City that the facility is maintained for reliable operation. PACE understands the City desires to upgrade these pools following the recommendations of a recent assessment to best support continuous operation of the facility. The enclosed proposal has been developed to provide the City with expedient and thorough engineering design services to ensure minimal facility downtime and maximum lifespan of the pool facilities.



Experience on well over 100 of pool projects leading to vast understanding of various alternatives for renovations including plaster considerations based on pool code requirements, initial construction costs, lifespan and long term costs, tolerance for pool water chemistry conditions, and all current codes and ADA requirements, etc.

Recent and extensive experience with re-plastering aquatic facilities which will lead to accurate scheduling, sequencing of construction to minimize the facility shut-down duration and accurate construction cost estimating.

Strong reputation and relationship with the OC Health Care Agency with deep understanding of requirements and design considerations. Our team has been complimented multiple times for completeness and thoroughness of submittal packages.

“True” design/build background ensuring we provide accurate construction timelines and cost estimates, as well as constructability of designs with our in-house construction expert review process.

Pooling of technical resources within project team that includes engineering highly focused in aquatic systems, as well as complex water and sewer infrastructure leading to a broader understanding of the principles of hydraulic, mechanical and treatment systems.

ADDENDUM

ACKNOWLEDGMENT:

PACE acknowledges both Addendum #1 and #2 that were sent via email.

As Project Manager, I have more than 30 years of experience designing aquatic facilities, more than 20 years of tenure with PACE and I will be the main point of contact for the entire duration of the project effort. Our enclosed proposal has been prepared closely following the guidelines of the RFP document dated January 11, 2023. We look forward to serving as an extension of City staff to successfully execute this project effort with you.

Sincerely,



A blue ink handwritten signature of Zirang Song.

Zirang Song, MS, PE

Vice President – Recreational Water Division

mobile: 714-514-8824

office: 714-481-7212

e-mail: zsong@pacewater.com

17250 Newhope Street, Suite 200 | Fountain Valley, CA 92708 | 714-481-7300 - www.pacewater.com

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A background photograph of a swimming pool area. In the foreground, the pool water is calm, reflecting the sky and the structures. A wooden deck is visible at the bottom left. In the middle ground, there are two white metal structures, possibly for pool maintenance or diving. Behind them is a building with a sign that says "POOL". Palm trees and other foliage are visible in the background.

SCOPE **OF WORK**



Project Understanding

The City of Buena Park needs consulting services for the two existing swimming pools located in neighborhood parks –Peak Park Pool and Boisseranc Park Pool. Due to the deteriorated conditions of the existing pool deck and pool plaster, The Peak Park Pool will need pool deck placement, pool surface re-plastering and other renovation design items as listed in the scope of work below. The Boisseranc Park Pool will not need re-plastering since this was completed recently, but a pool deck replacement and equipment room changes are required, as listed below.

Based on the RFP and further clarification through communication with the City and following the newly implemented OC Health Care Agency (OC Health) submittal process and check list, the scope of work has been defined below. This list of task items should ensure the efficient completion and OC Health approval of the renovation plans.

PEAK PARK POOL DESIGN SCOPE INCLUDES:

- Demolition plans for the pool plaster, pool deck and shading structures
- Remove existing diving boards and re-install, if possible
- Repair for all structural damages on pool shell
- Pool interior plaster surface, expansion joints
- All pool tiles and depth markers
- New underwater lights and new wiring/ conduits/transformers/ connection to existing electrical panel (there is existing pool deck lighting and it is not included in this scope of work)
- New concrete deck/coping with slot drains. Depending on slope and existing grades, more than one slot drain may be required. The new deck will also have all necessary anchor fittings for deck equipment.
- Add new planters/landscape at existing shade structure areas
- New Americans with disabilities act (ADA) compliant pool lift chairs
- Items listed in the pool renovation guidelines issued by the OC Health

BOISSERANC PARK POOL DESIGN SCOPE INCLUDE:

- Demolition plans for the pool coping, pool deck and pool fence / gates
- Remove existing water slide and install a new slide
- All pool depth markers on deck and on pool wall
- Replace underwater lights and connection to existing electrical J-boxes (there is no pool deck lighting and it is not included in this scope of work)
- New concrete deck/coping with slot drains to be connected to park storm drain system. The new deck will also have all necessary anchor fittings for deck equipment.
- New Americans with Disabilities Act (ADA) compliant pool lift chairs
- New 8-feet high wrought iron fence and gates
- Install cages around existing utilities (i.e. gas and water piping)
- Move chemical storage to existing shed next door
- Add a new pump to make the pool filtration system a dual pump system
- Electrical panel to be moved outside the mechanical room
- Existing corroded electrical panel to be replaced, if necessary
- Updating ADA compliant shower to use the ones that have multiple heads and foot operation
- Items listed in the pool renovation guidelines issued by the OC Health

The project scope also includes a geotechnical investigation and site survey. We provided a budgetary estimate for the geotechnical and survey work. City and Consultant will discuss the need for these scope items during the initial design, and the scope and fee may require adjustment at that time. A Pool Remodel Permit from Orange Health will be required for the pool resurfacing. It will be part of the design consultant's scope to prepare all required documents to meet the OC Health and City plan review requirements and assist the City in obtaining all necessary permits and approvals.

Project Challenges

Project challenges includes:

- Project cost control
- Existing pool shell structure condition not visible before pool plaster removal
- Short construction schedule to minimize the disturbance of the facility normal usage
- Noise and dust generated during construction should be controlled to minimize the impact on the nearby residents

Key Project Efforts

PACE will manage and coordinate the design process and research and collect all data necessary for the successful completion of this project. PACE will also help the City secure the OC Health permits, and any other agency permits needed. PACE understands that use of the pools will be in high demand, so the design will need to consider the project duration, construction timing and pool startup time requirements.

To ensure a successful pool deck replacement and pool re-plastering project for the two pools, PACE shall implement the following approaches during the design process:

Draw from past project experience from newly designed and permitted pool renovation designs within Orange County.

- Coordinate closely with the City of Buena Park to understand the project limits and constraints.
- Confirm and finalize the working schedule with the City.
- Conduct project site inspections before the start of design to identify items to be removed and replaced inside and outside the pool.
- Engage a building architect and structural consultant for the building code and ADA compliance review and structural inspection of the existing pool shell after the existing pool plaster removal. Auxiliary facility improvement and structural repair design will be provided if any are identified.
- If required by the City, PACE will perform a pan evaporation test on-site before draining water to determine if the pool is losing water through seepage. The test will require that the pool not get used and is not operated with recirculation or filling water.
- Check the existing pool system against current codes to ensure code compliance and permit approval. Areas of review will include VGB compliance, ADA compliance, and pool depth markers.
- Replace existing lights and add new lights with new energy-efficient LED pool lights.
- We understand the City may use conventional white marble dust plaster for the pool. We suggest conducting a comparison study for the pool resurface options so the City can make a final decision based on thorough research and analysis information such as initial installation costs, lifespan, visual appearance, pool startup costs and startup time, resistance to harsh pool chemistry conditions, and lifetime costs. PACE will prepare such a study for the City to review and select the pool resurface option. This task will be offered as Optional Services in the event that the City is already set on using white marble dust.
- Prepare initial and final pool deck replacement and pool resurface construction plans and details using AutoCAD for permit submittal, project bidding, and construction.
- Prepare initial and final project specifications and probable construction costs for the proposed construction items.
- Assist the City during project bidding and construction for submittal reviews, answer project questions and prepare as-built plans based on contractor's mark-up records. PACE is well-versed in construction-related services and has full-time staff members who specialize in construction management for water feature projects. Our experience in design-build and general construction of water features will have direct application to our construction services. With our office located in Orange County, less than 30 miles from the project site, we will be able to quickly respond to specific needs at the project site and will have staff members on average 24 hours/week during the key pool construction period.



Coordinate and Communicate

Coordinate and communicate with the City staff closely to understand the project requirements, expectations, constraints, and limitations.



Regular Meetings

Regular meetings with the project team – attend onsite meetings, online meetings or phone calls. Our office is conveniently located in Fountain Valley – 25 minutes away from the project site or City of Buena Park.



Engage

Engage building architect and structural sub-consultant to perform specialty tasks.



Work with Pool Contractors

Work with pool contractors to develop accurate and current construction cost, duration and material supply estimates.



Products and Construction Methods Information

Provide the City with products and construction methods information for making decisions.



Conduct Testing

Conduct testing to determine the existing pool water tightness, if required.



Assist the City with OC Health Care Agency Pool Remodel Permit

Assist the City with OC Health Care Agency Pool Remodel Permit submittal. With our extensive public pool design experience within Orange County and the City of Buena Park, we are confident that we understand and can comply with the permitting guidelines set by the County and local agencies.



Assist the City with Construction Administration

Assist the City with construction administration and during project bidding.

SCOPE OF WORK



Task 01 – 65% Design Phase Drawings

1. A project kick-off meeting with the City of Buena Park will take place to discuss the overall project schedule and important design items. Key project milestones and meetings required will be established and scheduled.
2. During the initial design phase, PACE shall conduct a site inspection to gather the following information on the existing pools on-site:
 - Verify existing pool dimensions and components.
 - Determine existing components and limits to be removed and replaced.
 - List items that need further evaluation during the project.
3. The existing facility will be compared to the most current building codes, ADA, and current pool codes to determine compliance. The most recent California Building Code was updated in 2019. We anticipate that any renovations conducted on the facility will result in OC Health Care Agency code compliance verification.
4. Details will be coordinated with the City regarding all renovation components, including pool deck replacement limits, depth markers, waterline tiles, depth lane tiles, handrails, pool inlets, main drain covers, underwater lights, grab rails, recess steps, and pool plaster.
5. Two (2) coordination meetings are anticipated during the Design. Other informal meetings will take place during this time, as required, and are included.
6. 65% Design Deliverables:
 - Preliminary pool demolition plans identifying items to be demolished and items to be protected in place.
 - Preliminary new pool deck and pool plaster plans with most of the replaced pool components.

Task 02 – 95% Design Drawings

1. Key design items will be coordinated with the City and project team. Comments from the Schematic Design submittal review will be incorporated.
2. Construction material options will be identified and PACE will assist the City in selection of preferred options.
3. The final design will be developed and will include the following items:
 - Demolition plans identifying pool components to be removed and replaced, and items to be protected in place.
 - Demolition details.
 - Proposed construction plans with proposed pools components.
 - Construction details including gutter grates, depth markers, waterline tiles, lap lane tiles, end wall target tiles, lane line anchors, handrails, pool inlets, main drain covers, underwater lights, grab rails, and recess steps.
4. Technical engineering specifications will be developed for new components and pool finish materials.
5. One (1) submittal is anticipated during this phase of design. The plans will be stamped and signed by a registered Civil engineer, Electrical Engineer, Structural Engineer and licensed Architect in the state of California on respective plan sheets.
6. An engineer's opinion on probable construction cost will be developed at the end of this phase.
7. One (1) meeting is anticipated in the construction document phase. Other informal meetings will take place during the design, as required and is included.

Task 03 – Final 100% Design Drawings

1. Review the comments for 95% design plans and specifications. Coordinate and clarify design items with the City if required.
2. Update the design plans and specifications to final design level, to be used for project bidding.
3. One (1) submittal is anticipated during this phase of design. The plans will be stamped and signed by a registered Civil engineer, Electrical Engineer, Structural Engineer and licensed Architect in the state of California on respective plan sheets.
4. An engineer's opinion on probable construction cost will be developed at the end of this phase.
5. One (1) meeting is anticipated in the construction document phase. Other informal meetings will take place during the design, as required and is included.

Task 05 – Permitting

1. Pool permit submittal documents will be prepared, including coordination and collection of all required documents, filling out the application forms, and preparing the pool remodel permit package for the City to submit to reviewing agencies including OC health Care, local Fire Department and local Building and Safety.
2. If required, documents will be provided, and coordination support will be performed for submittal to the City of Buena Park Building and Safety for ADA compliance review.
3. PACE shall provide additional documentation as required based on the comments received through the permitting process. NOTE: PACE will prepare documents, but it is assumed the City is responsible for all necessary County and City submittal and direct payment of all permit submittal / review fees. Review fees are not included in this scope.

Task 06 – Bidding and Construction Support

1. PACE shall provide the following during project bidding:
 - a. Assist the City for bid document preparation including bid schedule
 - b. Attend pre-bid meeting.
 - c. Respond to requests for information during the bidding phase.
 - d. Prepare any plan and specifications corrections, as required.
2. One (1) meeting is anticipated in the construction document phase. Other informal meetings will take place during the design, as required and is included.
3. Shop drawing submittals by the chosen contractor will be reviewed for conformance with the construction documents.
4. Construction documents will be clarified, if required. Contractor requests for information (RFI) will be addressed, and submittals will be reviewed and approved. 10 RFI's and 20 submittals are anticipated and budgeted for this task.
5. A structural engineer will inspect the existing pool structure after plaster removal to determine pool structural integrity. If the structure needs to be repaired, structural improvement recommendations will be provided.
6. Two (2) site visits will be conducted during construction for review of construction progress. Construction site visits will coincide with post demolition inspection, and post-plaster inspection.
7. A final on-site review of construction will be conducted a completion punch list report will be developed. The punch list will be created one time. The City is responsible for follow through of items on the punch list.
8. Final as-built drawings will be completed based on contractor's construction markup records.



CONSULTANT'S **REPRESENTATIVE**



Primary Representative



Zirang Song, MS, PE

Project Manager - Vice President / Recreational Water Division Manager
D (714) 481-7212 | C (714) 514-8824
zsong@pacewater.com
CA Licensed PE: 69315

As the Project Manager, Zirang Song will serve as the primary representative for this project and will remain in charge of all duties from contract negotiation through completion. Mr. Song has civil design/engineering experience spanning back to 1990. From concept to final design and specifications, his areas of expertise include all areas of water infrastructure including swimming pool filtration system design, lake system design, water storage, water feature/fountain design, pump station design, water conveyance, and construction management. He has specific water feature expertise in concept design, site grading, mechanical engineering design of aquatic facilities, electronic controls, telemetry, advanced disinfection systems and hydraulics. Other responsibilities include construction support and coordination.

Alternate Representative



Mark Krebs, PE

Principal / QA/QC
D (714) 481-7201 | C (714) 514-8822
mkrebs@pacewater.com
CA Licensed PE: 049292

As the Principal / QA/QC, Mark Krebs will serve as the alternate representative for this project. Mr. Krebs has engineering and construction experience specific to water resources spanning back to 1988 with both public and private sector projects. His project design and construction experience includes all phases of infrastructure, grading, drainage, stormwater treatment, roadway, water, sewer, reclaimed water, storage, distribution, wetland evaluation and mitigation, and a wide range of stormwater quality experience including manmade lake treatment BMP's, and TMDL source control. He has highly specialized background in recreational pools and water play areas, water feature engineering, including both small and large-scale manmade lakes, formal fountains, streams, and waterfalls. In addition to the responsibility of being an officer of the company and President of PACE, Mr. Krebs maintains role as Principal/Sr. Project Manager and the lead design engineer on numerous water resource projects. Moreover, with his knowledge of operational and maintenance requirements of aquatic facilities, he imparts field technical support and construction administration services for water feature projects.





Pacific Advanced Civil Engineering, Inc. (PACE) is a specialized civil engineering firm formed in 1987 offering advanced water resource services worldwide. With over 35 years of experience, we offer a wide range of engineering services related to water, wastewater, stormwater management and water resource permitting and regulatory compliance to ensure projects are both economically viable and environmentally sustainable. Our engineering approach focuses on maximizing value by creating multi-use infrastructure systems, cost-effective phasing strategies and systems that include environmental, aesthetic and recreation uses. PACE staff members include licensed professional engineers with PhDs, university instructors and policy-makers in the water resource arena.

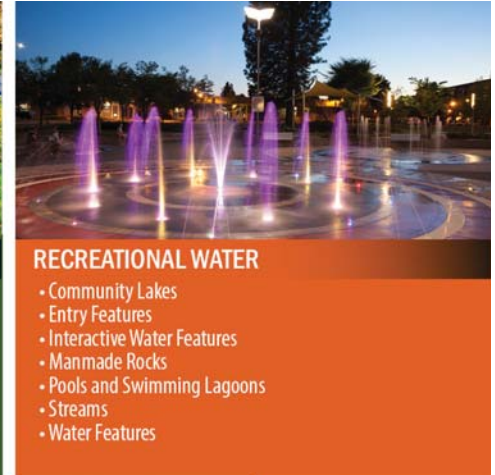
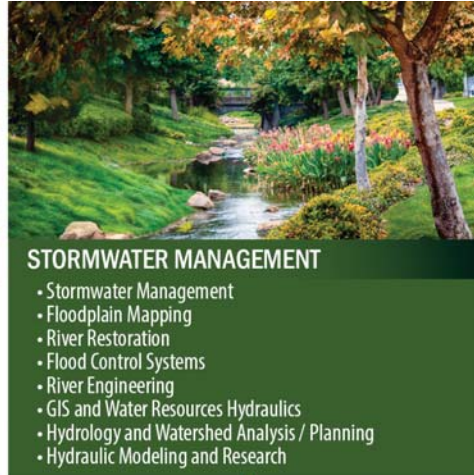
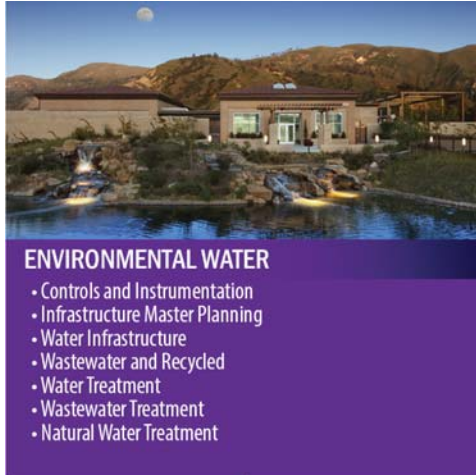
Creativity, innovation and advanced knowledge of water resources are cornerstones of our services leading to aesthetic, environmentally sustainable, and practical engineering solutions.

MINIMUM QUALIFICATIONS

- **Valid California Professional Architect License:** Our subconsultant, Khanh Doan with Square [1] Architecture, contains a valid California Professional Architect License (license no. C-68045).
- **Valid City of Buena Park business license (if selected):** If selected, we will obtain a valid City of Buena Park business license.
- **Satisfactory completion of a minimum of three (3) Pool Improvement Projects or similar, and provide references:** Within our proposal under the references section, we listed four relevant pool projects and provided references for each.
- **Understanding of all aspects of pool design including but not limited to architectural, structural, mechanical, electrical etc:** We have reviewed the RFP and developed a strong understanding of all aspects of the pool design as described in our scope of work.
- **Ability to provide deliverables consistent with the latest City-adopted formats:** At project kick-off we will confirm a clear understanding of what the latest City-adopted formats entail and are able to provide consistent deliverables for this project.
- **Familiarity with City of Buena Park standards, provisions, and practices:** We will strictly follow City design guidelines and practices described in the RFP and supplied by the City.

AS A WATER RESOURCE SPECIALTY-ENGINEERING FIRM, PACE'S SPECIALIZED AREAS OF EXPERTISE INCLUDE:

- Lake Systems / Water Features / Pools
- Lake / River / Wetland Restoration
- Water Quality Management
- Water and Wastewater Treatment
- Potable Water Storage and Distribution
- Reclaimed Water Storage and Distribution
- Stormwater Management
- River Engineering
- Floodplain Mapping
- Watershed Analysis / Planning
- GIS Water Resource Applications



GEOGRAPHIC INFORMATION SYSTEMS (GIS)



INSTRUMENTATION AND CONTROLS



ENVIRONMENTAL WATER LABORATORY

The PACE team brings very specialized expertise and extensive experience on *swimming pool design* that enables us to address the project objectives with comprehensive understanding of the cause and effect relationships of the activities that take place over time. The team is comprised of pool experts and water resource civil engineers.

THE PACE TEAM BRINGS EXTENSIVE POOL DESIGN, WHICH INCLUDE THE FOLLOWING AREAS:

- Swim Lagoons
- Alternate Edge Conditions (Knife edge, Firm Flow, Skimmer, Gutter)
- Pool Structure (On Podium, Rooftop, On Grade)
- Utility Coordination (Power, Water, Sewer, Gas, Hot Water Loop)
- Finish Materials
- Signage Coordination
- Code Review
- Equipment Layout (Space Requirements, Pipeline Coordination)
- Water Treatment (UV, Salt Water Systems, PH Control, CO2 Systems, Disinfection Systems)
- Controls

AS PART OF THE POOL SYSTEMS DESIGN, WE APPLY INNOVATION AND CREATIVITY TO ADDRESS:

- Concept
- Layout
- Water Chemistry Control
- Pool / Spa Water Treatment Systems
- Pool / Spa Filtration / Recirculation System
- Pool Structure, Finish, Fittings, Cover and Accessories
- Health and Safety Considerations
- Hazardous Material (pool chemicals) Storage Application

Unique Qualifications

EXPERIENCE WELL OVER 100 OF POOL PROJECTS EACH YEAR

Experience on well over 100 pool projects has developed our vast understanding of various alternatives for renovations including plaster considerations based on pool code requirements, initial construction costs, lifespan and long term costs, tolerance for pool water chemistry conditions, and all current codes and ADA requirements, etc.

RECENT AND EXTENSIVE EXPERIENCE WITH RE-PLASTERING AQUATIC FACILITIES

Recent and extensive experience with re-plastering aquatic facilities including City of Irvine William Woollett Jr. Aquatic Center which will lead to accurate scheduling, sequencing of construction to minimize the facility shut-down duration and accurate construction cost estimating.

STRONG REPUTATION AND RELATIONSHIP WITH THE OC HEALTH CARE AGENCY

Strong reputation and relationship with the OC Health Care Agency with deep understanding of requirements and design considerations. Our team has been complimented multiple times for completeness and thoroughness of submittal packages.



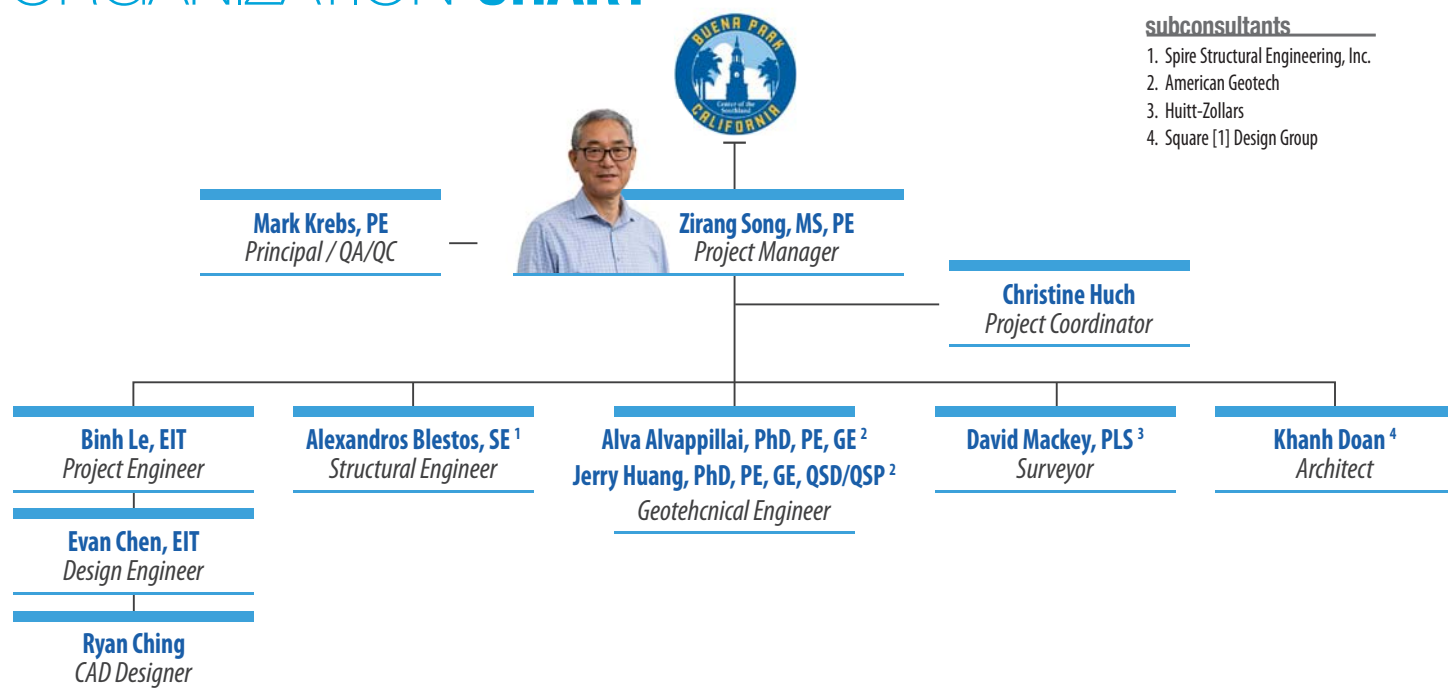
"TRUE" DESIGN/BUILD BACKGROUND

"True" design/build background ensuring we provide accurate construction timelines and cost estimates, as well as constructability of designs with our in-house construction expert review process.

POOLING OF TECHNICAL RESOURCES WITHIN PROJECT TEAM

Pooling of technical resources within project team that includes engineering highly focused in aquatic systems, as well as complex water and sewer infrastructure leading to a broader understanding of the principles of hydraulic, mechanical and treatment systems.

ORGANIZATION CHART



TEAM MEMBER QUALIFICATIONS

Name and Role	Experience, Education, & Professional Registration	Expertise Areas	Related Project Experience
PACE			
ZIRANG SONG, MS, PE <i>Project Manager</i>	32 years MS International Construction Management, Nanyang Technological University, Singapore BS Mechanical Engineering, Harbin Institute of Technology, China PE – CA: 69315	<ul style="list-style-type: none"> Swimming pool filtration system design and construction management Water infrastructure Pump station design Water conveyance Water storage Lake system design Water feature / fountain design and construction management Construction support and coordination 	<ul style="list-style-type: none"> William Woollett Jr. Aquatic Center Pool Re-Plastering Project – Irvine, CA Disneyland Hotel Pool Renovation – Anaheim, CA Yountville Community Pool Evaluation – Yountville, CA Spectrum Park Pools (Madison, Logan, and Bryant) – Irvine, CA Pavilion Park Pools – Irvine, CA City of Santa Ana Memorial Pool Renovation – Santa Ana, CA Canyon Club at Crystal Cove Pools and Spa – Newport Beach, CA Pelican Hill Resort Aquatic Facilities – Newport Coast, CA Belle Haven Aquatic Facility – Menlo Park, CA Northstar Highlands Ritz-Carlton – Truckee, CA

Name and Role	Experience, Education, & Professional Registration	Expertise Areas	Related Project Experience
MARK KREBS, PE <i>Principal / QA/QC</i>	31 years BS Civil Engineering University of Kentucky (cum laude) PE – CA: 49292	<ul style="list-style-type: none"> Water features: <ul style="list-style-type: none"> » pools/spas » water play areas » fountains » entry features Water quality treatment / advanced disinfection systems and hydraulics Mechanical equipment for water features PS&E's Constructability / value engineering QA/QC 	<ul style="list-style-type: none"> Disneyland Hotel Courtyard Aquatic Features Improvements – Anaheim, CA San Diego Marriott Hotel Recreation Center Pools, Water Play Area, and Fountains Renovation – San Diego, CA Pelican Hills Resort Pools and Spas – Newport Coast, CA Sheraton Wild Horse Pass Resort River Water Features & Pool – Chandler, AZ Santa Ana Memorial Pool and Civic Center Fountain Renovation – Santa Ana, CA Point Hilton at Squaw Peak Water Park – Phoenix, AZ
BINH LE, EIT <i>Project Engineer</i>	8 years BS Civil Engineer University of California, Fullerton EIT – CA: 153895	<ul style="list-style-type: none"> Pools and spas Entry features Fountain Interactive water features Technical memos Design memos Construction documents Detailed technical specification 	<ul style="list-style-type: none"> William Woollett Jr. Aquatic Center Pool Re-Plastering Project – Irvine, CA La Mirage Pool Facilities – San Diego, CA Hotel Del Coronado Pool Renovation – Coronado, CA The Irvine Company Spa, Pool and Wading Pool – Irvine, CA New Century Plaza Pool – Los Angeles, CA One Beverly Hills Pools – Beverly Hills, CA Rolling Hills Club House Pool, Spa, and fountains – Rancho Palos Verdes, CA Ivy Station Hotel and Residences Pools, Spa, and Water Features – Culver City, CA Town and Country Resort Renovation – Mission Valley, CA Four Seasons Calistoga Hotel Pool & Spa – Calistoga, CA Parcel L2 Pool and spa – Washington DC Monterey Park Towne Centre – Monterey Park, CA
RYAN CHING <i>CAD Designer</i>	17 years BS Computer Science Coursework, Ama Computer College, Philippines Computer Science Transfer Program Coursework, Cypress College, Cypress CA	<ul style="list-style-type: none"> Pools and spas Water features Fountains Manmade lakes CAD production CAD management for exhibits, sketch design concept, and construction documents Quality check plan sets 	<ul style="list-style-type: none"> William Woollett Jr. Aquatic Center Pool Re-Plastering Project – Irvine, CA La Mirage Pool Renovation – San Diego, CA Disneyland Hotel Pool Renovation – Anaheim, CA Hotel Del Coronado Pool Renovation – Coronado, CA One Beverly Hills Pools – Beverly Hills, CA New Century Plaza Pool – Los Angeles, CA Ivy Station Hotel and Residences Pools, Spa, and Water Features – Culver City, CA Bradbury Residence Swimming Pools – Culver, City, CA Rolling Hills Club House Pool, Spa, and fountains – Rancho Palos Verdes, CA Lake Forest Community Association Swim Lagoon Renovations – Lake Forest, CA Town and Country Resort Renovation – Mission Valley, CA Four Seasons Calistoga Hotel Pool & Spa – Calistoga, CA

Name and Role	Experience, Education, & Professional Registration	Expertise Areas	Related Project Experience
SPIRE STRUCTURAL ENGINEERING			
ALEXANDROS BLETSOS, SE <i>Structural Engineer</i>	20 years MS Civil Engineering (Structural), California State University, Sacramento BS Civil Engineering (Structural), University of California, Davis SE – CA: S5659 PE – CA: C68288	<ul style="list-style-type: none"> • Structure Analysis • Utilizing computer modeling applications: SAP2000, ETABS, and RISA3D, REVIT 	<ul style="list-style-type: none"> • Hoag Dialysis Center – Newport Beach, CA • Kaiser Permanente Medical Center – Baldwin Park, CA • Kaiser Permanente Medical Office Building – Montebello, CA • Farrell's Ice Cream Parlor & Restaurant – Brea, CA • San Diego Taz Exhibit – San Diego, CA • William Woollett Jr. Aquatic Center Pool Re-plastering Project – Irvine, CA • City of La Mirada Existing City hall Fountain Renovation – La Mirada, CA • Belle Haven Aquatic Center Design – City of Menlo Park, CA • Orchards Hills PA1 N4 Park 1 pool design – Irvine, CA
AMERICAN GEOTECHNICAL			
ARUMUGAM (ALVA) ALVAPPILLAI, PhD, PE, GE <i>Geotechnical Engineer</i>	22 years PhD Geotechnical Engineering, University of Oklahoma Norman, Oklahoma M.Eng. Structural Engineering, Asian Institute of Technology Bangkok, Thailand BS Civil Engineering, University of Peradeniya Sri Lanka CA – PE: C053887 CA – GE: G.E.2504	<ul style="list-style-type: none"> • Geotechnical investigations for residential, commercial, and public works projects • Landslide and slope stability investigations • Geotechnical investigations and recommendations for water reservoirs • Pavement investigation and design • Foundation design for building and other improvements • Geotechnical services during construction 	<ul style="list-style-type: none"> • Renovation of the Ornamental Lakes at Tewinkle Park – Costa Mesa, CA • LA Rivera Country Club Irrigation Storage Tank – Palisades, CA • Saddleback College McKinney Theater building – Mission Viejo, CA • Water reservoir for Marygold Mutual water company – Bloomington, CA • City of Fountain Valley sewer improvement project • City of Compton pavement rehabilitation project • Foundation design for City of Delano Weigh Station • Foundation design for Conejo and Castaic truck scales
FEI-CHIU (JERRY) HUANG, PhD, PE, GE, QSD/QSP <i>Geotechnical Engineer</i>	27 years PhD Geotechnical, Northwestern University Evanston, Illinois MS Civil and Environmental Engineering, Geotechnical, Utah State University Logan, Utah BS Civil Engineering, Tamkang University Taipei, Taiwan, R.O.C. CA – PE: C55670 CA – GE: GE2601 CA – Governor's Office of Emergency Services (OES), Post-Disaster Safety Assessment Program (SAP) Evaluator: SAP63537 CASQA QSD and QSP: 20136	<ul style="list-style-type: none"> • Geotechnical investigations for residential, commercial, and public works projects • Landslide and slope stability investigations • Geotechnical investigations and recommendations for water reservoirs • Pavement investigation and design • Foundation design for building and other improvements • Geotechnical services during construction 	<ul style="list-style-type: none"> • Renovation of the Ornamental Lakes at Tewinkle Park – Costa Mesa, CA • LA Rivera Country Club Irrigation Storage Tank – Palisades, CA • Saddleback College McKinney Theater building – Mission Viejo, CA • Water reservoir for Marygold Mutual water company – Bloomington, CA • City of Fountain Valley sewer improvement project • City of Compton pavement rehabilitation project • Foundation design for City of Delano Weigh Station • Foundation design for Conejo and Castaic truck scales

Name and Role	Experience, Education, & Professional Registration	Expertise Areas	Related Project Experience
HUITT-ZOLLARS			
DAVID MACKEY, PLS <i>ROW and Surveying</i>	23 years BS Civil Engineering, Surveying Engineering Option — California State Polytechnic University Pomona PLS — CA: 8912	<ul style="list-style-type: none"> • ALTA/ACSM land title surveys • Topographic surveys • Subdivisions maps • Boundary analysis • Construction surveying docs 	<ul style="list-style-type: none"> • Balboa Island Topography — Newport Beach, CA • OC River Walk — Anaheim, CA • Gobernadora Multipurpose Basin — Orange County, CA • OCSD PS2 City Water Pump Stations — Orange County, CA • Oso Creek Barrier Legals and Plats — Mission Viejo, CA • Oso Creek Barrier Mod — Mission Viejo, CA • Carbon Canyon Aerial and Field Topo — Brea, CA • Talbert Lakes Topographic Survey — Huntington Beach, CA • Topographic Survey — Costa Mesa, CA — ROW and Surveying • University of California Topographic surveying for over 30 surveys at various locations on campus — Irvine, CA - ROW and Surveying • Wishing Tree Park Surveying — Torrance, CA - ROW and Surveying • Long Beach Gateway — Long Beach, CA - ROW and Surveying • RSCCD Campus Entrance Improvements at Santiago Canyon - ROW and Surveying
SQUARE [1] DESIGN GROUP			
KHANH DOAN <i>Project Architect</i>	28 years BA, California State Polytechnic University, Pomona	<ul style="list-style-type: none"> • Building Layout and design concepts • Code Compliance • Building aesthetics • Colors & Materials • Specifications • Sustainability & high- 	<ul style="list-style-type: none"> • Canyon Springs High School- Aquatics Center — Moreno Valley, CA • Newport Coast Community Center — Newport Coast, CA • Lift Station and Beach Access Stairs Project — Laguna Beach, CA • West County Wastewater District (WCW) Plant Energy Upgrades — Richmond, CA • Escalon WWTP Expansion Study - Escalon, CA • Sarival Water Reclamation Facility Conceptual Design Report — Goodyear, AZ

ZIRANG SONG, MS, PE

PROJECT MANAGER



EDUCATION

M.S. / International Construction Management, Nanyang Technological University, Singapore, 2000

B.S. / Mechanical Engineering, Harbin Institute of Technology China, 1983

YEARS OF EXPERIENCE

*33+ Years
Joined PACE in 2000*

REGISTRATIONS

*Professional Engineer / CA
2005 / 69315*

Zirang Song has civil design/engineering experience spanning back to 1990. From concept to final design and specifications, his areas of expertise include all areas of water infrastructure including swimming pool filtration system design, lake system design, water storage, water feature/fountain design, pump station design, water conveyance, and construction management. He has specific water feature expertise in concept design, site grading, mechanical engineering design of aquatic facilities, electronic controls, telemetry, advanced disinfection systems and hydraulics. Other responsibilities include construction support and coordination.

RELATED EXPERIENCE

William Woollett Jr. Aquatic Center Pool Re-plastering Project – Irvine, CA

The William Woollett Jr. Aquatic Center (Aquatic Center) is a swimming facility comprised of three pools, one Olympic size (50 meters x 25 yards) competition pool, one Olympic size (50 meters x 25 yards) diving pool and one instructional pool (25 meters x 25 yards). The City of Irvine needed the Aquatic Center pools to be re-plastered due to the lifespan of the existing pool plaster. Mr. Song served as the Project Manager for the design of the new pool surfaces and related waterline tiles, lane line tiles, target tiles, grates and fittings, that will last for a long period of time under different pool chemistry conditions. The design met competition pool requirements and the current State and County pool codes, as well as the current ADA standards. PACE provided the City with pool surface options benefits and drawbacks such as initial installation cost, material lifespan, pool startup requirements, pool operation chemistry conditions, and selected the most suitable option achieving long term cost saving. PACE also prepared all required documents and a Pool Remodel to meet the County and City plan review requirements and assisted the City to obtain all necessary permits and approvals.

City of Santa Ana Memorial Pool Renovation – Santa Ana, CA

Mr. Song was the Sr. Project Engineer for the Santa Ana Pool renovation project. He performed an assessment and developed engineering plans and specifications to renovate the 167-foot x 65-foot 50-year old pool system that services the local community in Santa Ana. The resulting solutions will meet current health and building codes and will reduce the City's operations and maintenance costs.

Disneyland Hotel Pool Renovation – Anaheim, CA

As the Sr. Project Engineer, Mr. Song provided the engineering design for all the aquatic components of the Disneyland Hotel Courtyard Improvements project including the renovation of the Neverland Pool, design of the new North spa (200 square feet), South spa (200 square feet), Arroyo Pool (approximately 3500 square feet), and the addition of a 4,000 square foot water play area called the Magical Springs Pool. The Magical Springs Pool has an 8' deep activity pool with water play components including geysers, pop jets, fountains, water pyrotechnics, four water slides and water slide structure including manmade rockwork that forms the base of the twenty-four-foot-high water slide. There were strict requirements for the operation of this new facility that went above and beyond that of current code requirements. Given extensive existing infrastructure at the hotel, the use of Civil 3D and BIM modeling supported the design process and difficult utility coordination that was needed by identifying and resolving potential conflicts with the renovation design components.

Yountville Community Pool Evaluation – Yountville, CA

Mr. Song served as the Project Manager to provide engineering design services for the Yountville Community Pools – Children's Pool project. This project included the design and construction evaluation of the Children's Pool with Zero Edge Entry and well as the design of the water features within the pool including one dew drop feature, one spout feature and one bubbler feature.

Spectrum Pool Design Specifications – Irvine, CA

Mr. Song assisted in the preparation of pool performance design specifications for the pool contractors within the Irvine Company Apartment Communities to follow on all new pool

ZIRANG SONG, MS, PE



PROJECT MANAGER

construction projects. PACE provided the coordination with the design/build team to determine site requirements and constraints as well as performance specifications for the three different areas of Spectrum Park including Bryant, Logan, and Madison. The Madison pools and spas include a 3,050 square foot hourglass shaped pool with (2) 97 square foot spas. The Logan pools and spas include a 2,700 square foot oval shaped pool with (2) 95 square foot spas. The Bryant Pool is 4,875 square feet, with a 144 square foot wading pool and spa.

Canyon Club at Crystal Cove Pools and Spa – Newport Beach, CA

The recreational pool project consists of one 75' x 45' junior Olympic competition pool, a 250 square foot wading pool, an 8-person spa, and a 50 square foot bronze urn fountain located at the entrance to the pool area. Mr. Song was the Project Engineer, responsible for the pool layout and mechanical pump station design.

Pavilion Park Pools – Irvine, CA

PACE was retained by the Valley Crest Design Group to provide design services for The Irvine Company Pavilion Park Pools and Spa project. Mr. Song served as the Sr. Project Engineer to design one five-lane Jr. Olympic swimming pool at 3,400 square foot, one wading pool at 150 square foot, one spa at 150 square foot, and a mechanical equipment room. All of the pools are skimmer type with typical pool coping edge.

Sheraton Wild Horse Pass River Re-creation, Pools, Spas and Waterslide – Chandler, AZ

Mr. Song served as Project Engineer responsible for the design of the resort's pool and spa feature designs. He also designed a 1.5-mile long river re-creation that interweaved with the pool area and a signature rock formation and waterfall, which spans three floors in the hotel's main bar area. The pool features included a 5,000 square foot Main Pool, a 3,600 square foot sports pool, a 15-foot-high winding water slide, a splash pool, kiddy pool and two spas. Mr. Song was also responsible for the pool hydraulic system, filtration system, and water treatment system. The main pool featured a sand beach sloped entry that was later redesigned with Mr. Song's assistance to eliminate the sand and prevent filtration clogging.

Westin Monache Pool and Spas – Mammoth Lakes, CA

Responsible for the design as Project Manager, Mr. Song designed the freeform 2,000 square foot outdoor pool and two large spas at 250 square foot and 800 square foot with multiple jets for each seat positions.

Westin Riverfront Pool and Spas – Avon, CO

Mr. Song provided design services for the pool and spas for this resort. The design for the 1,650 square foot three lane outdoor lap pool features a salt water disinfection system. He also provided design for the three rectangular shaped spas each 160 square foot with an infinity edge facing the adjacent to the river. The spas have temperature set differently than one another.

Pelican Hill Recreation Center Pools and Spas – Newport Coast, CA

As Project Manager, Mr. Song's responsibilities include pool layout and design, pool filtration system, and mechanical equipment. The Inn area contains an 8,200 square foot level deck salt water pool, a 900 square foot spa pool, and a 200 square foot spa. In the recreation area there is a 5,000 square foot skimmer salt water pool, a 250 square foot wading pool, and a 6-person spa. A significant aspect of this particular project is the salt water disinfection system. This type of pool is noteworthy primarily due to its lower maintenance costs.

Terranea Resort Pools, Spas and Water Features – Rancho Palos Verdes, CA

Mr. Song led the design team for all of the aquatic components in this new Southern California coastal resort. Aquatic components include a 4,500 square foot freeform pool featuring a saltwater disinfection system, a water 120 foot by 20 foot waterslide and plunge pool, a 16 foot by 60 foot two lane lap pool, two 200 foot spas and one interactive waterplay fountain with 25 jets and color changing lights with a fogging effect. Mr. Song was also part of the design team for the resort day spa's two hot tubs, two cold plunge pools and one 24' x 75' lap pool with three lanes for swimming. Additionally, the golf course features two golf course irrigation / stormwater quality lakes totaling 1.5 acres.

Ritz-Carlton Pool and Spas, Lake Tahoe – Truckee, CA

Mr. Song provided design services for the Ritz-Carlton located in Truckee, California. Design services included the following: two circular spas with 12' diameter and 8' diameter respectively, one pool 2,300 square feet, one rectangular spa 250 square feet, and one rectangular spa 210 square feet.

Grand Residence Marriott Pool and Spa – Keystone, CO

Mr. Song served as Project Manager for the pool and spa design at this resort featuring a 1,150 square foot rectangular salt water pool with 8 spray jets lining the length at both sides shooting in an arch formation into the pool. The large, 840 square foot rectangular spa features a 9 foot wide and 3 feet high waterfall that cascades through a scupper down a smooth wall. The spa also includes a seat island in its center. The pool and spa both have a controlled automatic cover.

MARK E. KREBS, PE

PRINCIPAL / QA/QC



EDUCATION

*B.S. / Civil Engineering
(cum laude)*

*Structures & Hydraulics, University of
Kentucky, 1988*

YEARS OF EXPERIENCE

36 Years

Joined PACE in 1989

With others over 2 years

REGISTRATIONS

*Professional Engineer / AZ
1993 / 27388*

*Professional Engineer / CA
1992 / 049292*

*Professional Engineer / CO
2000 / 34093*

*Professional Engineer / KY
1993 / 17891*

*Professional Engineer / NV
1994 / 10587*

*Professional Engineer / NM
1997 / 13635*

*Professional Engineer / UT
1996 / 32137*

AFFILIATIONS

*American Concrete Institute,
ACI 230, Soil Cement Committee
Chairman*

*American Society of Civil Engineers
(ASCE)*

*American Water Works Association
(AWWA)*

Floodplain

Management Association (FMA)

Water Environment

Federation (WEF)

Tau Beta Pi, Chi Epsilon

Eagle Scout - Boy Scouts of America

Mr. Krebs has engineering and construction experience specific to water resources spanning back to 1988 with both public and private sector projects. His project design and construction experience includes all phases of infrastructure, grading, drainage, stormwater treatment, roadway, water, sewer, reclaimed water, storage, distribution, wetland evaluation and mitigation, and a wide range of stormwater quality experience including manmade lake treatment BMP's, and TMDL source control. He has highly specialized background in recreational pools and water play areas, water feature engineering, including both small and large-scale manmade lakes, formal fountains, streams, and waterfalls. In addition to the responsibility of being an officer of the company and President of PACE, Mr. Krebs maintains role as Principal/Sr. Project Manager and the lead design engineer on numerous water resource projects. Moreover, with his knowledge of operational and maintenance requirements of aquatic facilities, he imparts field technical support and construction administration services for water feature projects.

RELATED EXPERIENCE

Disneyland Hotel Courtyard Aquatic Facility & Water Play Area Renovation – Anaheim, CA

Mr. Krebs served as Principal / QA/QC overseeing the design effort for of all the aquatic components for this project including the renovation of the Neverland Pool, design of the new North spa (200 sf), South spa (200 sf), Arroyo Pool (approximately 3,500 sf), and the addition of a 4,000 sf water play area called the *Magical Springs Pool*. The Magical Springs Pool has an 8" deep activity pool with water play components including geysers, pop jets, fountains, water pyrotechnics, four water slides and water slide structure including manmade rockwork that forms the base of the 24' high water slide. The design involved careful planning and design execution to incorporate new equipment within the incredibly tight equipment room footprint and to coordinate with many other utilities and infrastructure on the site.

San Diego Marriott Hotel Recreation Center Renovation – San Diego, CA

Mr. Krebs served as Principal / QA/QC for the design of aquatic facilities at the Marriott Resort Recreation Center in San Diego. Mr. Sim provided renovation of a 3,400-sf swimming pool, 1,600-sf slide pool, and a 175-sf spa. He also provided engineering and mechanical design of a new 95 sf spa, two water walls, a waterplay area, and an outdoor water feature.

Pelican Hill Resort Pools - Newport Coast, CA

Mr. Krebs served as Principal / QA/QC to provide civil, mechanical and electrical engineering design for the Villa Recreation Center and Inn area pools and spas at the Pelican Hills Development. PACE designed the pools, which were all skimmer pools with a typical pool coping edge, in the Villas Recreation Center and Inn Area. The Inn Area swimming pools have a surge tank (rim flow pool edge). Additionally, PACE performed an evaluation of disinfection systems alternatives, including saltwater treatment.

Sheraton Wild Horse Pass Resort - Chandler, AZ

As Principal, Mr. Krebs led the design efforts for the six separate pools that appear to seamlessly blend into the adjacent man-made 1.5 mile long river feature to pay homage to the roots of the Gila River Indian community. Situated along the west side of the resort is a 5,000 SF Main Pool with a faux sand sloped entry, a 3,600 SF sports pool, a 15 foot high winding water slide, a splash pool, kiddy pool and two spas. PACE also designed a signature rock formation and waterfall, which spans three floors in the hotel's main bar area, and signifies the origination of the river re-creation.

Santa Ana Memorial Pool and Civic Center Fountain Renovation – Santa Ana, CA

Mr. Krebs served as Principal / QA/QC for assessment consulting services and engineering design services for the rehabilitation of the Memorial and Civic Center Fountain #1. An assessment was performed on Fountain #1 evaluating waterproofing, nozzles, piping, chemistry control and delivery, pump, filtration, materials and lighting and improvement plans were developed to rehabilitate the fountain equipment and enhance the aesthetics of the fountain's shell. The 167' x 65' pool system originally constructed in 1961 developed operational issues and increased maintenance costs resulting from cracking, leaks, and black algae. PACE oversaw a thorough assessment of the existing system and determined the minimum level of action necessary to rectify the pool's issues and reduce the City's operational and maintenance

MARK E. KREBS, PE

PRINCIPAL / QA/QC



PUBLICATIONS

*Soil-Cement Stands the Test of Near
Record Breaking Rainfall in Southern
California –*

Soil Cement Solutions

*Flood and Environmental Protection –
Portland Cement Association*

*American Concrete Institute Report on
Soil Cement*

*LA County Approves Soil Cement for
Innovative Flood Protection – Land
and Water*

*Design of Fish Passage Mitigation
Measures for Flood Control Channels*

*Integrating Urban Design into Flood
Protection Facilities*

*Streambank Stabilization with Geogrid
System.*

*Levee Design for Flood Protection on
Alluvial Fans*

*Design of Channel Flow Diversion
Facilities for Habitat Irrigation*

PATENTS RECEIVED

6,132,614

*Modular Wastewater
Treatment System*

6,168,349

*System for Lining a
Bank of a Waterway*

cost. The evaluation included an audit of equipment and operations to ensure current Health Department and California Building codes were met, and determined that the mechanical pumping system was out of compliance. Final recommendations and design services were performed to repair the pool shell including waterproofing, plaster, fittings, lighting, and tile. Decking renovations were also recommended and the pumping system was redesigned to comply with current Health Department codes including a new pump as well as repair of cracks in the pump station room. A chemical storage room was also designed to provide proper ventilation.

Point Hilton at Squaw Peak Aquatic Facilities – Phoenix, AZ

Mr. Krebs served as project manager responsible for executing a bold vision to transform the Point Hilton's outdoor space into a destination oasis. The water park designed boasts swimming pools, waterfalls, a lazy river for tubers, a spa, "tad pool", and a water slide. PACE was responsible for all water feature designs incorporating the natural rock formation which has been the centerpiece for the area since the resort opened in 1977. These designs consisted of a 5,000 square foot free form swimming pool with free falling waterfalls crashing into it. A 2,000 square foot sport pool capable of having 2 water volleyball courts and also water basketball courts. A 90 square foot spa. A 250 square foot wading pool for the younger children. A 135 linear foot water slide dropping 18 vertical feet into a 300 square foot pool at the bottom. And the main attraction is the quarter mile long lazy river, "Rio Rico" ride which goes around the natural rock formation.

Long Beach Aquarium of the Pacific Wave Fountain Rehabilitation – Long Beach, CA

Mr. Krebs served as Principal and provided renovation design concepts and oversaw quality control of plans developed for the rehabilitation of the wave fountain at the entrance to the Long Beach Aquarium to restore operation to the original design intent. Operational issues including mechanical, electrical, controls and structural issues associated with the operation of the fountain were addressed with a phased plan for implementation to align with available budget for the renovation. The first phase resolves the pressure issues of the fountain by adding more pressure relief devices. It also includes structural re-design of the equipment supports in the pump station since supports were inadequate to handle the pressures on the pipelines which caused the flooding in the pump station. The electrical controls were also revised to provide human interface and DMX controllers to facilitate the programming of the fountains using current technology. The electrical panels were relocated in the pump station to provide a safer environment during maintenance operations by staff.

Louisville Waterfront Park Water Features – Louisville, KY

Mr. Krebs served as Project Manager, leading the design of engaging water features brought to life by 19 pumps, 112 valves and over 220 lights. Water cascades from pool to pool over descending limestone steps that lead to the Ohio River. Water cannons shoot 15-foot high arches over five pedestrian bridges. To ensure the intended water feature effects were realized, physical modeling of the fog-effect desired from the fountains was constructed, as well as the water cannons to ensure the ideal shape and reach of the cannons.

Thanksgiving Point 50-Foot Tall Waterfall – Lehi, UT

Mr. Krebs served as Project Manager leading the design of a signature feature for the development a set of waterfalls dropping 40,000 gallons per minute over 50 feet and creating the backdrop for an outdoor amphitheater. The Thanksgiving Point water feature utilizes over 42,000 square feet of glass fiber reinforced concrete (GFRC) man-made rock installed in a 500-foot long formation that ranges in height from 25 to 50 feet. PACE also provided design for the 65 MGD pump station for the water features.

BINH LE, EIT



EDUCATION

*Bachelor of Science – Civil Engineer
University of California, Fullerton*

YEARS OF EXPERIENCE

9 years

Joined PACE in 2014

REGISTRATIONS

EIT

Certificate No. 153895

PROJECT ENGINEER

Binh Le has civil engineering experience spanning back to 2014. His hands-on experience includes pools, spas, interactive water features, entry features, and fountains. In addition to designing complex water feature systems, Mr. Le provides coordination on all levels of plan set development including coordination with Architecture, MEP, Landscape Architecture, Structural Engineers, Geotechnical Engineers and other discipline. He also provides technical memos, design memos, construction documents, and detailed technical specification for all water feature projects. His pool and spa expertise extends into all aspects of pool design for ground and high rise buildings including pool edge, filtration systems, disinfection systems, temperature systems, high pressure pumps, lighting, and field inspection to work within the desired location.

RELATED EXPERIENCE

William Woollett Jr. Aquatic Center Pool Re-plastering Project – Irvine, CA

The William Woollett Jr. Aquatic Center (Aquatic Center) is a swimming facility comprised of three pools, one Olympic size (50 meters x 25 yards) competition pool, one Olympic size (50 meters x 25 yards) diving pool and one instructional pool (25 meters x 25 yards). The City of Irvine needed the Aquatic Center pools to be re-plastered due to the lifespan of the existing pool plaster. Mr. Le served as the Project Engineer for the design of the new pool surfaces and related waterline tiles, lane line tiles, target tiles, grates and fittings, that will last for a long period of time under different pool chemistry conditions. The design met competition pool requirements and the current State and County pool codes, as well as the current ADA standards. PACE provided the City with pool surface options benefits and drawbacks such as initial installation cost, material lifespan, pool startup requirements, pool operation chemistry conditions, and selected the most suitable option achieving long term cost saving. PACE also prepared all required documents and a Pool Remodel to meet the County and City plan review requirements and assisted the City to obtain all necessary permits and approvals.

La Mirage Pool Facilities Renovation – San Diego, CA

Mr. Le served as the Design Engineer for the aquatic consulting services provided for six different bodies of water for an existing apartment community for The Irvine Company including a new 4,720 square foot lap pool including new construction, and renovation design services for an existing 4,790 square foot small pool renovation, an existing 1,477 square foot big pool, and three (3) existing spas, each between 71-75 square feet, with each being a skimmer style with plaster finish.

Pechanga Resort & Casino Pool Remodel – Temecula, CA

Mr. Le served as the Design Engineer for the renovation plan for the existing Pool 'D' Area for Pechanga Resort. The existing spa 'D1' and spray ground abjection to pool 'D' were removed to be used as a new area for pool 'D'. Pool 'D' was extended to 3,000 square feet and was remodeled with new pool components and a plaster finish. This project was expedited to meet the schedule's short time frame.

Hotel Del Coronado Pool Renovation – Coronado, CA

As the Design Engineer, Mr. Le made renovations for the existing pool and spa area at Hotel Del Coronado and replaced an existing water feature with a wading pool. PACE also designed a new equipment room complete with all mechanical equipment for the water features.

Orchard Hills's Orchard Terrace Park, Orchard Vista Park, PA1 Neighborhood 3 Park 1, and PA1 Neighborhood 3 Park 2 – Irvine, CA

Mr. Le served as the Design Engineer to design multiple aquatic facilities for the Irvine Company at Orchard Hills including one Jr. Olympic pool, three lap pools, four spas, and three wading pools.

Eastwood Village's Eucalyptus Park and Mosaic Park – Irvine, CA

Mr. Le served as the Design Engineer to design two Jr. Olympic pools, two spas, and two wading pools for the Irvine Company at Eastwood Village.

BINH LE, EIT



PROJECT ENGINEER

Cypress Village's Arbor Park – Irvine, CA

Mr. Le served as the Design Engineer to design a lap pool and spa for the Irvine Company at Cypress Village's Arbor Park.

Portola Springs's Orchard View Park, Center Terrace Park, Village Square Park, Greenfield Park, and Plateau Park – Irvine, CA

Mr. Le served as the Design Engineer to design multiple aquatic facilities for the Irvine Company at Portola Springs including four lap pools, three Jr. Olympic pools, seven spas, and four wading pools.

New Century Plaza Pool – Los Angeles, CA

PACE designed multiple water features per building and safety code for the restoration of the Century Plaza Hotel and Residencies. The newly renovated hotel added two new 46 story towers in addition to the original hotel. PACE designed two 504 square foot infinity edge pools and one spa on the hotel rooftop, two 900 square foot skimmer pools and two spas on the amenity deck, and six 230 square foot infinity edge residential pools with three of those pools on the North tower, and three on the South tower. Mr. Le used his extensive knowledge of the Myrtha Pool Technology to install the Myrtha system for the design of these water features, which is a custom manufactured product based on the process of using hot calendaring rigid PVC sheets to modular stainless steel self-supporting panels, creating an ideal waterproof system for high rise buildings.

One Beverly Hills – Beverly Hills, CA

Mr. Le designed two pools on podium for One Beverly Hills. The 1,200 square foot pool for the North Tower and a 2250 square foot pool for the South Tower are composed of stainless steel walls lined with PVC to reduce the weight on the structure and provide superior water holding capability compared to traditionally constructed pools. He applied his Myrtha pool knowledge to these two pools including a soft padding structural foam lines the floor of each pool for extra safety, comfort, and extended waterproofing. Mr. Le also utilized a stainless steel heat exchanger for these pool systems to heat the water providing the most environmentally friendly way to keep the pool at comfortable water temperatures.

Rolling Hills Club House Aquatic Facilities – Rancho Palos Verdes, CA

As the Design Engineer, Mr. Le designed a 6 lane lap pool, a zero edge kids wading pool, and a 250 square foot spa. Additionally, he designed one wade fountain with scuppers and an interactive fountain.

Ivy Station Hotel and Residences Aquatic Facilities – Culver City, CA

As the Design Engineer, Mr. Le designed multiple water features for Ivy Station's landscape architecture located on a 5.2 acre flat. The water features include one 542 square foot pool and one spa partially flushed and part raised for the residential/apartment area, one 600 square foot infinity edge pool for the hotel on the roof level with a stainless steel shell, and four different fountains. These four natural looking fountains include a boulder water feature that produces relaxing white water sounds, a cascading fountain, a runnel, and a unique spray ground that works in conjunction with a spillway water feature.

Town and Country Resort Renovation Aquatic Facilities – Mission Valley, CA

PACE made renovations and designed new aquatic components to the Town and Country Resort Pool area including a resort main pool at 4,055 square foot with beach entry pool, spas with one raised edge, a slide splash pool, water slide coordination, and a wading pool for kids. Mr. Le served as the Design Engineer for this project and provided coordination with the design team. Mr. Le also provided coordination and field support for services during construction.

Four Season Resort and Residences Napa Valley Aquatic Facilities – Calistoga, CA

Mr. Le served as the Design Engineer for four in-ground skimmer pools including a zero-edge entry family pool and infinity edge adult pool in the pool building, a partially raised and partially flushed residential pool in the residence area, and a presidential pool located in the villas. Three structural spas were also designed by Mr. Le including an adult spa and family spa in the pool building, both containing wall emitters, and a main spa in the spa garden. He also designed two fountains in the lodge area, two steam decks in the spa garden, and two boulder water features in the spa garden to add to the Hotel's modern look.

Parcel L2 Pool and Spa – Washington, DC

PACE designed a rooftop concrete pool at 350 square feet, a 120 square foot stainless steel spa using Myrtha technology with a raised edge, and a 40 square foot cold plunge using stainless steel by Myrtha technology with a water temperature of 50-50 F for Parcel L2 in Washington DC. Mr. Le served as the Design Engineer and designed the Myrtha Stainless Steel Pool Technology for the spa and cold plunge.

Monterey Park Towne Centre – Monterey Park, CA

Mr. Le served as the Design Engineer to design a 1,200 square foot main pool and a 150 square foot spa in the Monterey Park Towne Centre.

RYAN CHING



CAD DESIGNER

Ryan Ching has over 18 years of experience designing pools, spas, water features, fountains, and lakes and is responsible for the overall CAD production of the Recreational Water Division. From project start (exhibits, sketch design concept) to finish (construction documents), he manages all CAD related tasks while implementing and maintaining CAD design standards and procedures. He works closely with project managers and engineers throughout the entire design process and conducts quality check plan sets, making sure the design conforms to company standards before submitting to the client. Additionally, he provides guidance and direction to the CAD team to ensure operational and technical excellence.

EDUCATION

*B.S. / Computer Science Coursework
Ama Computer College, Philippines
(2000-2003)*

*Computer Science Transfer Program
Coursework
Cypress College, Cypress CA (2004)*

YEARS OF EXPERIENCE

*18+ Years
Joined PACE in 2005*

REGISTRATIONS

*Certified Aquatic Facility Operator
(2018)*

AFFILIATIONS

*National Recreation and Park
Association*

RELATED EXPERIENCE

William Woollett Jr. Aquatic Center Pool Re-plastering Project – Irvine, CA

The William Woollett Jr. Aquatic Center (Aquatic Center) is a swimming facility comprised of three pools, one Olympic size (50 meters x 25 yards) competition pool, one Olympic size (50 meters x 25 yards) diving pool and one instructional pool (25 meters x 25 yards). The City of Irvine needed the Aquatic Center pools to be re-plastered due to the lifespan of the existing pool plaster. Mr. Ching served as the CAD Designer for the design of the new pool surfaces and related waterline tiles, lane line tiles, target tiles, grates and fittings, that will last for a long period of time under different pool chemistry conditions. The design met competition pool requirements and the current State and County pool codes, as well as the current ADA standards. PACE provided the City with pool surface options benefits and drawbacks such as initial installation cost, material lifespan, pool startup requirements, pool operation chemistry conditions, and selected the most suitable option achieving long term cost saving. PACE also prepared all required documents and a Pool Remodel to meet the County and City plan review requirements and assisted the City to obtain all necessary permits and approvals.

La Mirage Pool Renovation – San Diego, CA

Mr. Ching served as the CAD Designer for the aquatic consulting services provided for six different bodies of water for an existing apartment community for The Irvine Company including a new 4,720 square foot lap pool including new construction, an existing 4,790 square foot small pool, an existing 1,477 square foot big pool, and three (3) existing spas, each between 71-75 square feet, with each being a skimmer style with plaster finish.

Disneyland Hotel Pool Renovation – Anaheim, CA

As the CAD Designer, Mr. Ching provided the CAD production for all the aquatic components of the Disneyland Hotel Courtyard Improvements project including the renovation of the Neverland Pool, design of the new North spa (200 square feet), South spa (200 square feet), Arroyo Pool (approximately 3500 square feet), and the addition of a 4,000 square foot water play area called the Magical Springs Pool. The Magical Springs Pool has an 8' deep activity pool with water play components including geysers, pop jets, fountains, water pyrotechnics, four water slides and water slide structure including manmade rockwork that forms the base of the twenty-four-foot-high water slide. Given extensive existing infrastructure at the hotel, the use of Civil 3D and BIM modeling supported the design process and difficult utility coordination that was needed by identifying and resolving potential conflicts with the renovation design components.

Pechanga Resort & Casino Pool Remodel – Temecula, CA

Mr. Ching served as the CAD Designer for the renovation plan for the existing Pool 'D' Area for Pechanga Resort. The existing spa 'D1' and spray ground abjection to pool 'D' were removed to be used as a new area for pool 'D'. Pool 'D' was extended to 3,000 square feet and was remodeled with new pool components and a plaster finish.

Hotel Del Coronado Pool Renovation – Coronado, CA

Mr. Ching served as the CAD Designer for the renovation made to the existing pool and spa area at Hotel Del Coronado and the replacement of an existing water feature with a wading pool. PACE also designed a new equipment room complete with all mechanical equipment for the water features.

RYAN CHING



CAD DESIGNER

Orchard Hills's Orchard Terrace Park, Orchard Vista Park, PA1 Neighborhood 3 Park 1, and PA1 Neighborhood 3 Park 2 – Irvine, CA

Mr. Ching served as the CAD Designer for the design of multiple aquatic facilities for the Irvine Company at Orchard Hills including one Jr. Olympic pool, three lap pools, four spas, and three wading pools.

Eastwood Village's Eucalyptus Park and Mosaic Park – Irvine, CA

Mr. Ching served as the CAD Designer for the design of two Jr. Olympic pools, two spas, and two wading pools for the Irvine Company at Eastwood Village.

Stonegate's Mockingbird Park and Swallows Park – Irvine, CA

Mr. Ching served as the CAD Designer for the design of multiple aquatic facilities for the Irvine Company at Stonegate including two Jr. Olympic pools, two spas, and two wading pools.

Cypress Village's Arbor Park – Irvine, CA

Mr. Ching served as the CAD Designer for the design of a lap pool and spa for the Irvine Company at Cypress Village's Arbor Park.

Portola Springs's Orchard View Park, Center Terrace Park, Tomato Springs park, Valley Vista Park, Village Square Park, Greenfield Park, and Plateau Park – Irvine, CA

Mr. Ching served as the CAD Designer for the design of multiple aquatic facilities for the Irvine Company at Portola Springs including four lap pools, three Jr. Olympic pools, seven spas, and four wading pools.

One Beverly Hills Pools – Beverly Hills, CA

As the CAD Designer, Mr. Ching provided the CAD production for the two pools that PACE designed on podium for One Beverly Hills. The 1200 square foot pool for the North tower and a 2250 square foot pool for the South tower are composed of stainless steel walls lined with PVC to reduce the weight on the structure and provide superior water holding capability compared to traditionally constructed pools.

New Century Plaza Pool – Los Angeles, CA

PACE designed multiple water features per building and safety code for the restoration of the Century Plaza Hotel and Residencies. The newly renovated hotel added two new 46 story towers in addition to the original hotel. Mr. Ching served as the CAD Designer for the design of two 504 square foot infinity edge pools and one spa on the hotel rooftop, two 900 square foot skimmer pools and two spas on the amenity deck, and six 230 square foot infinity edge residential pools with three of those pools on the North tower, and three on the South tower.

Ivy Station Hotel and Residences Pools, Spa, and Water Features – Culver City, CA

As the CAD Designer, Mr. Ching provided the CAD production for multiple water features for Ivy Station's landscape architecture located on a 5.2 acre flat. The water features include one 542 square foot pool and one spa partially flushed and part raised for the residential/apartment area, one 600 square foot infinity edge pool for the hotel on the roof level with a stainless steel shell, and four different fountains. These four natural looking fountains include a boulder water feature that produces relaxing white water sounds, a cascading fountain, a runnel, and a unique spray ground that works in conjunction with a spillway water feature.

Bradbury Residence Swimming Pools – Culver City, CA

Mr. Ching served as the CAD Designer for the pool, spa, and mechanical equipment room that were designed by PACE for a residential project in Culver City, CA.

Rolling Hills Club House Pool, Spa, and Fountains – Rancho Palos Verdes, CA

Mr. Ching served as the CAD Designer for a 6 lane lap pool, a zero edge kids wading pool, and a 250 square foot spa. Additionally, PACE designed one wade fountain with scuppers and an interactive fountain.

Lake Forest Community Association Swim Lagoon Renovations – Lake Forest, CA

PACE was contracted to perform the conceptual design, design development plans and construction documents to renovate the swim lagoon for the Lake Forest Community Association. The existing swim lagoon had severe water quality issues and was closed by the Orange County Health Care Agency due to issues related to clarity. Mr. Ching served as the CAD Designer for the design of the new 400,000 gallon, 20,000 square foot swim lagoon, which provides sand beach areas simulating a natural swimming environment. The pool water quality is significantly improved by the new design and has been commended by the Orange County Health Agency. The design is maintenance-friendly and required innovative design to work with existing conditions. Also, the design of the beach shoreline prevents algae growth in the sand media by allowing disinfected water to be circulated through the sand.



Resume of Experience

Alexandros Bletsos, SE Principal

Education:

Master of Science, 2001
California State University, Sacramento
Major: Civil Engineering (Structural)

Bachelor of Science, 2000
University of California, Davis
Major: Civil Engineering (Structural)

Registration:

Registered Structural Engineer, License S5659 (CA)
Registered Professional Engineer in Civil Engineering, License C68288 (CA)

Work Experience:

Spire Structural Engineering Inc. Laguna Hills, CA

**2012-Present
Principal**

Principal of the company responsible for managing a group of engineers and drafters on a wide range of projects. Responsible for the entire project cycle from writing proposal, structural design, getting the project through plan check, and the construction phase. Projects include equipment anchorage for hospitals, tenant improvements, and structural analysis of the structure of specific equipment. The majority of the projects fall under OSHPD jurisdictions.

John A. Martin & Associates Los Angeles, CA

**2004- 2012
Senior Project Engineer**

Senior project engineer for a wide range of projects that include new design (commercial and public), retrofits, equipment anchorage, and non-linear analysis. The list of projects encompasses a diverse array including office buildings, schools, hospitals, and commercial. Projects covered all types of materials and structural systems. Several of the projects worked on were under DSA and OSHPD jurisdictions.

ABS Consulting (formerly EQE International) Irvine, CA

**2002-2004
Design Engineer**

Design engineer that designed and detailed seismic retrofits for several concrete tilt up retrofits. Performed calculations and detailed drawings for several interior remodels. Designed anchorage for electrical, mechanical, and medical equipment. Developed response spectra for several concrete vaults using the soil structure interaction program SASSI.

Project Experience (Spire Structural Engineering Inc.):

Orchard Hills – Orchard Terrace Park, Orchard Vista Park, PA1 Neighborhood 3 Park 1, and PA1 Neighborhood 3 Park 2, Irvine, CA: structural engineering services for Jr. Olympic pool, lap pools, spas, and wading pools.

Eastwood Village – Eucalyptus Park and Mosaic Park, Irvine, CA: structural engineering services for Jr. Olympic pools, spas, and wading pools.

Stonegate – Mockingbird Park and Swallows Park, Irvine, CA: structural engineering services for Jr. Olympic pools, spas, and wading pools.

Cypress Village – Arbor Park, Irvine, CA: structural engineering services for lap pool and spa.

Portola Springs – Orchard View Park, Center Terrace Park, Tomato Springs park, Valley Vista Park, Village Square Park, Greenfield Park, and Plateau Park, Irvine, CA: structural engineering services for lap pools, Jr. Olympic pools, spas, and wading pools.

Pechanga Resort & Casino Pool Remodel, Temecula, CA: structural engineering services for pool remodel.

Town and Country Resort Renovation Aquatic Facilities, Mission Valley, CA: structural engineering services for main pool, wading pool, and spas.

Ivy Station Hotel and Residences Aquatic Facilities, Culver City, CA: structural engineering services for pools, spa, and fountains.

Four Seasons Calistoga Hotel Pool & Spa, Calistoga, CA: structural engineering services for pools and spas.

Hoag Dialysis Center, Newport Beach, CA: equipment anchorage, tenant improvement, and canopy design.

Kaiser Permanente Medical Center, Baldwin Park, CA: MRI and chiller anchorage, tenant improvement, and coordination of MRI magnet removal.

Kaiser Permanente Medical Office Building, Montebello, CA: UPS, storage rack, electrical anchorage.

Farrell's Ice Cream Parlor & Restaurant, Brea, CA: tenant improvement of existing building.

San Diego Taz Exhibit, San Diego, CA: seven "tree like" structures for housing birds.

Project Experience (John A. Martin & Associates):

650 Newport Center Drive, Newport Beach, CA: 18-story steel SMF above grade (414,000 sq. ft).

2900 Main, Irvine, CA: 12-story steel SMF above grade.

Tom Bradley International Terminal Loading Docks at LAX, Los Angeles, CA: two-story steel SMF above grade.

Valley Region Middle School #3, Sun Valley, CA: 3-two story steel SCBF buildings (48,000 sq. ft).

9201 W. Sunset Blvd. Parking Garage, Hollywood, CA: one story steel SCBF garage.

Rosedale Multipurpose Building, Rosedale, CA: one story wood building.

Cross Cultural Center at UC Irvine, Irvine, CA: two story wood building.

Rosamond Fire Station No. 15, Rosamond, CA: one story wood building.

San Marcos High School (buildings B and C), San Marcos, CA: two story concrete tilt-up buildings.

Gilroy Public Library, Gilroy, CA: two story concrete shear wall building.

3300 Wilshire, Los Angeles, CA: 11-story concrete shear wall above grade.

Project Experience (ABS Consulting):

Watson Land Company, Carson, CA: one story concrete tilt-up seismic retrofits (multiple buildings).

Newport Beach's Back Bay, Newport Beach, CA: 3 - one story wood buildings.

California State Prison, Sacramento, CA: renovation of the gymnasium and work center.

Professional Organizations:

Structural Engineers Association of Southern California (SEAOSC)

STATEMENT OF QUALIFICATIONS | FIRM

NAME OF FIRM

SQUARE [1] Design Group
10451 Samoa Drive
Huntington Beach, CA 92646
T 560.900.5862
www.SQ1DesignGroup.com
Partnership / Firm Type
A258769 / License Number
90-0510716 / Tax Identification Number

EXECUTIVE SUMMARY

SQUARE [1] Design Group is a small, local, emerging enterprise based in Orange County; yet brings broad personal experience in Water Treatment project design and construction. Our staffs of highly qualified individuals have been involved in all aspects of new buildings and renovation projects, utility and infrastructure upgrades. We are familiar with the tasks required to fulfill the scope of work related to the design, agency processing, and construction of Water Treatment projects. You can be assured we can effectively and efficiently manage your projects from start to finish.

SERVICES

Basic services provided by SQUARE [1] Design Group include all typical project phases. These are Schematic Design, including Existing Facility Surveys, Design Development, Construction Documents (prepared with 3D Modeling), Agency Submittals and Representation, Bid Representation, Construction Administration, Project Closeout including Agency Certification. Cost Estimating is provided at appropriate intervals as required for budget coordination, funding applications, bid analysis, and change order negotiation.

STAFF

SQUARE [1] Design Group is a passionate and dedicated team, built around the minds of innovative professionals. With a creative vision for architectural design, research, and development, SQUARE [1] Design Group has extended its outstanding service to clients of all industries, relying upon the striking depth of skills, experience, and knowledge of many talented individuals.

Partners of the firm, Khanh Doan, and Jack Wilinski have worked continuously with cities throughout Southern California and Arizona in realizing award winning solutions to client needs.

JACK WILINSKI, AIA, Partner, will be an architect of record and an active participant in the design process. He will provide the continuity to direct detailed project development with the architectural and engineering team members as plans and specifications proceed. His close working relationship with local agencies provides a strong link to the emerging issues constantly facing public clients as they look to improve and expand their facilities. Mr. Wilinski is committed to providing the type of personal service that has led to a continuing relationship with all of our public clients over many years.

KHANH DOAN, will serve as the Senior Designer of your proposed project. He currently directs the firm's design direction. He will administer the architectural design team, and serves as the point-of-contact. Mr. Doan brings extensive personal experience in Public, Municipal and Education project design and construction. His proactive approach, responsiveness to client needs, and talent to lead problem-solving staff result in successful projects running smoothly, staying on schedule, and being delivered under budget.

EDUCATION

STATEMENT OF QUALIFICATIONS | FIRM

- Bachelor of Architecture/ California State Polytechnic University /Pomona, CA.

SELECT PROJECT EXPERIENCE

Modernization & New Construction of over 50 Water Treatment Facilities located in California and Arizona. Scope of work includes site analysis (ADA path of travel), California Building Code Compliance, design documents that illustrate refinement of design, form, character and appearance of the building, design water laboratory to support testing and analyzing wastewater treatment, design of HVAC system and provide Title 24 Energy Compliance Analysis.

RELATED PROJECTS EXPERIENCE

CANYON SPRINGS HIGH SCHOOL AQUATICS CENTER

Moreno Valley, CALIFORNIA

NEWPORT COAST COMMUNITY CENTER

Newport Coast, CALIFORNIA

SANTA MONICA SUSTAINABLE WATER INFRASTRUCTURE PROJECT

Santa Monica, CALIFORNIA

MOUNTAIN HOUSE WATER RECYCLING FACILITY / Phase III Expansion

Tracy, CALIFORNIA

EARVIN MAGIC JOHNSON PARK WATER TREATMENT PLANT / City of Los Angeles

Los Angeles, CALIFORNIA

PACIFIC GROVE WATER RECLAMATION FACILITY /City of Pacific Grove

Pacific Grove, CALIFORNIA

REDONDO BEACH – RINDGE PUMP STATION /City of Redondo Beach

Redondo Beach, CALIFORNIA

VISTA CANYON WATER RECYCLING FACTORY /City of Santa Clarita

Santa Clarita, CALIFORNIA

SHOW LOW WASTE WATER TREATMENT PLANT / City of Show Low

Show Low, ARIZONA

LATHROP CONSOLIDATED TREATMENT FACILITY / City of Lathrop

Lathrop, CALIFORNIA

FRIANT RANCH WATER RECYCLING FACILITY / City of Friant

Fresno, CALIFORNIA

SANTA PAULA Water Treatment Facility

City of Santa Paula, CALIFORNIA

ASANTE SPA-2 Water Treatment Facility

Surprise, ARIZONA



Project Manager

David Mackey, PLS

EDUCATION

BS, Civil Engineering, Cal Poly Pomona

YEARS OF EXPERIENCE

22 years

Huitt-Zollars

REGISTRATIONS

Professional Land Surveyor (PLS 8912)

David Mackey has 22 years of experience in the preparation of Tract Maps, Parcel Maps, Records of Survey, Right-of-Way maps, Legal Descriptions, ALTA Surveys and Lot Line Adjustments. He has been involved in numerous rehabilitation projects for parks, streets and intersections using conventional survey, GPS survey and scanning. David coordinates field crews, processing field work and delivers final CAD product and has extensive survey experience in Southern California.

RELATED EXPERIENCE

Wishing Tree Park – Torrance, CA

As Project Surveyor, Mr. Mackey was responsible for field coordinating for wishing tree park project. This included coordination of office and field staff of the topographic survey and final delivery. Field survey included all hardscape features, water features, utilities, trees and surrounding walls. Office work included reviewing the Preliminary Title Report, establishing the property boundary, plotting easements and the field coordination of the topographic survey.



RELATED EXPERIENCE

Pacific Electric Bike Trail – Upland, CA

As Project Surveyor, Mr. Mackey was responsible for field coordinating for the bike trail project. This included coordination of office and field staff of the topographic survey and final delivery. Field survey included 50 foot sections along trail, all hardscape features, utilities, trees, HCR and other trail features (trail length 2,500 feet). Office work included preparing a final topo in CAD that included features and contours.





American Geotechnical, Inc.

GEOTECHNICAL/CIVIL ENGINEERING, TESTING & INSPECTION

Arumugam (Alva) Alvappillai, Ph.D., PE, GE
Principal Engineer / Partner

EDUCATION

Ph.D. Geotechnical Engineering, 1992
University of Oklahoma
Norman, Oklahoma

M. Eng. Structural Engineering, 1988
Asian Institute of Technology
Bangkok, Thailand

B.S. Civil Engineering, 1984
University of Peradeniya
Sri Lanka



PROFESSIONAL REGISTRATIONS

State of California, Registered Civil Engineer, No. C053887
State of California, Registered Geotechnical Engineer, No. G.E.2504

PROFESSIONAL INVOLVEMENT

Member, American Society of Civil Engineers
Member, Chi Epsilon, National Honor Society for Civil Engineers

RELEVANT EXPERIENCE

Dr. Alvappillai has more than 20 years' experience managing and working on various civil public works projects and geotechnical engineering projects in southern California. He also has experience in structural analysis and design, particularly in the area of foundation engineering. Alva's primary responsibilities include project management, seismic hazard assessments, project planning/scoping, planning of field investigations, analytical and computer analysis of a wide range of projects, budget management, and report writing. Geotechnical experience includes projects related to settlement and expansive soils, foundation engineering, slope stability, landslide and earthquake engineering. Dr. Alvappillai has also performed third party geotechnical report review and structural plan review services for the City of San Dimas as well as for the City of Anaheim.

During his career, Dr. Arumugam Alvappillai, Ph.D. has undertaken the following relevant projects:

REPRESENTATIVE PROJECTS

Design Phase

City of Irvine – Yale Avenue Pavement Rehabilitation Project - Principal Engineer

American Geotechnical performed a Falling Weight Deflectometer survey of 5,900 feet of existing roadway and advanced subsurface soil testing for pavement design alternatives.

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City of Fountain Valley - Sewer Line Repair Project (CivilSource, Inc.) - Principal Engineer/Project Manager

The project consists of replacing portions of existing sewer lines at a total of seven different locations in the City of Fountain Valley. American Geotechnical investigated all seven locations and provided geotechnical recommendations for the design and construction of the replacement sewer pipes. Field investigation consisted of drilling of one boring at each of the proposed sewer replacement locations. Recommendations were provided in a written report and included geotechnical criteria for temporary excavations and pipe design.

City of Stanton - Thunderbird Lane Sewer Improvement Project (CivilSource, Inc.) - Principal Engineer/Project Manager

A geotechnical investigation for the replacement of a portion of a sewer line in the City of Stanton was performed. The field investigation included drilling of two small diameter borings along the alignment of the new sewer line. A written report with the recommendations for temporary excavations, pipeline design and other geotechnical considerations was provided.

East Orange County Water District - Emergency Generator Pad for Water Supply Sidehill Booster Pump - Principal Engineer

Provided geotechnical engineering services for earthwork recommendations and foundation design for a proposed emergency generator pad for an existing sidehill booster pump. The scope of work included geologic reconnaissance of an existing hillside, subsurface exploration, laboratory testing to engineering analysis for development of earthwork recommendations and preparation of foundation and retaining wall design criteria.

El Toro Water District Water Treatment Facility Expansion, Laguna Hills, CA (PACE) - Principal Engineer

Performed geotechnical engineering investigation for earthwork recommendations and foundation design for a proposed treatment facility expansion for above ground water reservoirs.

East Orange County Water District – Seismic Hazard and Slope Stability Analysis of Existing 6 MG Peters Canyon Reservoir – Orange, CA - Principal Engineer

Performed engineering geology and geotechnical engineering services for evaluation of geologic and seismic hazards associated with the existing reservoir site and assessment of slope stability under normal soil and catastrophic reservoir failure saturated soil conditions. The scope of work included geologic mapping of existing fill slopes/natural hillside, subsurface exploration, groundwater seepage evaluation, laboratory testing, engineering and induced ground motion analysis and slope stability analysis.

City of Compton - Pavement Rehabilitation/Resurfacing Project (CivilSource, Inc.) - Principal Engineer/Project Manager

A geotechnical investigation was performed to determine the causes of distress to asphalt pavement in several streets throughout the City of Compton and to provide remedial recommendations. The scope of our work included gathering and reviewing available information, drilling of six borings distributed throughout the area of study, laboratory testing and pavement analysis. Our conclusions and recommendations for various pavement rehabilitation options were provided in a written report.

City of Newport Beach – Heliotrope Avenue Storm Water Improvement Project - Principal Engineer (On-Call Services)

The proposed construction included installation of a below ground, precast concrete tank to a depth of 20 feet below ground surface. American Geotechnical performed a geotechnical investigation of the site and provided recommendations for temporary excavation, shoring and foundation support for the tank.

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City of Huntington Beach - Well No. 9 Project (PACE) - Principal Engineer

A geotechnical investigation for design and construction of a new water filter tank assembly was performed. The investigation included drilling of a deep boring to evaluate the site soil conditions including the potential for earthquake induced liquefaction. A written report with the recommendations for grading, mat foundations, temporary shoring, seismic design, and other geotechnical considerations was provided.

City of Torrance - 186th Street Improvement Project (CivilSource) - Principal Engineer

The project consisted of widening of the street as well as design and construction of a subsurface infiltration system to alleviate flooding in the street area. It was proposed that the subsurface infiltration system be installed within the adjacent public park grounds. A geotechnical investigation consisting of one boring in the street and three borings in the adjacent park was performed. The borings in the park were also utilized for percolation testing. A geotechnical report including conclusions and recommendations for street widening and subsurface infiltration system was provided.

City of La Palma - Electronic Billboards, Burger King Parking Lot (CivilSource) - Principal Engineer

A geotechnical investigation for the design and construction of two separate electronic billboards near Freeway 91 was performed. The proposed height of the billboards was up to 90 feet. The investigation included drilling of a deep boring to evaluate the site soil conditions including the potential for earthquake induced liquefaction. A written report with the recommendations for pile foundation, and other geotechnical considerations was provided.

Marygold Mutual Water Company – 2-MGAL Water Reservoir – Principal Engineer

Provided geotechnical consulting services for earthwork recommendations and foundation design for a proposed 2-million gallon above ground water reservoir.

Orange County Healthcare Agency - 401 South Tustin Renovation Project - Principal Engineer

The site development consisted of the demolition of the existing buildings and construction of three new single-story buildings, each approximately 7,500 square feet. Other improvements consisted of an approximately 1,000 square foot, single-story maintenance building and a miscellaneous structure to house a generator pad/electrical equipment. Construction also consisted of associated parking, driveways, underground utilities, walls, appurtenances, and other improvements. The scope of work included subsurface exploration of the site and preparation of a geotechnical report. We also provided geotechnical observations and testing services during construction which included compaction testing for fill placement, utility backfill as well as asphalt pavement sections.

City of Rolling Hills Estates - Peter Weber Equestrian Center Facility Renovation/ Expansion – Principal Engineer

American Geotechnical performed an investigation at the City of Rolling Hills Estates Peter Weber Equestrian Center to provide geotechnical and environmental recommendations for the renovation/expansion of existing horse stable facilities. The project site is situated adjacent to and overlying the former Palos Verdes Landfill Complex. Our investigation included sampling and logging of subsurface soils, environmental monitoring and sampling during drilling activities, laboratory testing of selected soil samples. A written report including recommendations for the proposed construction was provided based on the results of the field and laboratory investigation as well as engineering analyses.

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Construction Phase**Irvine Ranch Water District - East Irvine Zone 1 to 3 Meter Replacement Project, PR 5519, Code 6416 – Principal Engineer**

American Geotechnical provided: field and laboratory tests to ensure proper backfill and compaction throughout the project; reviewed contractor's methods of shoring and bracing of trench excavation; confirmed compaction and suitability of foundation material; recommend over-excavation, and direct removal of unsuitable materials; provided results of tests with evaluations after each series of tests to the District's resident engineer and provided a summary report which included all work and tests performed.

City of Newport Beach – Corona Del Mar Entry Improvement Project – Principal Engineer

Provided material testing, sampling, and inspection services to support construction for the Corona Del Mar Entry Improvements Project. This project consisted of removal and replacement of existing pavement, subgrade preparation for new curb and gutter and access ramps; grinding (cold mill); reconstructing and overlaying portions of roadway; constructing sidewalks, curb and gutter, cross gutter and access ramps. The project location is the south bound lane of Pacific Coast Highway at Begonia Avenue to Carnation Avenue.

City of Newport Beach – 15TH Street/Balboa Blvd Revitalization Project – Principal Engineer

American Geotechnical provided material testing, sampling, and inspection services to support construction for the 15th Street/ Balboa Boulevard Revitalization Project. Our scope of work consisted of sampling, laboratory testing, compaction testing of subgrade soil and import soil, PCC and AC lab testing and compaction testing.

City of Newport Beach - Ocean Boulevard and Marguerite Avenue Pavement Reconstruction - Principal Engineer

American Geotechnical provided laboratory testing of subgrade soils for Maximum Density determination, compressive strength testing of Polypropylene fiber reinforced concrete. Construction support services included subgrade compaction testing and continuous observation sampling and testing for temperature slump and fabricated concrete test cylinders for determination of compressive strength.

Irvine Ranch Water District - Piezometer Automation Project (3 dam locations) - Principal Engineer

Provided an engineering technician for observation and trench compaction testing following installation of vibrating wire piezometer installation at (3) locations: Rattlesnake Canyon Dam; Sand Canyon Dam; Syphon Canyon Dam. We sampled excavated soil at each location and performed laboratory maximum density tests. We also provided an engineering compaction report for each location.

Irvine Ranch Water District - Syphon Reservoir Outlet Structure Rehabilitation Project - Principal Engineer

Provided engineering technicians for sampling and testing soil and structural concrete. Laboratory tests consisted of soil maximum density and concrete compressive strength. We performed compaction testing during backfill of structures and provided engineers compaction report at completion of project.

City of Newport Beach - Residential Street Overlay Program (University Drive, La Vida Drive, Monrovia Ave, 16th St & Production Place) - Principal Engineer

Performed observation and testing services for the residential street overlay program (5 streets) in the City of Newport Beach. Work included observation and testing of existing subgrade and base, and material and compaction testing during asphalt concrete placement. The purpose of our effort

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was to verify that the general contractor's work was completed in accordance with the project plans, specifications, and code requirements.

City of Newport Beach – Miscellaneous Paving Repair – Bristol Street South, Newport Coast Drive, and Jamboree Road at Coast Highway South – Principal Engineer

Provided engineering supervision during construction that included field sampling and testing of subgrade and asphalt concrete. Laboratory testing of soils, aggregate base and asphalt concrete using Caltrans test methods.

City of Irvine – San Diego Creek Channel Improvements – Principal Engineer

Provided engineering supervision during construction that included field and laboratory sampling and testing of structural concrete, shotcrete, asphalt concrete and rip rap materials using Caltrans test methods and in accordance with the Irvine QA/QC program, plans and specifications.

City of Torrance – Crenshaw Boulevard Rehabilitation (182nd Street to 190th Street, T-22) – Principal Engineer

American Geotechnical, Inc. provided Independent Assurance Sampling and Testing (IAST) for soil, aggregate base and asphalt concrete including laboratory testing of soil, aggregate and asphalt concrete on this federally funded, major street rehabilitation project.

City of Laguna Woods – El Toro Road Pavement Reconstruction Project (MBA Consulting) - Principal Engineer

Provided geotechnical construction services for this major multi-lane roadway rehabilitation project. Our laboratory staff analyzed project soils, aggregate base, structural concrete and asphalt concrete materials in our materials testing laboratory; our field technicians provided full-time field observation and compaction testing services during construction to confirm the adequacy of subgrade soil compaction and moisture contents, aggregate base and asphalt concrete placement, access ramp replacement, sidewalk expansion and curb and gutter/median replacement, and we sampled and tested structural concrete for catch basin construction. We also provided specialized pavement services including observations of full depth removal, replacement testing, and ARHM roadway overlays.

City of Los Angeles - Riviera Country Club Underground Irrigation Storage Reservoir and Pump Station (PERC Water Corp) - Principal Engineer

Providing engineering technicians for observation, documentation, field sampling and testing of soil, concrete and asphalt concrete; laboratory testing of construction materials; deputy inspection of concrete reinforcement under the purview of LADBS.

City of El Monte Water Department – VOC – Treatment Plant Wells No. 2A & No. 3. (Civiltec, Inc.) – Principal Engineer

Provided engineering supervision during construction that included field sampling/testing and laboratory testing of subgrade soils, sand bedding, aggregate base, masonry, concrete and asphalt concrete. Project included trench backfill for the pipeline between Wells No. 2A and No. 3 Treatment Plant Wells; over-excavation and compaction of plant foundation areas and testing of structural concrete and masonry materials.

Marygold Mutual Water Company - 2-MGAL Water Reservoir - Construction Materials Testing & Inspection – Principal Engineer

American Geotechnical provided geotechnical engineering materials testing and deputy inspection services for construction of a 2-million gallon above ground water reservoir.

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Irvine Ranch Water District – Manning and Portola Booster Pump Station Generator Project (PR 11667) – Principal Engineer

Provided engineering supervision during construction that included field sampling/testing and laboratory testing of subgrade soils, sand bedding, aggregate base, concrete and asphalt concrete for the installation of two booster pump stations.

Irvine Ranch Water District - Well 115 Replacement Project - 11627 (3717) – Principal Engineer

The project included the demolition of an existing drinking water well and the drilling and equipping of the replacement well located along the northbound 5 freeway. Provided geotechnical observation, sampling and testing of soil, aggregate base, concrete and asphalt concrete. Laboratory testing included the engineering properties and suitability of the on-site and imported soil and rock materials utilized during the course of the project. Also maximum density determination of soil and aggregate, sand equivalency and asphalt concrete Hveem Maximum Density.

Irvine Ranch Water District – Randall Street and Lolita Avenue Domestic Water Pipeline Replacement (PR11408) – Principal Engineer

Provided engineering supervision during construction that included geotechnical observations, documentation, material sampling and compaction testing during installation of domestic water line. Laboratory tests were performed for onsite soil, import sand bedding, aggregate base and asphalt concrete. Compaction tests were performed during trench backfill, aggregate base placement, asphalt base course and wear course.

City of Irvine – Civic Center Fuel Station Underground Storage Tank and Dispenser Island Replacement (CIP 361203) – Principal Engineer

Provided engineering supervision during construction that included field sampling/testing and laboratory material testing for soil, aggregate base and concrete for replacement of underground fuel storage tanks and construction of concrete driveways and dispenser island.

Irvine Ranch Water District - No. 11659 (3913) – Kelvin Avenue Cathodic Protection Project (The Charter Apartment Homes) – Principal Engineer

Provided engineering supervision during construction that included geotechnical consulting services, deputy inspection, and materials testing for soil, and asphalt concrete for multiple waterline laterals.



American Geotechnical, Inc.

GEOTECHNICAL ENGINEERING / MATERIALS TESTING & INSPECTION

Fei-chiu (Jerry) Huang, Ph.D., P.E., G.E., QSD/QSP
Principal Engineer

EDUCATION

Bachelor of Science in Civil Engineering
TAMKANG UNIVERSITY
Taipei, Taiwan, R.O.C.

Master of Science in Civil and Environmental Engineering (Geotechnical)
UTAH STATE UNIVERSITY
Logan, Utah

Doctor of Philosophy (Geotechnical)
NORTHWESTERN UNIVERSITY
Evanston, Illinois



PROFESSIONAL REGISTRATIONS

State of California, Professional Engineer in Civil Engineering, No. C55670
State of California, Geotechnical Engineer, No. GE2601
State of California, Governor's Office of Emergency Services (OES), Post-Disaster Safety Assessment Program (SAP) Evaluator, No. SAP63537
California Stormwater Quality Association (CASQA), Qualified SWPPP Developer (QSD) and Qualified SWPP Practitioner (QSP), Certificate #20136

RELEVANT EXPERIENCE

Dr. Huang has more than 25 years of experience in southern California in all aspects of the civil and geotechnical engineering related fields. He has managed many infrastructure and development projects for public sectors and private clients. He has provided civil and geotechnical engineering services for projects ranging from bridges, levees, pipelines, tunnels, shafts, and reinforced concrete box (RCB), shoring/shields, commercial/industrial developments, large planned communities, and single family custom home developments. Dr. Huang has extensive experience in project development and construction management throughout southern and northern California areas. His primary duties were focused on project planning and management, site characterization, analysis and interpretation of subsurface data, static and dynamic design and analysis of shallow and deep foundations, pavement design, liquefaction analysis, as well as earth retaining and stabilizing structures. He investigated and mitigated various landslide and slope failure problems. His current duties included client contact, proposal preparation, planning geotechnical and forensic investigations, engineering data analyses, foundation design and recommendations, project management, as well as report writing. Dr. Huang has involved various types of construction projects including new construction, grading, landslide stabilization, slope repair, levees, tunnels, pipelines, shafts, reinforced concrete box (RCB) and temporary shoring/shields design, etc.

Dr. Huang has more than 25 years of geotechnical forensic investigation experience. He has worked on various construction litigation projects for lawyers, homeowner associations, insurance companies, financial institutions, and major developers in California. He has investigated various foundation problems, and designed treatments including shallow and deep foundation repairs, retaining structures stabilizations, mechanically-stabilized earth (MSE) retaining wall design and analysis, landslide/slope stabilizations, levee failure investigation, groundwater problems investigation, and pavement rehabilitation.



FEI-CHIU (JERRY) HUANG, PH.D.

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In addition to his expertise in geotechnical engineering, Dr. Huang also involved in various civil engineering and construction related projects, including but not limited to preparation of precise grading plans, erosion and sediment control plans (ESCP), drainage design, hydrology studies and hydraulic structure calculations, sustainable site design, storm water Best Management Practice (BMP) design, Low Impact Design (LID), and Water Quality Management Plan (WQMP). Dr. Huang is certified as Qualified SWPPP Developer (QSD) and Qualified SWPPP Practitioner (QSP).

REPRESENTATIVE PROJECTS

City of Newport Beach – Concrete Street Pavement Reconstruction, Anade Avenue, Montero Avenue, and Alvarado Place, Project No. 18R21 – Project Engineer

Geotechnical observation and testing services of concrete placement for proper coverage and consolidation, of reinforcement and placement, trench bottom and trench backfill for new pipe, concrete cylinders preparation, laboratory testing of soils and concrete. The project encompasses pavement reconstruction and associated curb, gutter, sidewalk, ramp, subdrain, catch basin, and storm drain work for about 160 linear feet of 6th Street, 510 Linear feet of Anade Avenue, and 543 linear feet of Montero Avenue, and 518 linear feet of Alvarado Place for a combined 1,570 linear feet of Portland Cement Concrete (PCC) road reconstruction on 4 surface streets in the Balboa Peninsula area, Newport Beach, California.

City of Newport Beach – Ocean Boulevard and Marguerite Avenue Pavement Rehabilitation, Contract No. 5581 – Project Engineer

Prepared final compliance report summarizing the on-call geotechnical observation and testing services during construction. The project encompasses reconstruction of a 7-inch thick polypropylene, fiber-reinforced Portland Cement Concrete (PCC) street pavement, access ramps, curb and gutter, and sidewalk at Ocean Boulevard and Marguerite Avenue in the City of Newport Beach, California.

City of Newport Beach – Camino Shores Community and Dochester Road Street Rehabilitation – Project Manager

Geotechnical investigation for evaluating various distresses observed in street asphalt pavement within Camino Shores Community. The investigation included subsurface exploration by coring of existing pavement sections and hand-augering of ten (10), 8-inch diameter borings to depth of 5 feet below ground surface, laboratory testing of representative intact and bulk samples, engineering analyses and pavement design, as well as preparation of report. Conducted observation and testing services during street rehabilitation and prepared final compaction report.

City of Newport Beach – Bayview Heights Drainage Runoff Treatment Project – Project Engineer

Geotechnical observation and testing services consists of subgrade, subgrade sample collection, placement and compaction of soil, laboratory testing, and preparation of final report.

City of Palos Verdes Estates – Removal of Seven Buildings on Palos Verdes Drive West, Palos Verdes Estates, California – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project consists of removal of seven buildings and other improvements on seven properties, minor grading to create desired grade elevations, and compaction of near-surface materials as well as installation of a drainage system.

City of Poway – FY12/13 Reline/Replace Sewer Pipelines: Tierra Bonita Road, Olive Tree Lane, and Allbrook Drive – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses relining/replacing sewer pipelines, installing new manholes,



FEI-CHIU (JERRY) HUANG, PH.D.

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and new sewer cleanout at Tierra Bonita Road, Olive Tree Lane, and Allbrook Drive in the City of Poway, California.

East Municipal Water District – Diaz Lift Station Replacement, Southeast Corner Diaz Road and Rancho Way, Temecula, California – Principal Engineer

Designed temporary shoring system options for wet well excavation and sewer pipeline trench excavations and prepared project design report (PDR).

South Coast Water District - Lift Station Number 2 Force Main Rehabilitation, Laguna Niguel and Laguna Beach, CA – Project Engineer

Provided geotechnical observation and testing services at 10 access pits, performed laboratory testing and construction coordination, and prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses sliplining the existing pipe with a high density poly ethylene pipe, excavating access pits at selected locations along the force main alignment, performing open cut-and-cover trenching, constructing new force main sections at relatively small sections of the force main near LS-2 and at the west end of the resort property. Excavations for the access pits and trenches are up to approximately 15 feet deep.

South Coast Water District – Niguel Shores Valve Replacement, Halyard Road, City of Dana Point, CA – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses valve replacement at the Niguel Shores Halyard Road in the City of Dana Point, California.

South Coast Water District – Bluff Drive Infrastructure Replacement Project – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses infrastructure replacement at the intersection between Bluff Drive and Pacific Coast Highway in the City of Laguna Beach, California.

Irvine Ranch Water District - On-Call Laguna Canyon Road and Quail Hill Parkway Cathodic Protection Project – Project Engineer

Performed geotechnical observation and testing services during construction. The project encompasses cathodic protection of pipelines.

Irvine Ranch Water District – Eastwood Recycled water Pump Stations Project Zone A to B and Zone A to C – Project Engineer

Attended pre-construction meeting, performed observation and testing services during construction. The project encompasses construction of new pump stations, conversion pipelines for ILP Zone C to Zone B and ILP bottom drain modifications in City of Irvine, California.

Irvine Ranch Water District – Well 115 Replacement Project, Project Nos. 11667 and 11675 – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses replacement of existing Well 115 in City of Irvine, California.

Irvine Ranch Water District – Manning and Portola Zone 9 Booster Pump Stations Generator Project – Project Engineer

Prepared final compaction report summarizing the geotechnical observation and testing services performed during construction. The project encompasses two booster pump station site in Modjeska Canyon, an unincorporated area of Orange County (Manning), and Portola Hills (Portola Zone 9).

Irvine Ranch Water District – Kelvin Avenue Cathodic Protection Project – Project Engineer



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Prepared final report summarizing the deputy inspection and material testing services during asphalt pavement (AC) placement by the subcontractor. The project is located at 2750 Kelvin Avenue in the City of Irvine, California. The project encompasses excavation and backfilling of utility trenches followed with resurfacing roadway with asphalt concrete.

Frank Springer & Associates, Inc. – Omish Road Box Culvert/Bridge – Project Engineer

Geotechnical investigation for the proposed construction of a new, four concrete side-by-side box culvert/bridge, 12-feet wide by 32-feet long by 6.5-feet high, to replace the existing CMP culvert across Omish Road within Rincon Indian Reservation in San Diego, California. The investigation includes subsurface exploration consisting of one small-diameter boring, laboratory testing, engineering analyses and design, and providing geotechnical recommendations for the proposed concrete culvert/bridge.

OC-Rehab 1, LLC – Via Ballena Landslide Repairs – Project Manager

Provided geotechnical design recommendations for temporary steel trench shield shoring of trench excavation during proposed reinforced concrete box (RCB) culvert installation for the Via Ballena Landslide Repair project in the City of San Clemente, California.

City of Glendale – Chevy Chase Sewer Diversion Project – Project Manager

Provided forensic geotechnical evaluation for the law firm on behalf of City of Glendale to investigate project geotechnical engineering firm who fails to identify large cobbles and boulders during subsurface exploration resulting in huge construction cost increase and damage of tunnel boring machines drilling bits. The general contractor has to revise the construction plans and equipment and delays the construction schedule.

D. J. Scheffler, Inc. – Sari Relocation – Yorba Linda Spur – Consulting Engineer

Performed consulting services for reviewing construction plans and shoring design and calculations to install 36-inch diameter secant piles launching and receiving shafts for sewer tunneling work across Santa Ana River in the City of Yorba Linda, California.

D. J. Scheffler, Inc. – Carlsbad Desalination Faraday Shaft – Project Engineer

Performed consulting services to investigate shoring design by others and construction of 18.5 feet diameter shaft supported by 36-inch diameter secant piles wall for Macario Canyon Tunnel Crossing project in City of Carlsbad, California.

SNW-Wilson Blue Lake Transmission Project – Project Manager

Provided forensic geotechnical evaluation on behalf of project contractor to investigate project geotechnical engineering firm who fails to identify large cobbles and boulders during subsurface exploration resulting in huge construction cost increase and damage of drilling bits to excavate tunnel launching and receiving shafts. The project is located in Troutdale, Oregon.

Shorecliff Huntington Beach vs. City of Huntington Beach – Project Manager

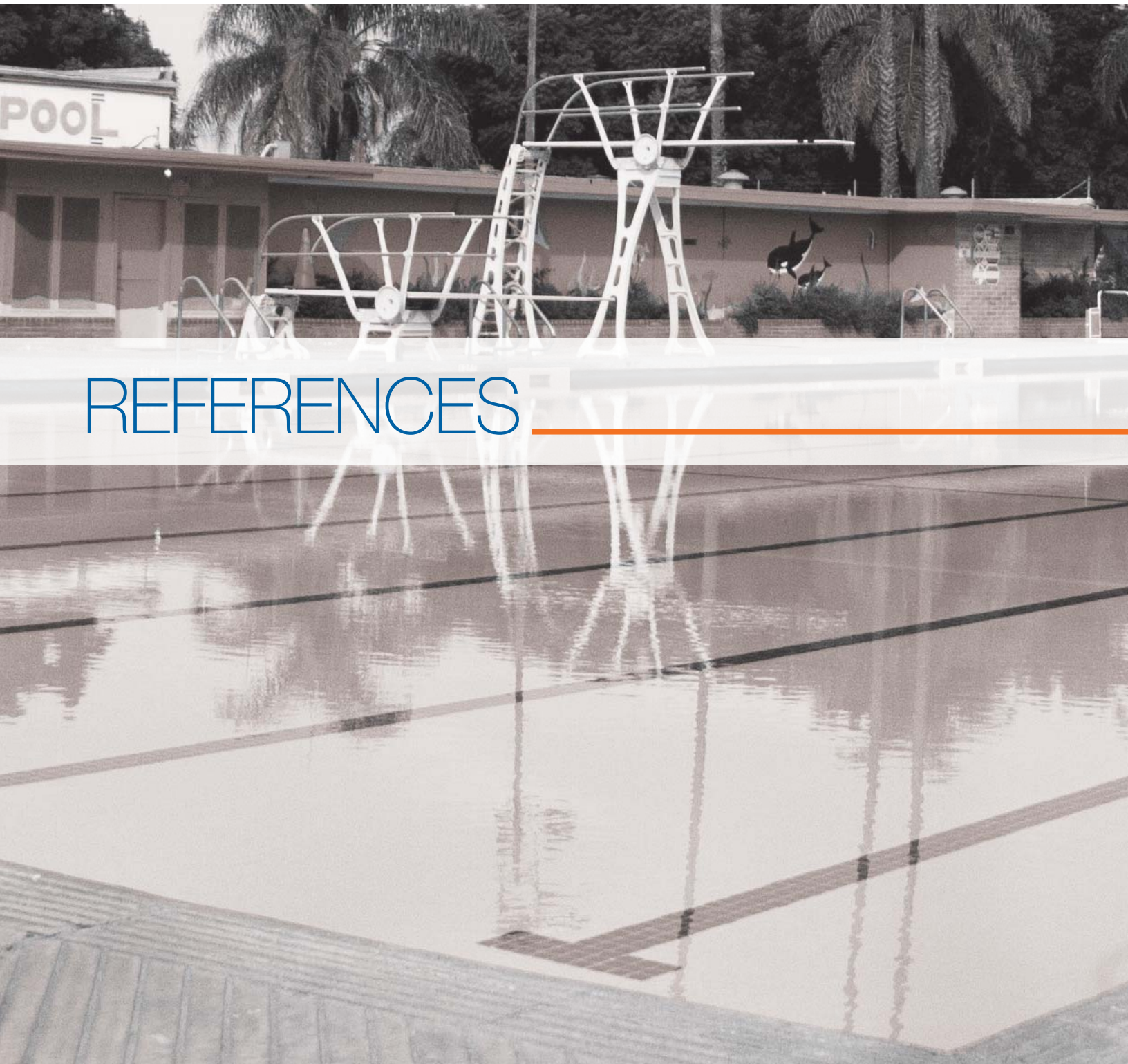
Civil and geotechnical forensic investigation for the law firm on behalf of Shorecliff HB to review existing storm drain design and capacities that entered into Shorecliff HB and causes significant flooding within the community.

Granite Park Homeowners Association – Realignment of 54-inch RCP Storm Drain Project – Project Engineer

Provide forensic investigation and onsite observation services for the law firm on behalf of Granite Park HOA to review proposed realignment of 54-inch RCP storm drain project adjacent to Granite Park HOA community in City of Pasadena.

TEAM HOURS

WORK ITEM DESCRIPTION	ESTIMATED MAN-HOURS & FEES									
	Project Manager	Design Engineer	Electrical Engineer	CAD Designer	Project Coordinator	Structural Engineer	Geotechnical Engineer	Survey	Architect	Man-hour Subtotal
1. Project Management and Meeting	16	16			8					40
2. 65% Drawings	6	60		60		8	32	40	12	218
3. 95% Design Drawings	6	40	4	40	2	15			12	119
4. 100% Final Contract Drawings, Specifications and Estimates (bid set)	2	24	2	24	2				8	62
5. Permitting Assistance	2	16			2					20
6. Bidding and Construction Support	2	40			2	2			4	50
TOTAL	34	196	6	124	16	25	32	40	36	509



REFERENCES



William Woollett Jr. Aquatic Center Pool Re-plastering Project – Irvine, CA

The William Woollett Jr. Aquatic Center (Aquatic Center) located between Heritage Park and Irvine High School is a world class swimming facility comprised of three pools, one Olympic size (50 meters x 25 yards) competition pool, one Olympic size (50 meters x 25 yards) diving pool and one instructional pool (25 meters x 25 yards). The City of Irvine needed consulting services for the Aquatic Center pools to be re-plastered due to the lifespan of the existing pool plaster. The City hired PACE to produce the design for the new pool surfaces and related waterline tiles, lane line tiles, target tiles, grates and fittings, that will last for a long period of time under different pool chemistry conditions. The design met competition pool requirements and the current State and County pool codes, as well as the current ADA standards.

PACE provided the City with pool surface options benefits and drawbacks such as initial installation cost, material lifespan, pool startup requirements, pool operation chemistry conditions, and selected the most suitable option achieving long term cost saving. The design also included a pool plaster demolition plan, considering the environmental impact in terms of noise and dust due to the project proximity to a school. PACE also prepared all required documents and a Pool Remodel to meet the County and City plan review requirements and assisted the City to obtain all necessary permits and approvals.

PACE also recommended the pool shell structural integrity to be examined during the project so that any structural condition deficiencies that would be discovered could be addressed once the plaster is removed.

Relevant Features:

- ◆ One Olympic size (50 meters x 25 yards) competition pool
- ◆ One Olympic size (50 meters x 25 yards) diving pool
- ◆ One instructional pool (25 meters x 25 yards)
- ◆ Designed re-plastering for new pool surfaces
- ◆ Designed new waterline tiles, lane line tiles, target tiles, grates and fittings
- ◆ Design met current State and County pool codes and current ADA standards
- ◆ Provided options to acquire long term cost savings

Agency/firm name:

City of Irvine – Public Works and Transportation Department

Contact Info:

Michael Courtney
(949) 337-7017
Mccourtney@cityofirvine.org

Dates services performed:

2021 - 2023



The Covington Pool Renovation – Aliso Viejo, CA

PACE provided engineering services for The Covington project by assessing and renovating the existing pool and spa. The design allowed the reuse of the existing pool and spa equipment including the filters, pumps, and disinfection system and replaced the gas heater with heat exchangers.

Relevant Features:

- ◆ Pool and Spa assessment
- ◆ Re-plastered the pool and spa
- ◆ Replaced pools and spa skimmer, skimmer equalizers, main drain covers, lights, etc.
- ◆ Reused the existing pool and spa equipment (filters, pumps, disinfection system)
- ◆ Replaced the gas heater with heat exchangers



Agency/firm name:

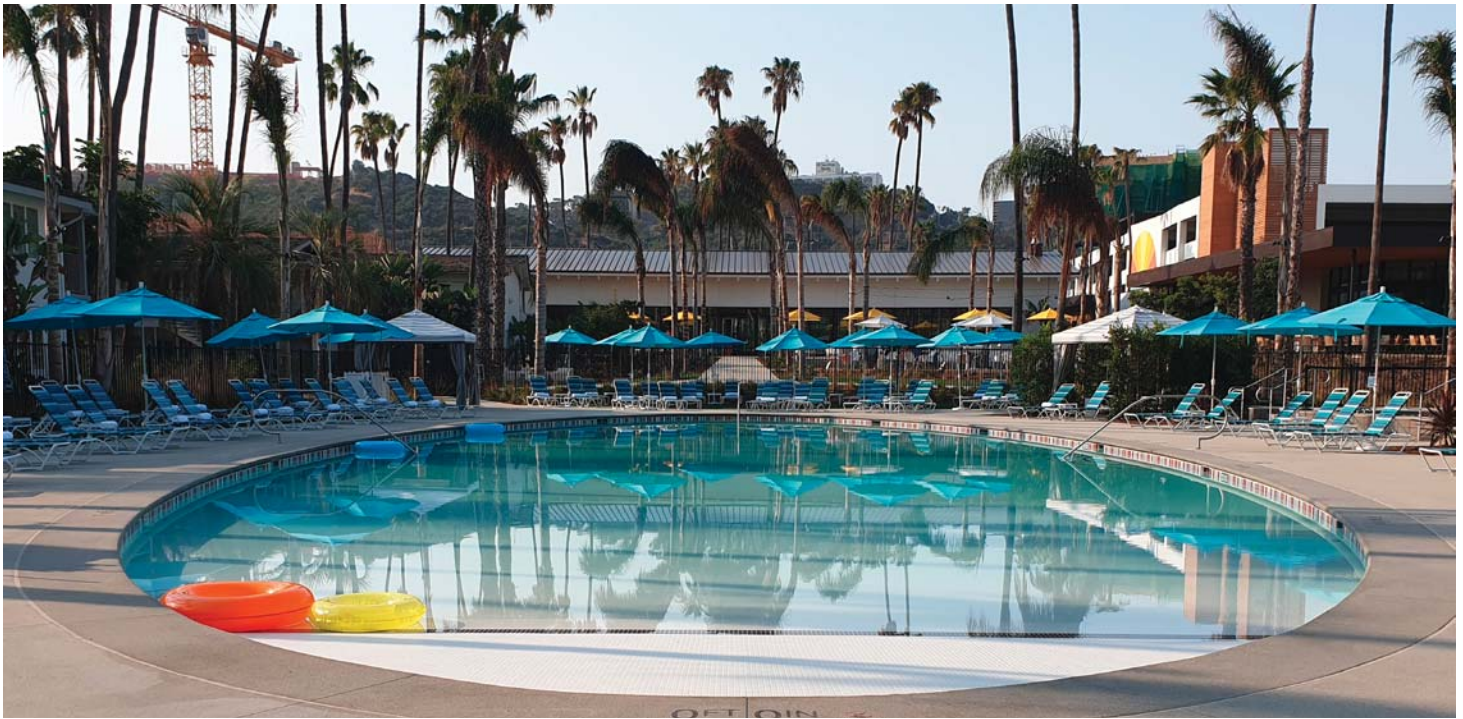
Olson Construction Company

Contact name:

Chip Olson
Office (760) 452-5099
Mobile (760) 613-4266
chip@olsoninc.net

Dates services performed:

2018 - 2020

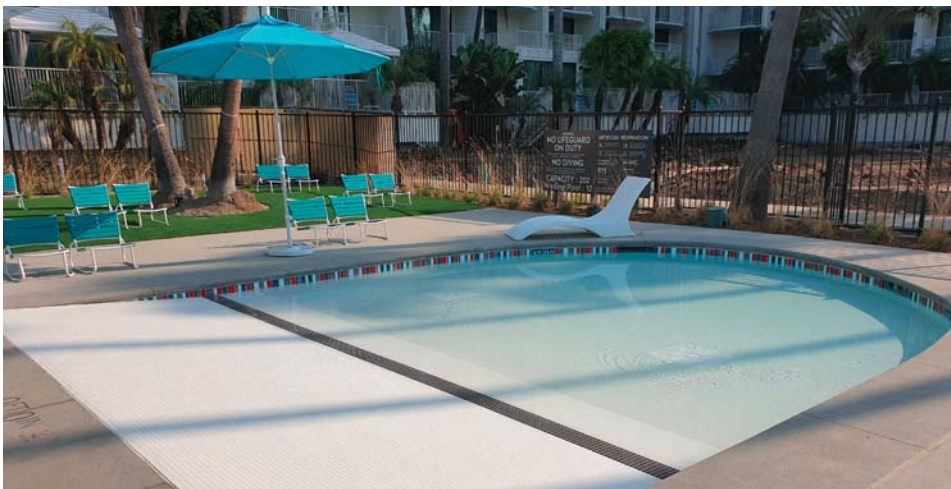


Town and Country Resort Pool Renovation – Mission Valley, CA

PACE led the engineering of the pool area renovation including the design of a new main resort pool at 4,000 SF featuring a sloped beach entry, a 190 SF skimmer spa with one raised edge (50% of perimeter) and an ADA transfer wall, a single-slide tower with a 280 SF skimmer splash pool, and a 250 SF children's wading pool with a sloped beach entry.

Relevant Features:

- ◆ Pool area renovation
- ◆ Performed coordination and field support during construction



Agency/firm name:

Lowie Destination Development

Contact name:

Todd Majcher
Office (310) 802-7405
Mobile (310) 948-9647
tmajcher@loweenterprises.com

Dates services performed:

2019 – 2020



City of Santa Ana Memorial Pool and Civic Center Fountain Renovation – Santa Ana, CA

The evaluation included waterproofing, nozzles, piping, chemistry control and delivery, pump, filtration, materials and lighting. Construction documents were prepared based on recommended improvements from the assessment report.

PACE provided assessment consulting services and engineering design services for the rehabilitation of the Memorial Pool in the City of Santa Ana, a public-use swim facility. The 167' x 65' pool, with depths ranging from three to 12 feet, was originally constructed in 1961 and is open seasonally from Memorial Day to Labor Day. The pool system developed operational issues and increased maintenance costs resulting from cracking, leaks, and black algae. PACE performed a thorough assessment of the existing system and determined the minimum level of action necessary to rectify the pool's issues and reduce the City's operational and maintenance cost. The evaluation included an audit of equipment and operations to ensure current Health Department and California Building codes were met, and determined that the mechanical pumping system was out of compliance. Final recommendations and design services were performed to repair the pool shell including waterproofing, plaster, fittings, lighting, and tile. Decking renovations were also recommended and the pumping system was redesigned to comply with current Health Department codes including a new pump as well as repair of cracks in the pump station room. A chemical storage room was also designed to provide proper ventilation.

Relevant Features:

- ◆ Renovated pumping
- ◆ Renovated lighting
- ◆ Waterproofing
- ◆ Pump renovation

Agency/Firm Name:

City of Santa Ana

Contact Name:

Kenny Nguyen
Office (714) 647-5632
knguyen@santa-ana.org

Dates Services Performed:

2008 – 2011

ADDITIONAL AQUATIC FACILITIES EXPERIENCE

PROJECT NAME	PROJECT NAME	DESIGN COMPONENTS
William Woollette Jr. Aquatic Center Pool Re-plastering Project	Irvine, CA	One Olympic size (50 meters x 25 yards) competition pool, one Olympic size (50 meters x 25 yards) diving pool, one instructional pool (25 meters x 25 yards)
New Century Plaza	Century City, CA	Two 504 sf infinity edge pools and one spa on the hotel rooftop, two 900 sf skimmer pools and two spas on the amenity deck, and six 230 sf infinity edge residential pools with three pools on the North tower, and three on the South tower
One Beverly Hills	Beverly Hills, CA	Two pools on podium, 1200 sf pool for the North tower and a 2250 sf pool for the
Metropolis Pool	Los Angeles, CA	555 sf rim flow edge pool, a 735 sf pool and 130sf spa
Westin Denver International Airport	Denver, CO	Pool and spa on 11th floor of Westin Denver International Airport Hotel
Limelight Hotel	Ketchum, ID	Pool and hot tubs
Pelican Hill Resort Hotel & Villa Clubhouse	Newport Coast, CA	Saltwater resort pool, activity pool, rim flow pool, wading pool, saltwater spa, and indoor spa
Crystal Cove Community	Newport Coast, CA	Lap pool, wading pool, hot tub, entry fountain
Irvine Company Spectrum Park Pools and Spas	Irvine, CA	3000 SF hour glass shaped pool, 2,700 SF oval shaped pool, 4,900 SF rectangular shaped pool and 5 spas and one wading pool
Terranea Resort	Rancho Palos Verdes, CA	Pools, water slide, 2 hot tubs, 2 cold plunge pools, interactive waterplay area, golf course lakes
San Diego Marriott Aquatic Facilities Renovation	San Diego, CA	3,400 SF pool, 1,600 SF slide pool, 175 SF spa, 95 SF spa, two water walls, water play area, and water feature
Sheraton Wild Horse Pass Resort	Chandler, AZ	Main resort pool, water slide, sports pool, wading pool, resort day spas, 1.5 mile Gila River replica
The Pointe Hilton at Squaw Peak	Phoenix, AZ	Pool with freeform water falls, sport pool, spa, wading pool, water slide and wading pool, lazy river
Grand Residence Marriott	Keystone, CO	Saltwater pool with spray jets, spa with waterfalls and automatic covers
Westin Riverfront	Avon, CO	Saltwater lap pool, 3 spas with infinity edges
Westin Monache	Chandler, AZ	Pool and 2 hot tubs
Bluewater Casino & Resort	Parker, AZ	Pool, water slide and hot tub
Westin Mission Hills Resort	Rancho Mirage, CA	Lagoon pool, 2 spas, waterfall, water slide
Westin Maui	Ka'anapali Beach, Maui, HI	25,000 SF meandering pool and underwater grotto, koi ponds, swan and flamingo features, 6 waterfalls, 2 water slides
Hilton Waikoloa Village	Waikoloa, HI	Natural ocean swim lagoon, saltwater boatway, 3 swimming pools, spas
The Village at Mammoth Lakes	Mammoth Lakes, CA	Pool, 2 hot tubs
Tamarack Resort	Tamarack, ID	Pool with waterfall, 2 spas, 1 wading pool with beach entry and shooting jets, waterfall and stream feature
Village North Condominium / Hyatt Resort	Lake Tahoe, CA	Pool, 250 SF hot tub, 2 smaller hot tubs
City North	Phoenix, AZ	Pool and spa above parking garage, 2 fountains
Westin at Snowmass Village	Snowmass, CO	2 streams, 1 pool, 2 spas
South Hotel at Mammoth Lakes	South Hotel at Mammoth Lakes	1 rim flow saltwater pool, 3 spas, 2 waterfalls
Northstar Highlands Ritz Carlton Club	Truckee, CA	Pool with zero edge entry, 2 spas, 1 wading pool, 2 indoor spas, lap pool
City of Santa Ana Memorial Pool Renovation	Santa Ana, CA	Existing pool assessment and design of new pump equipment, pool plastering and chemical storage room
Yountville Community Pool Renovation	Yountville, CA	Existing pool assessment and implementation of operational improvements to gain local permits

A photograph of an outdoor swimming pool. In the background, there is a building with a sign that says "POOL" and several palm trees. The pool water is calm, reflecting the sky and the structures. A white ladder is visible in the pool. A semi-transparent white banner with an orange line is overlaid across the middle of the image.

SCHEDULE

PROJECT SCHEDULE

Based on PACE's current understanding of this project from the information provided in the RFP, the following is the proposed project design schedule:

ACTIVITY	START DATE	FINISH DATE
Contract Award	February 2023	February 2023
Project Kick-Off Meeting	March 2023	March 2023
Concept Design	March 2023	March 2023
Final Design (65%, 95% And 100% Drawings, Specs)	May 2023	July 2023
Pool Permitting	August 2023	September 2023
Bidding And Construction Contract Award	October 2023	October 2023
Construction	November 2023	February 2024

We are aware that there is a desire to complete the design for the project as quickly as possible. We have reviewed the project schedule and are very comfortable with meeting the schedule milestones in the timeframes prescribed. Additionally, we approach our projects with a mentality that if we can minimize design revisions, the project can proceed ahead more quickly. We will apply our experience with fast-paced design-build and design-bid-build projects to ensure schedule objectives are always met.

A photograph of a swimming pool with a water slide and a building in the background. The pool has lane lines and a starting block. The water slide is white and has two slides. The building has a sign that says "POOL". The text "CONSTRUCTION BUDGET" is overlaid on the image.

CONSTRUCTION **BUDGET**



Preliminary Pool Renovation Construction Cost Estimate Demonstration

We understand it is very important for the City of Buena Park to know a budgetary pool renovation construction cost. Without a detailed pool renovation design and construction scope of work, it is difficult to provide an accurate estimate.

Based on higher construction costs in materials and labor and recently bid municipal pool improvement projects (Woollett Aquatic Center pools in City of Irvine, specifically) we believe the cost estimate in the RFP "FEASIBILITY REPORT" exhibit "L" is too low. We have prepared an initial demonstrative estimate of the probable construction costs, and we believe the cost will be in the range of \$1.1 million to \$1.4 million for the Peak Park Pool and \$400,000 to \$600,000 for Boisseranc Park Pool."



SUBCONSULTANTS

SUBCONSULTANTS



Spire Structural Engineering, Alexandros Bletsos – Structural Engineer
 28641 Rancho Parkway South
 Lake Forest, CA 92630
 (949) 916-3440

Structural Engineering

Spire Structural Engineering, Inc. was established in 2005 to provide structural engineering analysis and design of many types of new and existing structures utilizing all materials. Spire's staff of ten are determined to provide its clients with designs that take into account cost, ease of construction, and cutting-edge construction methods to meet the objectives of each project. The firm's principals, Jeremy Welton and Alexandros Bletsos, are California registered structural engineers with many years of experience in the design and analysis of various structures, utilizing computer modeling applications such as SAP2000, ETABS, and RISA3D. Spire focuses on new construction as well as structural upgrades and seismic retrofits meeting the current building code, ASCE 31/41 or other criteria. The firm has experience with all types of analysis including linear and nonlinear techniques. Nonlinear static (pushover) techniques have been applied in evaluating existing complex structures and the firm's principal also has past experience with both linear and nonlinear response history analyses.



American Geotechnical, Inc., Alva Alvappillai – Geotechnical Engineer
 22725 Old Canal Road
 Yorba Linda, CA 92887
 (714) 685-3900

Geotechnical Engineering

American Geotechnical is a firm of consulting engineers and geologists specializing in geotechnical engineering, geology, groundwater hydrology, and seismology. American Geotechnical was founded in 1984 as a California corporation and provides services regionally and nationally. In addition to new development projects, their experience also includes property evaluations/risk management, moisture intrusion and groundwater studies, earthquake and fault studies, slope stability and landslide evaluations, etc. They also have significant experience in performing distress investigations and forensic studies and providing remedial recommendations to correct problems to existing structures and other improvements.



Huitt-Zollars, David Mackey – Surveyor
 2603 Main Street, Suite 400
 Irvine, CA 92614
 (949) 988-5815

Survey Engineering

Huitt-Zollars also offers a complete range of land surveying services to support all types of clients and projects, ranging from On-Call Surveying contracts with City, County, and State governmental agencies to developers, construction companies, Title Companies, and the real estate industry. With their experienced group of Professional Land Surveyors, multiple field crews, office Survey Technicians, and state-of-the-art surveying and mapping equipment, they are able to provide clients with well-coordinated, cost-effective surveys and related documentation in a timely and efficient manner.



Square [1] Design, Khanh Doan – Structural Engineer
 10451 Samoa Drive
 Huntington Beach, CA 92646
 (562) 900-5862

Architecture

SQUARE [1] Design Group is a unique form of a group design partnership that has embarked on new markets, focusing on the extensive experience of the new staff in the design of recreation developments, city/county facilities, and public schools. The firm is centrally located within Southern California. Work is generated in collaboration with the client in the field, from design sessions to construction administration. The organizational philosophy of the firm is one of a studio effort, with teams of design and technical personnel working with the Partner-in-Charge and Project Manager throughout the life of a project, from design through construction.



17520 Newhope St, Ste 200
Fountain Valley, CA 92708
714.481.7300 | pacewater.com



WORK ITEM DESCRIPTION	ESTIMATED MAN-HOURS & FEES									
	Project Manager	Design Engineer	Electrical Engineer	CAD Designer	Project Coordinator	Structural Engineer	Geotechnical Engineer	Survey	Architect	Total Task Cost
Hourly Billing Rate	\$245	\$145	\$235	\$140	\$100	\$200	\$250	\$240	\$200	
1. Project Management and Meeting	\$3920	\$2,320			\$800					\$7,040
2. 65% Drawings	\$1,470	\$8,700		\$8,400		\$1,600	\$8,000	\$9,600	\$2,400	\$40,170
3. 95% Design Drawings	\$1,470	\$5,800	\$940	\$5,600	\$200	\$3,000			\$2,400	\$19,410
4. 100% Final Contract Drawings, Specifications and Estimates (bid set)	\$490	\$3,480	\$470	\$3,360	\$200				\$1,600	\$9,600
5. Permitting Assistance	\$490	\$2,320			\$200					\$3,010
6. Bidding and Construction Support	\$490	\$5,800			\$200	\$400			\$800	\$7,690
TOTAL	\$8,330	\$28,420	\$1,410	\$17,360	\$1,600	\$5,000	\$8,000	\$9,600	\$7,200	\$86,920

EXHIBIT "B"

CALIFORNIA LABOR CODE COMPLIANCE

[Labor Code §§ 1720 *et seq.*, 1813, 1860, 1861, 3700]

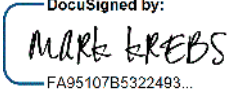
If this Agreement calls for services that, in whole or in part, constitute "public works" as defined in the California Labor Code, then:

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 the awarding public agency ("City") and Consultant agree to be bound by all the provisions thereof as though set forth in full herein.
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>), are on file with City, and are available to any interested party upon request. Consultant shall, as a penalty to the 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 the City of the location of the records. The 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. The Consultant shall, as a penalty to the City, forfeit twenty-five dollars (\$25) for each worker employed in the execution of this Agreement by the 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."

Date 2/16/2023 | 5:01:10 PM PST Signature  FA95107B5322493...



AUTHORIZATION FOR CHANGE ORDER

TO: Department of Public Works City of Buena Park 6650 Beach Blvd. Buena Park, CA 90621	ATTN: DATE: PROJECT: C.O. AUTHORIZATION #:	Annie Singhal June 5, 2023 C091 – Peak Park and Boisseranc Park Pool Renovation 01
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The following was not included in the original contract. We are requesting authorization for additional budget.

Description of Services:

Task 4A – Added ADA Ramp, New Shades and Pool Deck Fire Egresses for Peak Park Pool, and Pool Deck Lighting for Boisseranc Park Pool

- Added ADA Ramp in Peak Park Pool:
 Provided ADA ramp options, exhibits and cost estimates
 Coordinated with OC Health and other consultants for the ADA ramp design
 Provide ramp construction plans and details including deck grading revision, deck slot drain revision, ramp layout and sections, structural design, ramp tiling and railing, pool recirculation inlets, existing pool gutter bypass at the ramp location.
- Added new shade structures at both ends of the pool to replace the existing shade structures, and provided pool exhibits to the City.
- Added two pool deck egresses along the existing wrought iron fence to meet requirements from Fire Department.
- Boisseranc Park pool deck lighting – in the project proposal, it was assumed no pool deck lighting design in the scope based on RFP. The deck lighting design was added during design process.

Project Personnel	Hours	Rate	Fee
Project manager	30 hrs	x \$245	\$7,350
Structural Engineer	24 hrs	x \$200	\$4,800
Architect	24 hrs	x \$200	\$4,800
Electrical Engineer	24 hrs	x \$235	\$5,640
Electrical Designer	40 hrs	x \$145	\$5,800
Design Engineer	120 hrs	x \$145	\$17,400

Amount of Compensation:

This Request - Change Order # 01: \$ 45,790

Estimated By: _____

Zirang Song, PE - PACE

6/05/2023

Date

AGREED TO AND ACCEPTED BY:

By _____
 City of Buena Park

 Date



PACIAQU-01

ARODRIGUEZ6

DATE (MM/DD/YYYY)

4/27/2023

CERTIFICATE OF LIABILITY INSURANCE

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

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

PRODUCER License # 0757776 HUB International Insurance Services Inc. 4695 MacArthur Court Suite 600 Newport Beach, CA 92660	CONTACT NAME: Henry Zamora PHONE (A/C, No, Ext): (714) 569-2718 2718 FAX (A/C, No): (714) 242-9723 E-MAIL ADDRESS: henry.zamora@hubinternational.com																					
INSURED Pacific Advanced Civil Engineering 17520 Newhope Street Suite 120 Fountain Valley, CA 92708	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> </thead> <tbody> <tr> <td colspan="2">INSURER A : Evanston Insurance Company</td><td>35378</td></tr> <tr> <td colspan="2">INSURER B : Nationwide Mutual Insurance Company</td><td>23787</td></tr> <tr> <td colspan="2">INSURER C : Oak River Insurance Company</td><td>34630</td></tr> <tr> <td colspan="2">INSURER D :</td><td></td></tr> <tr> <td colspan="2">INSURER E :</td><td></td></tr> <tr> <td colspan="2">INSURER F :</td><td></td></tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A : Evanston Insurance Company		35378	INSURER B : Nationwide Mutual Insurance Company		23787	INSURER C : Oak River Insurance Company		34630	INSURER D :			INSURER E :			INSURER F :		
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COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: CAP:\$10,000,000 per project	X	X	MKLV5PBC005750	4/30/2023	4/30/2024	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	ACPBA3039722129	4/30/2023	4/30/2024	GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							EBL AGGREGATE \$ 1,000,000
							COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	X	X	MKLV5EUL104986	4/30/2023	4/30/2024	BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		PAWC435779	3/2/2023	3/2/2024	EACH OCCURRENCE \$ 5,000,000
							AGGREGATE \$ 5,000,000
							\$
							<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
A	Prof & Poll Liab			MKLV5ENV104131	4/30/2023	4/30/2024	E.L. EACH ACCIDENT \$ 1,000,000
A	Retention: \$150,000			MKLV5ENV104131	4/30/2023	4/30/2024	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
							Each Poll/Each Claim 3,000,000
							Shared Aggregate 6,000,000

APPROVED

By Laurie Aubuchon at 9:50 am, Jun 12, 2023

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Peak Park and Boisseranc Park Pool Improvements Project

The City of Buena Park, its elected officials, officers, attorneys, agents, employees, independent contractors serving in the role of city officials and designated volunteers shall be named as additional insured as respects to General Liability for Completed and Ongoing Operations as required by written contract as per forms CG2010 and CG2037 attached. General Liability is Primary and Non Contributory as agreed in writing per forms CG20010 and AC7005. General Liability Blanket Waiver of Subrogation as required by written contract as per form MEGL 0241. Automobile Liability Additional Insured applies as required by written contract as per form AC7005 attached. Automobile Liability is Primary and Non Contributory as agreed in writing per form AC7005 attached. SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

City of Buena Park 6650 Beach Boulevard P.O. Box 5009 Buena Park, CA 90622	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ADDITIONAL REMARKS SCHEDULE

AGENCY HUB International Insurance Services Inc.		License # 0757776	NAMED INSURED Pacific Advanced Civil Engineering 17520 Newhope Street Suite 120 Fountain Valley, CA 92708
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
Automobile Liability Blanket Waiver of Subrogation as required by written contract as per form AC7005 attached. Workers
Compensation Blanket Waiver of Subrogation as required by written contract as per form WC9904 attached. Excess is Following
Form.

Notice of Cancellation will be provided as per policy provisions, per form IL0017 attached.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA
BLANKET BASIS

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

The additional premium for this endorsement shall be calculated by applying a factor of 2% to the total manual premium, with a minimum initial charge of \$350, then applying all other pricing factors for the policy to this calculated charge to derive the final cost of this endorsement.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Blanket Waiver

Person/Organization

Blanket Waiver – Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

Job Description

Waiver Premium (prior to adjustments)

All CA Operations

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 03/02/2023

Policy No.: PAWC435779

Endorsement No.:

Insured:Pacific Advanced Civil Engineering, Inc.

Premium \$

Insurance Company: Oak River Insurance Company

Countersigned by _____

POLICY NUMBER: ACP BA 3039722129

**COMMERCIAL AUTO
AC 70 05 03 16**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO PROTECTION - GOLD

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

SUMMARY OF COVERAGES

- A. Effect of This Endorsement
- B. Newly Acquired or Formed Entities
- C. Employees as Insureds – Nonowned Autos
- D. Additional Insured by Contract, Permit or Agreement
- E. Supplementary Payments – Bail Bonds
- F. Supplementary Payments – Loss of Earnings
- G. Personal Effects and Property of Others Extension
- H. Prejudgment Interest Coverage
- I. Fellow Employee – Officer, Managers and Supervisors
- J. Hired Auto Physical Damage
- K. Temporary Substitute Autos – Physical Damage Coverage
- L. Expanded Towing Coverage
- M. Auto Loan or Lease Coverage
- N. Original Equipment Manufacturer Parts – Leased Private Passenger Types
- O. Deductible Amendments
- P. Rental Reimbursement Coverage
- Q. Expanded Transportation Expense
- R. Extra Expense – Stolen Autos
- S. Physical Damage Limit of Insurance
- T. New Vehicle Replacement Cost
- U. Physical Damage Coverage Extension
- V. Transfer of Rights of Recovery Against Others To Us
- W. Section IV – Business Auto Conditions – Notice of and Knowledge of Occurrence
- X. Hired Car Coverage Territory
- Y. Emergency Lock Out
- Z. Cancellation Condition

COMMERCIAL AUTO**AC 70 05 03 16****A. EFFECT OF THIS ENDORSEMENT**

Coverage provided under this policy is modified by the provisions of this endorsement. If there is any conflict between the provisions of this endorsement and the provision(s) of any state-specific endorsement also attached to this policy, then the provision(s) of the state-specific endorsement shall apply instead of the provisions of this endorsement that are in conflict, but only to the extent of the conflict, and only to the extent necessary to bring such provisions into conformance with the state requirement(s) contained in the provision(s) of the state-specific endorsement.

B. NEWLY ACQUIRED OR FORMED ENTITIES

The Named Insured shown in the Declarations is amended to include any organization you newly acquire or form, other than a partnership, joint venture, or limited liability company, and over which you maintain ownership or majority (more than 50%) interest; if there is no other similar insurance available to that organization. Coverage under this provision is afforded until the 180th day after you acquire or form the organization or the end of the policy period, whichever is later.

C. EMPLOYEES AS INSURED – NONOWNED AUTOS

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

- d. Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

D. ADDITIONAL INSURED BY CONTRACT, PERMIT OR AGREEMENT

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

Any person or organization that you are required to name as an additional insured in a written contract or agreement that is executed or signed by you prior to a "bodily injury" or "property damage" occurrence is an "insured" for Covered Auto Liability coverage. However, with respect to covered "autos", such person or organization is an insured only to the extent that person or organization qualifies as an "insured" under A.1. Who is an Insured of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

If specifically required by the written contract or agreement referenced in the paragraph above, any coverage provided by this endorsement to an additional insured shall be primary and any other valid and collectible insurance available to the additional insured shall be non-contributory with this insurance. If the written contract does not require this coverage to be primary and the additional insured's coverage to be non-contributory, then this insurance will be excess over any other valid and collectible insurance available to the additional insured.

E. SUPPLEMENTARY PAYMENTS – BAIL BONDS

Supplementary Payments of SECTION II – COVERED AUTOS LIABILITY COVERAGE is revised as follows:

- (2) Up to \$2,500 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

F. SUPPLEMENTARY PAYMENTS – LOSS OF EARNINGS

Supplementary Payments of the SECTION II – COVERED AUTOS LIABILITY COVERAGE is revised as follows:

- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

G. PERSONAL EFFECTS AND PROPERTY OF OTHERS EXTENSION

1. The Care, Custody or Control Exclusion of SECTION II – COVERED AUTOS LIABILITY COVERAGE, does not apply to "property damage" to property, other than your property, up to an amount not exceeding \$250 in any one "accident". Coverage is excess over any other valid and collectible insurance.
2. The following paragraph is added to A.4. Coverage Extensions of SECTION III – PHYSICAL DAMAGE COVERAGE:
 - c. We will pay up to \$500 for your property that is lost or damaged as a result of a covered "loss", without applying a deductible. Coverage is excess over any other valid and collectible insurance.

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H. PREJUDGMENT INTEREST COVERAGE

The following paragraph is added to SECTION II – COVERED AUTOS LIABILITY COVERAGE, 2. Coverage Extensions, a. Supplementary Payments:

- (7) Prejudgment interest awarded against the "insured" on that part of the judgment we pay. If we make an offer to pay the applicable limit of insurance, we will not pay any prejudgment interest based on that period of time after the offer.

I. FELLOW EMPLOYEE – OFFICERS, MANAGERS, AND SUPERVISORS

The Fellow Employee Exclusion in SECTION II – COVERED AUTOS LIABILITY COVERAGE is replaced as follows;

- A. "Bodily injury" to any fellow "employee" of the "insured" arising out of and in the course of the fellow "employee's" employment or while performing duties related to the conduct of your business. This exclusion does not apply to an "insured" who occupies a position as an officer, manager, or supervisor.

J. HIRED AUTO PHYSICAL DAMAGE

If covered "auto" designation symbols 1 or 8 apply to Liability Coverage and if at least one "auto" you own is covered by this policy for Comprehensive, Specified Causes of Loss, or Collision coverages, then the Physical Damage coverages provided are extended to "autos" you lease, hire, rent or borrow without a driver; and provisions in the Business Auto Coverage Form applicable to Hired Auto Physical Damage apply up to a limit of \$100,000. The deductible will be equal to the largest deductible applicable to any owned "auto" for that coverage. Any Comprehensive deductible does not apply to fire or lightning.

K. TEMPORARY SUBSTITUTE AUTOS – PHYSICAL DAMAGE COVERAGE

The following is added to paragraph C. Certain Trailers, Mobile Equipment And Temporary Substitute Autos of SECTION I - COVERED AUTOS:

If Physical Damage Coverage is provided by this Coverage Form, the following types of vehicles are also covered "autos" for Physical Damage Coverage:

Any "auto" you do not own while used with the permission of its owner as a temporary

substitute for a covered "auto" you own that is out of service because of its:

- a. Breakdown;
- b. Repair;
- c. Servicing;
- d. "Loss"; or
- e. Destruction

The coverage that applies is the same as the coverage provided for the vehicle being replaced.

L. EXPANDED TOWING COVERAGE

1. We will pay up to:
 - a. \$100 for a covered "auto" you own of the private passenger type, or
 - b. \$500 for a covered "auto" you own that is not of the private passenger type,
 for towing and labor costs incurred each time the covered "auto" is disabled. However, the labor must be performed at the place of disablement.
2. This coverage applies only for an "auto" covered on this policy for Comprehensive or Specified Causes of Loss Coverage and Collision Coverages.
3. Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered "auto".

M. AUTO LOAN OR LEASE COVERAGE

1. In the event of a total "loss" to a covered "auto", we will pay any unpaid amount due on the loan or lease, including up to a maximum of \$500 for early termination fees or penalties, for your covered "auto" less:
 - a. The amount paid under SECTION III – PHYSICAL DAMAGE COVERAGE of this policy; and
 - b. Any:
 - 1) Overdue lease/loan payments at the time of the "loss";
 - 2) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
 - 3) Security deposits not refunded by a lessor;
 - 4) Costs of extended warranties, Credit Life insurance, Health, Accident, or Disability insurance purchased with the lease; and

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- 5) Carry-over balances from previous leases.
2. This coverage only applies to a "loss" which is also covered under this policy for Comprehensive, Specified Causes of Loss, or Collision coverage.
3. Coverage does not apply to any unpaid amount due on a loan for which the covered "auto" is not the sole collateral.

N. ORIGINAL EQUIPMENT MANUFACTURER PARTS – LEASED PRIVATE PASSENGER TYPES

Under Paragraph C. Limit of Insurance of SECTION III – PHYSICAL DAMAGE COVERAGE, Section 4 is added as follows:

4. We will use new original equipment vehicle manufacturer parts for any private passenger type covered "auto" where required by the lease agreement which has a term of at least six months. If a new original equipment vehicle manufacturer part is not in production or distribution we may use a like, kind and quality replacement part.

O. DEDUCTIBLE AMENDMENTS

The following are added to the Deductible provision of SECTION III – PHYSICAL DAMAGE COVERAGE:

If another policy or coverage form that is not an automobile policy or coverage form issued by this company applies to the same "accident", the following applies:

1. If the deductible under this coverage is the smaller (or smallest) deductible, it will be waived:
2. If the deductible under this coverage is not the smaller (or smallest) deductible, it will be reduced by the amount of the smaller (or smallest) deductible.

If a Comprehensive or Specified Causes of Loss Coverage "loss" from one "accident" involves two or more covered "autos", only the highest deductible applicable to those coverages will be applied to the "accident," if the cause of the loss is covered for those vehicles. This provision only applies if you carry Comprehensive or Specified Causes of Loss Coverage for those vehicles, and does not extend coverage to any covered "autos" for which you do not carry such coverage.

No deductible applies to glass if the glass is repaired, in a manner acceptable to us, rather than replaced.

P. RENTAL REIMBURSEMENT COVERAGE

1. This coverage applies only to a covered "auto" for which Physical Damage Coverage is provided on this policy.
2. We will pay for rental reimbursement expenses incurred by you for the rental of an "auto" because of "loss" to a covered "auto". Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered "auto." No deductibles apply to this coverage.
3. We will pay only for those expenses incurred during the policy period beginning 24 hours after the "loss" and ending, regardless of the policy's expiration, with the lesser of the following number of days:
 - a. The number of days reasonably required to repair or replace the covered "auto". If "loss" is caused by theft, this number of days is added to the number of days it takes to locate the covered "auto" and return it to you.
 - b. The number of days shown in the Schedule.
4. Our payment is limited to the lesser of the following amounts:
 - a. Necessary and actual expenses incurred.
 - b. \$75 for any one day or for a maximum of 30 days.
5. This coverage does not apply while there are spare or reserve "autos" available to you for your operations.
6. If "loss" results from the total theft of a covered "auto" of the private passenger type, we will pay under this coverage only that amount of your rental reimbursement expenses which is not already provided for under SECTION III – PHYSICAL DAMAGE COVERAGE Coverage Extension.

Q. EXPANDED TRANSPORTATION EXPENSE

Paragraph A.4.a. of SECTION III – PHYSICAL DAMAGE COVERAGE is replaced by the following:

We will pay up to \$50 per day to a maximum of \$1500 for temporary transportation expense incurred by you because of the total theft of a

**COMMERCIAL AUTO
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covered "auto" of the private passenger type. We will only pay for those covered "autos" for which you carry Comprehensive or Specified Causes of Loss Coverage. We will pay for temporary transportation expenses incurred during the period beginning 24 hours after the theft and ending, regardless of the policy's expiration, when the covered "auto" is returned to use or we pay for its "loss".

R. EXTRA EXPENSE – STOLEN AUTOS

The following paragraph is added to Coverage Extensions of SECTION III – PHYSICAL DAMAGE COVERAGE:

- c. We will pay for up to \$5,000 for the expense of returning a stolen covered "auto" to you. We will pay only for those covered "autos" for which you carry Comprehensive or Specified Causes of Loss Coverage

S. PHYSICAL DAMAGE LIMIT OF INSURANCE

Under SECTION III – PHYSICAL DAMAGE COVERAGE, Paragraph C., Limit of Insurance is replaced by the following:

C. Limit Of Insurance

1. The most we will pay for "loss" in any one "accident" is the lesser of:
 - a. The actual cash value of the damaged or stolen property as of the time of the "loss", or
 - b. The cost of repairing or replacing the damaged or stolen property.
2. \$1500 is the most we will pay for "loss" in any one "accident" to all electronic equipment that reproduces, receives or transmits audio, visual or data signals which, at the time of "loss", is:
 - a. Permanently installed in or upon the covered "auto" in a housing, opening or other location that is not normally used by the "auto" manufacturer for the installation of such equipment.
 - b. Removable from a permanently installed housing unit as described in Paragraph 2.a. above or is an integral part of that equipment; or
 - c. An integral part of such equipment.
3. An adjustment for depreciation and physical condition will be made in determining actual cash value in the event of a total "loss".
4. The cost of repairing or replacing may:
 - a. Be based on an estimate which includes parts furnished by the original equip-

ment manufacturer or other sources including non-original equipment manufacturers and

- b. If a repair or replacement results in better than like kind or quality, we will not pay for the amount of the net improvement.
5. If we offer to pay the actual cash value of the damaged or stolen property, we will value auto advertising wraps, paint customization, and similar business related advertising modifications, in addition to the actual cash value of the property. Auto advertising wraps, paint customization, and similar business related advertising modifications will be valued at the cost to replace them with an adjustment made for depreciation and physical condition.

T. NEW VEHICLE REPLACEMENT COST

The following is added to the Limit of Insurance provision of SECTION III – PHYSICAL DAMAGE COVERAGE:

5. The provisions of paragraphs 1. and 3. do not apply to a covered "auto" of the private passenger type or a vehicle with a gross vehicle weight rating of 20,000 pounds or less which is a "new vehicle."

In the event of a total "loss" to your new vehicle to which this coverage applies, we will pay at your option:

- a. The verifiable "new vehicle" purchase price you paid for your damaged vehicle, not including any insurance or warranties purchased;
- b. If it is available, the purchase price, as negotiated by us, of a "new vehicle" of the same make, model, and equipment or the most similar model available, not including any furnishings, parts, or equipment not installed by the manufacturer or manufacturers' dealership; or .
- c. The market value of your damaged vehicle, not including any furnishings, parts, or equipment not installed by the manufacturer or manufacturer's dealership.

We will not pay for initiation or set up costs associated with loans or leases

As used in this endorsement, a "new vehicle" means an "auto" of which you are the original owner that has not been previ-

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ously titled and which you purchased less than 365 days before the date of the "loss".

U. PHYSICAL DAMAGE COVERAGE EXTENSIONS

Under SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, Coverage Extensions, b. Loss of Use Expenses is replaced by the following:

b. Loss of Use Expenses

For Hired Auto Physical Damage, we will pay expenses for which an "insured" becomes legally responsible to pay for loss of use of a vehicle rented or hired without a driver, under a written rental contract or agreement. We will pay for loss of use expenses if caused by:

- (1) Other than collision if the Declarations indicate that Comprehensive Coverage is provided for any covered "auto";
- (2) Specified Causes of Loss only if the Declarations indicate that Specified Causes of Loss Coverage is provided for any covered "auto"; or
- (3) Collision only if the Declarations indicate that Collision Coverage is provided for any covered "auto."

However, the most we will pay for any expenses for loss of use is \$50 per day, to a maximum of \$1,500. The insurance provided by this provision is excess over any other collectible insurance.

V. TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

The following is added to the Transfer Of Rights Of Recovery Against Others To Us Condition:

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" because of payments we make for damages under this coverage form.

W. NOTICE OF AND KNOWLEDGE OF OCCURRENCE

SECTION IV – BUSINESS AUTO CONDITIONS, Paragraph A is amended as follows:

6. NOTICE OF AND KNOWLEDGE OF OCCURRENCE

- a. Your obligation in the Duties in the Event of Accident, Claim, Suit or Loss Condition relative to notification requirements applies only when the "accident" or "loss" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) A member, if you are a limited liability company; or
- (4) An executive officer or insurance manager, if you are a corporation.

- b. Your obligation in the Duties in the Event of Accident, Claim, Suit or Loss Condition relative to providing us with documents concerning a claim or "suit" will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) A member, if you are a limited liability company; or
- (4) An executive officer or insurance manager, if you are a corporation.

X. HIRED CAR – COVERAGE TERRITORY

Item (5) of the Policy Period, Coverage Territory General Conditions is replaced by the following:

- (5) Anywhere in the world if a covered "auto" is leased, hired, rented or borrowed without a driver for a period of 30 days or less; and

Y. EMERGENCY LOCKOUT

We will reimburse you up to \$100 for reasonable expense incurred for the services of a locksmith to gain entry into your covered "auto" subject to these provisions:

1. Your door key, electronic key or key entry pad has been lost, stolen or locked in your covered "auto" and you are unable to enter such "auto", or
2. Your keyless entry device battery dies and you are unable to enter such "auto" as a result,
3. Your key, electronic key or key entry pad has been lost or stolen and you have changed the lock to prevent an unauthorized entry; and

4. Original copies of receipts for services of a locksmith must be provided before reimbursement is payable.

Z. CANCELLATION CONDITION

Paragraph A.2. of the COMMON POLICY CONDITION – CANCELLATION applies except as follows:

COMMERCIAL AUTO

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If we cancel for any reason other than non-payment of premium, we will mail or deliver to the First Named Insured written notice of cancellation at least 60 days before the effective date of cancellation. This provision does not apply in those states that require more than 60 days prior notice of cancellation.

POLICY NUMBER: MKLV5PBC005750

LIABILITY

COMMERCIAL GENERAL

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES
OR CONTRACTORS – (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name Of Person Or Organization:

As required by written contract executed by both parties prior to loss; Applies to commercial work only

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

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

POLICY NUMBER: MKLV5PBC005750

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
As required by written contract executed by both parties prior to loss; Applies to commercial work only	All locations; Applies to commercial work only
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

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

COMMON POLICY CONDITIONS

All Coverage Parts included in this policy are subject to the following conditions.

A. Cancellation

1. The first Named Insured shown in the Declarations may cancel this policy by mailing or delivering to us advance written notice of cancellation.
2. We may cancel this policy by mailing or delivering to the first Named Insured written notice of cancellation at least:
 - a. 10 days before the effective date of cancellation if we cancel for nonpayment of premium; or
 - b. 30 days before the effective date of cancellation if we cancel for any other reason.
3. We will mail or deliver our notice to the first Named Insured's last mailing address known to us.
4. Notice of cancellation will state the effective date of cancellation. The policy period will end on that date.
5. If this policy is cancelled, we will send the first Named Insured any premium refund due. If we cancel, the refund will be pro rata. If the first Named Insured cancels, the refund may be less than pro rata. The cancellation will be effective even if we have not made or offered a refund.
6. If notice is mailed, proof of mailing will be sufficient proof of notice.

B. Changes

This policy contains all the agreements between you and us concerning the insurance afforded. The first Named Insured shown in the Declarations is authorized to make changes in the terms of this policy with our consent. This policy's terms can be amended or waived only by endorsement issued by us and made a part of this policy.

C. Examination Of Your Books And Records

We may examine and audit your books and records as they relate to this policy at any time during the policy period and up to three years afterward.

D. Inspections And Surveys

1. We have the right to:
 - a. Make inspections and surveys at any time;

- b. Give you reports on the conditions we find; and

- c. Recommend changes.

2. We are not obligated to make any inspections, surveys, reports or recommendations and any such actions we do undertake relate only to insurability and the premiums to be charged. We do not make safety inspections. We do not undertake to perform the duty of any person or organization to provide for the health or safety of workers or the public. And we do not warrant that conditions:
 - a. Are safe or healthful; or
 - b. Comply with laws, regulations, codes or standards.

3. Paragraphs 1. and 2. of this condition apply not only to us, but also to any rating, advisory, rate service or similar organization which makes insurance inspections, surveys, reports or recommendations.
4. Paragraph 2. of this condition does not apply to any inspections, surveys, reports or recommendations we may make relative to certification, under state or municipal statutes, ordinances or regulations, of boilers, pressure vessels or elevators.

E. Premiums

The first Named Insured shown in the Declarations:

1. Is responsible for the payment of all premiums; and
2. Will be the payee for any return premiums we pay.

F. Transfer Of Your Rights And Duties Under This Policy

Your rights and duties under this policy may not be transferred without our written consent except in the case of death of an individual named insured.

If you die, your rights and duties will be transferred to your legal representative but only while acting within the scope of duties as your legal representative. Until your legal representative is appointed, anyone having proper temporary custody of your property will have your rights and duties but only with respect to that property.

POLICY NUMBER: MKLV5PBC005750

COMMERCIAL GENERAL LIABILITY
CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

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

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.



COMMERCIAL GENERAL LIABILITY
POLICY NUMBER: MKLV5PBC005750

EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

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

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Person Or Organization:

Any person(s) or organization(s) with whom the Named Insured agrees, in a written contract executed prior to the "occurrence", to waive rights of recovery

Additional Premium: Included

The following is added to Condition **8. Transfer Of Rights Of Recovery Against Others To Us** under Section **IV** – Commercial General Liability Conditions:


We waive any right of recovery we may have against any person or organization shown in the Schedule of this endorsement. This waiver applies only to the person or organization shown in the Schedule of this endorsement.


All other terms and conditions remain unchanged.



MINA MIKHAEL, P.E.
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

DATE: June 7, 2023

TO: Aaron France, City Manager 

FROM: Mina Mikhael, P.E., Director of Public Works/City Engineer 

VIA: Annie Singhal, Assistant Engineer

SUBJECT: Change Order (CO) for Peak Park and Boisseranc Park Pool Improvements Project

On February 14, 2023, the City Council approved a Professional Services Agreement with Pacific Advanced Civil Engineering, Inc. to provide design services for the Peak Park and Boisseranc Park Pool Improvements Project in the amount of \$86,920. During the conceptual design phase, shade structures, ADA pool ramp and two fire egresses per OCFA's direction were added to the original scope of work for the Peak Park Pool. Similarly, pool deck lighting was added to the Boisseranc Park Pool's original scope of work. On May 11, 2023, staff presented the conceptual layout with these additions to the City Council and the Council directed staff to move forward including all these additions for approval from OC Health Care Agency.

As these additions were not a part of the original design scope of work, Public Works is hereby requesting your approval of a CO in the amount of \$45,790. Attached is a copy of the quote from Pacific Advanced Civil Engineering, Inc., indicating the increased amount reflecting the requested CO.

Additionally, below is a rough schedule for the project:

- 95% plans submitted to City/OC Health Care Agency: **June 16, 2023** (Pending CO approval)
- 100% PS&E out to bid: **July 3, 2023**
- Bid opening: **July 26, 2023** (Pending OC Health Care approval)
- Award: **August 9, 2023**
- Begin construction: **September 5, 2023**

Attachments: Consultant's proposal

CC: Deepthi Arabolu, P.E., T.E., Assistant City Engineer
Annie Singhal, Assistant Engineer

CITY OF BUENA PARK
Department of Public Works

Amendment No. 2 to Agreement No. 23-04

PROJECT NAME: Peak Park and Boisseranc Park Pool Improvements Project

SCOPE OF WORK: Proceed to provide additional design services for Peak Park and Boisseranc Park Pool Improvements Project

CONSULTANT: Pacific Advanced Civil Engineering, Inc.
17250 Newhope Street, Suite 200
Fountain Valley, CA 92708

This Amendment No. 2 to Agreement No. 23-04 is dated January 09, 2024, and is between the City of Buena Park, a California municipal corporation ("City") and Pacific Advanced Civil Engineering, Inc., a California corporation ("Consultant").

RECITALS

Whereas, the City and Consultant entered into Agreement No. 23-04 dated February 14, 2023, ("Agreement"), pursuant to which Consultant was retained by the City to provide Professional Design Engineering Services for the Peak Park and Boisseranc Park Pool Improvements Project.

Whereas, the City and Consultant desire to amend Agreement No. 23-04, as amended, to amend the scope of services to include additional design services for the Peak Park and Boisseranc Park Pool Improvements Project.

Now therefore, the parties agree as follows:

1. The first sentence of Section 2.0 ("SERVICES") of the Agreement is hereby amended to read as follows:

"The CONSULTANT shall perform during the term of this Agreement, those services set forth in the CONSULTANT'S PROPOSAL dated February 1, 2023, attached hereto as Exhibit "A" and those additional design services set forth in the CONSULTANT'S PROPOSAL, dated June 5, 2023, attached hereto as Exhibit "C."

2. Section 3.0 ("TIME OF PERFORMANCE") of the Agreement is hereby amended to add the following sentence:

"Further, the CONSULTANT shall perform all services provided in Exhibit "C" in a timely and diligent manner so as not to delay the overall project."

3. The first sentence of Section 5.0 ("COMPENSATION") of the Agreement is hereby amended to read as follows:

"As full compensation for CONSULTANT'S services provided under this Agreement, including reimbursement of expenses, CITY shall pay CONSULTANT the NOT TO EXCEED amount of \$132,710.00 for services set forth in Exhibit "A" and the NOT TO EXCEED amount of \$21,790.00 for services set forth in Exhibit "C" for a total NOT TO EXCEED amount of. The not to exceed amounts established for the services described in Exhibit "A" and "C", respectively, shall be considered separate and funds dedicated to the services described in either Exhibit "A" or "C" may not be reallocated to cover cost overages in the other absent advance approval from the City."

4. This Amendment No. 2 constitutes a full accord and satisfaction as to claims for all additional costs. The execution of this Amendment No. 2 is a waiver of any rights or claims by the CONSULTANT to any additional compensation for any items of the work not specifically amended herein.
5. Except as expressly modified or supplemented by this Amendment No. 2, all of the provisions of the Agreement shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Amendment No. 1 and the provisions of the Agreement, the provisions of this Amendment No. 1 control.

CITY OF BUENA PARK

A Municipal Corporation

PACIFIC ADVANCED CIVIL ENGINEERING,
INC.

A California corporation

BY: _____
Aaron France, City Manager

Mark Krebs, President

DATE: _____

ATTEST:

Zirang Song, Vice President/Recreational
Water Division Manager

BY: _____
Adria M. Jimenez, MMC, City Clerk

APPROVED AS TO FORM:

BY: _____
Christopher G. Cardinale, City Attorney

APPROVAL OF THE BUENA PARK NAVIGATION CENTER MANAGEMENT, OPERATIONS, AND PUBLIC SAFETY (MOPS) PLAN

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	CONSENT CALENDAR Item: 4G
Presented By	Prepared By
Jim Box, Director of Community Services	Jim Box, Director of Community Services
Approved By	
Aaron France, City Manager	

RECOMMENDED ACTION

1) Approve the revised MOPS Plan 2024 submitted by the Navigation Center operator, Mercy House, and the Navigation Center Oversight Commission; and 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the plan.

PREVIOUS CITY COUNCIL ACTION

On May 28, 2019, the City Council approved the agreement between the City and Mercy House to operate the Navigation Center after a thorough selection process. On February 25, 2020, the City Council approved an 'on-boarding' agreement between the City and Mercy House to hire staff and procure items needed for the facility.

Mercy House currently operates a number of other homeless Navigation Centers in the region. One of the key documents that will guide operations of the facility is the Management, Operations, and Public Safety (MOPS) Plan. Adoption or approval of the MOPS Plan is customary in order to ensure the facility is being managed at agreed upon standards. On June 23, 2020, the City Council approved the original MOPS.

DISCUSSION

The Buena Park Navigation Center has now been in full operation since 2020. Staff has been working in cooperation with Mercy House since its opening. The Navigation Center Oversight Commission was established on July 9, 2019, to actively engage with stakeholder organizations, local businesses, residents and center participants to ensure the success and safe operations of the Buena Park Navigation Center.

A sub-committee of the Navigation Center Oversight Commission was formed consisting of 3 commissioners and city staff to review and make recommendations to City Council on modifications, additions and deletions to the current Buena Park Navigation Center MOPS Plan.

After review and consultation with Mercy House staff, the new proposed MOPS Plan was presented at the Commission meeting on April 19, 2023.

Staff have reviewed the revised MOPS Plan submitted by Mercy House and the Buena Park Navigation Center Oversight Commission, and believe it is consistent with City Council past direction, as well as governing agreements and applicable law. The MOPS Plan may be modified to address operational needs, legitimate concerns raised by clients/their counsel, or changes or development in the law. There are no substantial changes made to the proposed MOPS Plan. All changes are minor in nature and can be viewed in the attached document.

BUDGET IMPACT

There is no budget impact as a result of this item.

Attachments

BPNC MOPS revised 4.19.2023.pdf



Buena Park Navigation Center
Management, Operations
and Public Safety Plan

April 19, 2023

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SECTION I. PURPOSE & INTRODUCTION

The purpose of the Management, Operations and Public Safety Plan ("Plan") is to advise the City of Buena Park on a best practice model for operation of a Year Round Emergency Shelter Program and Multi-Service Center, as seen at the Buena Park Navigation Center, Buena Park, CA. The Plan may also be used to promote open communication between community stakeholders to help facilitate the adoption of additional Year Round Shelters, Multi-Service Centers, and Navigation Centers.

Establishing a Year-Round Emergency Shelter Program and Multi-Service Center will meet critical needs amongst some of the most vulnerable people in our neighborhoods, while also addressing a pressing social issue that is deeply impacting local businesses and communities.

The Plan identifies emergency shelter services for homeless persons and best practices to maintain a safe and healthy environment for its clients and the community at large. The overall purpose of the program is to connect homeless persons to permanent housing opportunities and resources to maintain housing stability and self-sufficiency. Goals and guidelines of the Plan align to National Standards of The HEARTH Act (2009).

SECTION II. SHELTER ADMINISTRATION

A. PROGRAM DESCRIPTION

1. Population Served

Year-Round Emergency Shelter Program and Navigation Services

The Buena Park Navigation Center serves 149 shelter clients (90 beds for men, 49 beds for women, and 10 beds for couples) while providing access to a range of programs and supportive services. To ensure that the shelter will meet the needs of the community in serving chronic and vulnerable homeless people, clients are admitted with minimal, “low-threshold” requirements so that chronic and vulnerable homeless people can easily enter and remain in shelter until they can find permanent housing.

Those accessing Buena Park Navigation Center include homeless adults from the Northern SPA only.

Each new client is screened for sex offender and active felony warrant status before admission (screening takes place prior to the arrival at the facility as part of the bed reservation system), as detailed in the “Admission Criteria and Procedures.”

All clients have access to and are encouraged to participate in all services provided. Every client is assigned a Housing Navigator at the time of intake, who will work with them to create a housing plan. All clients are required to work this housing plan as part of their enrollment with Buena Park Navigation Center, and they are notified of this prior to their enrollment with the program.

Access to the shelter is limited to clients that are currently enrolled with Buena Park Navigation Center, and because the Multi-Service Center is fully integrated within the shelter services provided, on-site services are strictly for currently enrolled clients only. If after time, the Shelter Operator, host City and operator partners may consider the Multi-Service Center a public benefit for the broader homeless community and/or the surrounding neighborhood community, they may open participation and access to a larger population.

To manage the impact on the surrounding community, should access to the shelter be opened to a wider population than just the 149 individuals who live in the shelter, the following policies are recommended:

1. Services should be accessed by appointment only; no walk-ins will be accepted;
2. On-site partner agencies must be responsible for coordination of service appointments;
3. On-site partner agencies must be responsible for providing transportation options to and from the shelter for scheduled appointments.

Commented [CM1]: Include language that, upon exit, the Housing Navigator will provide contact information for Cal-AIM Housing Navigator or other appropriate community housing navigator

Commented [BJ2]: 10/6/2022
City will also explore option regarding Cal- Aim with Mercy House to reduce costs associated navigator services.

Commented [TH3R2]: Mercy House is currently developing our partnership with CalOptima to implement CalAim billing and services across our programs.

Compliant to the OC Standard of Care, to whatever extent possible when clients are exited from shelter we will provide an exit plan that includes referral to other available resources.

Commented [TH4R2]: Language was added to the section on program exits about SoC compliance and exit plans.

2. Program Description

Buena Park Navigation Center is designed to provide safe shelter, basic needs, and access to support to move individuals out of homelessness and into permanent housing opportunities.

Access to safe shelter

Buena Park Navigation Center accommodates overnight sleeping for 149 individuals per evening. Access to Buena Park Navigation Center is provided 24 hours a day, seven days/week, 365 days a year. In order to decrease the impact to the surrounding neighborhood, access to bed availability is handled through a reservation system. Walk-ins will not be permitted.

Length of Stay

There is no set minimum and the maximum length of stay is 90 consecutive days. Clients at Buena Park Navigation Center may stay enrolled with the program past the 90 days if they remain good neighbors and dedicated to working their personalized Housing Plan. This extended stay may be granted through an Extension Request process that is overseen by each client's Housing Navigator and Program Management team. The client must complete a Request for Extension Application which, if granted, may extend their stay for an additional 90 days. Each client is assigned a Housing Navigator supporting their progress toward Housing Stabilization. The program is designed to provide this support until a housing option becomes available. However, at any time a client may be exited from the shelter for safety or continual shelter violations as outlined in the "Exit and Readmission Policies". Additionally, if a client exceeds 90 days, intensified housing location and exit plan strategies will be implemented.

Consistent with national best practices and trends, the goal for length of stay should be 30 days or less.

The Operator maintains a report that accounts for clients with lengths of stay exceeding 180 days and reasons why with accountability to Advisory Committees.

Sleeping Areas

Bed types consist of single beds. Each client is assigned a bed and bedding for the length of their stay. Every client is made aware upon intake that they may need to switch beds as the need requires it. Transgendered clients may be assigned to beds in whichever dorm is appropriate to the gender with which they identify.

Below is the available bed breakdown at Buena Park Navigation Center:

- **TOTAL BEDS: 149**
 - **Total Men's Beds: 90**

Commented [CM5]: In addition to Dashboard, Mercy House to routinely report this information at scheduled BP Nav Ctr Commission meetings.

Commented [TH6R5]: This is a practice that we have in place at our County shelter and will replicate at BPNC along with case conferencing 'long stayers' with the City's team during monthly meetings

- **Total Women's Beds: 49**
- **Total Couples Beds: 10**

There is a men's dorm, a women's dorm and a couple's dorm. No male clients are allowed in the women's dorm without specific permission and close guidance from staff. The same is true of female clients in the men's dorm.

Meals

Breakfast, lunch, dinner and snacks are provided for all clients in the central dining area, referred to as "The Commons". Meals are cooked off-site by a third party vendor and brought on-site and served. Clients in need of specialty diets can make requests for these diets at intake or through a request for accommodation process. The Shelter Operator coordinates with a licensed food vendor to provide meals from within the kitchen.

Commented [CM7]: Assure 'Specialty Diet' needs are included on the client Intake form.

Commented [TH8R7]: Specialty diet language added

Commented [CM9]: Consider third party vendor participate in new Cal-AIM program for required specialty diets/nutrition with potential reimbursement for Cal Optima participants.

Commented [TH10R9]: Mercy House can make recommendations to our vendors, but CalOptima contracting and CalAim billing would be decisions made by the vendor

Hygiene Facilities

Hygiene facilities are provided on-site including toilets, showers and laundry facilities. Clients are encouraged to utilize these facilities as daily resources to them. Toiletries are provided by the Shelter Operator to clients as needed, and there is one All-Gender restroom available for those who need.

Clients of the program are required to shower and turn in their laundry for cleaning on a regular basis, as outlined in the *Health and Safety Policies*.

Transportation

Non-referred persons ("walk-ups") are prohibited from receiving shelter access. New and returning clients receive direct transportation to and from the shelter daily, and those with street-legal personal motor vehicles are permitted to use their vehicles and park them on site if parking is available or off-site in a public lot at the owner's own risk. Dates and times for daily pick-ups are outlined in the "Transportation Policies." Buena Park Navigation Center will use designated locations that provide ample geographic range for those seeking shelter services in the city of Buena Park and serves to minimize community impact and safety considerations. Each chosen location has been selected in coordination with service providers, public safety, and City input. The Operator does not drop-off/pick-up other than at agreed upon locations, unless for medical emergencies, or with specific permission and guidance from management and community partners for special events/occasions.

Security

The Shelter Operator follows policies and procedures that promote utmost safety for clients, staff, volunteers, and the community and strives to provide an atmosphere that promotes community, stays alert for signs of conflict, and confronts behaviors before they escalate. The security plan includes a multi-faceted approach involving screening for sex offenders, convicted arsonists, and individuals with open felony warrants, secured and separate entrances and exits, security searches, confiscation of harmful contraband, trained security personnel providing around-the-clock indoor and outdoor coverage, security and smoke alarms, cameras and lighting. Other program elements which support security efforts include no walk ups and no loitering policies.

Storage

All clients have access to indoor and rolling personal storage space. Each client is assigned a personal storage bin for personal valuables and is permitted to keep a limited amount of personal effects at their bedside in provided lockable storage containers. One rolling outdoor storage bin is also available to each client. Additionally, clients may store temperature-sensitive medication in a locked refrigerator accessible only by program staff.

Commented [CM11]: See Pg 33: Each client is assigned a lockable storage bin and lock to go under the bed for personal valuables.

Commented [TH12R11]: Locking language added

Housing Navigation Services

Upon entering the shelter, each client is assigned a Housing Navigator. The primary function of the Housing Navigator is to work side-by-side with the client to create a pathway toward permanent housing opportunities, with the ultimate goal of ending their homelessness within a 30-day timeframe. Additionally, the Housing Navigator provides resources and support to the client during their stay, including encouraging them to access any and all services provided on-site. The Housing Navigator ensures that all clients are entered into the Coordinated Entry System, as the first line of housing engagement.

Together, each Housing Navigator and client completes a personalized Housing Plan which will guide their efforts toward securing permanent housing opportunities. Meeting with the client at least weekly, the Housing Navigator documents their progress towards the actions outlined in the Housing Plan.

Commented [CM13]: Minimum expectation is Housing Navigator meet weekly with client towards successful Housing Plan. See Pg. 19

Daytime Program Activities

As a 24-hour Year-Round Emergency Shelter Program, the Shelter Operator encourages all clients to stay on-site during the day and to take advantage of the on-site services provided to them during the daytime. Daytime program activities include but are not limited to, the following:

- Full access to any and all on-site service providers;
- Life skills classes and workshops;
- Indoor and outdoor recreational activities (ex: exercise classes; ping pong, library time, space permitting)

3. Services Provided

Buena Park Navigation Center incorporates a combination of basic needs services as well as supportive services aimed at creating pathways into housing.

Commented [CM14]: Consider separating "Baseline" into On-Site and Referrals to Off-Site services.

Commented [TH15R14]: Removed the work baseline for clarity and merged lists

The following *services* are provided:

1. Intake/Assessment/Housing Navigation
2. Crisis Evaluation/Mental Health Evaluation Services
3. On-site Centralized Intake
4. Domestic Violence Referrals
5. Shelter Beds
6. Health Clinic
7. Transportation Services and Assistance
8. Computers and Email access
9. Security
10. Meals and Food
11. Homeless Prevention and Diversion Assistance
12. Crisis Evaluation Referrals
13. 211 referrals
14. Employment and Job Placement Resources
15. Substance Abuse Treatment Referrals
16. Mental Health Treatment (on or off site)
17. Laundry
18. Client Storage
19. Respite facilities (a quiet space for clients to rest away from the noise of shelter life)
20. Recreational Activities
21. Dog Walk Area and Pet Services
22. Clothing Donation and Distribution
23. Electronic Charging Stations

4. Coordinated Entry System Integration

Buena Park Navigation Center serves as a designated "Entry Point" of the Coordinated Entry System. The Shelter Operator's staffing plan includes designated staff to conduct Diversion screening and prevent those with other resources from entering the homeless shelter system. Housing Navigators assist Buena Park Navigation Center clients obtain the vital documents necessary to move forward in their housing connection process, once matched to permanent housing opportunities by the Coordinated Entry Module.

5. Target Goals/Expected Outcomes

The target goals and expected outcomes for Buena Park Navigation Center adhere to guidelines and expectations set forth by the U.S. Department of Housing and Urban Development's HEARTH Act.

Commented [CM16]: Identify specific BP Nav Ctr goals and outcomes under the HEARTH ACT categories A-E rather than questions.

Buena Park Navigation Center is not regarded as a singular program, as it provides support to Orange County's Northern SPA helping to move the system towards higher a level of system performance, a reduction in the number of persons who experience homelessness in our community and an increase in access to housing opportunities for chronically homeless individuals utilizing Year Round Emergency Shelter Program services.

Commented [BJ17]: This statement is not phrased as indicators but more as a question these seem to be goals not indicators???

Indicators for measuring effective system performance include the following key considerations:

a. Reduction in First Time Homeless -

Are fewer people experiencing homelessness for the first-time? Are only persons who have no safe, appropriate housing option being admitted to shelter?

100% of guests served at the Buena Park Navigation Center will be literally homeless.

b. Overall Reduction in Number of Persons Who Experience Homelessness -

Are overall rates of homelessness declining? Is street homelessness declining? Is chronic homelessness declining?

30% of clients who exit the Buena Park Navigation Center to known destinations will exit into permanent housing.

c. Reduction in the Length of Time Homeless

Do people stay homeless for shorter periods of time? A reasonably short length of time homeless indicates system and program success in rapidly re-housing persons who are homeless. It can also indicate efficiency related to turnover of beds which is essential to meet system demand for Year Round Emergency Shelter Program.

Length of stay at the Buena Park Navigation Center will target national averages for shelter length of stay.

d. Successful Resolution of Housing/Homeless Crisis

Do people resolve their housing/homeless crisis successfully by maintaining/obtaining permanent housing? Are people successfully connected to community-based supports?

Over 90% of clients enrolled at the Buena Park Navigation Center will create a housing plan with their navigator and will enroll in the Coordinated Entry System.

e. Reduction in Recidivism (subsequent return to homelessness)

Are repeat occurrences of homelessness avoided or declining?

75% of Buena Park Navigation Center clients who exit to permanent housing will not return to the homeless management system in the next year.

6. **Program Layout**

Commented [CM18]: Include multi-purpose space designated for Clinic and Isolation Care areas

Buena Park Navigation Center is located at 6490 Caballero Blvd. in Buena Park, CA 90620. The program's current space layout is as follows (rough estimates):

TOTAL SQUARE FOOTAGE OF BUILDING: 15,360 ft²

- **Total Dormitory: 7,252 ft²**
 - *Men's Dorm: 4512 ft²*
 - *Women's Dorm: 2240 ft²*
 - *Couple's Dorm: 500 ft²*
- **Dining/Commons Area: 1792 ft²**
- **Site Administration and Operations Offices: 528 ft²**
- **Intake and Service Desk: 1024 ft²**
- **Restroom and Shower Areas: 886 ft²**
 - *Men's: 720 ft²*
 - *Woman's: 600 ft²*
 - *All Gender: 128*
 - *Staff Restrooms: 128 ft²*
- **Laundry Facilities: 225 ft²**
- **Kitchen: 528 ft²**

In addition, Buena Park Navigation Center also features the following:

- **Outdoor Facilities/Areas**
 - *Outdoor Common Area*
 - *Bike Rack Area*

- Dog Run

Commented [BJ19]: Do we need to include the clinic or isolation areas?

Commented [TH20R19]: Because the operation of the clinic is outside of Mercy House's scope we did not include it here

B. ADMISSION CRITERIA AND PROCEDURES

1. Client Program Expectations

Prospective clients must be able to perform all aspects of their care and ADLs (Activities of Daily Living, including but not limited to: feeding, showering, toileting, transferring, dressing), follow all Buena Park Navigation Center program expectations, and maintain appropriate behavior with consideration for all other clients of the shelter. All clients must review, initial and sign a copy of the "Expectations" document prior to enrollment (Attachments B and C). At intake, staff assists any and all clients who may have difficulty understanding or reviewing these expectations, and they are available to client at any time.

2. Identification Requirements

A form of official identification is required to verify identity; however, clients are not denied access to shelter services without one. In the event they do not have official identification, Housing Navigators assist clients in obtaining California ID, and can provide each client with a no-cost ID voucher.

Additionally, all clients receive a shelter-specific identification card upon entering the shelter that will be used for readmission during the duration of their stay. Shelter ID components include a photograph, intake date, date of birth, name and other identifying information.

3. Screening Requirements

No person validated on the sex offender registry (Megan's Law) will be allowed to access the shelter property (screening will take place prior to the arrival at the facility as part of the bed reservation system). Additionally, no person with an open felony warrant or convicted of arson will be allowed to access the shelter property. The Shelter Operator works cooperatively with the local police department and utilizes the Orange County Sheriff's Department's public "Warrant Check" database to screen clients for any open warrants. Staff also utilizes the National Sex Offender Public Website to screen for sex offenses across the country.

4. Bed Reservation System

To minimize neighborhood impact, all clients seeking to access Buena Park Navigation Center and services must do so through a designated Intake and Bed Reservation System using Outreach Grid.

New prospective clients may contact one of the North SPA agencies currently authorized as a point of entry into Buena Park Navigation Center. After the referral agency representative discusses the program with the prospective client, the representative must check bed availability on the Bed Reservation System and verify

that the client meets the minimum eligibility requirements including the background check. If the Bed Reservation System indicates that an appropriate bed is available for the client and a reservation is made for the client in Outreach Grid, the representative from the referring agency may transport the client to the Buena Park Navigation Center during the timeframe indicated in the reservation system to complete the intake process. Clients will be screened for diversion and/or homeless prevention services, utilizing the Coordinated Entry System's Diversion and Homeless Prevention Questionnaire. If they have an alternate, habitable location where they may stay, they will be diverted from occupying a shelter bed until their resources have been exhausted.

Clients meeting eligibility requirements and background check clearance are assigned a bed reservation number (pending bed availability) and given instructions on transportation options and designated arrival time.

In the event a client who has already enrolled with Buena Park Navigation Center has exited/been exited and is seeking reenrollment, they will be directed to contact the Call Center personally, so program staff may determine eligibility status. Returning clients are not required to reenroll through a referral partner, though they may take that route if desired.

The Shelter Operator provides on-site staff to track daily bed inventory and communicate daily bed vacancies with service providers through Outreach Grid. Additionally, 15 beds (10%) are designated to prioritize referrals from local police and/or for emergency or other qualified special situations.

5. New Clients

All new clients are screened using the Outreach Grid system which manages bed reservations and availability.

Beds are assigned based on availability and eligibility results. New clients are instructed to arrive at the designated shuttle pick up location or at the shelter through coordinated transportation, by 9:00 PM each night. Those who do not arrive before 9:00 PM without communicating previous arrangements will forfeit their bed for the night.

A security guard or safety coordinator is assigned to each evening shuttle, and the shuttle driver is provided a nightly manifest which includes all clients who are expected at pickup, including all new clients that are expected. The shuttle will transport clients directly to Buena Park Navigation Center.

Clients are strictly prohibited from loitering in the neighborhood surrounding Buena Park Navigation Center or causing any disruption at any of the shuttle pick up locations at any time. This is part of the Operator's Good Neighbor Policy, which is strictly enforced. Failure to meet these expectations or severe violations of any other program policies could result in termination of the client's enrollment. The

operator conducts regular checks of a ½ mile radius in the form of outreach to enforce shelter expectations and avoid loitering and homeless congregations.

Commented [BJ21]: Are checks done daily?

Commented [TH22R21]: Neighborhood patrols are made regularly, but not daily.

Commented [CM23]: Delete 'daily'
Refer to Pg 24 "Neighborhood Outreach Patrol" for specifics

Upon arrival, clients must complete a security screening process and work with an Intake Coordinator to be informed of the program expectations of Buena Park Navigation Center, and complete necessary intake paperwork. As part of the Health and Safety guidelines, new clients must also shower on their first night in the shelter, and submit all clothing or additional bedding to be washed.

6. Day Leave and Returning Clients

At least two morning shuttles are available to clients who have a desire to leave the facility during the day for employment or personal appointments. At least two evening shuttles are also available to pick up any clients who have left and are returning for the night. Clients are allowed one leave, and one entry per day. All clients must return to Buena Park Navigation Center before a 9:00 PM curfew unless authorized by management for late entry based on school, employment, etc. Requests to arrange late arrival can be made by completing a request for consideration form and are approved by the program manager.

Commented [CM24]: Clearly identify specific process for late entry (related to work or school) authorization by management

Commented [TH25R24]: Language added

Clients who leave the program during the day must sign out with staff on a form which logs their destination, and the time they are requesting to be picked up. This information is gathered and collated into a nightly "manifest" which is used by the shuttle drivers to guide their evening routes.

Clients arriving later than 9:00 PM for special unexpected circumstances (such as or discharge from the hospital) must communicate their anticipated arrival time with their Housing Navigator or Site Leader and receive approval for a late entry to be excused. Failure to communicate this could result in an Action Plan which could potentially result in termination, as subject to the "Readmission Policy" protocols.

Clients who are unable to meet the two evening shuttles must arrange alternate transportation to the shelter site, no later pickups will be provided and walk ups will be allowed.

Commented [CM26]: Clearly identify specific process for late entry (related to work or school) authorization by management

Commented [BJ27]: I agree with Carol this needs to be clearly identified

Commented [TH28R27]: Request and approval language added

7. Hours of Operation

Buena Park Navigation Center is open 24 hours, 365 days per year. These hours of operation will be in effect seven days per week, every week regardless of holidays or weather. Service Providers may schedule on-site services to occur at almost any time, and the service schedule is different each day. Below is a Programming Schedule that is in effect on most days for general shelter activities:

5:00 AM – 8:00 AM	<i>Breakfast served</i>
6:00 AM – 10:AM	<i>First and second wave of morning shuttle drop-offs</i>
10:00 AM – 12:00 PM	<i>Dorms are closed (Monday-Friday)</i>
11:00 AM – 1:00 PM	<i>Lunch served</i>
3:00 PM – 4:00 PM	<i>Snack served</i>
4:00 PM	<i>First wave of evening shuttle pick-ups</i>

6:00 PM – 9:00 PM	<i>Dinner served</i>
7:00 PM	<i>Second (final) wave of evening shuttle pick-ups</i>
9:00 PM	<i>Curfew</i>
10:00 PM	<i>Lights Out in Sleeping Area</i>

C. Overflow Management

1. Coordinated Service Delivery Plan

There are times that the need for shelter beds outweighs the capacity of the 149 bed Buena Park Navigation Center Program, Therefore, a Coordinated Service Delivery Plan is implemented as needed, which includes coordination of the following diversion and redirection strategies:

a. Homeless Diversion

The Shelter Operator includes homeless diversion screening at the point of intake to ensure that those with alternative resources will not be accessing the homeless system. If clients identify at intake that they have a viable housing alternative to the shelter, The Operator can provide resources to connect the client to that alternative. The Shelter Operator utilizes all available resources to offer successful diversion assistance and, if they cannot provide the assistance themselves, call on other agencies within the Continuum of Care.

b. Coordination with Family Shelter Programs

As a frontline strategy, the Shelter Operator works with family shelters and other agencies to redirect any families who may arrive seeking shelter at Buena Park Navigation Center.

c. Coordination with Transitional and Bridge Housing providers

The Shelter Operator works with other service providers to utilize Transitional and/or Bridge Housing vacancies when available. This form of housing can be utilized by returning clients who have been matched with a housing opportunity and will soon move into permanent housing. This strategy will increase the Program's bed turnover rate as clients are successfully matched to alternate housing opportunities.

d. Coordination with other Year Round Emergency Shelter Program providers

As more year round shelters come online, the Shelter Operator will partner with other providers and programs to redirect overflow to any additional shelter beds that may be available in the county.

2. Overflow Policies

The Bed Reservation System is designed to prevent and minimize overflow and capacity issues for the shelter. A daily bed utilization count ensures that the 149-bed capacity will be fulfilled each evening, as need for beds persist.

In the event of a community-wide natural disaster or in extreme weather situations deemed so by state, county, or city authority, the shelter will maintain its “no walk-up” policy. However, the following option could be utilized by the Operator:

- Utilize alternative locations (churches) for additional beds that may accommodate homeless without a bed reservation during inclement weather or disaster. *(Note that this option has budget implications/funding considerations for local government agencies.)*

D. Exit and Re-Admission

1. Exit and Readmission Policies

Clients are considered to have exited the program when they voluntarily leave or are exited from the shelter for safety or continual shelter violations, or find alternate housing.

Mercy House’s exit policy complies to Orange County’s Shelter Standard of Care. When a client exits of their own volition or is exited for shelter violations, the client may contact the Call Center to screen for readmission eligibility after the time designated by staff (on average after 30 days). Clients who self exit are eligible for return provided a bed is available. Each client’s actual length of exit will depend on the severity of the infraction or safety violations. The Shelter Operator is balanced in their approach to program exits and readmission policies as it pertains to violations of the program expectations. The expectations include considerations for maintaining a safe and effective facility, safety for clients, volunteers, staff and the surrounding neighborhood. As written, they demonstrate compassion toward both homeless individuals who face increasingly vulnerable situations if forced to exit from a shelter situation to places not suitable for human habitation, as well as the community in which the program operates.

Violations of these expectations are documented and tallied by use of a notice called an Action Plan. The intent of the action plan is to discuss with the violation with the guest to ensure they fully understand the expectation and why their behavior was a violation. Additionally, the guest has the opportunity to create a plan to avoid further violations. For most infractions of the program expectations, staff utilizes verbal warnings and Action Plans. After five (or three of the same) Action Plans a guest may be asked to leave.

Severe infractions include open alcohol or use of drugs on a shuttle, violent attacks/fights, possession of weapons, etc. The Shelter Operator maintains a zero tolerance policy towards violence, sexual misconduct, other criminal activity, and drugs and medications used or possessed beyond the scope permitted in the program’s Health Policies. These behaviors, when substantiated, may be grounds for immediate enrollment termination upon a first offense and a *minimum of 30 days* out-of-program prior to readmission eligibility.

Clients who use the facility, programs, and services in violation of a specific rule are obliged to adhere to those consequences. Depending on the circumstances, the consequences of these actions may also be subject to intervention by law enforcement, and if necessary, prosecution up to the limit of the law. To whatever extent is possible, when a client exits the program, Mercy House will work with them to create an exit plan which can include referrals to other services that they are eligible for, potentially including other shelters in the North SPA.

2. Exit Procedures

When a client is asked to exit due to repeated violations of the program expectations, violence, or criminal activity, security escorts the person out of the building and staff provides transportation to one of the approved drop-off locations out of the surrounding area. In the event that an exited person refuses transportation off-site, they are advised once again of the Good Neighbor Policy and reminded that any incidents in the surrounding area may affect their ability to reenroll. Staff and security closely monitor any clients who leave by foot or bicycle until they are out of the immediate surrounding area.

Commented [CM29]: Expectation is that client MUST COMPLY with transportation off property

Commented [TH30R29]: The expectation to comply with transportation off property is clearly defined for each client at entry to the program

Commented [CM31]: -Consider NONCOMPLIANCE with transportation off property be considered grounds for future acceptance
-Consider ELOPEMENT as mandatory report to the BPPD

Commented [TH32R31]: Because it is not criminal to walk off the site, BPPD is limited in their ability to respond to such reports.

Commented [BJ33]: A policy is needed to address how to manage individuals who refuse to be transported off property.

E. Housing Navigation Services Policy

Upon entering the shelter, each client is assigned a Housing Navigator. The primary function of the Housing Navigator is to work side-by-side with the client to create a pathway toward permanent housing opportunities, with the ultimate goal of ending their homelessness within a 30-day timeframe. Additionally, the Housing Navigator provides resources and support to the client during their stay, including encouraging them to access any and all services provided on-site.

The Housing Navigator ensures that all clients who agree and do not have other housing opportunities are entered into the Coordinated Entry System for a potential housing intervention opportunity.

Together, each Housing Navigator works with the client to complete a personalized Housing Plan which will guide their efforts toward securing permanent housing opportunities. Meeting with the client weekly the Housing Navigator documents their progress towards the actions outlined in the Housing Plan.

Commented [CM34]: Minimum expectation is Housing Navigator meet weekly with client towards successful Housing Plan. See Pg. 10

Housing Navigators assist clients obtain the necessary documentation to move forward in their housing connection process, once matched to permanent housing opportunities by Coordinated Entry.

Additionally, Housing Navigators will work with clients to provide referrals to on-site services as well as any community referrals that may be helpful necessary.

1. Documentation of Housing Navigation Services and Data Security Policies

The Housing Navigators keep case notes in both hard copy paper files and in the HMIS database to track every client's progress and participation in Buena Park Navigation Center. These files are also used to track the resources and referrals given, support rendered, and any Action Plans the client may accrue. Outcomes are recorded at exit and throughout participation in the program.

Paper files are stored in a secure locked location, only accessible by necessary staff.

The Shelter Operator uses HMIS as its primary database and ensures that every client completes and signs an OC HMIS Client Consent Form upon entry into the program. Any client who refuses consent is entered

into HMIS with a simple identifier only. A Data Specialist works with the Housing Navigators to ensure optimum collection of all HUD Data standards as required by the HMIS system.

The Shelter Operator has a policy restricting computer access records and client information to authorized staff. All staff computers, database and HMIS access requires passwords by authorized users.

Disclosure of client information to other social service agencies may be permitted only with the client's written consent, in the form of a Release/Authorization of Information. Disclosure of records relating to clients may be released without client consent in certain circumstances as required by law.

F. Daytime Program Policies

Clients enrolled at Buena Park Navigation Center may, but are not required to, leave the facility during the day. However, the Shelter Operator encourages all clients to stay on-site during the day and to take advantage of the on-site services and amenities provided to them during the daytime. Access to the dorms is limited during the day to encourage clients to become active participants of these activities, and to allow staff/security to clean and secure the dorms without client traffic.

At least two morning shuttles are available to clients who have a desire to leave the facility during the day for employment or personal appointments. At least two evening shuttles are also available to pick up any clients who have left and are returning for the night. Clients are allowed one leave, and one entry per day, unless allowed otherwise by the Management or Navigation Team.

If not utilizing the shuttle services, clients are encouraged to stay at the facility. Clients have access to any daytime services offered through the Buena Park Navigation Center partner organizations and are also able to meet with their assigned Housing Navigator on a weekly basis. They also have access to activities provided by shelter staff and volunteer organizations. Clients are welcome to enjoy the Commons Hall, Computer Lab, and designated outdoor spaces.

G. Multi-Service Center Program Policies

1. Outside Multi-Service Center Clients

Because the design of the Multi-Service Center is fully integrated with the general shelter, access is limited to the current clients of Buena Park Navigation Center.

2. Lead Agency Protocols

The role of the Shelter Operator is not to provide all of the supportive services offered at the Multi-Service Center but to recruit and manage a group of partner agencies specialized in providing an array of supportive services beneficial to clients of Buena Park Navigation Center.

The Shelter Operator ensures that the Multi-Service Center has flexible hours to allow clients to come before or after work, or alternatively, on the weekends if possible. The Shelter Operator also engages participation in and facilitates quarterly meetings of the Service Partner Advisory Board.

3. *Requirements for Service Provider Partners*

All service providers who desire to offer direct services at Buena Park Navigation Center must complete a formal Memorandum of Understanding (MOU) with the Shelter Operator before they can be added to the service calendar.

Responsibilities of the Service Provider Partners include, but are not limited to:

- Set and maintain their own appointment schedule with clients;
- Provide clients with access to transportation to fulfill their scheduled appointments, if needed;
- Ensure that all clients are aware of Multi-Service Center rules and enact appropriate enforcement of client shelter rules for their clients if and when necessary;
- Agree to share service output and outcome information
- Communicate room reservation conflicts with Program staff in advance;
- Respect, maintain and keep clean all areas of the Multi-Service Center;
- Respect and cooperate with Shelter Operator staff, other service providers and clients;
- Participate in quarterly Service Partner Advisory Board meetings and provide input to the improvement of Buena Park Navigation Center.
- Screen clients for eligibility (no sex offenses or felonies with open warrants will be allowed on-site).

H. Good Neighbor Policy - Community Coordination and Communication

1. *Communication and Coordination with Neighborhood, Businesses and Public*

The Shelter Operator is committed to communication with neighbors on an ongoing basis. As part of this commitment, the Shelter Operator has helped facilitate a number of Community Forums, prior to opening, and can facilitate additional forums if needed. These Community Forums have provided opportunities to answer any questions members of the surrounding community might have on the operation of Buena Park Navigation Center.

A public inquiry phone number and contact information will be posted. Community stakeholders may call this number for information about the site or to have any questions answered. The phone number exists as a resource for community members and will remain connected as long as the Program is open and operational. Any community complaints and/or inquiries about Buena Park Navigation Center are recorded and forwarded to the appropriate staff for prompt (60 minutes) investigation. The Shelter Operator is fully committed to an appropriate customer service response and considers the resolution of community complaints a high priority.

The Shelter Operator also maintains a website which includes important information for community stakeholders and clients alike. The website includes a "Frequently Asked Questions" section which helps to provide instant answers to community concerns. Additionally, the website includes a digital copy of the Shelter Operator's full "Good Neighbor Policy" and "Management and Operational Plan" to be made accessible to the public.

Limited tours of the facility may be available on specific days by scheduling an appointment with the Operator and City.

The Shelter Operator has program brochures available on-site and is able to disseminate these resources to groups throughout the community. Information on the brochures highlights the various services at the facility as well as criteria for admission and eligibility. Volunteer, in-kind and donation opportunities are also listed for those who wish to support the program.

The Shelter Operator follows a specific set of media guidelines and has an appointed Public Relations team to handle all media requests. The Public Relations team is charged with ensuring that the public is regularly updated on the progress and successes of the shelter program through various local media outlets.

2. Communication and Coordination with Local Police and Fire Departments

The Shelter Operator is committed to communicating and working collaboratively with local police and fire departments through all stages of program implementation - from facility design to program execution. The intention of the Shelter Operator is to act as self-sufficiently as possible and minimize the shelter's impact on the local police and fire departments. This includes ensuring that staff and security are trained to properly manage and respond to an extensive array of difficult situations that may occur at shelter.

The Shelter Operator and site provides an array of services and support that are beneficial to local police and fire departments. These services include, but will not be limited, to:

- Staff and Security Officers stationed on-site 24 hours (and on-board the shuttle in evening hours);

- Designated beds reserved each night for law enforcement referrals (including percentage set-aside for the host city);
- An Outreach Team will monitor surrounding area to control issues of loitering, abandoned property, and other blight;
- Training opportunities on mental illness, homeless sensitivity or other topics of interest to supplement existing department trainings;
- Direct referral access to the Coordinated Entry system to assist local law enforcement officers connect homeless individuals with housing opportunities;
- Statistical reports on number of clients served, length of stay and/or demographic information.

Additionally, the Operator meets with local law enforcement from the host city and surrounding police departments whenever needed. Law enforcement is able to bring forward operator non-performance directly to the City.

3. Communication and Coordination with City, County, and Service Providers

Operation of Buena Park Navigation Center is for the public good and to move the homeless Continuum of Care system, as a whole, forward. As such, successful implementation of Buena Park Navigation Center requires the partnership of various stakeholders including the City, County and other Service Providers.

The Shelter Operator is committed to working cooperatively with numerous other service providers, community, and government organizations to serve the needs of the homeless population.

In order to effectively manage and operate a robust Multi-Service Center that provides an array of services for the shelter clients, the Shelter Operator demonstrates collaboration and willingness to engage other service providers.

Additionally, the Shelter Provider is responsive to and provides support to the City Manager or designee, in relation to the outcomes and operation of the program.

4. Policies for Community Involvement

The Shelter Operator is committed to active participation in city and county-wide community events. To the extent reasonable and feasible, representatives of the Shelter Operator attend meetings of the local Neighborhood Associations and local Chamber of Commerce when invited and communicates with neighborhood and business participants as needed.

5. Policies for Neighborhood Outreach Patrol

A staff-led Neighborhood Outreach Patrol assembles several times a week to monitor a 1/2-mile radius around the shelter perimeter. The role of this Outreach is to monitor, promote cleanliness, engage with neighbors, and enhance safety and community in the immediate vicinity.

Additionally, this Patrol provides intervention for issues of loitering, unauthorized parking of client vehicles in the neighborhood, abandoned property, shopping carts and other blight. A log is kept of the weekly Outreach patrols. The following actions are completed by the Neighborhood Outreach Patrol:

- All litter and trash items related to the Program are removed from the area and properly disposed;
- Any currently enrolled Clients found loitering in the area are issued a warning. Violations of this rule may cause a client to be exited from the facility;
- Unauthorized parking of client vehicles in the neighborhood are subject to towing;
- Shelter Operator will contact city-designated shopping cart retrieval program to collect all shopping carts found that do not contain items of personal property;
- Shelter Operator utilizes city-designated maintenance apps on mobile devices for removing personal property found in surrounding area and tracks calls made for services;
- Shelter Operator conducts outreach and engagement activities to non-enrolled homeless individuals in surrounding community.

I. Navigation Advisory Commission

The Navigation Advisory Commission is established and maintained to provide review of the operations of Buena Park Navigation Center, enhance community relations, and bring information of any strengths and concerns from the neighborhood, local businesses, city and county entities, service provider partners and shelter clients about the operation of Buena Park Navigation Center.

1. Composition of Commission

The Navigation Advisory Commission represents different stakeholders and interests with the composition approved by the Buena Park City Council.

2. Meeting Schedule

The Navigation Advisory Commission will meet as needed (at minimum twice annually) as determined and approved by the Buena Park City Council.

Additional meetings can be held as needed as a way for any member to address issues or to be able to request a special meeting.

3. Accountability and Grievance Process and Policies

Commented [CM35]: Commission as of Sept'2022

Commented [TH36R35]: Language updated

Commented [CM37]: Changes per new Commission approval

Commented [TH38R37]: Language updated

In addition to providing input to the operation of Buena Park Navigation Center, the Navigation Advisory Committee is also tasked with the on-going review of the Shelter Providers ability to effectively administer its Operational Plan and Good Neighbor Policies. In the event that a Navigation Advisory Commission member finds concerns over the Shelter Operator's implementation of the program, the following processes and policies will be enacted to allow the Shelter Operator to make corrective actions toward such grievances:

- 1) Once a grievance has been filed, Shelter Operator and Navigation Advisory Commission will create, at the meeting in which the grievance is filed, an action-plan to resolve the issues by the next regularly scheduled commission meeting;
- 2) At the next meeting, the action plan's outcomes will be reviewed to determine if the issue has been resolved;
- 3) If the issue has not been resolved, but the Shelter Operator has provided evidence of a good faith effort to follow the course of actions outlined on the plan, they will be given an additional 90-days to enact an alternative plan;
- 4) If the issue has not been resolved and the Shelter Operator has not demonstrated or provided evidence of following the course of actions outlined in the plan, a formal complaint will be sent to the City for investigation and possible termination of the Shelter Operator Contract. The City shall have a plan for operation of the shelter if the shelter operator is terminated by the City, including failure to enforce plan components such as Good Neighbor Policy, bed reservation requirements, no walk-up policy, etc. The plan may include selecting the next eligible operator from the original operator RFP and/or entering into a sole source with a new operator, based on approval of the City Council.

Additionally, law enforcement has the ability to bring forward operator non-performance directly to the City.

4. Reports to the Commission

The Operator will provide quarterly statistical report to the committee at meetings to include data on shelter program outcomes: unduplicated clients served, number of entries and exits and the nature of exits, as well as length of stay information.

Commented [CM39]: Language change to reflect current and expected ongoing practice

Commented [TH40R39]: Language updated

J. Safety Policies

1. Facility Maintenance

The Shelter Operator keeps a schedule for regular facility maintenance and cleaning. The Program contracts with a janitorial service to provide daily cleaning services for all areas utilized by clients and weekly for office space and the Multi-Service Center areas. In addition, Program Staff also personally maintains a round-the-clock cleaning schedule which addresses each area of the facility.

Shelter Staff attends to regular minor maintenance duties and repairs. Major repairs are reported to the Program Manager and depending on the work needed may be sent out to an approved list of vendors for bids, approval, and completion. Maintenance and cleaning forms are used to track completion of each task and submitted to management on a daily basis. The Shelter Operator is responsible for staff training and performance in these duties.

The outside grounds are incorporated into the maintenance schedule and rotation including cleaning of parking lot, watering of plants, maintenance and cleaning of sidewalks and patio areas, and checking of outside lights and furnishings. Graffiti is reported to Program Manager for removal within 24 hours.

The Shelter Operator is committed to maintaining a pest free environment throughout the premises. As such, no open food or drink is allowed in the dorms and sleeping areas, with the exception of water. Trash bags are emptied throughout the day in all areas as they become full. Inspection of client spaces and lockers are conducted for any items that would attract pests. All staff receives appropriate training for the identification of common pests as well as prevention and control measures. A Pest Control company is contracted by the Shelter Operator and comes regularly to spray for bugs, check for infestation of pests, and performs other pest prevention or extermination treatments that might be seen on their visits or reported by staff.

2. Fire and Earthquake Safety

Evacuation Plan for Ambulatory and Non-Ambulatory Residents

All shelter staff are trained in protecting the safety of everyone in the facility. Staff respond quickly and safely when an emergency, incident, or natural disaster occurs. Evacuation Routes and Exits are posted in each major area of facility. An evacuation point outside has been designated to the rear of the building, near the storage shed on the north-east corner of the property.

In the event of an emergency, the present site lead during the emergency will notify all staff and clients to evacuate, call 911, and direct the evacuation itself. Staff will be assigned to oversee the evacuation of clients in each work area. Staff will check client areas, assign assistance to non-ambulatory and disabled persons, and lead clients to safety through the nearest safe evacuation exit. Staff will assemble clients outside at designated evacuation point, read bed list for attendance and search for any missing clients as safety conditions allow.

In case of fire these additional protocols will be completed:

- The Program Manager or lead staff member will pull the nearest fire alarm if it is not already sounding; the Fire Department monitors the alarm and will respond immediately.
- While evacuating clients, staff will attempt to close all door(s), if safe to do so.

- Before exiting a room, the Program Manager or lead staff member will touch back of hand to the door to determine if the door is cool, then open it a crack, smell for smoke, and if deemed safe, open the door and leave the building to the evacuation meeting point.
- If the door is hot, it will not be opened and staff will lead clients to leave via the nearest safe exit.
- Staff will locate and use appropriate fire extinguishers if safe to do so.
- When the Fire Department arrives, a staff person will speak to the officer in charge and give the officer a set of site keys.
- Staff will contact the Program Manager or their proxy as soon as possible, if not onsite.
- Staff will report incident and procedure in Incident Report and staff shift notes as directed in shelter policy.

If the weather is inclement and if the evacuation will not be short, staff will:

- Contact the Program Manager to identify evacuation locations and disaster team if assistance is needed for client shelter, meals or services.
- Contact other Homeless Providers for services as needed.

For a false alarm or other short-term evacuation, staff will direct occupants back into the building once the Fire Department has authorized an “all-clear” call.

3. Fire Prevention Procedures

Buena Park Navigation Center was approved by the Fire Department for all fire codes, sprinklers, alarms, and exits prior to service implementation. Emergency lighting has been installed both inside the facility and outside on the grounds for safety and in compliance with all codes.

No smoking is allowed inside or outside the building within 20 feet of doors. A smoking section is designated and a sign is posted in the enclosed patio area.

4. Fire Drills and Documentation

Fire drills are conducted at least quarterly. Documentation of fire drills are kept for three years in Shelter Management Files.

5. Fire Inspections and Extinguishers

The most recent annual fire inspection is posted in a designated area of Buena Park Navigation Center facility and is included in the Shelter Management files. Fire extinguishers are hung in each area of the building as shown in facility plans and in evacuation plan. Fire extinguishers are inspected and maintained per city and county requirements. A certificate of the last most recent fire inspection is posted in a visible designated area.

6. Earthquake Safety

Earthquake drills are conducted quarterly by staff. The evacuation route and procedures are the same as for other hazards. A client tally and search will be conducted once the evacuation is conducted.

In case of an actual earthquake that causes damage to facility or grounds, the Fire Department will be called to inspect the facility as soon as safety permits. Clients will be evacuated from building and transported to other shelter as needed.

K. Security Plan

The Shelter Operator follows policies and procedures that promote the utmost safety for clients, staff, volunteers, and the community and strives to provide an atmosphere that promotes community, stays alert for signs of conflict, and confronts behaviors before they escalate. Acts of violence upon guests, staff, volunteers, or community members will not be tolerated.

Commented [CM41]: Consider language pertaining to “Zero Tolerance” related to acts of violence upon clients, staff, volunteers, and the community.

Commented [TH42R41]: Language added

1. Eligibility Screening

No person validated on a sex offender registry (ex: Megan’s Law) can access into Buena Park Navigation Center. Additionally, no person with an open felony warrant or convicted of arson will be allowed to access the shelter property. The Shelter Operator works cooperatively with local law enforcement to screen clients for open warrants. In addition, Program Staff utilizes <https://www.nsopw.gov/> to screen for status on national sex offender registries.

2. Secured Entrances

All clients are required to enter the shelter in a coordinated, peaceful fashion.

All clients present identification upon entry. Clients without valid California identification cards are given supportive services to secure a valid identification card. Clients also receive a shelter-specific ID to use for admission into the shelter during the duration of their stay.

All clients and their belongings are checked by security personnel, utilizing security wands each time they enter the facility. Any found prohibited items are seized and illegal contraband is destroyed. Prohibited Items include (but are not limited to): weapons, explosives, flammable or volatile substances, illegal drugs, controlled substances or drug paraphernalia, bio-hazardous items or environmentally harmful goods. A more extensive list of examples of Prohibited Items is clearly posted before and at the security checkpoint.

Clients sign in upon entrance, and sign out upon exit from the building.

3. On-site Security Personnel

The Shelter Operator provides a sufficient number of trained security guards to ensure the safety of clients and the surrounding neighborhood, 24 hours a day.

Security is on-site at all times, and conducts security rounds as necessary, and at least once each hour.

Security guards are stationed both inside and outside the shelter to ensure maximum coverage.

Security guards are accessible and visible to clients, and survey facility for any potential concerns. Staff and security communicate with each other via portable electronic equipment (ex: 2-way radios).

Security guards are contracted through a third-party vendor. Security guards carry handcuffs and the option of straight-stream gel pepper spray. The vendor ensures that all security staff are regularly trained and updated as needed. Security guards receive *Homelessness Sensitivity Training* through the Shelter Operator's resources.

4. Staff Plan

Shift	Hours of Shift	MON	TUE	WED	THU	FRI	SAT	SUN
AM Logistics 1 & AM Janitor	5:00 am - 1:00 pm (9 am - 1 pm Janitor)	8	8	8	8	8	8	8
AM Logistics 2	7:00 am - 3:00 pm	8	8	8	8	8	8	8
AM Logistics 3	7:00 am - 11:00 am	4	4	4	4	4	4	4
AM Logistics 4 & PM Janitor	9:00 am - 5:00 pm (1 pm - 5 pm Janitor)	8	8	8	8	8	8	8
AM Logistics 5	11:00 am - 3:00 pm	4	4	4	4	4	4	4
PM Logistics 1	3:00 pm - 7:00 pm	4	4	4	4	4	4	4
PM Logistics 2	4:00 pm - 8:00 pm	4	4	4	4	4	4	4
PM Logistics 3	4:00 pm - 11:00 pm	7	7	7	7	7	7	7
PM Logistics 4	7:00 pm - 11:00 pm	4	4	4	4	4	4	4
Overnight 1	11:00 pm - 7:00 am	8	8	8	8	8	8	8
Overnight 2	11:00 pm - 7:00 am	8	8	8	8	8	8	8
Outreach 1	12:00 pm - 4:00 pm	4		4			4	
Outreach 2	12:00 pm - 4:00 pm	4		4			4	
AM Safety Coord	7:00 am - 3:00 pm	8	8	8	8	8	8	8
PM Safety Coord 1	1:00 pm - 9:00 pm	8	8	8	8	8	8	8
PM Safety Coord 2	3:00 pm - 11:00 pm	8	8	8	8	8	8	8
Driver Supervisor	AM or PM Driver Times (Fri/Sat Mandatory, Others Vary)		8	8	8	8	8	
AM Driver 1	5:30 am - 1:30 pm	8	8	8	8	8	8	8
AM Driver 2	5:30 am - 1:30 pm	8	8	8	8	8	8	8
PM Driver 1	1:00 pm - 9:00 pm	8	8	8	8	8	8	8
PM Driver 2	1:00 pm - 9:00 pm	8	8	8	8	8	8	8

Data & Call Center Specialist	9:00 am - 5:00 pm	8	8	8	8	8		
Volunteer Coord	*Shared Regionally*	*	*	*	*	*	*	*
Navigator Supervisor	Varies	8	8	8				
Housing Navigator 1	Varies	8	8	8	8	8		
Housing Navigator 2	Varies	8	8	8	8			8
Housing Navigator 3	Varies	8	8	8	8			8
Housing Navigator 4	Varies	7.5	7.5	7.5		7.5	7.5	
Housing Navigator 5	Varies	4		4		4	4	
AM Site Leader	7:00 am - 3:00 pm	8	8	8	8	8	8	8
PM Site Leader	3:00 pm - 11:00 pm	8	8	8	8	8	8	8
Overnight Lead	11:00 pm - 7:00 am	8			8	8		
Program Manager	Varies (10 am - 6 pm)	8	8	8	8	8		

5. Security

Time	Security Guards
12am - 12pm	2
12pm - 8pm	2
8pm - 12am	2

6. Security Alarms and Cameras

Buena Park Navigation Center is equipped with security cameras both inside and outside, door bells and portable communication device worn by staff. Staff also has access to panic buttons which can silently summon police to the facility during emergency situations.

Site Leads and Security Officers can monitor footage via web-based security servers, on computers at the security desk and administrative office areas. Security footage will be retained digitally for 30 days.

Commented [CM43]: Include language regarding retention of security tape footage for a minimum of 30 days

Commented [TH44R43]: Language added

7. Security Lighting

Security lighting is used both inside and outside the facility to highlight the entrances and parking lot. A security officer is available to escort any person to the parking lot or street-side parking after sunset.

8. Loitering Policy

Clients are not allowed to loiter in the surrounding neighborhood. Subsequent violations of this rule result in warnings which may lead to the client's program enrollment being terminated. The Shelter Operator's *Good Neighbor Policy* includes regular outreach and random checks of the surrounding area to prevent and control loitering issues.

9. De-escalating Conflicts

All employees receive training in communication techniques that are known to be helpful or effective in de-escalating confrontations.

10. Entrance and Exit Procedures

To maintain a safe environment in the shelter, all clients enter and exit through one main entrance and security checkpoint. The entrance is equipped with security cameras inside and outside the facility. Each area of the building is locked when not in use, and the site is "zoned" so that clients only have access to the areas which they need. During sleeping hours clients will have restricted access to other areas of the building. The staff offices are only available by appointment.

All clients must present some kind of ID upon entry, and their person and belongings are searched by security. They sign in upon entrance and sign out upon exit from the building.

All clients enter the property by bus/shuttle or other motor vehicle. Clients are escorted from the designated parking lot area and bus/shuttle drop off area to the shelter entrance. In the event that Multi-Service Center services are opened to the public, those clients would follow the same entrance procedures.

11. Policy regarding storage of client's possessions

All clients have access to limited personal storage space. Each client is assigned a lockable storage bin and lock to go under the bed for personal valuables.

Clients are also assigned rolling storage bins. Upon being assigned the rolling bin, clients must sign a *Storage Bin Agreement* form which states that staff is not responsible for any items that are lost, stolen, or damaged.

Commented [BJ45]: Could a SAFE ENVIRONMENT clause/aspect be included somewhere in #10.

Commented [TH46R45]: Language added

A client may store personal effects in their assigned bin to the capacity with which it can still correctly close and be safely rolled to and from the bin storage area. Bins may be accessed, with staff supervision and only during assigned hours during the day. Indoor lockers may be accessed at any time during the day other than “light out”.

All items are stored for the length of the client’s stay at the shelter. The right to store items on-site may be revoked based on violation of rules and at the management’s discretion. Once a client has exited the shelter program, any personal effects may be stored for up to 7 days if needed; after which, the property will be disposed of. Clients who have exited from the shelter program must contact staff to set an appointment to collect their personal belongings within the 7 days.

In the event the client cannot come to retrieve their own property, they may name a proxy of their choosing to pick up their effects by filling out an Authorization for Release of Personal Property form. The client will be responsible for asking their designated contact person to retrieve property, if needed. A limited extension to the length property is held may be granted under exigent circumstances, and only by close coordination with management.

No Prohibited Items may be stored inside the shelter. Limited Prohibited Items may be stored in outdoor bins (see *Prohibited Items List* for examples).

12. Policy Pertaining to Searching of Clients’ Property by Staff

The Shelter staff has the right to inspect all storage areas, including rolling bins and lockers, to ensure compliance with contraband policies.

If Prohibited Items are seen being transferred to a client’s personal rolling bin or locker, or if there is other reasonable suspicion that there are Prohibited Items in a client’s belongings, that storage and belongings may be searched for safety purposes, with or without the client present. Clients are required to use locks provided by the program for this reason. If a client wishes to use their own lock, they must supply management with a copy of their key or the combination. Any unauthorized locks may be cut if needed. When inspecting a client’s belongings without them present, two staff persons are responsible for the search. An authorization form is signed by the client at time of intake. When items are found in the client’s possession that are not illegal paraphernalia, but are also not suitable for storage, clients can choose to have the staff dispose of the item or they may store property off site premises at their own cost. Clients are not allowed to store items in the surrounding neighborhood.

Staff reserves the right to designate a period of time when a client will be ineligible for re-entry to facility, if contraband is found. Length of ineligible time will be documented according to the “Exit and Readmission Policies”.

13. Policy on Possession of Weapons On-Site

No weapons or items which the staff identifies as being dangerous or obviously capable of harm may be brought into the shelter. Any belongings that a client brings into the building must come through the dedicated security checkpoint so that security can search and inspect them for weapons or items described above. Anyone found attempting to bring these kinds of items past security will be asked to immediately leave the premises and neighborhood of the facility. Sharp objects such as tools, knives or scissors may be stored in outdoor bins, but not taken into shelter living areas. Heavy or blunt hand objects like hammers, bats, or crowbars are also not be allowed into the facility for the same reason. Transportation off property will be offered to clients in this situation if safety allows.

14. Procedure for Contacting Police

The intention of the Shelter Operator is to act as self-sufficiently as possible and minimize the shelter's impact on the local police department. This includes ensuring that staff and security are trained to properly manage and respond to an array of difficult situations that may occur at shelter.

In establishing a procedure for contacting police, the Shelter Operator works cooperatively with the local police department to establish shelter policies and procedures on how and when to contact police for conflict resolution, trespassing, theft, unruly behaviors, loitering around property, mental health evaluation, and emergencies. For non-emergency incidents which merit law enforcement attention, staff will call the Buena Park Police Department non-emergency line at (714) 562-3901.

The program established and follows a simple 911 protocol when dealing with incidents at the shelter. All staff members are trained in these procedures. 911 may be called for any medical emergencies, violent behaviors that endanger others, and suicidal ideation. In the event that a client requests 911 be called, staff will take a quick inventory of the situation to decide if 911 should be called immediately or if it would be more appropriate to use an alternate solution: directing to urgent care, Non-emergency Paramedics, shuttle rides to the hospital, or if it is a medical concern that can wait until the client is able to be seen by a nurse or physician on-site, nurse help-lines, or a tele-medicine appointment.

L. Health Policies

1. Housekeeping Policies

The Shelter Operator is committed to, and understands the importance of, maintaining hygienic, sanitary environments for the well-being of clients, volunteers and staff. The Shelter Operator maintains written, standardized housekeeping procedures. Each procedure has been designed for the safety of staff and clients and for a consistent, high standard of housekeeping. Staff are provided with training in these procedures, are monitored in performance of the procedures, and evaluated in their effective use of them. Training also includes education on different hazardous materials with which staff may come into

contact when carrying out their assigned work tasks. The complete list of procedures is included in a Shelter Policy and Procedures Manual and made available to all employees.

Shelter staff is responsible for cleaning of the facility. Thorough daily cleaning of all client areas include living quarters, serving and dining areas, and common areas are done using institution strength anti-bacterial products. Bathrooms, showers, and eating areas are given priority attention. The serving and dining areas are cleaned according to strict health standards after each meal. Office space is cleaned weekly or as needed by Shelter staff and partner organizations using the space.

To prevent cross-contamination, clients are encouraged to store personal toiletries in plastic sealable bags on their beds when not in use. Clients are assigned a set of linens at intake for their use while in the shelter. The client is responsible for making and maintaining their bed each morning. Staff washes linens and client laundry weekly in hot water with bleach (except when cleaning clients' colored laundry) unless special circumstances require more regular cleaning.

All staff practice universal precautions in handling laundry, cleaning of facility, and general self-health care. Specifically:

- Staff wear appropriate protective garments (i.e. gloves) while completing tasks;
- Staff use recommended disinfecting cleaning products for each area of facility;
- Staff practice required hand-washing procedures;
- Serving staff are trained in and practice required food-handling procedures;
- All client clothes are washed upon initial intake and weekly thereafter;
- All laundry is handled according to safety and washing procedures;
- Staff and volunteers follow a set of Program Rules and Regulations for working when they are sick/contagious.

The outside grounds are included in the housekeeping standards and schedule. The facility's outside spaces, parking lot, and green areas are cleaned daily from debris and litter. Chairs and tables are cleaned regularly according to agency standards, and more often when needed. Minor repairs of the facility and grounds are completed by the Shelter staff. Any major repairs or work requiring specialized training are completed by approved vendors.

The Multi-Service Center areas are also included the housekeeping standards and schedule. The Service Partner agencies must adhere to housekeeping procedures as outlined in their MOU agreement. Service Provider Partners are expected to respect and keep their areas clean after usage.

2. *Pets, ESAs and Service Animal Policies*

If space allows, clients are permitted to bring pets, defined as a dog, cat, or recognized service animal, excluding exotic and wild animals.

Only registered animals that are spayed/neutered, have proof of current licensing and vaccinations in Orange County are allowed at the facility. Animals coming into the shelter must also be kept free of fleas, ticks or other pests/parasites. Animals are permitted to stay in the shelter and living areas and must stay in the provided kennels or on a controlled leash while on the grounds.

In order to confirm that an animal is considered a Service Animal, staff may ask if the animal is needed to help with a disability that the client is experiencing, and what specific task the animal can perform. Because there is no legitimate Service Animal Registry, no registration, Service Animal ID or special tag or vests are necessary.

The health and well-being of all animals brought into the shelter is the sole responsibility of their owner. Clients must feed and clean up after their animals, and Shelter Staff is not required to provide food, although animal food may be regularly available through donations from the program's partners. Clients who are unable to care for or feed for their pets or cannot control them while at the shelter are asked to remove the pets from the facility.

If the Shelter Operator partners with a Veterinarian, clients may be required to keep regular pet-health appointments.

3. *Possession and Use of Controlled Substances*

The Shelter Operator has strict policies prohibiting the possession or use of alcohol or controlled substances at or in the vicinity of Buena Park Navigation Center and its Shuttle Pickup Locations by employees, residents, clients, and general public.

It is the intent of the Shelter Operator to promote a safe, healthy and productive environment for everyone. Staff recognizes that the illegal and/or excessive use of drugs and alcohol, or the inappropriate use of prescribed drugs is not conducive to a safe living environment. It is the objective of the Shelter Operator to have an environment that is free from the influence of controlled substances and alcohol at all times on premises. The unlawful purchase, possession, transfer, manufacturing, distribution, dispensation or use of any illegal drug is inconsistent with the objective of operating in a safe and efficient manner and is strictly prohibited and is contrary to mission of Buena Park Navigation Center.

4. Policy for Drug Possession

Staff reserves the right to refuse entrance to any client who is noticeably under the influence and exhibiting behavior that is unsafe or inappropriate due to influence. If alcohol, illegal substances, or paraphernalia are found in client's possession after they have completed entry paperwork and necessary security screenings, that client may be issued an Action Plan which may result in the termination of their enrollment, depending on the type of contraband. They may be given a time frame of their next eligible readmission date. The illegal drug or alcohol is disposed of and documented by two staff following written protocol in a Policy and Procedures Manual.

5. Security, Use and Access of Prescription Medications

Clients are allowed to hold and control their own medication, provided that they maintain a current prescription and that the medication is kept in the appropriate original container. If a medication needs to be refrigerated, the medication is packaged and labeled with person's name, bed number, and name of medication and placed inside a designated locked refrigerator which can only be accessed by staff.

Clients whose medications are stored in the locked refrigerator can retrieve them as soon as possible by placing a request to the staff on duty. The clients are responsible for the safe keeping of and taking their own medications within limits of how they are prescribed. Only the person whose name is on the medications is able to retrieve them.

6. Client Use of Over-The-Counter Medications

Use and storage of over-the-counter medications follow the same policy and procedures of prescription medications, although identification cannot be verified in this case.

7. Client Access to Emergency and Medical Care

Clients can access medical care at any time. They should communicate to the staff on duty their need for medical care, if possible. Medical support can be accessed through the onsite Medical Wing and/or through local hospitals if and when access to the Medical Wing is not available.

If a client requires first aid items, they may access them from a shelter staff member at the service desk. The staff member may assist the client in basic first aid care with the client's permission, as he/she will be trained in using universal precautions.

In case of a seizure, staff are trained in appropriate safety precautions and call for support from the Medical Wing staff or 911 if a seizure persists or causes bodily harm. If a client needs emergency or serious medical care, the staff on duty will call 911 and follow the 911 operator's procedures. In case of

an injury, staff will not move the client. They will contact other staff, call 911, and if appropriate, check breathing and pulse and begin CPR if needed. One staff member or trained volunteer will attempt to keep the client comfortable and keep other clients away from immediate scene, while another staff member will wait for medical personnel, give medical personnel information about client, and direct them to client. For non-emergency incidents, staff will assess the situation and connect the client with an appropriate care provider such as: on-site medical partner, urgent care, referral to the clients primary care doctor, on a case-by-case basis.

Program staff are also trained on the use of the overdose rescue drug known as Narcan. Program staff work with community partners and distributors to ensure that Narcan is available in strategic locations within Buena Park Navigation Center.

The Program Manager will be called as soon as possible following a major incident. After any client emergency or incident has been controlled, the lead staff member completes an Incident Report form which will be sent to the Program Manager and higher-level staff as needed.

8. *First Aid Equipment, Supplies and Procedures*

The Shelter Provider and/or Medical partner has first aid supplies available at all times. The first aid kits are inspected monthly, updated as items expire, and re-stocked after each use. Staff members are trained annually in universal precautions, basic first aid care, and Mental Health crisis. Any incidents occurring at Buena Park Navigation Center requiring first aid are documented in the daily report and an Incident Report is prepared and sent to Program Manager and other higher-level staff as necessary.

9. *Policies & Procedures for Disease Prevention*

The Shelter Operator has protocols for prevention and treatment of certain diseases and conditions such as seizures, diabetic episodes, mental health episodes, lice, bed bugs, influenza, and other communicable and contagious diseases, and will operate in compliance with guidance from County Health Care Agency and the Center For Disease Control. Clients are screened for wellness upon intake to the shelter to limit the risk of exposing the shelter to communicable disease. Universal precautions are practiced at all times in handling of fluids, client clothing, laundry, and in all cleaning of premises.

When an accident or injury to an employee or client occurs or when there has been damage to Shelter property, staff follows a set protocol which includes:

- Immediately contacting Supervisor about the situation
- Dealing with any injuries
- Securing the accident scene by obtaining names, addresses, and phone numbers of witnesses if possible, taking photos if possible, and noting any unusual circumstances
- Recording all necessary information to complete a formal report

- Not accepting any responsibility on behalf of the Shelter Operator
- Reporting accidents and injuries within 24 hours to insurance carrier

If a client shows symptoms of a contagious disease or other public health concern that might threaten another person, the Operator will follow guidance of County Health Care Agency and the Center For Disease Control. If the health concern is serious enough, staff may require that the client immediately leave to be seen/evaluated at a local hospital. If a client leaves due to disease, the bedding and client's clothes are washed, bed cleaned, and bedding replaced on bed. Clothes and belongings are stored in designated area and held for the maximum amount of time permitted. The Shelter operates to conform to best health practices and concerns.

Universal precautions are used for all handling of client possessions. Staff follows hand washing techniques recommended by the Health Department.

All staff are regularly tested for TB as required by OSHA standards and written in the Shelter Operator's Policy and Procedures handbook. If a client shows symptoms of tuberculosis, the client is sent for medical diagnosis and asked to receive a TB test. TB testing can be made available to clients through the Medical Services on-site as a community health benefit.

M. Food Policies

1. Provision of Nutritional Needs of Clients

The Shelter Operator provides a breakfast, lunch and hot dinner to each client every day. Meals are prepared off site by a third-party vendor and brought to the site to be served in the serving area. Meals are nutritious and healthy including a variety of fruits and vegetables. Accommodations can be made on a case-by-case basis for clients with dietary restrictions. Clients in need of specialty diets may request such a diet by submitting a Request for Accommodation to the Program Manager.

The Shelter Operator includes in its in-kind donation strategies, opportunities for food donations and partnerships with local food banks. The Shelter Operator also works with community and church partners and existing community meal service programs to offer opportunities to feed the homeless individuals at the shelter.

Tables and chairs are set up for meals in the Commons Dining Area at the scheduled meal times.

Food is served at designated times of operation for registered shelter clients only. Clients of the Multi-Service Center would not be permitted to access the dining area, nor would they be allowed to participate in daily meals.

2. Meeting the Health Department Standards

The Shelter Operator will meet all Health Department standards. Provisions for the Sanitary Storage and Preparation of Food

Buena Park Navigation Center has adequate space for storage of dry foods, refrigerated foods, and supplies. Separate and secure refrigerator/ freezer space is made available for client medications. The Shelter Operator may provide extra refrigeration and freezer appliances as needed to supplement safe storage of food, if space is available. Current certificates of food handling safety are posted in the serving area. Any volunteers will be supervised by an authorized employee.

All serving area storage areas are cleaned on a planned schedule and outdated food is disposed of. There is a rotation schedule for the storage and use of food in the refrigerators, and dry goods pantry that maximizes use of food so that it does not become outdated.

N. Transportation Policies

The policies for travel to and from Buena Park Navigation Center are designed to safely support client needs and minimize potential impact on the adjacent residential neighborhood and businesses.

The following transportation measures have been implemented:

1. Transportation Flow On and Off Property

The Shelter Provider implemented a plan for safe and effective flow of traffic on and off the property based on the schematics of the shelter grounds and surrounding neighborhood. Considerations include provisions for pedestrian, bicycle, personal transportation and bus and shuttle services.

2. Pedestrian Traffic

The shelter operates by bed reservation only and no walk-ins are accepted. The clients are expected to utilize the transportation options that are provided to them by the Shelter Operator, unless they own and drive a personal motor vehicle.

Any individual that does walk-up receives information on how to make a bed reservation and is provided transportation to a self-directed location out of the surrounding area to return only when the established reservation protocol has been followed. If a person walks up who refuses transportation off-site, they are notified of the Good Neighbor Policy, and are closely monitored as they leave the area.

3. Bicycle Traffic and Parking

Bicycle racks have been provided on site. Bike locks will be encouraged but are the responsibility of the client to obtain. Clients must complete a simple registration process for any bicycle brought onto the property, and is limited to only one per person. Bus and shuttle transportation vehicles have been designed to transport bicycles to mitigate foot traffic. Bicycles are not allowed to be ridden on or off the facility.

4. Shuttle Transportation Services

Access to the shelter is provided via on-site shuttle transport vehicles.

It was recommended that there be a minimum of three (3) designated drop-off/pick-up locations (Shuttle Stops) that provide ample geographic range for qualified clients seeking shelter services. Several Shuttle Stops were selected by the host city/police department and/or in collaboration with neighboring police departments. The operator does not drop-off/pick-up other than at agreed upon locations unless in exigent circumstances, or with close personal supervision for housing-related travel.

Daily shuttles are provided to transport all screened clients to the Shelter Site. Security guards ride with the shuttle in the evenings to ensure only prescreened clients with bed reservations receive transportation to the shelter. The Shelter Operator also conducts random daily checks of a ½ mile radius around the shelter, as well as the area immediately surrounding the Shuttle Stops to enforce shelter rules and avoid loitering and homeless congregations.

To avoid long-term loitering at the Shuttle Stops, clients may arrive at the Shuttle Stop fifteen (15) minutes before the start of the earliest shuttle departure times. The Shuttle Stops are an extension of the shelter and thus any violation such as loitering constitutes a violation of the shelter rules which will be strictly enforced.

The shuttles provide pick-ups beginning at 4:00 PM and 7:00 PM, transporting new and returning clients. Prospective new clients must be present at designated pickup locations at a pick-up time agreed upon at the time of referral or they risk forfeiting their bed.

In the case of special circumstances, and only if arrangements have been communicated by the client to their Housing Navigator or Management the prior evening, returning clients who are unable to return to the shelter at the designated time and utilize the second shuttle may use alternate private or public transportation to return to Buena Park Navigation Center.

Each morning, two shuttle services are provided for clients who desire to leave the shelter for employment and other personal appointments. The scheduled start times are 6:00 AM – 10:00AM.

5. Personal Vehicle Transportation and Parking

The Shelter parking lot is available to clients, staff, volunteers and vendors.

6. *Staff Transportation of Clients*

Shelter staff members are prohibited from transporting clients in their personal vehicles. Only designated driver staff in shelter owned/operated or contracted vehicles may transport clients, and only for shelter-related purposes.

7. *Delivery of Shelter Goods and Community Donations*

Deliveries of goods donations are to be dropped off in a designated area. The planned location for these designated drop-offs can change depending on on-site activities and take into consideration pedestrian, bike and other vehicle traffic routes to minimize safety risks and impact to the shelter site and surrounding area.

Deliveries of supplies from contracted vendors occur approximately 3xs weekly. The delivery of community donations by private donors occur sporadically and as available. Staff is available 24-7 to ensure safe and effective deliveries of any materials if needed, though it is the intent of the Shelter Provider to receive all deliveries of goods and/or donations will occur between the hours of 10:00 AM and 4:00 PM daily.

O. Financial Policies

1. *Financial Requests from Clients*

Financial requests from clients (such as for Bus Passes or ID Vouchers) must be requested and received through their Housing Navigator or Site Lead. Clients will sign a designated log when they receive the requested item. All bus passes and vouchers are kept in a locked safe in a locked office or closet at all times when not in use.

The Shelter Operator offers these financial assistance opportunities to clients, when available, and according to basic priority levels based off reason for request and status of housing plan. The Shelter Operator is not obligated to fulfill all financial requests from clients that they receive.

2. *Client Possessions and Funds*

No clients' personal funds or money are handled by the Shelter staff. Clients with funds that they keep while at the Shelter are solely responsible for their security and safety. It is recommended by staff for clients not to have funds on site to the extent possible, and to store wallets/purses, electronic devices, and any cash in appropriate locked storage. The Shelter Operator has a policy of not being responsible for lost or stolen items that is included in a Policy and Procedures Manual, listed in the signed *Client*

Expectations agreement, and read with new clients at the time of intake.

Clients are not permitted to give cash to staff at any time, for any reason.

3. Annual Outside Audit

An independent financial audit of the Shelter Operator is completed on an annual basis. A most current audit is kept on file at the Shelter Operator's administration offices and may be viewed as necessary.

Buena Park Navigation Center is also subject to an annual program monitoring. It is the responsibility of the Shelter Operator to correct any deficiencies reported by the audit within the time limits available to them. Failure to comply may result in the termination of their Shelter Operator contract.

4. Financial Reports Review

Financial reports may be produced each month by the accounting department of the Shelter Operator. These reports may be reviewed by an appropriate Buena Park Finance Designee.

The Shelter Operator reviews financial statements and budgets with each Program Manager on a regular basis. Adjustments are made in spending as necessary.

P. Legal Policies

1. Policy for Compliance with Local Laws

The Shelter Operator follows all Orange County Fire Code requirements, and has staff trained for food handling, CPR, fire drills and other disaster evacuation procedures. The Shelter Operator and staff work cooperatively with local law enforcement to communicate any breaking of laws by clientele while on its premises. Additionally, Shelter staff and management cooperate with law enforcement agencies on investigations for persons wanted for crimes as much as is possible while maintaining policies on client confidentiality.

2. Policy for Compliance with Labor Laws

The Shelter Operator complies with all required labor laws. OSHA training and reviews are done during staff meetings on an annual basis. OSHA flyers are posted in administrative offices.

The Shelter Operator's wages are at or above minimum wage. Employee breaks, meals, and overtime are monitored legally and compensated as needed. The Shelter Operator is contracted with a company to examine any work injuries. The proper incident reports, Workmen's Compensation forms, and requirements are completed.

Q. Non-Discrimination Policies

The Shelter Operator adheres to a policy of non-discrimination which is stated in the Shelter Operator's Policies and Procedures Manual.

The Shelter Operator does not discriminate in the provision of client care based on age, race, color, religion, sex, sexual orientation or gender identity and expression, marital status, geographic, national or ethnic origin, HIV status, disability, or veteran status.

1. Policy for Compliance with Americans with Disabilities Act

The Shelter Operator complies with appropriate standards of The Americans with Disabilities Act (ADA). The Staff is trained about and is cognizant of any physical disability upon entrance of the client and can assist as needed to conquer any barriers from the structure of the building. Staff receives training to work appropriately with persons with disabilities. All persons are treated with dignity, value, and worth.

2. Gender-Specific Programming Policy

Persons accessing Buena Park Navigation Center services are classified as the gender for which they identify. Staff provides beds to persons of all gender identities, expressions and sexual orientations with due regard to privacy and client rights.

Bathrooms and showers have been constructed with equal privacy for all clients, regardless of sexual orientation, expression, or identity. One all-gender restroom is available at Buena Park Navigation Center. All programs and services are available with the dignity of all clients as highest priority.

3. Sexual Harassment Policy

All clients, volunteers, and employees are expected to be able to coexist at Buena Park Navigation Center in a Trauma-Informed environment, free from sexual harassment and inappropriate sexual behavior.

The Shelter has a zero-tolerance policy for sexual harassment and inappropriate behavior of a sexual nature. No sexual harassment is tolerated by anyone on the facility grounds - including by staff, volunteers, or clients. Clients, staff, and volunteers are notified if in the Shelter Operator's sole discretion any of their remarks, advances, gestures, or attire constitutes sexual harassment toward any person in the facility.

Anyone who believes he or she has been the subject of any such behavior is urged to report it to the staff or supervisor immediately. In the event an individual comes forward with these concerns, a report will be completed and taken to appropriate staff or supervisor for resolution. Reported incidents are investigated on a confidential basis. Provisions are instituted to guard the safety and emotional health of persons who

have been victims of a reported incident, as well as any persons initially accused of harassment. If after proper review a person is found to have engaged in sexual harassment or inappropriate behavior of a sexual nature, they will be subject to disciplinary action including possible immediate exit from program or termination from employment.

4. Policy Regarding Sex Offenders

The Shelter Operator has strict requirements for the safety vulnerable adults and children who may frequent the surrounding area. Staff and volunteers are trained in sex abuse definitions, sex offender policies, child abuse, and vulnerable adult abuse. All employees must review this training yearly and be documented to have passed its standards.

As mandated reporters, the Shelter Staff follows federal law requirements in reporting sex offenders. All clients are screened against national sex offender databases, through the National Sex Offender Public Website. Screening is conducted at the time of reservation, and no potential participants with a registered sex offense will be allowed on the shuttle or admitted as clients.

R. Confidentiality Policies

1. Personal Confidentiality

People seek help from emergency shelters at a difficult time in their lives. Their need for service and the help that can be given is determined through sharing of factual and personal information. For this to be effective, every client must be able to trust that every staff member and volunteer hold confidential the shared information.

Therefore, the Shelter staff and Shelter Operator keep strict confidentiality practices as written in its internal Confidentiality Policies. These practices include:

- 1) Fact of Participation: The fact that an individual is or has been a participant in Buena Park Navigation Center is not disclosed except, where absolutely necessary and after disclosure has been allowed by the client.

Inquiries by visit, telephone or letter regarding a participant in the program is answered with the statement that information as to whether a particular person is or has been in residence cannot be divulged; that if in fact the individual is in residence, they will be advised of the inquiry, and that, at their discretion, they will or will not communicate with the inquirer.

- 2) Disclosure to Other Agencies: Disclosure of client information to other social service agencies, whether on a referral to or from the agency, generally is permitted only with the person's written

consent. Information is withheld where enjoined by law and where by contract The Shelter Operator has agreed to maintain the confidentiality of client records (as under the Privacy Act.)

Disclosure of information relating to program participants is not be made to employers, credit agencies, unions or other similar organizations, except at the request, and with the consent of the participant.

- 3) Information to the Client: In some situations it may be required by law to disclose certain participant information contained in their own case record. Information disclosed should be limited to that which is included in the formal case record. The formal case record should contain factual information and shared documents, not progress notes or staff observations. Information provided by other agencies is also not to be shared.
- 4) Law Enforcement Agencies: Formal requests for information regarding clients originating from law enforcement agents are referred to the Shelter Operator's Management Team and Directors, and if necessary, its Legal Department. Before any official action is taken on any legal request, staff will contact their Legal Department as there are boundaries in place to determine the sharing of information with law enforcement personnel according to its policies on client confidentiality (as stated in the Shelter Operator's Policy Manual) and applicable law.

When an arrest warrant or a search warrant has been issued by a court after a showing of probable cause, if such a warrant is presented to the facility relating to a client in the residence, staff cooperates with the law enforcement agency in making the arrest or the search, preferably in a manner which will involve the least disruption of the program at the facility. This kind of visit by Law Enforcement will be followed up with an Incident Report by staff.

- 5) Written Consent: If there is any doubt as to whether client information should be disclosed, the consent of the client is first obtained, except as otherwise required by law. The consent will be in writing on a Release of Information form and will identify the information to be disclosed, the person or agency to whom it will be disclosed, and the purpose of the disclosure, and the period of time during which authorization is granted.
- 6) Abuse Reporting: The Shelter Operator and Shelter staff comply with all state and municipal laws requiring reporting to governmental agencies of instances of child abuse, domestic violence and elder abuse. Staff reports any suspicion or evidence of child abuse or vulnerable adult abuse according to the law's requirements. All staff persons at the shelter are mandatory reporters. An incident report would also be completed and submitted to the Program Manager and any higher-level staff as needed. All staff is trained at the time of hire to spot signs of abuse and to properly document and report it. Trainings are repeated annually.

7) Harm to Self or Others: If a client at the shelter program shares with a staff person a viable threat to do harm to self or another, the terms of confidentiality can be revoked, as in the case of suicidal or homicidal admittance.

2. Database Confidentiality Policies

Only trained staff, Employment and Housing Navigators, and management staff are authorized to access the HMIS Database. Each staff person must have a separate password for entry. Staff is only to use computers that are authorized and HMIS compliant. No persons without a username and password set up by the Shelter Operator's IT department will have access to staff-only computers.

3. Exceptions to the Confidentiality Policy

All clients are informed that when the law requires Management to disclose client-related information, such as to prevent danger to self or others or to report child and elderly/vulnerable adult abuse, Staff will do so.

4. Grievance Policies

The grievance procedure is applicable for any conflicts or disagreements between clients and clients and staff. For example, the grievance process may be employed to address disruptive behavior or appeal incorrect formal action. However, in no way does the grievance procedure suspend the rules or consequences established in the Shelter Rules signed upon entering the program. Clients have the right to file a grievance without the fear of harmful repercussions from staff or other residents.

5. Receiving and Posting

The Grievance Procedure is clearly posted in the Policy and Procedure Manual and available to clients at the shelter facility. It can be easily found in a dedicated binder on the counter at the front Service Desk. Also, posters with this information can be found on the walls of the shelter. A client is given a copy of the Grievance Procedure when a conflict has occurred that cannot be resolved satisfactorily between the client and a staff person or another client, or the client has a complaint about an event that occurred at the Shelter involving that client. The Grievance Procedure will be read by the client and the client may decide which follow up forms they would like to proceed with completing if follow up is necessary. These forms include a *Request for Consideration* form, a formal *Grievance Form*, as well as a *Termination Appeal* form. Each form may be filed to begin a grievance investigation and follow up at different levels of management within the Shelter Operator.

6. Meeting with Staff

A program participant can file a grievance to dispute any action or inaction within 48 hours, by submitting a Formal Grievance Form to the Program Manager. The Program Manager will review the grievance to determine if the issue can be immediately resolved at their level of supervision. If the Program Manager is unable to resolve the grievance, or if they are named in the grievance themselves, they will immediately forward it to the Regional Director, who will make every effort to investigate and provide a written decision within 10 business days.

The grievance procedure does not suspend the rules or consequences established in the Shelter Expectations.

Clients have the right to file a grievance without fear of harmful repercussions from staff. The client also has the right to request a 3rd party to assist them through the grievance process. If they choose to have a 3rd party present for the grievance, the client must file a signed release of information prior their involvement.

Step 1:

If you wish to file a grievance, you may obtain a Grievance Form from any program staff member. They are also located within this binder.

Grievances should be written clearly and include the names of all parties involved, a detailed account of the problem and requested action to be taken. Any staff member may assist you if you need assistance in completing the form.

Formal grievance forms should be submitted to the Program Manager. If the complaint is directed towards the Program Manager, the client should submit their grievance directly to the Regional Director whose information can be located on the grievance form.

Step 2:

The Program Manager will confirm their receipt of and provide a thorough review of any grievance within 3 business days. If the Program Manager can resolve the grievance, they will provide a written determination to the client during that time.

If the issue cannot be resolved at the Program Manager level, the Grievance will be forwarded to the Regional Director.

Step 3:

The Regional Director will review grievances submitted and investigate the complaint and may acquire all documentation and interview involved parties, as necessary.

The Regional Director will make every effort to resolve the conflict or concern with the client and parties involved within 10 business days of receiving the Grievance from the client. This will include an

opportunity for the client to discuss their concern, during a meeting, phone call, or videoconference with the Regional Director. The Regional Director will provide a written determination to the client during that time.

Step 4:

If after receiving the final determination from the Regional Supervisor, the person filing the grievance may appeal the decision by writing to the Chief Program Officer (or the Chief Operations Officer if the Chief Program Officer made the prior grievance determination) within 10 business days of receiving the written decision. The Mercy House Officer receiving the appeal shall issue a written decision in response to the appeal no later than 10 business days after its filing.

Step 5:

Clients may also complete the County Grievance Appeal Process that may be filed after the Grievance and appeals process is completed. Information regarding this step will be kept in the Grievance Binder at the Front Desk of every program.

7. *Whistleblower Policy*

Clients have several ways in which they can share a grievance – verbally or written, anonymous or through a third party. A Suggestions-and-Grievance Box is available in the common area and is checked weekly by staff.

Confidentiality is strictly kept between the person making the complaint and the Program Manager which will withhold information internally to the extent prudent where a complaint involves a staff member or volunteer. The Grievance Procedure will be clearly posted in the Policy and Procedure Manual and available at the facility.

SECTION III. STAFFING AND MANAGEMENT PLAN

A. Staff Policies

1. *Hiring Policy*

The Shelter Operator is an equal opportunity employer. A copy of its applicable Equal Opportunity and Affirmative Action Policy is available in the Employee Handbook and through the Human Resources department of the Administrative Offices.

All staff positions and newly hired staff are approved by the Human Resources department, Directors and Program Manager, and are thoroughly vetted through a new hire process as outlined below.

2. Screening Procedure

Position openings are posted on various employment-search networking websites. Potential applicants are screened through a two-step interview process.

The first interview is typically scheduled with the Human Resources. If deemed eligible, the applicant may conduct an interview with their potential manager or supervisor at the agency. The Shelter Staff is hired into at-will employment and are subject to annual staff review and probationary training periods overseen by the Program Manager.

3. Acceptance Procedure

A completed application packet is sent to the head of the Human Resources Department who conducts a thorough background check. Every potential applicant is screened for active warrants, violent felony convictions, sexual offenses which require registration, and legal ability to work. Any staff who are in direct contact with clients are also required to complete Tuberculosis screening as well as training for mandated reporting policies. The applicant must successfully complete all screening requirements before they will be able to begin working directly with clients.

Upon hire, the new employee signs a formal job offer form and is provided a job description informational sheet for their records. They also attend a general program orientation led by the Human Resources Department. This orientation covers important topics, such as but not limited to, sexual harassment policies, and appropriate interactions with co-workers, volunteers, and clients. Training places a heavy emphasis on appropriate conduct between staff and clients and all new hires are expected to adhere to these practices when interacting with clients. Program Managers complete a more lengthy program-specific orientation process.

4. Staffing Policies for Safe Humane Environment

The Buena Park Navigation Center is staffed to provide the safest, most dignified environment for all clients. The Navigation Center will be considered a non-bullying environment.

All staff are easily identifiable and are required to wear Shelter Operator- Approved shirts or vests. Staff will be scheduled to optimize safety of staff, volunteers and clients and to provide optimal coverage during hours of high volume.

The **Regional Director of Emergency Services** is responsible for the performance of all Buena Park Navigation Center Activities. Their primary responsibilities include program management, development, and community relations, which includes supervising the Program Manager of Buena Park Navigation Center.

All Shelter operations and staff are supervised by the full time **Program Manager**. The Manager is a full time, salaried position with at least 2 years of direct life experience working with long-term homeless, low income, and diverse populations. The Program Manager is responsible for coordinating all program services for Buena Park Navigation Center. Primary responsibilities include supervising support staff. This position reports directly to the **Regional Director of Emergency Services**.

The **Site Leaders** are responsible for overseeing daily services and activities in Buena Park Navigation Center and provides support for the Multi-Service Center services. They oversee all shelter activities including logistics and client intake, oversee distribution of services, and assist in coordination of

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volunteers and supportive services. They provide support to staff during designated shifts and assign tasks, oversee administrative duties that support program services. The Site Leaders report directly to the Buena Park Navigation Center Program Manager, reporting any staff or shelter issues as needed.

The **Logistics Coordinators** are responsible for providing supportive services and logistical support to Buena Park Navigation Center during designated shifts. This position requires a flexible work schedule including weekend, morning, evening, and holiday shifts to provide optimal coverage during Shelter hours. This position reports directly to the Buena Park Navigation Center Program Manager, and by proxy, the Site Leaders. This position assists with shelter setup and maintenance, cleanliness and safety of facility, assisting and receiving orders from vendors, laundry, and more as needed.

The **Housing Navigator** position requires at least 2 years of direct life experience working with long-term homeless, low income, and diverse populations and have working knowledge of mental health and addiction issues. The Housing Navigator provides housing navigation assistance to Shelter clients and conducts an individual assessment of needs, followed by provision of targeted services focused on returning individuals to permanent housing as quickly as possible. The Housing Navigators conduct the VI-SPDAT assessment, determine eligibility, enter assessments into Central Intake System for prioritization and linkage to housing provider, help clients obtain necessary documents, and provide individuals with employment guidance and community resources. When clients are referred to other programs, the Housing Navigator can provide a warm hand-off to the service provider. The Housing Navigator is also responsible for accepting new referrals, completing the Diversion Questionnaire and new client intakes, and prepping all data to be ready for handoff to the Data Entry Specialist.

The **Data Entry Specialist** manages the HMIS and data for reporting requirements. They are responsible for ensuring that HMIS and Coordinated Entry data is complete.

The **Overnight Coordinator** is a full-time position that covers overnight logistics shifts at Buena Park Navigation Center. They resolve conflicts and file incident reports as necessary, report violations and general events in the daily log. This position is largely Logistics based, and a significant amount of cleaning is involved. They also oversee 3rd shift Security crew and conduct safety checks. The Overnight Coordinator provides general support for clients, ensuring their safety during the night.

Volunteers assist with daily ongoing operations of the shelter, and can be utilized every day of the week. Volunteers help the Shelter Staff with setting up and serving meals, clean-up, laundry, daytime activities, as well as minor administrative duties and distribution of donations. There are also opportunities for Volunteers to do special work projects on-site or to hold special events.

All volunteers are assigned to duties that are appropriate for their age and activity level. It is important that volunteers be reliable, and all staff treat them as a vital component of shelter operations.

All the positions requirements and descriptions will be available in the Shelter Operator's Human Resources Department and will be also made readily available to all staff. Please see attached job descriptions.

B. Policies for Staff Training

Buena Park Navigation Center Program staff are trained in emergency evacuation, first aid procedures, mandated reporting policies, crisis intervention, and CPR procedures. These trainings are repeated and updated annually and as needed. Staff also receives additional training on different topics as opportunities arise and are needed.

Each staff member also receives on-going in-service training in crisis management. Staff also trains in Strengths-Based Approaches and positive communication skills. Each staff member is required to attend annual training to update and improve their knowledge. Documentation of training is kept by the Program Manager and is provided to the Head of Human Resources for filing, when appropriate.

Security staff undergoes sensitivity training to better equip them to work with homeless clients, and those in crisis.

1. *Emergency Procedures - Evacuation, First Aid, and CPR, 911 Reporting*

Program staff are trained in fire, earthquake, and chemical spill evacuation procedures when hired and annually. Evacuation drills with all staff and clients are held and recorded quarterly. Evacuation protocols are recorded in the Program Manager office for reference.

Evacuation routes are posted throughout the facility. Staff is trained in first aid and CPR procedures annually. 911 reporting is taught in orientation and reviewed annually. CPR certificates will be kept in staff files. Universal precautions will be followed.

2. *Safety Conduct - Prevention of Abuse, Crisis Intervention, Conflict Resolution*

The Shelter Operator staff is trained in identifying and the prevention of child abuse, vulnerable adult abuse, and sexual harassment titled. Each staff will complete this training program annually.

All Program staff complete a course in conflict resolution and crisis intervention upon hire and annually. Records of completed trainings are kept in Human Resource files.

3. *Appropriate Behavior for Dignity and Respect*

Operations, Program, Administrative and Management staff are trained in a Strengths-Based, Trauma-Informed model of client care. They are trained regularly, including at time of hire, on the best methods of working with, treating, and responding to clients who have had difficult and traumatic life experiences.

Each staff member is expected to put these models to use in every interaction they have with clients and potential clients. Staff members are offered training regularly and expected to participate actively. Notice of completion is recorded in staff files, and each staff member has access to this information in a readily-available staff handbook.

4. Communication

Shelter staff undergoes training in communication skills – such as handling phone calls, confidentiality policies, crisis management and de-escalation of conflict. These communication skills are reinforced through practice and reviewed at regular staff meetings and reviews. Specialty courses covering topics such as communication skills with mentally ill persons, receptionist skills, communication with difficult people, and conflict resolution are completed where needed.

5. Resources and Referrals

Operations, Program, and Housing Navigator Staff are oriented to resources, homeless services, and organizations for collaboration and referral. They are also trained staff who can connect clients to the Coordinated Entry System, as a system designated Entry Point. Resource lists are updated monthly and kept on-site.

Protocols for offering and accepting referrals from other agencies are in place, reviewed by staff, updated, and kept in a manual.

6. Mental Health and Addiction Skills

All Program staff attends mental health training events which include naming of symptoms, co-occurring diseases, de-escalation techniques, and safety protocols. This training is done at time of hire and revisited annually. Special speakers may present workshops on various aspects of mental health diagnoses, symptoms, and care when available. Staff is trained in symptoms of drug abuse, and referrals for treatment. Recovery programs are encouraged and off-site referrals are made as appropriate. Though sobriety is not a requirement to stay in the shelter or participate in services, clients are expected to be able to practice self-care, follow all rules and expectations, and behave appropriately and respectfully toward staff, volunteer, and other clients. Drug misuse at the shelter is prohibited and can result in immediate exit from the program.

7. Self - Care

Regular staff meetings are held for all staff. Part of the purpose of these meetings is communication and processing of stressors while working in the difficult environment of a large scale Year-Round Emergency Shelter Program. Staff will be welcome to participate in team-building activities throughout the year, including holiday parties, and events with co-workers.

All staff is trained in effective communication with coworkers and in proper techniques to address coworker harassment and stressors and are aware of the importance in practicing self-care. Staff has been informed of the existing open-door policies with supervisors and the Human Resources department.

8. *Annual Staff Evaluation and Training Plan*

All staff are evaluated by their direct supervisor at 90 days from their hire date and at semi-annual intervals. The evaluation form is stored in the employee file held at the Human Resource office.

9. *Documentation of Staff Training*

Attendance of and participation in staff training is recorded in each staff file by the Program Manager. Trainings required by all staff members are also recorded in the Human Resources file to ensure each member's knowledge and information is kept up-to-date.

C. Volunteer Policies

1. *Selection, Screening, and Background Checks*

The Shelter Operator actively recruits through a variety of sources, including schools, church groups, and community programs. Volunteer Recruitment events are held regularly in order to increase the number of volunteers that serve at Buena Park Navigation Center.

Individuals as well as groups are invited to volunteer at the shelter. Children aged 13 and older will be able to volunteer, however they must be accompanied by an adult or legal guardian and that person must be registered to volunteer on the day they appear.

All potential volunteers are screened for sex offenses and criminal background checks before being confirmed for volunteer duty.

2. *Orientation and Training*

The Shelter Operator includes a Volunteer Coordinator in its staffing plan to support volunteer coordination efforts at the shelter. The Volunteer Coordinator will handle on-site task training of the volunteers.

Before beginning service, volunteers are provided an Application and Agreement that includes information about volunteer duties, appropriate conduct with clients, staff, and other volunteers. Each volunteer is required to sign this Agreement before they are assigned any duty at the shelter.

Volunteers who do not agree with the requirements or refuse to sign will not be assigned a duty and are not able to volunteer at the shelter.

Volunteers sign up for an open position, time and date using online volunteer scheduling software. Volunteer Development staff from within the Shelter Operator calls and confirms the volunteer's date and time and to provide them with the location of the shelter and any necessary important information.

Volunteers are trained on-site at tasks by the Kitchen and Donations Coordinator on duty. Any tasks that require a trained staff member are supervised by that staff member to ensure accuracy and cleanliness.

Volunteers are given opportunities to attend community forums and events to receive more training about community resources and network with other community agencies.

Volunteers are expected to adhere to a strict code of ethics and standards. Any found in violation of this code will be removed from the facility and may be limited in future volunteer opportunities.

3. Volunteer Code of Ethics

a. Each volunteer must maintain a firm commitment to professional conduct

Volunteers of Buena Park Navigation Center are expected to maintain the highest level of moral, ethical, and professional conduct while at the site. Volunteers are not allowed to engage in verbal abuse, inappropriate jokes and stories, or any type of inappropriate interaction with staff or clients.

b. Limiting Relationships with Clients

Volunteers are prohibited from developing dual relationships with any clients they meet through their involvement at Buena Park Navigation Center. Examples of dual relationships include (but are not limited to) a volunteer entering into a business, romantic, or sexual relationship with a client. Soliciting clients for their business is also strictly prohibited.

Volunteers are not allowed to be named as having authority to make decisions for a client under any type of power of attorney or other legal procedure.

c. Food and Other Substances

Volunteers are not allowed to consume any food items or drinks supplied by Buena Park Navigation Center while volunteering, unless a special event involves food specifically for clients AND staff. Food and drink will be purchased solely for the consumption of the homeless clients. Volunteers must also commit to not consuming alcohol or any type of illicit drugs on the property while volunteering.

Volunteers who appear to be under the influence of any substance that impedes their ability to perform their duties safely and efficiently will be turned away.

d. Discrimination

Volunteers are prohibited from discriminating against any client for any reasons. They may not judge an individual based on their race, disability, religious preference, sexual orientation, color, age, veteran status, citizenship, ancestry, national origin or gender.

e. Volunteer Boundaries

Volunteers are prohibited from loaning or giving money to clients, are not allowed to meet with clients outside of Buena Park Navigation Center without explicit permission from program staff, and are not allowed to drive clients in their vehicles.

f. Commitment

Buena Park Navigation Center is reliant upon the work of volunteers. This commitment is expected to be taken seriously. If a volunteer misses a shift without removing themselves from the schedule and giving notice, the volunteer may be limited or restricted from volunteering.

4. *Identifiable Lines of Authority*

Volunteers are informed of identifiable lines of authority in their Application Packet. Volunteers may defer to the serving area and Donations Coordinator on duty to give resources, referrals, and handle situations beyond their responsibility and volunteer agreement.

Volunteers also have access to the Program Manager or lead staff member on site, for questions and any grievances.

All volunteers will be provided with a name tag identifying them as such.

5. *Descriptions of Volunteer Tasks*

Volunteers are needed 7 days a week to help in the mornings, mid-day hours and evenings.

The staff at Buena Park Navigation Center will ensure all volunteers are provided with a task and description of any duties they might perform. Tasks and duties include, but are not limited to:

- Assisting the Intake Specialist in registering and signing in clients at time of entry
- Setting up cleaning tables for breakfasts and dinners

- Distributing donations and hygiene items
- Helping direct lines to donations and food
- Serving meals, setting up snacks and drinks for clients
- Organizing special projects and activities for the guests of Buena Park Navigation Center

SECTION IV. ATTACHMENTS

A. Job Descriptions

B. Shelter Client Rules

C. Volunteer Policies

ATTACHMENT "A": JOB DESCRIPTIONS

Regional Director of Emergency Services Job Description

Introduction: The **Regional Director of Emergency Services** is responsible for the performance of all Year-Round Emergency Shelter Program, Services and Outreach Activities in Orange County and Bellflower. Primary responsibilities include program management, program development, and community relations. This includes supervising the Buena Park Navigation Center Manager. This position requires a flexible schedule especially during the winter months (weekend, morning, evening and holiday shifts). This position may at times require transportation of supplies to shelter locations. The **Regional Director of Emergency Services** reports directly to the Director of Emergency Services.

Qualifications: Associate's Degree and at least 2 years of direct life experience working with long-term homeless, low income, and diverse populations and have a working knowledge of mental health and addiction issues. Possess a high level of tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; clearly communicate information and instructions verbally and in written form; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others. Valid CA driver's license, proof of insurance and reliable vehicle is required.

Program Management and Development

Goal: Oversee the development and implementation of all program services for our Year-Round Emergency Shelter Program to ensure quality delivery of services.

- Maintain performance of existing shelter services
- Oversee the scheduling and coordination of all Shelter Sites
- Ensure strong communication between Staff and Partner agencies
- Oversee coordination of shelter activities and distribution of services
- Provide monthly reports to the Operations Director
- Develop new partnerships with other agencies in order to enhance our current services
- Oversee implementation of new services
- Implement new services/year-round, permanent facility
- Manage Budget
- Oversee Purchases, Vendor Bids and MOU's

Staff Management

Goal: Manage Identified Staff facilitating optimal performance.

- Manage and supervise Shelter Program Managers
- Assist in various aspects of staff's duties
- Provide support and guidance when necessary
- Provide support for crisis/conflict intervention

- Coordinate trainings and orientations when needed
- Conduct Meetings monthly
- Meet with identified staff individually when necessary
- Review and evaluate performances
- Conduct midyear and annual review

Outreach Services

Goal: Provide leadership in critical support in the development and implementation of Outreach Services

- Brainstorm, research and assist in the development our outreach strategy
- Oversee implementation of outreach services
- Assist with Front Door Calls when necessary

Community Relations

Goal: Positively advance agencies reputation in the broader community.

- Maintain active involvement with neighbors and program partners
- Maintain active involvement with community service organizations

Miscellaneous

- Provide creative input to the Executive and Operations Directors
- Participate in networking functions
- Attend appropriate training workshop as needed
- Attend appropriate house and staff meetings
- Complete ad hoc projects as appointed by Supervisor

Program Manager – Buena Park Navigation Center
Job Description

Introduction: This Program Manager is responsible for coordinating program services for Buena Park Navigation Center. This position requires dependability, responsibility, organizational skills; and strong written and verbal communication skills. Primary responsibilities include program management, program development, and outreach and community relations and reports to the **Regional Director of Emergency Services**. This position includes supervising support staff and requires a flexible schedule (weekend, morning, evening and holiday shifts). This position may require the transportation of supplies. Fluency in Spanish is a significant value.

Qualifications: Associate's Degree and at least 2 years of direct life experience working with long-term homeless, low income, and diverse populations and have a working knowledge of mental health and addictions issues. Possess a high level of tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; clearly communicate information and instructions verbally and in written form; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others. Valid CA driver's license, proof of insurance and reliable vehicle is required.

Year Round Emergency Shelter Program

Goal: Ensure that the Shelter run smoothly and that we maintain accurate data and strong communication with community partners.

Oversee Client Services

Coordinate calendar and services provided by partner agencies

Support all aspects of operations including direct client services when necessary

Oversee the collection and distribution of donations

Assist with monitoring facility security and maintenance

Ensure enforcement of our good neighbor policies

Assist with securing necessary resources

Oversee collection, input and distribution of intakes / summary sheets / reports

Provide support with community resources and referrals

Develop new partnerships with other agencies in order to enhance our current services

Manage program budget

Facilitate Resident Advisory Council and Partnership Meetings.

Management

Goal: Manage Identified Program Staff, Interns and Volunteers facilitating optimal performance.

Manage and supervise support staff in all of their duties

Assist in various aspects of staff's duties

Assist in coordinating and managing on-site volunteers

Assist in coordinating and managing special group events and holiday events

Provide crisis/conflict intervention

Coordinate trainings and orientations when needed

Conduct 90 day, midyear, and annual reviews.

Community Relations

Goal: Positively advance Agencies reputation in the broader community.
Maintain active involvement with neighbors and program partners
Maintain active involvement with community service organizations

Miscellaneous

Must participate in networking functions and community meetings.
Attend staff meetings and training workshops as needed
Assist with general duties (stocking supplies, copies, fax, phone calls, etc.)
Enhance job performance by applying up-to-date professional knowledge gained by attending seminars and conferences and reviewing professional publications.
Perform ad hoc projects as appointed by Supervisor

Site Leader – Buena Park Navigation Center

Job Description

Introduction: The Emergency Services Site Leader is responsible for overseeing services and activities at Buena Park Navigation Center. Dependability, responsibility, and the ability to communicate effectively and respectfully are mandatory skills. Ability to work effectively with a diverse population; plan, organize and prioritize duties; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others. This position requires a flexible work schedule including some weekend, morning and evening and holiday shifts. This position reports directly to Buena Park Navigation Center Manager. Fluency in Spanish is a significant value.

Qualifications: Possess a high level of tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; clearly communicate information and instructions verbally and in written form; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others. Associate's Degree preferred but not required.

Shelter

Assist in the implementation of all shelter activities to ensure quality delivery of services.
Oversee all shelter activities including logistics and client intakes
Oversee distribution of services and all program services while on duty
Assist in the coordination of volunteers and support services
Oversee the organization of supplies and facilities needs

Management

Goal: Support Identified Program Staff facilitating optimal performance.
Support shelter staff during designated shifts
Assist in various aspects of staff's duties
Assist in coordinating and managing special group events and holiday events
Provide crisis/conflict intervention
Communicate any staff or shelter issues to Program Manager.

Administration

Goal: Oversee administrative duties that support program services.
Coordinate supply and service needs
Assist with securing necessary resources
Assist with record keeping and reporting

Miscellaneous

Attend staff meetings and training workshops as needed
Assist with general duties (stocking supplies, copies, fax, phone calls, etc.)
Enhance job performance by applying up-to-date professional knowledge gained by attending seminars and conferences and reviewing professional publications.
Perform ad hoc projects as appointed by Supervisor

Lead Housing Navigator
Job Description

Job Description Introduction: The Lead Housing Navigator, under the direction of the Emergency Services Program Manager, is responsible for supporting the navigation team. The Navigation team work directly with clients in emergency shelter and are responsible for performing ongoing needs assessment, personal housing plans, support, information, referral and advocacy for individuals. This position requires strong leadership in supporting a team's successful working relationships. This position will influence and recognize positive behavior changes and will identify problems and obstacles and create solutions to help address them.

Qualifications: Associate's Degree and at least 2 years of direct life experience working with long-term homeless, low income, and diverse populations and have a working knowledge of mental health and addiction issues. Possess a high level of tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; clearly communicate information and instructions verbally and in written form; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others. Valid CA driver's license, proof of insurance and reliable vehicle is required. Management experience preferred.

Staff

- Manage day-to-day operations of Housing Navigator teams, objectives and housing plans;
- maintains a limited caseload
- Conducts weekly case conferencing and monthly case file audits to assure participants records are complete and accurate
- Make referrals to supportive services such as job developers, social workers and health care providers as deemed necessary
- May make home and field visits
- Provide supportive advocacy for clients; provides crisis intervention, if needed
- Receive, review, and process financial assistance requests as needed
- Provide training, supervision, and problem-solving guidance for difficult cases

Documentation

- Oversee the consistency of documentation standards as set forth by the program contract and program policies
- Oversee accurate and complete data into HMIS
- Oversee consistency of confidential hard copy case files with all relevant documentation in the appropriate section

Housing Navigator – Buena Park Navigation Center

Job Description

Introduction: The Housing Navigator provides assistance to individuals that are literally homeless. This assistance includes an individualized assessment of needs, followed by provision of targeted services focused on returning individuals to permanent housing as quickly as possible. The Navigator will conduct an assessment, determine eligibility, enter assessment into Central Entry System for prioritization and linkage to housing provider, help client obtain documents required for housing placement, provide individuals with employment guidance and community resources.

Qualifications: Associate's Degree and at least 2 years of direct life experience working with long-term homeless, low income, and diverse populations and have a working knowledge of mental health and addiction issues. Possess a high level of tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; clearly communicate information and instructions verbally and in written form; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others. Valid CA driver's license, proof of insurance and reliable vehicle is required.

Year Round Emergency Shelter Program Services

Conduct diversion interviews

Manage intake process

Maintain intake area and ensure daily forms and supplies are stocked and ready for new intakes

Supportive Services

Provide assessment for client within seven days of entering shelter.

Determine eligibility and enter assessment into Central Entry System for prioritization and linkage to housing provider

Assist client with obtaining documents required for housing placement

While client is at the shelter provide employment linkage, benefits establishment, linkage to community providers for substance abuse, primary and mental health care, and all other services needed to assist clients in reaching their stabilization goals

While client is at the shelter provide strengths based case management and service coordination designed to assist clients in obtaining and maintaining stable housing

Conduct crisis and risk assessments in consultation with supervisor and case management team

Provide crisis intervention services focused on enhancing the client's ability to independently problem solve, utilize effective coping skills, and manage and self-coordinate own care

Provide warm hand off to selected housing provider ensuring a smooth transition from the shelter into housing.

Documentation

Maintain documentation standards as set forth by the program contract and program policies

Complete progress notes on every meeting with client

Input accurate and complete data into HMIS and update snapshots to reflect client progress

Maintain confidential hard copy case files with all relevant documentation in the appropriate section

Logistics Coordinator – Buena Park Navigation Center
Job Description

Introduction: The Logistics Coordinator is responsible for providing supportive services and logistical support to Buena Park Navigation Center during designated shifts. This position requires a flexible work schedule including some weekend, morning and evening and holiday shifts.

This position reports directly to Buena Park Navigation Center Program Manager. Dependability, responsibility, and the ability to communicate effectively and respectfully are mandatory skills. Fluency in Spanish is a significant value.

Qualifications: Possess a high level of tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; clearly communicate information and instructions verbally and in written form; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others.

Shelter Support

Assist in the implementation of all shelter activities to ensure quality delivery of services.

Assist with shelter maintenance

Responsible for cleanliness and safety of facility including emptying trash cans and cleaning all areas of the shelter, including dorms, kitchens and restrooms.

Assist with receiving and verifying orders from vendor's, completing tally sheets

Post and update signs and service calendars

Audio Equipment set up and monitoring

Assist in the organization of supplies and facilities needs

Miscellaneous

Assist with client services and program activities if necessary

Complete ad hoc projects as appointed by Supervisor

Overnight Logistics Coordinator – Buena Park Navigation Center

Job Description

Introduction: The Overnight Logistics Coordinator is responsible for providing supportive services and logistical support to Buena Park Navigation Center during overnight shifts. This position requires a flexible work schedule including some weekend, morning and evening and holiday shifts.

This position reports directly to Buena Park Navigation Center Program Manager. Dependability, responsibility, and the ability to communicate effectively and respectfully are mandatory skills. Fluency in Spanish is a significant value. Because of the nature of the shift, this position must be able to operate as site supervisor at times, and be able to communicate effectively after hours with the Program Manager if absolutely necessary.

Qualifications: Possess a high level of tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; clearly communicate information and instructions verbally and in written form; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others.

Shelter Support

Assist in the implementation of all shelter activities to ensure quality delivery of services.

Assist with shelter maintenance

Responsible for cleanliness and safety of facility including emptying trash cans and cleaning all areas of the shelter, including dorms, kitchens and restrooms.

Assist with receiving and verifying orders from vendor's, completing tally sheets

Post and update signs and service calendars

Audio Equipment set up and monitoring

Assist in the organization of supplies and facilities needs

Miscellaneous

Assist with client services and program activities if necessary

Complete ad hoc projects as appointed by Supervisor

ATTACHMENT "B": SHELTER CLIENT EXPECTATIONS

Buena Park Navigation Center Shelter Expectations

Welcome to Buena Park Navigation Center. We hope your stay with us allows you to begin your path to ending your homelessness. In order to ensure that all guests are able to comfortably work toward that goal, the following expectations need to be followed while in the vicinity of the shelter, on the provided shuttle vans, and while in the immediate area of our shuttle pick-up and drop-off locations.

1. Demonstrate responsibility for yourself, your actions, and your housing plan. _____
2. Follow all health and safety policies. _____
3. Guests are expected to meet with their Housing Navigators at least once a week at a scheduled time to discuss their housing plans. Their Housing Navigator will ensure each guest is entered into the Coordinated Entry System, as the first line of housing engagement. The goal is to get you connected to housing resources as quickly as possible. This is a low-barrier Temporary Shelter intended for 24-hour increments of stay. The maximum length of stay is 90 consecutive nights unless otherwise determined. Extensions may be granted on a case by case basis. Each guest's progress toward achieving their housing goals will be reviewed at 30-day increments. If a guest chooses not to work toward their housing plan or follow these expectations, he/she may be asked to leave at that time. _____
4. Guests are expected to actively work their housing plan! By signing these expectations, you understand that you are not guaranteed housing by enrolling in this program. Part of your Housing Plan will be to identify tasks that you will need to complete in order to achieve your goal of securing housing. Your Housing Navigator will work alongside you to assist you in connecting with resources and addressing potential barriers. _____
5. Current guests of the program may use this location as a mailing address. Please note, however, that after a guest exits, it becomes his or her responsibility to fill out a change of address form with the post office. Any mail that is delivered to the site after a guest has left the program will be sent back to the post office as "Return to Sender". Mail will be kept at the front desk, along with important program notices or messages from staff. Upon signing in each day, the guest's name will have a mark next to it signifying that there is unclaimed mail or messages. _____
6. Guests are expected to abstain from behavior that is disruptive and unacceptable to others. Examples include: verbal harassment, physical harassment, excessive profanity, threats and/or violent behavior, nudity or obscene behavior, possessing weapons (or items that may be perceived as weapons) or contraband (examples of items considered contraband can be made available upon request), drug dealing, theft, etc. Serious offenses include but are not limited to: use of racial slurs, sexual harassment, violence, and any other inappropriate physical contact. Serious violations may result in an immediate exit from the shelter. If you are asked to leave, a shuttle driver will transport you to an approved drop off location. _____

Commented [CM50]: Refer to page 10

Commented [CM51]: Include Housing Navigator will provide contact information for Cal-AIM Housing Navigator or other appropriate community support navigator.

Commented [TH52R51]: Clients may be matched to CalAim or other housing support program, language will be left as is so that clients do not expect a linkage to CalAim for which they may not qualify.

7. If a guest's behavior is extremely disruptive and staff or security asks you to step outside or remove yourself from an area for de-escalation purposes, you are expected to comply with this request. You will be able to rejoin the group when your behavior is no longer a disruption to the other shelter guests. _____
8. Several areas on site are restricted to staff and security only. Guests are not allowed to any areas other than the commons, dorms, and guest restrooms, unless without explicit permission from management team. The only doors guests may use to access the outside areas are the main doors near the security check-in, and the store-front glass doors leading out from the Commons hall. _____
9. Guests are expected to return each night before 9:00 pm, unless allowed special circumstance by management (ex: for work or school). Guests may request late entry by submitting a Request for Consideration to be approved by the Program Manager. Guests are not allowed to miss two consecutive nights or more than 2 nights in any calendar month without clearing the absence with their Housing Navigator. Guests are expected to sign in on a daily basis. Guests may not sign in for others. The program manager may grant excused nights out of the shelter upon request if necessary and appropriate. _____
10. Photo ID's are required of all registered guests. Mercy House will take photos and thumbprints to produce program ID's for guests, and for security reasons, if necessary. By entering this program, you give your consent to this. If you do not have a California State ID the MH Staff will assist you in acquiring an ID within the first few days after enrollment. A photo ID of some sort is required to receive a bath towel and is also used when waiting in the dinner line. _____
11. To promote a healthy and clean environment, all guests are required to shower the day they enter the program. Guests must also submit any clothing/bedding items for laundry the day they enter the program. Guests are then expected to maintain their hygiene (including changing into clean clothes when possible), laundry once a week and showering at least twice a week. _____
12. Every guest will be assigned a laundry day. Guests will be expected to bag their dirty clothes and bundle their bedding on this day to help streamline laundry services. Laundry should be submitted to staff for cleaning by 9:00 AM on this day. _____
13. Every guest is allowed 1 lockable indoor bin and lock and 1 outdoor rolling bin. Rolling bins are accessible only during the designated and posted times. Trash and recycling may not be brought onto the property. For the protection of guests' items, no liquids or open food can be stored in any bin. Guests may only use the bins assigned to them by staff. _____
14. Guests are expected to straighten their beds when not in use, and are restricted to no more than 2 personal bags on the bed. Water is allowed in the dorms but no open or perishable food or other liquid drinks may be brought to the bed area at any time. 1-2 pairs of shoes may be stored under the bed but no additional personal items may be kept behind, under or in the

Commented [CM53]: Clearly identify specific process for late entry (related to work or school) authorization by management

Commented [TH54R53]: Updated language as requested.

Commented [CM55]: Pg 33: Each client is assigned a lockable storage bin and lock to go under the bed for personal valuables.

Insert language: Plus a small "Indoor Lockable Storage" space.

Commented [TH56R55]: Language updated

aisles next to your bed. No barriers of any kind may be raised without explicit permission from management team. _____

15. All prescription medication must be recorded with MH Staff at Intake and stored in your indoor lockable storage in its original labeled container. Clients are encouraged to lock these containers to ensure secure storage of medication. Pills or medication NOT matching the original labeled container may be confiscated. No medicinal marijuana will be allowed indoors at any time. Medical marijuana may only be stored in your outdoor bin with a valid Medicinal Use Card and must be 8 oz. or less. _____
16. Smoking of tobacco is permitted in the smoking area only. No drugs, paraphernalia, alcohol, or marijuana (recreational *or* medicinal) will be permitted in or around the shelter. Anything containing cannabis or THC (without a prescription) will be considered contraband. _____
17. This shelter incorporates closed-circuit surveillance cameras as part of its security system. These cameras are in almost every area except the restrooms. The footage captured is used only for in-house safety and security purposes and is not shared with the general public. By signing this document, you consent to this. _____
18. Attend resident meetings and contribute to the community. _____
19. All guests are expected to be Good Neighbors of the community in which they are served, and have an obligation to comply with all state and local laws and/ or ordinances and behave in a courteous manner at all times. Complaints from residents, business owners, or public officials may result in expulsion from Mercy House Programs. _____
20. In order to remain Good Neighbors, all guests are expected to use the provided shuttles for transportation on to and off of the property. We practice a strict no-walk-up policy. Guests are expected to remain on the property at all times unless when leaving for the day. All guests are allotted one exit and one entry per day, including guests who drive their own personal vehicles (unless under approved special circumstances). Violation of this expectation may result in an immediate exit. _____
21. Guest vehicles may be parked on public property and at owner's own risk. All Buena Park Municipal Codes, California Vehicle Codes and County of Orange Codes must be obeyed or are subject to fines and/or towing. A valid license and insurance are required. RV's (Recreational Vehicles) are not permitted on-site. Guests with bicycles must use the bicycle racks on the shuttle buses, and allow Mercy House drivers to secure them on the rack. Guests are only allowed one bike per person, and are not allowed to store spare bike parts unless they fit in the outdoor bin. All bicycles brought on property must be registered and photographed. _____
22. There is a women's section and a men's section for sleeping. Please respect the privacy of others. Only one person will be permitted at a time to use the All-Gender Restroom, regardless of relationship or marital status. _____

23. Guests are expected to respect the rest and sleep of their neighbors. When lights are off, indoor voices should be used to limit distractions and not disturb their rest. Likewise, guests are not allowed to use bright lights or play music/watch video with sound in the dorms after lights out. _____

24. Although we respect everyone's right to privacy, we reserve the right to pat down and search all persons as a precaution against any potential security risks. Items considered contraband may be confiscated and/or destroyed. Guests will always need to be searched any time they access their outside bins, bikes or vehicles. _____

25. Approved pets, service animals and companion animals will only be allowed into the program with explicit permission given by program management team. All pet owners must agree to and follow the guidelines provided in the Animal Expectations, which is a separate document that will be given upon entry of the animal into the shelter. _____

26. Neither Mercy House nor any of its vendors are in any way responsible or liable for lost, stolen, or damaged items that guests bring onto premises. **Guests are encouraged to keep valuable items close and guarded,** and are asked to turn in found items to the staff at the front desk. We advise that those who choose to use the supplied charging stations to have their electronics clearly marked and/or customized for easy identification. Guests may only charge their electronics at the approved charging stations, and may not remain at the station for any extended amount of time. _____

27. Cash is never to be given to Staff, Volunteers, or Interns at ANY time. _____

28. It is our desire to never deny shelter or services to our guests, however, in the case that behavior becomes a health and safety risk Shelter Management can expel/prevent any guests from staying at the shelter. Any conflicts between guests should be brought to the attention of the staff immediately. Any guests who are asked to exit will have 7 days (one week) to pick up any items left on-site. Guests must call and speak to a site leader to schedule a pickup. _____

29. Any guest that does not follow these expectations is jeopardizing their ability to accomplish their housing plan and may be exited from the shelter. Because everyone can make a mistake, when an expectation is not met, staff will clarify any misunderstanding of the expectation and discuss ways that each guest can avoid further violations. If the violations continue Mercy House staff and the guest will meet and create an action plan to support the client to get back on track with their housing plan and meeting these expectations. Guests who have five action plans and continue to violate these expectations will be exited from the shelter. _____

As a result of initialing these expectations and signing this form, I understand that expectations, health and safety policies may change as necessary and that I will be informed of these changes and I am required to abide by these amended policies.

Commented [CM57]: Pg 33: Each client is assigned a lockable storage bin and lock to go under the bed for personal valuables.

Insert language related to "Indoor Lockable Storage" (for wallets, electronics, OTC or Rx medications, etc.)

Commented [TH58R57]: Lockable storage already covered in expectation 13

I have read the above and agree to follow the Shelter Expectations.

Name (please print): _____

Signature: _____ Date: _____

ATTACHMENT “C”: VOLUNTEER POLICIES

Emergency Shelter Volunteer Policies

1. **Each volunteer must maintain a firm commitment to professional conduct.** Volunteers of the Emergency Shelter are expected to maintain the highest level of moral, ethical, and professional conduct while at the site. Volunteers will not engage in verbal abuse, inappropriate jokes and stories, and or any type of inappropriate interaction with Emergency Shelter staff or clients.
2. **Relationships with Clients.** Volunteers are prohibited from developing dual relationships with any clients they meet through their volunteer involvement at the Emergency Shelter. Examples of dual relationships include (but are not limited to) a volunteer entering into a business, romantic, or sexual relationship with a client. Soliciting clients for your business is strictly prohibited. Volunteers are not allowed to be named as having authority to make decisions for a client under any type of power of attorney or other legal procedure.
3. **Food and Other Substances.** Volunteers will not consume any food items or drinks supplied by the Emergency Shelter while volunteering. Food and drinks are purchased solely for the consumption of the homeless clients. Volunteers must also commit to not consuming any type of illicit drugs on the property while volunteering. Volunteers who appear to be under the influence of any substance that impedes their ability to perform their duties safely and efficiently may be turned away.
4. **Discrimination.** Volunteers will not discriminate against any client. They will not judge an individual based on their race, disability, religious preference, sexual orientation, color, age, veteran status, citizenship, ancestry, national origin or gender.
5. **Volunteer Boundaries.** Volunteers are not permitted to loan or give money to clients, should not meet with clients outside of the Emergency Shelter without permission from program staff, and are not allowed to drive clients in their vehicles.
6. **Commitment.** The Emergency Shelter is reliant upon the work of volunteers. This commitment should be taken seriously. If a volunteer misses a shift without removing themselves from the schedule and giving notice, the volunteer may be limited or restricted from volunteering.

SUCCESSOR AGENCY RESOLUTIONS APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS 24-25) AND ADMINISTRATIVE BUDGET FOR THE FISCAL PERIOD FROM JULY 1, 2024 THROUGH JUNE 30, 2025

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	CONSENT CALENDAR Item: 4H
Presented By	Prepared By
Matt Foulkes, Director of Community and Economic Development	Matt Foulkes, Director of Community and Economic Development
Approved By	
Aaron France, City Manager	

RECOMMENDED ACTION

1) Adopt a resolution approving the Recognized Obligation Payment Schedule (ROPS 24-25) for the period of July 1, 2024, through June 30, 2025; 2) Adopt a resolution approving an administrative budget from July 1, 2024, through June 30, 2025; and, 3) Forward ROPS 24-25 to the Countywide Oversight Board and State Department of Finance for review and approval.

PREVIOUS CITY COUNCIL ACTION

The previous Recognized Obligation Payment Schedule (ROPS 23-24) was approved by the Successor Agency on January 10, 2023.

DISCUSSION

On February 1, 2012, all redevelopment agencies were dissolved and the City of Buena Park assumed responsibility as the Successor Agency to carry out the enforceable obligations of the former Redevelopment Agency. Pursuant to Section 34177(o)(1) of the Health and Safety Code ('HSC'), in order to make payments on enforceable obligations, the Successor Agency is required to prepare a Recognized Obligation Payment Schedule ('ROPS') annually. Each ROPS must be approved by the Countywide Oversight Board and then submitted to the County Auditor-Controller, the State Controller, and the State Department of Finance ('DOF'), and posted on the Successor Agency's website by February 1st of each year.

The Recognized Obligation Schedule for July 1, 2024, through June 30, 2025 (ROPS 24-25) and administrative budget have been prepared for the Successor Agency's consideration. If approved, ROPS 24-25 and the administrative budget will be submitted to the Countywide Oversight Board for consideration at its January 23, 2024 meeting. After ROPS 24-25 is approved by the Countywide Oversight Board it must be submitted to the County Auditor-Controller, the State Controller, and the DOF, as well as posted on the City's website no later than February 1, 2024. If the ROPS is not transmitted on time, the Successor Agency may be subject to a penalty of \$10,000 per day.

The DOF makes the final determination on the submitted ROPS. The DOF must make its determination regarding the enforceable obligations and the amount and funding source for each enforceable obligation listed on ROPS 24-25 no later

than April 15, 2024. Within five business days of the DOF's determination, the Successor Agency may request to meet and confer with the DOF on disputed items.

BUDGET IMPACT

Payments for enforceable obligations on the approved ROPS 24-25 for the period of July 1, 2024, through June 30, 2025, will be paid from the Redevelopment Property Tax Trust Fund (RPTTF) distributed by the County Auditor-Controller.

Attachments

Reso ROPS 24-25 Att 1of2.pdf

ROPS 24-25.pdf

Reso Admin Budget 2024-25 Att 2of2.pdf

Admin Budget ROPS 24-25.pdf

RESOLUTION NO. SA- _____

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE CITY OF
BUENA PARK COMMUNITY REDEVELOPMENT AGENCY
APPROVING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE
FOR THE FISCAL PERIOD FROM JULY 1, 2024 THROUGH JUNE 30,
2025 (ROPS 24-25) PURSUANT TO HEALTH AND SAFETY CODE
SECTION 34177 AND TAKING CERTAIN RELATED ACTIONS

WHEREAS, Pursuant to Health and Safety Code Section 34177(o), the Successor Agency to the Buena Park Redevelopment Agency (the "Successor Agency") must prepare a Recognized Obligation Payment Schedule listing the anticipated payments for enforceable obligations to be made by the Successor Agency during the fiscal period from July 1, 2024 through June 30, 2025 ("ROPS 24-25") and submit ROPS 24-25 to the Countywide Oversight Board (the "Oversight Board") for approval; and

WHEREAS, Pursuant to Health and Safety Code Section 34177(l)(2)(B), at the same time that the Successor Agency submits ROPS 24-25 to the Oversight Board for approval, the Successor Agency must submit a copy of such ROPS 24-25 to the State Department of Finance (the "DOF"), the County administrative officer, and the County Auditor-Controller; and

WHEREAS, Pursuant to Health and Safety Code Section 34177(l)(2)(C) and Section 34177(o)(1), the Successor Agency must: (i) submit the Oversight Board-approved ROPS 24-25 to the DOF, the Office of the State Controller, and the County Auditor-Controller no later than February 1, 2024, and (ii) post a copy of the Oversight Board-approved ROPS 24-25 on the Successor Agency's website.

NOW, THEREFORE, the Successor Agency to the Buena Park Redevelopment Agency hereby finds, determines, resolves, and orders as follows:

Section 1. The above recitals are true and correct and are a substantive part of this Resolution.

Section 2. The Successor Agency hereby approves the proposed ROPS 24-25 substantially in the form attached thereto as Exhibit A.

Section 3. Staff is hereby authorized and directed to submit a copy of ROPS 24-25 to the Oversight Board for approval and, at the same time, transmit a copy of ROPS 24-25 to the DOF, the County Auditor-Controller and the County administrative officer as designated by the County.

Section 4. Staff is hereby authorized and directed to submit a copy of Oversight Board-approved ROPS 24-25 to the DOF, the Office of the State Controller, and the County Auditor-Controller. If the Oversight Board has not approved ROPS 24-25 by February 1, 2024, staff is hereby authorized and directed to transmit ROPS 24-25 to the DOF, the Office of the State Controller, and the County Auditor-Controller by February 1, 2024, with a written notification regarding the status of the Oversight Board's review. Written notice and information

regarding the action of the Oversight Board shall be provided to the DOF by electronic means and in a manner of DOF's choosing.

Section 5. Staff is hereby authorized and directed to post a copy of the Oversight Board-approved ROPS 24-25 on the Successor Agency's website (being a page on the website of the City of Buena Park).

Section 6. The officers and the other staff members of the Successor Agency are hereby authorized and directed, jointly and severally, to do any and all things which they may deem necessary or advisable to effectuate this Resolution, including but not limited to requesting additional review by the DOF and an opportunity to meet and confer on any disputed items, and making adjustments to ROPS 24-25 pursuant to the DOF's instructions, and any such actions previously taken are hereby ratified and confirmed.

PASSED AND ADOPTED this 9th day of January 2024, by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson

ATTEST:

City Clerk

I, Adria Jimenez, MMC, City Clerk of the Successor Agency to the Redevelopment Agency 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 Successor Agency to the Community Redevelopment Agency of the City of Buena Park, held this 9th day of January 2024.

City Clerk

EXHIBIT A

SUCCESSOR AGENCY TO THE BUENA PARK REDEVELOPMENT AGENCY
RECOGNIZED OBLIGATION PAYMENT SCHEDULE

ROPS 24-25

(July 1, 2024 – June 30, 2025)

Recognized Obligation Payment Schedule (ROPS 24-25) - Summary
Filed for the July 1, 2024 through June 30, 2025 Period

Successor Agency: Buena Park

County: Orange

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	24-25A Total (July - December)	24-25B Total (January - June)	ROPS 24-25 Total
A Enforceable Obligations Funded as Follows (B+C+D)	\$ -	\$ 433,149	\$ 433,149
B Bond Proceeds	-	433,149	433,149
C Reserve Balance	-	-	-
D Other Funds	-	-	-
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	\$ 4,919,925	\$ 788,444	\$ 5,708,369
F RPTTF	4,842,981	711,500	5,554,481
G Administrative RPTTF	76,944	76,944	153,888
H Current Period Enforceable Obligations (A+E)	\$ 4,919,925	\$ 1,221,593	\$ 6,141,518

Certification of Oversight Board Chairman:

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name Title

/s/ _____
Signature Date

Buena Park Recognized Obligation Payment Schedule (ROPS 24-25) - ROPS Detail July 1, 2024 through June 30, 2025																						
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 24-25 Total	ROPS 24-25A (Jul - Dec)					24-25A Total	ROPS 24-25B (Jan - Jun)					24-25B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
								\$141,870,582		\$6,141,518	\$-	\$-	\$-	\$4,842,981	\$76,944	\$4,919,925	\$433,149	\$-	\$-	\$711,500	\$76,944	\$1,221,593
8	Personnel and Operating Costs - Administrative Cost Allowance	Admin Costs	11/19/1979	09/28/2044	City of Buena Park	Admin., Personnel, Fac., & Operating Costs	Consolidated	2,925,486	N	\$153,888	-	-	-	-	76,944	\$76,944	-	-	-	-	76,944	\$76,944
14	Pledge-Developer Disposition Agmt	OPA/DDA/Construction	08/26/2003	09/30/2033	Sunrise Buena Park (BP Mall)	Tax Increment Reimbursement	Consolidated	13,497,348	N	\$624,422	-	-	-	624,422	-	\$624,422	-	-	-	-	-	\$-
17	Developer Disposition Agreement	OPA/DDA/Construction	10/26/2010	09/28/2044	The Source	Tax Increment Reimbursement	Consolidated	48,520,159	N	\$1,147,159	-	-	-	1,147,159	-	\$1,147,159	-	-	-	-	-	\$-
19	Entertain.Corridor (Ezone) Action Plan	Professional Services	06/04/2008	09/01/2035	TBD	Bond Proceeds for Design & Streetscape	Consolidated	1,183,149	N	\$433,149	-	-	-	-	-	\$-	433,149	-	-	-	-	\$433,149
60	Bond Administration Fee	Fees	01/19/2000	09/01/2035	Union Bank	Bond Administration Fees	Consolidated	63,540	N	\$6,600	-	-	-	-	-	\$-	-	-	-	6,600	-	\$6,600
67	Tax Allocation Refunding Parity Bonds, 2019 Series A	Bonds Issued After 12/31/10	11/13/2019	09/01/2035	Union Bank	Refinance 2003 and 2008 Series A Bonds	Consolidated	37,821,200	N	\$701,400	-	-	-	-	-	\$-	-	-	-	701,400	-	\$701,400
69	Tax Allocation Refunding Parity Bonds, 2019 Series A	Reserves	11/13/2019	09/01/2035	Union Bank	Refinance 2003 and 2008 Series A Bonds	Consolidated	37,821,200	N	\$3,071,400	-	-	-	3,071,400	-	\$3,071,400	-	-	-	-	-	\$-
72	Bond Disclosure Fees	Professional Services	03/06/2008	09/01/2035	Harrell & Company Advisors	Bond Servicing - Annual Reports	Consolidated	38,500	N	\$3,500	-	-	-	-	-	\$-	-	-	-	3,500	-	\$3,500

Buena Park
Recognized Obligation Payment Schedule (ROPS 24-25) - Report of Cash Balances
July 1, 2021 through June 30, 2022
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (I), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.							
A	B	C	D	E	F	G	H
	ROPS 21-22 Cash Balances (07/01/21 - 06/30/22)	Fund Sources					Comments
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
1	Beginning Available Cash Balance (Actual 07/01/21) RPTTF amount should exclude "A" period distribution amount.	1,181,841			133,408	7,421,586	
2	Revenue/Income (Actual 06/30/22) RPTTF amount should tie to the ROPS 21-22 total distribution from the County Auditor-Controller	1,318			58,594	7,625,898	ROPS 21-22A: \$6,564,287; ROPS 21-22B: \$1,061,611
3	Expenditures for ROPS 21-22 Enforceable Obligations (Actual 06/30/22)	10			66,084	8,057,154	\$10 bond interest earned used to offset debt service payments.
4	Retention of Available Cash Balance (Actual 06/30/22) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)					1,342,708	ROPS 19-20 PPA - \$1,342,236; ROPS 20-21 PPA - \$472
5	ROPS 21-22 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 21-22 PPA form submitted to the CAC		No entry required			58,028	ROPS 21-22 PPA \$58,028
6	Ending Actual Available Cash Balance (06/30/22) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$1,183,149	\$-	\$-	\$125,918	\$5,589,594	

Buena Park
Recognized Obligation Payment Schedule (ROPS 24-25) - Notes
July 1, 2024 through June 30, 2025

Item #	Notes/Comments
8	Administrative cost allowance
14	Agreement requires the former Agency to pay a percentage of tax increment and sales tax generated by Buena Park Downtown (BP Mall).
17	Agreement requires the former Agency to pay a percentage of tax increment and sales tax generated by The Source.
19	Bond proceeds for the Beach Boulevard Streetscape Project includes construction medians, sidewalks, landscaping, lighting, signage, etc.
60	Trustee fees for bond administration.
67	2019 Tax Allocation Refunding Parity Bonds, Series A
69	Bond reserve amount for the September 1, 2025 debt service payment required per the Indenture.
72	Bond disclosure fees for preparation of annual bond reports.

RESOLUTION NO. SA- ____

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE CITY OF BUENA PARK COMMUNITY REDEVELOPMENT AGENCY APPROVING A RECOGNIZED PROPOSED ADMINISTRATIVE BUDGET FOR THE FISCAL PERIOD FROM JULY 1, 2024 THROUGH JUNE 30, 2025, AND TAKING CERTAIN RELATED ACTIONS

RECITALS:

A. Pursuant to Health and Safety Code Section 34177(j), the Successor Agency to the Buena Park Redevelopment Agency (the "Successor Agency") must prepare a proposed administrative budget for each fiscal period (commencing July 1) and submit each proposed administrative budget to the Countywide Oversight Board (the "Oversight Board") for approval.

B. The Successor Agency's proposed administrative budget for the fiscal period from July 1, 2024 through June 30, 2025 ("Administrative Budget 24-25") is being presented to this Successor Agency to the City of Buena Park Community Redevelopment Agency for approval.

NOW, THEREFORE, the Successor Agency hereby finds, determines, resolves, and orders as follows:

Section 1. The above recitals are true and correct and are a substantive part of this Resolution.

Section 2. The Successor Agency hereby approves Administrative Budget 24-25 substantially in the form attached hereto as Exhibit A.

Section 3. Staff is hereby authorized and directed to submit a copy of the administrative budget to the Oversight Board.

Section 4. The Staff of the Successor Agency are hereby authorized and directed, jointly and severally, to do any and all things which they may deem necessary or advisable to effectuate this Resolution and the Administrative Budget, including making any adjustment to the proposed Administrative Budget to make them consistent with the Successor Agency's Recognized Obligation Payment Schedule for fiscal year 2024-2025 (as such Recognized Obligation Payment Schedule is approved by the State Department of Finance).

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application, and to this end, the provisions of this Resolution are severable. The Successor Agency hereby declares that it would have adopted this Resolution regardless that one or more portion may be determined to be invalid.

PASSED AND ADOPTED this 9th day of January 2024, by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson

ATTEST:

City Clerk

I, Adria M. Jimenez, MMC, City Clerk of the Successor Agency to the Redevelopment Agency 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 Successor Agency to the Community Redevelopment Agency of the City of Buena Park, held this 9th day of January 2024.

City Clerk

EXHIBIT A

SUCCESSOR AGENCY TO THE BUENA PARK REDEVELOPMENT AGENCY
ADMINISTRATIVE BUDGET 24-25
(July 1, 2024 – June 30, 2025)

EXHIBIT "A"

**CITY OF BUENA PARK
SUCCESSOR AGENCY ADMINISTRATIVE BUDGET
(JULY 1, 2024 - JUNE 30, 2025)**

ESTIMATED ADMINISTRATIVE COSTS		ROPS 24-25 (July 1, 2024-June 30, 2025)
Salaries/Benefits		107,148
Community Dev. Director, Senior Mgmt. Analyst, Senior Admin. Assistant		
Operating Expenses - office rent,utilities, mgmt. information systems, maintenance, conference/meeting and office expenses, etc.		35,240
Office Rent/Utilities	17,800	
Management Information Systems	4,540	
Stationery/Office Supplies	1,000	
Postage - Outside	300	
Building Maintenance	8,600	
Repro Supplies/Services	3,000	
Professional/Contractual Services - property and sales tax administration, bond arbitrage report, consultant services, etc.		11,500
Legal Services	5,000	
HdL - Property & Sales Tax Administration	2,500	
Wildan bond arbitrage, other consultant services	4,000	
TOTAL ADMINISTRATIVE BUDGET		\$153,888

Funding Source - Redevelopment Property Tax Trust Fund (RPTTF)

APPROVE RESTRICTED PROJECT AGREEMENT (GRANT NO. 202401) WITH PROVIDENCE ST. JUDE HOSPITAL FOR 2024 GRANT FUNDING

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	NEW BUSINESS Item: 5A
Presented By	Prepared By
Dale Kurata, Community Services Supervisor	Jim Box, Director of Community Services
Approved By	
Aaron France, City Manager	

RECOMMENDED ACTION

1) Approve a grant agreement with Providence St. Jude Hospital (Providence) for 2024; 2) Authorize and roll-over \$26,500 for construction of Community Gardens at Bellis Park (\$19,000) and Ehlers Event Center (\$7,500); 3) Accept grant funds in the amount of \$89,000; 4) Appropriate \$79,000 for the construction of a Pickleball Court at the Ehlers Event Center; 5) Appropriate \$5,000 for the purchase of water polo goals at Peak Park Pool; 6) Appropriate \$5,000 for the purchase of Tot Time furniture at the Buena Park Community Center; 7) Transfer \$11,000 from the Senior Center Interior Development Fund to the Pickleball Court project at the Ehlers Event Center; 8) Award a contract to RMS LIFE SAFETY in the amount of \$78,554.08; 9) Authorize contingency funds in the amount of \$7,855.41 in the same purchase order; 10) Authorize construction engineering funds in the amount of \$3,590.51; 11) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the contract; and, 12) Authorize the City Manager and City Clerk to execute the contract.

PREVIOUS CITY COUNCIL ACTION

For the past nine years, Providence St. Jude Hospital has provided grant funding to the City for projects that promote health and wellness-related projects in the Buena Park.

DISCUSSION

Proposed grant funding this year will be used for the following:

- Roll over \$26,500 for the City of Buena Park to support the construction of Community Gardens at Bellis Park (\$19,000) and the Ehlers Event Center (\$7,500). The City of Buena Park will construct 12-15 plots at Bellis Park and 14-18 plots at the Ehlers Event Center. The outdoor gardens will provide an opportunity for low income and Senior residents to increase their physical activity, plant, grow and harvest fresh fruit, vegetables and herbs while engaging in the community and socialization activities. The City will cover the project's fund balance.
- Providence will provide \$79,000 to support the construction of a Pickleball court at the Senior Center/Ehlers Event Center for physical activity opportunities. City outreach will be conducted to expand participation in health and wellness activities for older adults.

- Providence will provide up to \$5,000 for William Peak Park aquatics class materials. City will offer scholarships for aquatics class materials. City will offer scholarships for aquatics classes to the underserved communities.
- Providence will provide up to \$5,000 for Tot Time program at the Buena Park Community Center. Program will support motor development, interacting socially, and learn to enjoy physical activity.
- The City will be responsible for entering data and grant progress reporting on the Providence WizeHive online platform upon instruction provided by PSJMC in January 2023.
- Providence will partner with the Buena Park Collaborative on the Move More Eat Healthy Buena Park Campaign by either designating city staff or commissioners to work with the collaborative to establish and maintain the MMEH Healthy Buena Park subcommittee.
- Buena Park will submit a Mid-Year and Final Project Report to the Providence WizeHive grant reporting platform documenting the use of funds and project progress and will participate in the initiative evaluation that is being done by Providence's Healthy Communities Initiative's Evaluator.

Public Works solicited three (3) bids from qualified construction firms to complete the required scope of work. On October 20, 2023, staff received three bids and determined that RMS Construction was the lowest-responsible bidder. Their proposal met the City's needs in terms of value and schedule.

BUDGET IMPACT

In accepting grants funds from Providence St. Jude Hospital, the total amount of new funding in this report is \$89,000. All of these funds, in addition to \$26,500 in roll-over funds, are requested to be appropriated. Additionally, there is a request to transfer \$11,000 from the Senior Center Interior Development Fund (11-2248) towards the Pickleball Court project at the Ehlers Event Center. There is no fiscal impact to the general fund.

Attachments

BuenaParkCity_Grant_AgreementCY24.pdf

Pickleball Court Location Map at Senior Center.pdf

Bid Results - Pickleball Court at Senior Center.pdf

Concept Plan- Bellis Community Garden.pdf

Concept Plan- Ehlers Community Garden.pdf

Providence St. Jude Hospital
Restricted Project Grant Agreement
Buena Park City
Grant Number 202401

This Restricted Project Grant Agreement ("Agreement") upon execution on behalf of Grantee in the spaces provided for signature will evidence Grantee's agreement with and commitment to Buena Park City ("City") as follows:

1. Grantee's Status

This grant is specifically conditioned upon Grantee's status as an eligible grantee of St. Jude Hospital ("Hospital") in accordance with this section. Grantee warrants and represents that it is a public organization. Grantee will notify the Hospital immediately of any actual or proposed change in tax status.

11. Purposes of Grant

To prevent and reduce obesity by assisting Buena Park City in supporting residents to increase physical activity, eat healthier, and mental health.

This grant is made only for the specific charitable purposes described in the Agreement as part of the hospital's community benefit program. The grant funds may not be used for any other purpose without prior written approval from the Hospital.

111. Use of Grant Funds and Mutual Expectations These grant funds will be used as follows:

- A. Roll over \$26,500 for the City of Buena Park to support the construction of Community Gardens at Bellis Park (\$19,000) and the Ehlers Event Center (\$7,500). The City of Buena Park will construct 12-15 plots at Bellis Park and 14-18 plots at the Ehlers Event Center. The outdoor gardens will provide an opportunity for low income and Senior residents to increase their physical activity, plant, grow and harvest fresh fruit, vegetables and herbs while engaging in the community and socialization activities. The City will cover the project's fund balance.
- B. Hospital will provide \$79,000 to support the construction of a Pickleball court at the Senior Center/ Ehlers Event Center for physical activity opportunities. City outreach will be conducted to expand participation in health and wellness activities for older adults.
- C. Hospital will provide up to \$5,000 for William Peak Park aquatic class materials. City will offer scholarships for aquatic classes to the underserved communities.
- D. Hospital will provide up to \$5,000 for TOT time program at the Buena Park Community Center. Program will support motor development, interacting socially, and learn to enjoy physical activity.
- E. The City will be responsible for entering data and grant progress reporting on the Providence WizeHive online platform upon instruction provided by PSJMC in January 2023.
- F. Hospital will partner with Buena Park Collaborative on the Move More Eat Healthy Buena Park Campaign by either designating city staff or commissioners

to work with the collaborative to establish and maintain the MMEH Healthy Buena Park subcommittee.

- G. Buena Park City will submit a Mid-year and Final Project Report to the WizeHive grant reporting platform documenting the use of funds and Project progress and will participate in the initiative evaluation that is being done by the Hospital's Healthy Communities Initiative's Evaluator.

IV. Amount of Grant Need to update

\$44,500 payable upon receipt of this executed Agreement and up to \$44,500 additional when progress on the construction of Community Gardens at Bellis Park and the Ehlers Event Center has been provided, progress on the Pickleball court at the Senior Center, progress on the purchase of the TOT time program early childhood equipment, and William Peak Park aquatic class materials.

V. Period of Grant

Grant funds are to be applied to expenses incurred for the period January 1, 2024 to December 31, 2024 unless otherwise agreed upon in writing by the Hospital.

VI. Terms and Conditions of Grant

Grantee agrees that the grant is subject to the following conditions:

A. Expenditure of Grant Funds

1. Use of Funds. Grantee must spend the grant funds only for the purposes described above.
2. Prohibited Uses. Grantee shall not use any of the funds from this grant in a manner inconsistent with Section 510 (c) (3) of the Code, including:
 - a. carrying on propaganda, or otherwise attempt to, influence legislation,
 - b. influencing the outcome of any specific public election,
 - c. carrying on directly or indirectly any voter registration drive.
 - d. inducing or encouraging violations of law or public policy
 - e. causing any private inurement or improper private benefit to occur.

B. Return of Funds. Grantee shall return to the Hospital any unexpended grant funds under the following conditions:

1. If the Hospital, in its reasonable discretion, determines that the Grantee has not performed in Accordance with this Agreement; or
2. Any portion of the funding is not used for grant purposes.

C. Records Audits. Funds provided by the Hospital shall be accounted for in the Grantee's books and records. The Grantee shall retain original substantiating documents related to restricted grant expenditures and make these records available for the Hospital's review upon request. The Collaborative reserves the right, upon written notice, to audit the Grantee's

books and records relating to the expenditure of any funds provided by the Hospital as a restricted grant.

- D. Reports. Grantee shall submit a report to WizeHive online grant reporting platform by July 15, 2024 for the period January 1, 2024 — June 30, 2024 and the second due January 15, 2025 for the period July 1, 2024 — Dec 31, 2024. Grant reporting will include progress on the construction and installation of the Community Gardens at Bellis Park and the Ehlers Event Center. Grant reporting will provide progress on the construction of Community Gardens at Bellis Park and the Ehlers Event Center; progress on the Pickleball court construction at the Ehlers's Event Center - Senior Center, progress on the purchase of the TOT time program early childhood equipment, and William Peak Park aquatic class materials.
- E. Budgets. Expenditures of grant funds must be made substantially in accordance with the grant budget, which is attached as Exhibit A. Any material changes from the budget must be approved in advance by the Hospital.
- F. Licensing and Credentials. The Grantee hereby agrees to maintain, in full force and effect, all required governmental or professional licenses and credentials for itself, its facilities, and for its employees and all other persons engaged in work in conjunction with this grant.
- G. Management and Organizational Changes. The Grantee agrees to provide immediate written notice to the Hospital if significant changes or events occur during the term of this grant which could potentially impact the progress or outcome of the grant, including, without limitation, changes in the Grantee's management personnel or losses of funding.
- H. No Agency. Grantee is solely responsible for all activities supported by the grant funds, and in the manner in which any such product may be disseminated. This Agreement shall not create any agency relationship, partnership, or joint venture between the parties, and Grantee shall make no such representation to anyone.
- I. No Waivers. The failure of the Hospital to exercise any of its rights under this agreement shall not be deemed to be a waiver of such rights.
- J. No Further Obligations by the Hospital. This grant is made with the understanding that the Hospital has no obligation to provide other or additional support or grants to the Grantee.
- K. Remedies. If the Hospital determines, in its reasonable discretion, that Grantee has substantially violated or failed to carry out any provision of this Agreement, including but not limited to failure to submit reports when due, the Hospital may, in addition to other legal remedies it may have, refuse to

make any further grant payments to Grantee under this or any other grant agreement and the Hospital may demand return of all or part of the grant funds not properly spent or committed to third parties, which Grantee shall immediately pay to the Collaborative. The Hospital may also avail itself of any other remedies available by law.

- L. Indemnification. Grantee irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Hospital, its officers, directors, employees and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from and in connection with any act or omission of Grantee, its employees, or agents in applying for or accepting the grant, in expending or applying the grant funds, or in carrying out any project or program to be supported by the grant, except to the extent that such claims, liabilities, losses, or expenses arise from or in connection with any act or omission of the Hospital, its officers, directors, employees, or agents.
- M. Entire Agreement: Amendments and Modifications. This Agreement constitutes the entire agreement of the parties with respect to its subject matter supersedes any and all prior written or oral agreements or understandings with respect to the subject matter hereof: This Agreement may not be amended or modified, except in writing signed by both parties.
- N. Governing Law. This Agreement shall be governed by the laws of the State of California.

VII. Acceptance of Agreement

The Hospital reserves the right to withhold or suspend payments of grant funds if the Grantee fails to comply strictly with any of the terms and conditions of this Agreement.

If this Agreement correctly sets forth your understanding and acceptance of the arrangements made regarding this grant, please countersign and return to the Hospital.

Accepted on behalf of the City of Buena Park by:

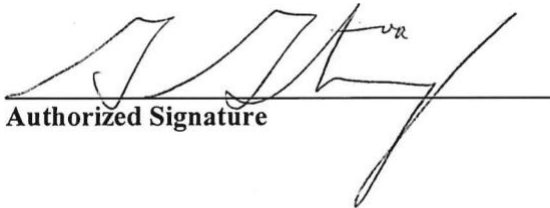
Authorized Signature

Printed Name

Date

Title

Accepted on behalf of St. Jude Hospital by:


Authorized Signature

EUGENE GUTIERREZ
Printed Name

11/1/2023
Date

CFO
Title

Approved, 10.31.23, Leilani Beck, Director Community Services


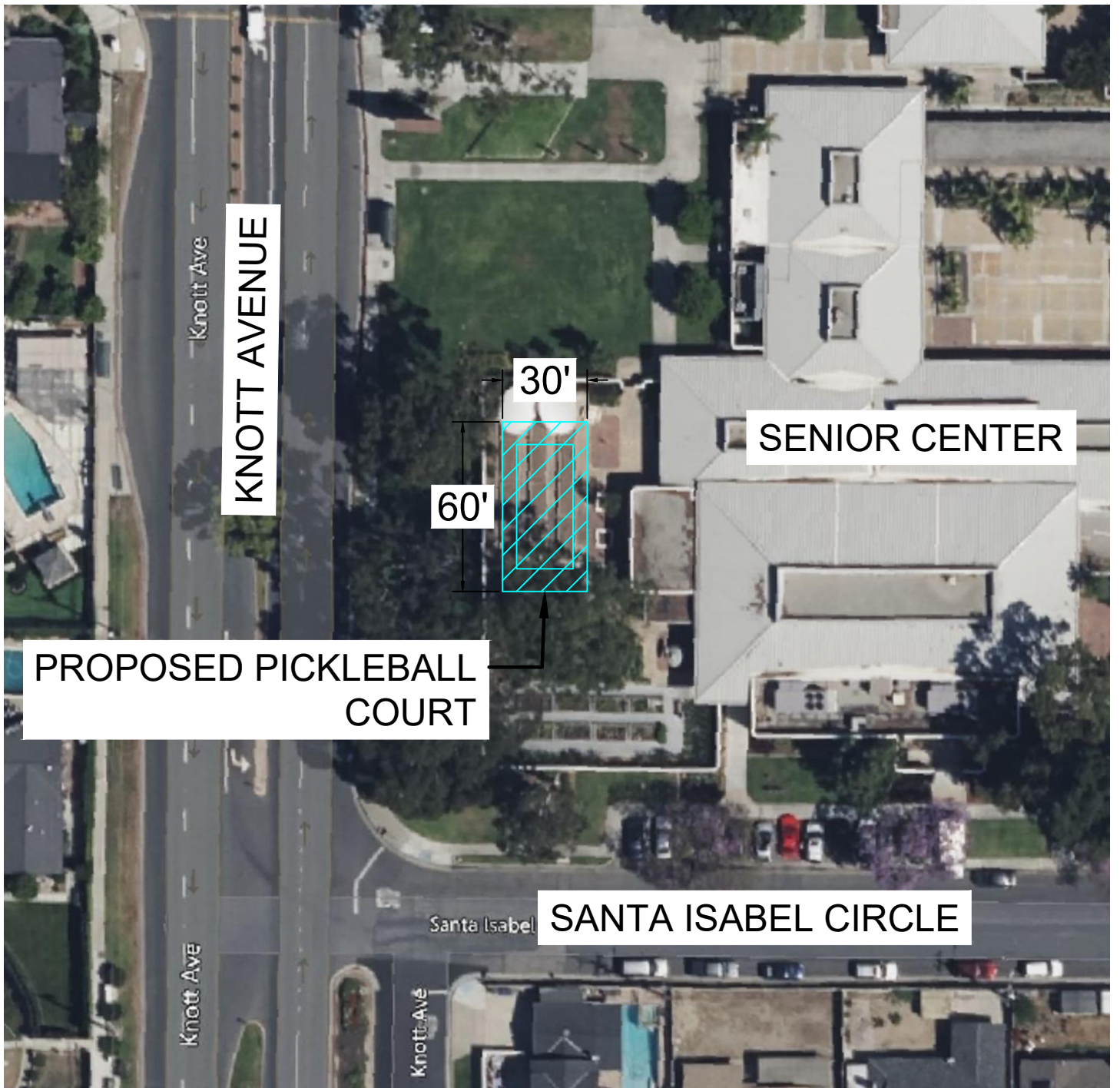
St. Jude Medical Center, Fullerton 

Exhibit A

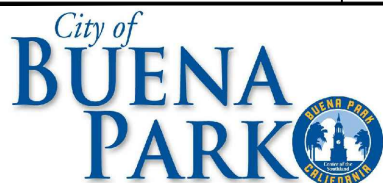
Grant Number 202401
Budget

	Amount
Support the construction of Community Gardens at Bellis Park and the Ehlers Event Center. Bellis Park is in a low-income community. The Community Garden at the Buena Park Senior Community Center will be used by low-income senior adults.	(\$26,500)
Support the construction of a Pickleball court at the Senior Center Ehlers Event Center for physical activity opportunities. City outreach will be conducted to expand participation in health and wellness activities for older adults.	\$79,000
William Peak Park aquatic class infrastructure: goal posts. City will offer scholarships for aquatic classes to the underserved communities.	\$5,000
TOT time program infrastructure and environment development at the Buena Park Community Center. Program will support motor development, interacting socially, and learn to enjoy physical activity.	\$5,000
TOTAL EXPENSES	\$89,000



SHEET 1 OF 1

DRAWN BY:	DATE
AEA	12/15/2023

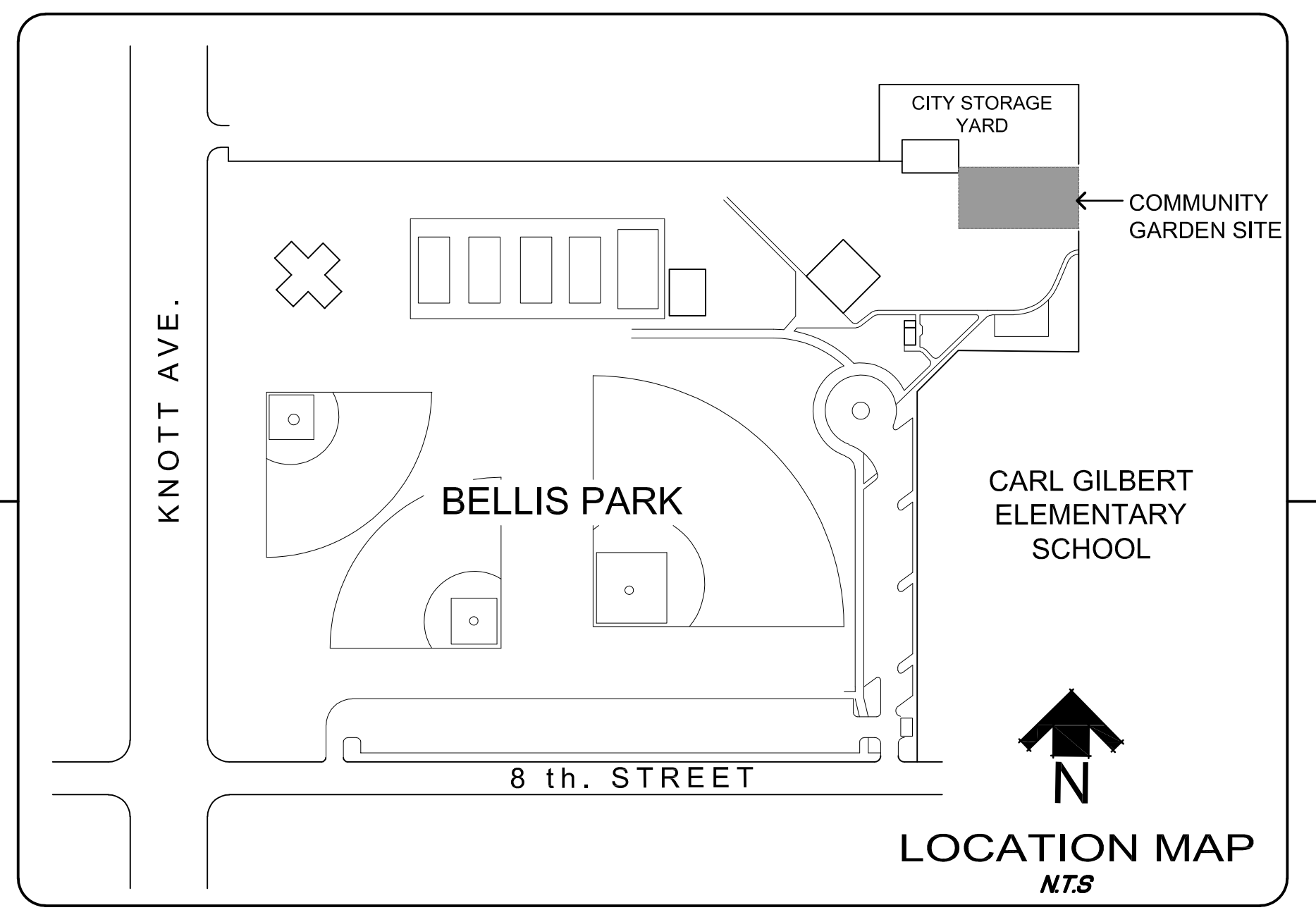
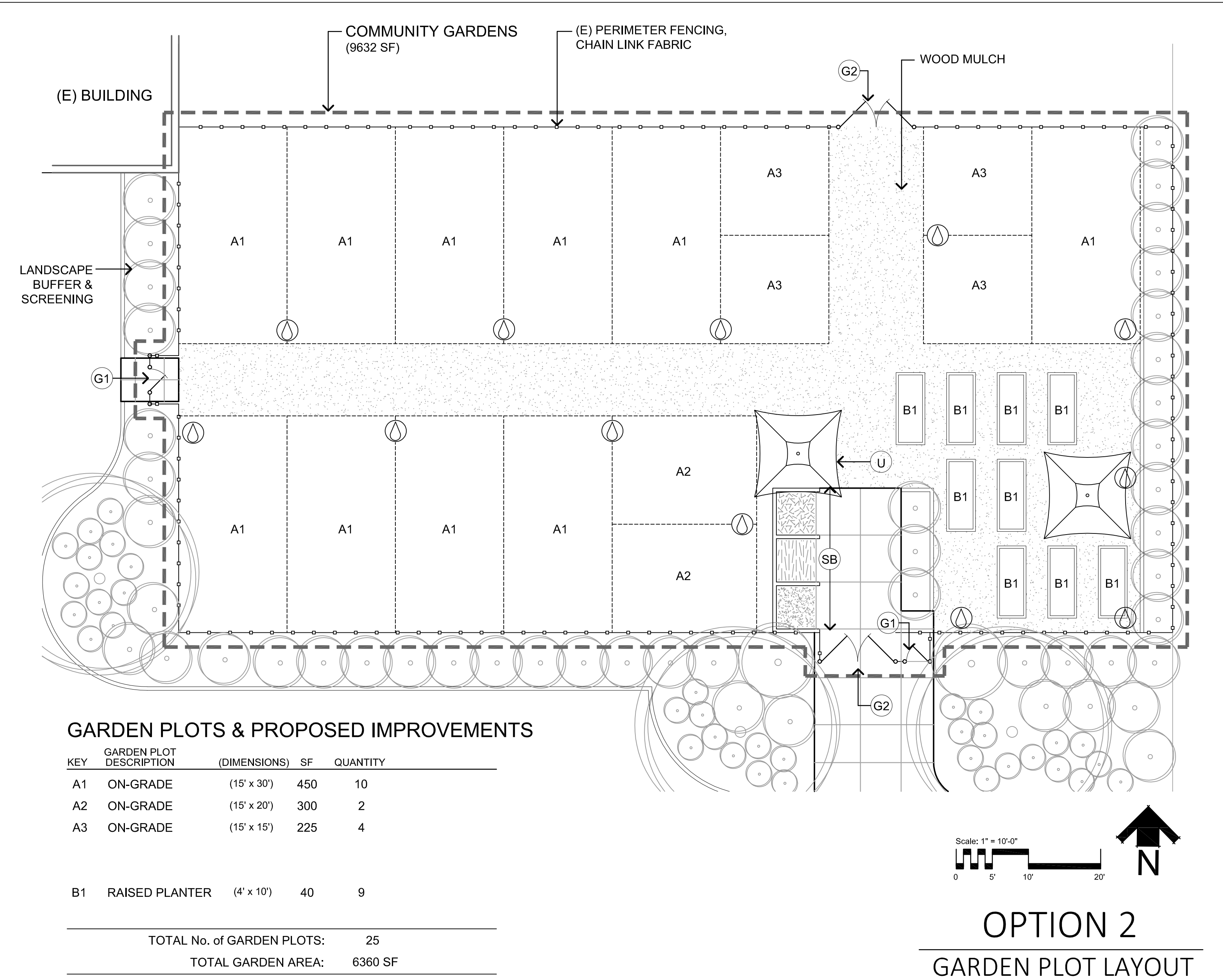
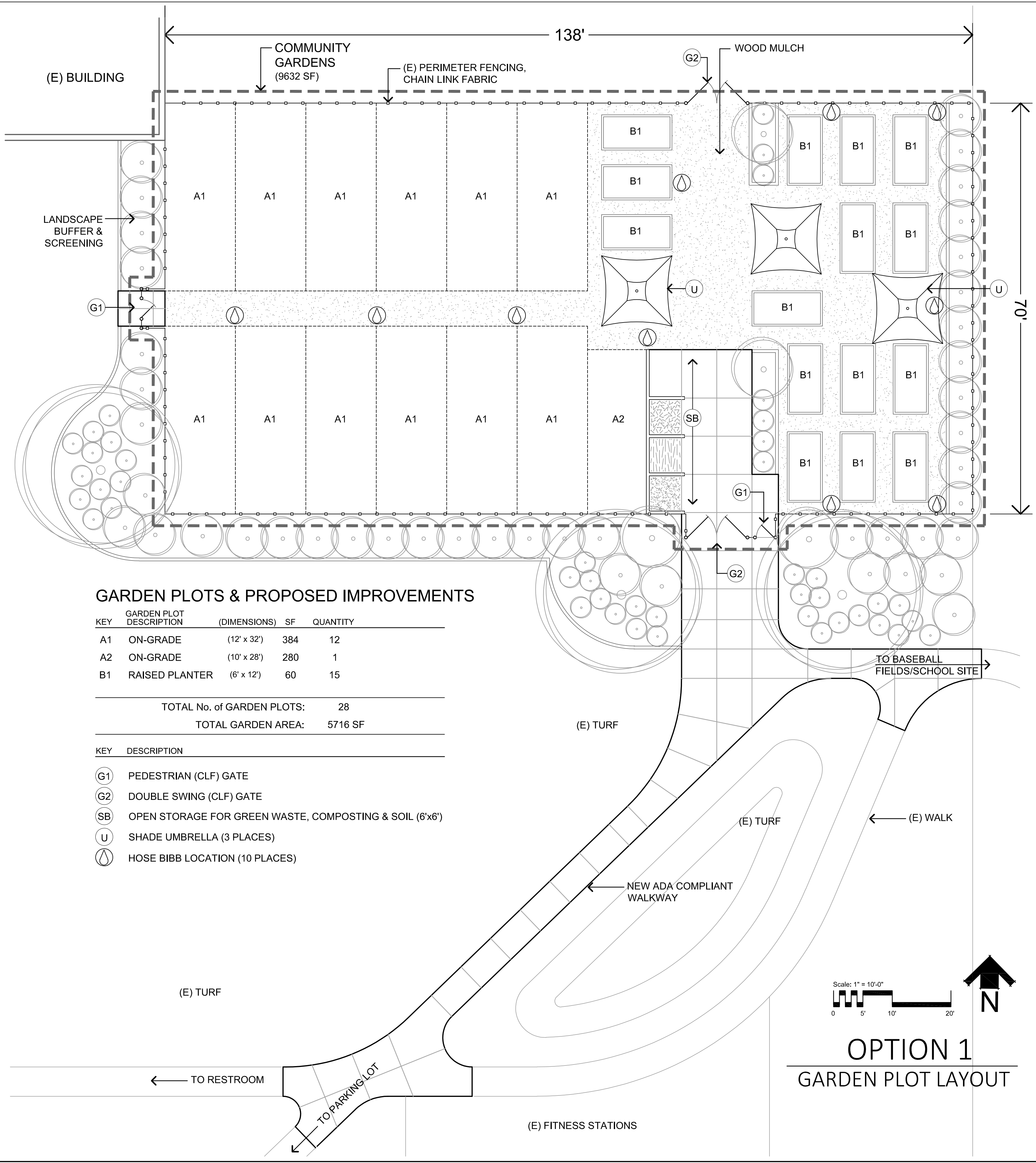


SENIOR CENTER PICKLEBALL COURT LOCATION MAP

SCALE: NTS

City of Buena Park
BID RESULTS
SENIOR CENTER PICKLE BALL COURT PROJECT
Project No. 135

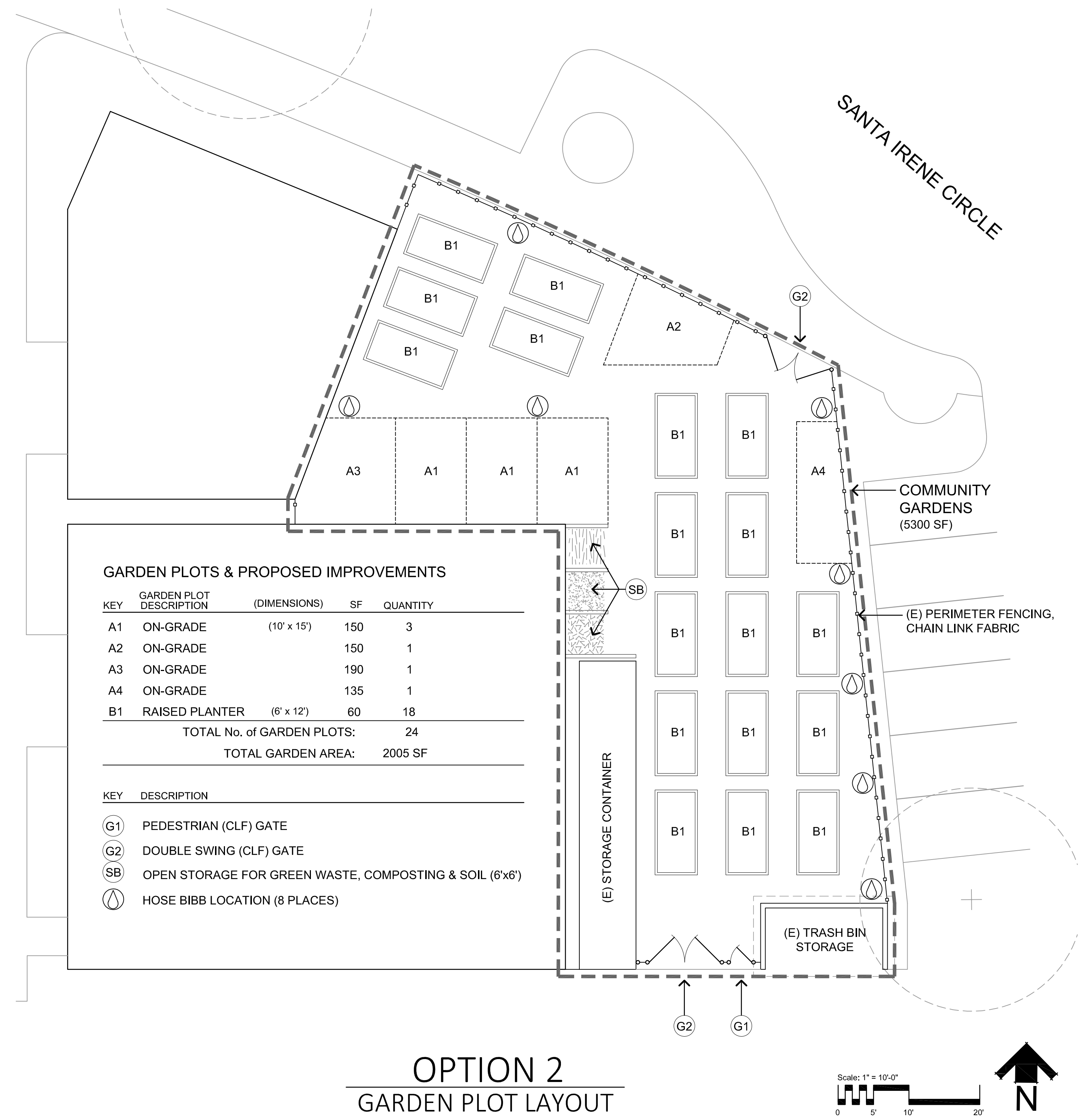
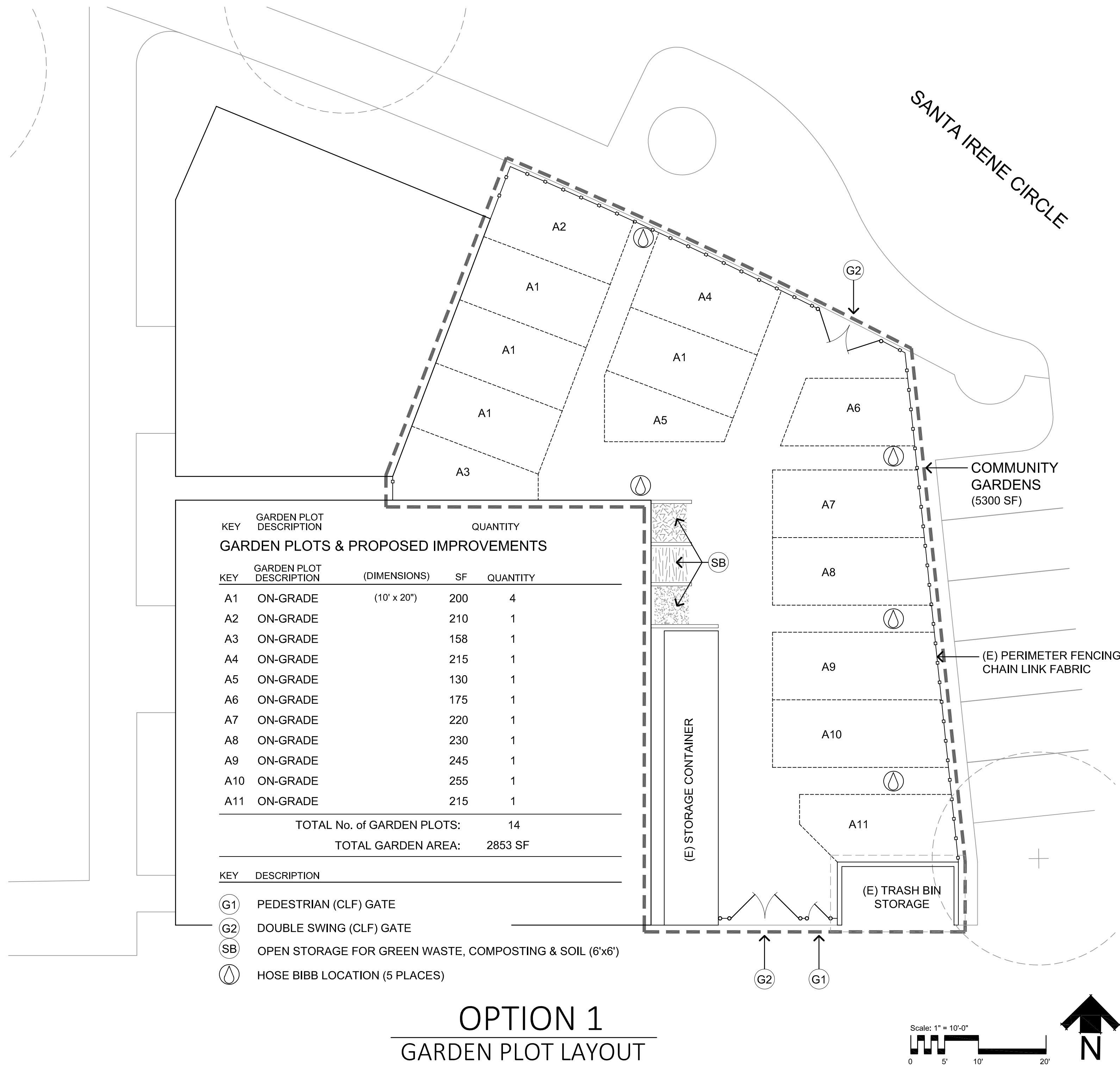
Company Name		Total
1	RMS Life Safety Signal Hill, CA	\$78,554.08
2	Taylor Tennis Courts, Inc. Anaheim, CA	\$95,375.00
3	TD Sports Commercial Simi Valley, CA	\$32,640.00 *Invalid, Missing Concrete Slab*



GARDEN PLOTS - CONCEPTUAL PLAN

COMMUNITY GARDENS AT BELLIS PARK

CITY OF BUENA PARK



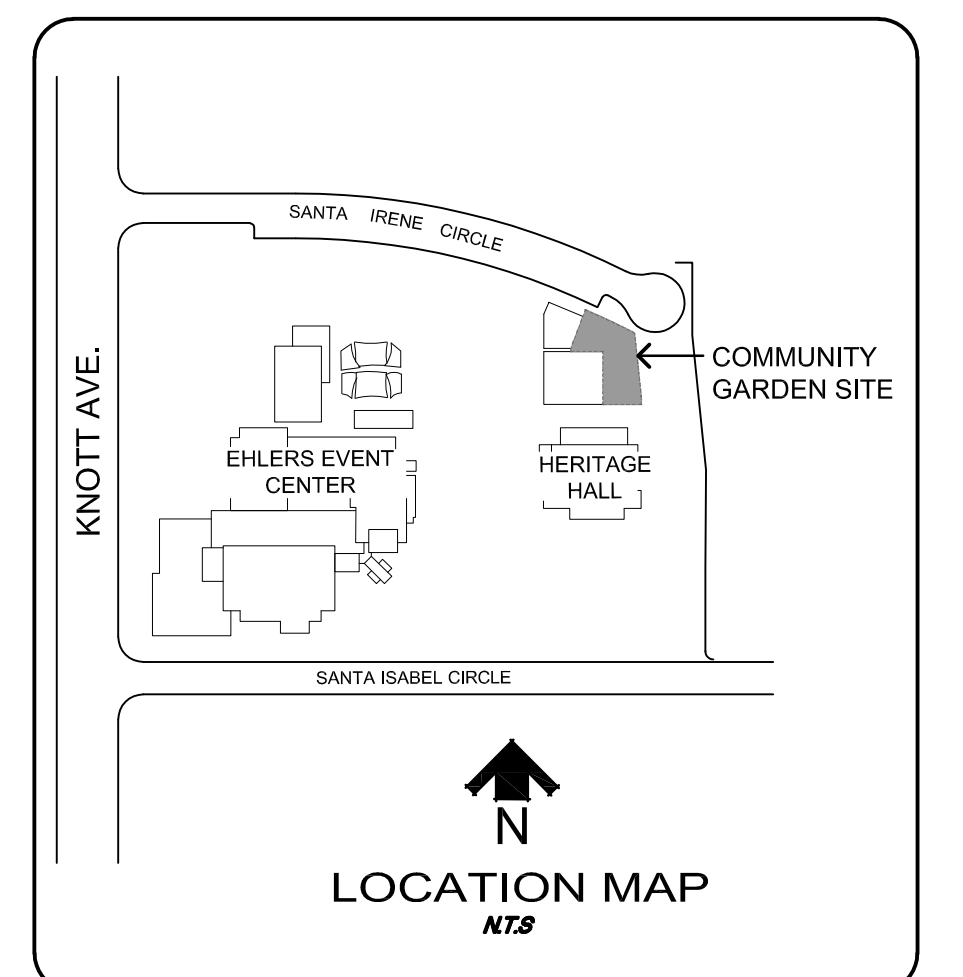
GARDEN PLOTS - CONCEPTUAL PLAN

COMMUNITY GARDENS AT EHLERS EVENT CENTER

CITY OF BUENA PARK

DVP David Volz Design
Landscape Architects and Park Planners

August 31, 2022



ADOPT A RESOLUTION APPROVING NEW CITY COUNCIL PRIORITIES AND AUTHORIZING THE IMPLEMENTATION OF THE CITY COUNCIL GOALS AND OBJECTIVES FOR CALENDAR YEARS 2024-2026

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	NEW BUSINESS Item: 5B
Presented By	Prepared By
Eddie Fenton, Assistant City Manager	Eddie Fenton, Assistant City Manager/Director of Human Resources
Approved By	
Aaron France, City Manager	

RECOMMENDED ACTION

1) Adopt a resolution approving new City Council priorities and authorizing the implementation of the 2024-26 City Council Goals and Objectives.

PREVIOUS CITY COUNCIL ACTION

On Tuesday, November 28, 2023, the City Council participated in a Goal Setting and Team Building Workshop facilitated by Lisa Gordon of Lisa Inspires.

DISCUSSION

On October 26, 2021, the City Council last established overarching goals through the adoption of the 2021-2023 Strategic Plan. The Strategic Plan consisted of the City Council's priorities, goals, and objectives for the next two years. Staff recommends that City Council goals be established and reviewed every two or three years and that the goals be monitored on a quarterly basis.

On Tuesday, November 28, 2023, the City Council participated in a similar goal setting workshop. The theme of the workshop was, "Alignment and Working Together." The purpose of the workshop was to provide the City Council, City Manager, and the Executive Management Team the opportunity to look back and look forward; to collectively focus on the interests and needs of the community; to reset and refresh; and to help set the strategic direction of this great City. The City Council was able to share their views and perspectives about where the City is, where the City is going, and how the City is going to get there as an organization. The workshop focused its energies and collectively identified the City Council's priorities and goals for the next three calendar years (2024-2026).

Last year, as part of a City-wide community engagement effort, the City of Buena Park launched *Speak Up Buena Park* – an interactive community survey and conversation to encourage resident and community feedback and discussion around City service needs and priorities. With nearly 800 responses to *Speak Up Buena Park*, the community, staff, and City Council's

vision for the future of Buena Park are very much aligned. Residents and community members identified the following City service priorities:

- Preventing crime, including property crimes, like burglary, robbery and car theft
- Ensuring that children have safe places to play and safe routes to school
- Maintaining 911 emergency response and retaining/attracting well-trained police officers
- Keeping public areas safe and clean
- Keeping Buena Park affordable for middle class and working people
- Helping maintain the City’s quality of life for local residents
- Addressing homelessness

Furthermore, residents voiced their appreciation and reliance on local public safety and senior services. The Buena Park Police Department is facing a staffing shortage and the Department’s staffing levels are below the recommended threshold for the City’s size; emergency calls are increasing, straining response times. Residents have told us their priority is to recruit and retain experienced police officers, some of whom are leaving the City for higher-paying jobs in surrounding communities.

Thousands of Buena Park older adults benefit from our community’s senior programs like Meals on Wheels, senior transportation services, and the Buena Park Senior Center. The City strives to continue to offer quality programs that support our growing senior community and allow them to age in place.

We are continuing this important conversation in 2024 as the City establishes goals and priorities to ensure we continue to provide the services residents rely and depend on. We look forward to continuing to update the public and City Council on *Speak Up Buena Park* during our annual budget process.

In preparation for the goal setting workshop, Ms. Gordon conducted individual interviews with each member of the City Council. Each Council Member was asked to share their observations of Buena Park and their perceptions of the City’s Strengths, Challenges, Key Focus Areas, and Goals, along with their visions for the future. Ms. Gordon also worked with the City Manager and staff in preparing workshop materials.

The City Council identified its six Preliminary Key Focus Areas and the chart below is a compilation of all goals and objectives identified by the City Council.

Preliminary Key Focus Areas

- Increase Locally Controlled Revenue Sources
- Enhance Economic Development
- Increase Staffing Levels and Retention
- Increase Housing Supply
- Improve Core Services
- Upgrade Infrastructure

Policy Question for Council Consideration:

Do the attached City Council draft Goals and Objectives accurately reflect the City Council’s priorities for Calendar Years 2024-26 and beyond?

CITY COUNCIL GOALS AND OBJECTIVES

1. Increase Locally Controlled Revenue Sources

- Consider the following sources for increase:
 - o Special services (grants, user fees)
 - o Fees for residents / businesses (fees for services, Development Impact Fees, etc.)
- Introduce and/or investigate new Enterprise Fund opportunities.
- Consider locally controlled revenue sources.
- Apply for grant funding that advances Key Focus Areas and priorities.
- Explore new revenue sources including:
 - o Water Enterprise Fund
 - o Sewer Enterprise Fund

2. Enhance Economic Development

- Complete Beach Boulevard projects.
- Create special programs, events, and/or partnerships to support and grow local businesses.
- Explore workforce development programming and/or partnerships.
- Remediate blighted commercial corridors.

3. Increase Staffing Levels and Retention

- Conduct assessment to identify Police Department staffing needs by May 2024.
- Conduct department-wide assessments to identify staffing needs by July 2024.
- Create formal internship and mentorship program.
- Explore City-wide wellness program (supports attraction/retention).
- Create DEI Initiative to support retention.

4. Increase Housing Supply

- Proactively re-zone properties to incentivize housing development by August 2024.
- Reduce discretionary barriers to promote by-right housing by August 2024.
- Evaluate existing development standards and processes to streamline housing production by December 2024.
- Market Buena Park as a pro-housing City by March 2025.

5. Improve Core Services

- Prioritize and implement Parks and Recreation Master Plan.
- Explore Technology:
 - o Research options for software programs to create efficiencies and enhance services to the public.
 - o Create a Staff Technology User Group.

6. Upgrade Infrastructure

- Consider creating special infrastructure fund by June 2025.
- Prioritize and implement Active Transportation Plan (ATP) by December 2024.

IMPLEMENTATION

Once approved by the City Council, the Goals and Objectives will be used as a roadmap to guide the City Manager and staff over the next three years. Staff will add these goals to the Master Schedule, incorporate into the City's FY 2024-25 Budget and work plan, and will begin working on the next priorities of the City Council, all while funding sources are identified. Staff may also incorporate these goals into Policy Issues brought before the City Council for review during the next budget review cycle.

In addition, it is important for staff to focus on these established City Council priorities given staff limitations. Specifically, staff requests Council concurrence with the attached Policy Statement No. 49 - "Guiding Principles for Strategic Goals, Objectives, and Priorities". In summary, Policy Statement No. 49 indicates the need to focus on initiatives identified here for

the benefit of the City and the community, while evaluating changing demands through future agenda items, new ideas, projects, or objectives.

Those guiding principles generally include:

- Review of current goals and objectives.
- Consider new ideas/projects.
- Evaluate interest among all City Council Members in the new ideas/projects.
- Assess relative importance of any new ideas/projects which a majority of the City Council desires to pursue in light of the current goals and objectives.
- Offer direction to the City Manager as to any changes in the list or priority order of the goals and objectives.

BUDGET IMPACT

There is no budget impact in receiving this report. Funding for some objectives have been incorporated in the FY 2023-24 adopted budget; however, those that need additional resources will be brought back to the City Council for final appropriation and approval once the costs have been determined.

Attachments

Reso Strategic Plan 2024-26 Reso.pdf

Attachment No. 1 - City Council Goal and Objective Graphic Att 2.pdf

Reso Strategic Plan 2024-26 AR Goals and Objectives Att 3.pdf

Reso Strategic Plan 2024-26 AR Interview Results Summary - City Council Goal Setting and Team Building Workshop Att 1.pdf

Reso Strategic Plan 2024-26 AR Policy Statement No. 49 - City Council Goal Setting and Team Building Workshop Att 2.pdf

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BUENA PARK, CALIFORNIA APPROVING NEW CITY COUNCIL
PRIORITIES AND AUTHORIZING THE IMPLEMENTATION OF
THE CITY COUNCIL GOALS AND OBJECTIVES FOR
CALENDAR YEARS 2024-2026

WHEREAS, the City of Buena Park has endorsed the development of strategic goals, objectives, and priorities and engaged all City Council Members, the City Manager, the Executive Team, and the general public in presenting ideas relevant to strategic plan development; and

WHEREAS, the strategic plan is a mechanism which incorporates the City's Goals and Objectives into one actionable document and will be used to assist in the creation of the Annual FY Budget; and,

WHEREAS, one workshop was held to provide the City Council, City Manager, and the Executive Management team the opportunity to look back and look forward; to collectively focus on the interests and needs of the community; to reset and refresh; and to help set the strategic direction of this great City; and

WHEREAS, the theme of the workshop was, "Alignment and Working Together"; and

WHEREAS, the City's strengths, challenges, key focus areas, and goals, along with the City Council's visions for the future were critically examined to facilitate identifying goals and objectives that reflect the collective Key Focus Areas of the City; and

WHEREAS, the City Council identified six key focus areas, which are:

1. Increase Locally Controlled Revenue Sources
2. Enhance Economic Development
3. Increase Staffing Levels and Retention
4. Increase Housing Supply
5. Improve Core Services
6. Upgrade Infrastructure

WHEREAS, the Strategic Plan will guide financial, operational, and policy decisions starting now and through to December 2026, with oversight by the City Council; and,

WHEREAS, the City Council will periodically review the status of the current goals and objectives and recognize progress in achieving the plan.

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

Section 1. 2024-2026 City Council Goals and Objectives as documented in Attachment No.1 to this Resolution is hereby approved on January 9, 2024.

RESOLUTION NO. _____

Page 2

PASSED AND ADOPTED this 9th day of January 2024 by the following called 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 9th day of January 2024.

City Clerk



City of Buena Park

2024-26 City Council Goals and Objectives

“Alignment and Working Together”

Susan Sonne, Mayor
Joyce Ahn, Mayor Pro Tem

Arthur C. Brown, Council Member
Connor Traut, Council Member

José Trinidad Castañeda, Council Member
Aaron France, City Manager

Goal 1: Increase Locally Controlled Revenue Sources

The City of Buena Park will continue to be responsible financial stewards of its resources and assets to ensure long-term fiscal sustainability and financial growth by practicing sound financial management and fiscal transparency.

Objective 1: Consider special services and fees as sources for revenue increase

Objective 2: Introduce and/or investigate new enterprise fund opportunities

Objective 3: Consider locally controlled revenue sources

Objective 4: Apply for grant Funding

Objective 5: Explore new revenue sources, including a water enterprise fund and a sewer enterprise fund

Goal 2: Enhance Economic Development

The City of Buena Park will allocate resources to enhance economic vitality and create a more vibrant local business environment, positively effecting the City's level of business activity, employment, and fiscal sustainability.

Objective 1: Complete Beach Boulevard Projects

Objective 2: Create special programs, events, and/or partnerships to support and grow local businesses

Objective 3: Explore workforce development programming and/or partnerships

Objective 4: Remediate blighted commercial corridors

Goal 3: Increase Staffing Levels and Retention

The City of Buena Park recognizes the importance of a well-supported workforce and will ensure each department is appropriately staffed and equipped to fulfill its responsibilities.

Objective 1: Conduct assessment to identify Police Department staffing needs by May 2024

Objective 2: Conduct department-wide assessments to identify staffing needs by July 2024

Objective 3: Create formal internship and mentorship program

Objective 4: Explore city-wide wellness program (supports attraction/retention)

Objective 5: Create DEI Initiative to support retention

Goal 4: Increase Housing Supply

The City of Buena Park will enhance housing availability and promote a more accessible and attractive housing market within the community.

Objective 1: Proactively re-zone properties to incentivize housing development by August 2024

Objective 2: Reduce discretionary barriers to promote by-right housing by August 2024

Objective 3: Evaluate standards and processes to streamline housing production by December 2024

Objective 4: Market Buena Park as a pro-housing City by March 2025

Goal 5: Improve Core Services

The City of Buena Park will elevate the quality of recreational facilities and streamline technological advancements for the benefit of the public and city staff.

Objective 1: Prioritize and implement Parks and Recreation Master Plan by December 2025

Objective 2: Research software programs to create efficiencies and enhance services to the public

Objective 3: Create a Staff Technology User Group

Goal 6: Upgrade Infrastructure

The City of Buena Park will foster a more accessible and environmentally friendly urban environment and bolster infrastructure improvement projects.

Objective 1: Consider creating a special infrastructure fund by June 2025

Objective 2: Prioritize and implement Active Transportation Plan by December 2024



Facilitation, Training, & Consulting Services

**City of Buena Park
City Council
Goal Setting & Team Building Workshop Summary
Tuesday, November 28, 2023**

Workshop Summary created by Facilitator: Lisa Gordon

City of Buena Park Mission Statement: The City of Buena Park is dedicated to providing superior, responsive services that improve and enhance the community and its quality of life.

City of Buena Park Core Values:

- Excellence
- Commitment
- Teamwork
- Communication
- Integrity
- Respect
- Equity

Preliminary Key Focus Areas

- 1. Increase Locally Controlled Revenue Sources**
- 2. Enhance Economic Development**
- 3. Increase Staffing Levels and Retention**
- 4. Increase Housing Supply**
- 5. Improve Core Services**
- 6. Upgrade Infrastructure**



Preliminary Key Focus Areas and Proposed Goals

1. Increase Locally Controlled Revenues

- Consider the following sources for increase:
 - Special services (grants, user fees)
 - Fees for residents / businesses (fees for services, Development Impact Fees)
- Introduce and/or investigate new Enterprise Fund opportunities.
- Consider locally controlled revenue sources.
- Apply for grant funding that advances Key Focus Areas and priorities.
- Explore new revenue sources including:
 - Water Enterprise Fund
 - Sewer Enterprise Fund

2. Enhance Economic Development

- Complete Beach Boulevard projects.
- Create special programs, events, and/or partnerships to support and grow local businesses.
- Explore workforce development programming and/or partnerships.
- Remediate blighted commercial corridors.

3. Increase Staffing Levels and Retention

- Conduct assessment to identify Police Department staffing needs by May 2024.
- Conduct department-wide assessments to identify staffing needs by July 2024.
- Create formal internship and mentorship program.
- Explore city-wide wellness program (supports attraction/retention).
- Create DEI Initiative to support retention.

4. Increase Housing Supply

- Proactively re-zone properties to incentivize housing development by August 2024.
- Reduce discretionary barriers to promote by-right housing by August 2024.



- Evaluate existing development standards and processes to streamline housing production by December 2024.
- Market Buena Park as a pro-housing City by March 2025.

5. **Improve Core Services**

- Prioritize and implement Parks and Recreation Master Plan by December 2025.
- **Technology:**
 - Research options for software programs to create efficiencies and enhance services to the public.
 - Create a Staff Technology User Group.

6. **Upgrade Infrastructure**

- Consider creating a special infrastructure fund by June 2025.
- Prioritize and implement Active Transportation Plan by December 2024.

Rules of Engagement **(For consideration and adoption at a future Council Meeting)**

Rules of Engagement: A set of operating principles to guide conduct, communication, and relationships as the City Council fulfills its duties. Rules of Engagement are created to set standards of excellence and best practices for governance, decision-making, communication, and interaction. Rules of Engagement can also be extended and adopted for an entire organization to guide conduct internally and beyond the organization (community, stakeholders, and general public). Rules of Engagement are:

- Clear expectations and accountability on how you will conduct yourselves.
- Best practices in decision-making, communication, collaboration, and governance.
- How you will guide your behavior with each other.
- How you will work together and work with others.

City Council may consider and decide to adopt any of the following Rules of Engagement at a future Council Meeting:



1. We will ensure our energies focus on our mission statement, goals, and principles.
2. We will work toward consensus. While valuing diverse, constructive opinions, we will respect and support the decisions of the group.
3. We will function as a team with a commitment to excellence. We will treat each other with trust, respect, and dignity, working together with openness, honesty, and integrity while fostering camaraderie and mutual support.
4. We will achieve our goals through knowledge-based decision making.
5. We will value diversity and the differences that bring unique and “other than our own” perspectives to our work, discussions, and decisions.
6. We will be innovative and progressive in a responsible manner.

**City of Buena Park City Council
Interview Questions and Results Summary
Goal Setting & Team Building Workshop**

Strengths/Challenges/Key Focus Areas/Goals

1. Overall, what do you think are the current strengths or successes at the City of Buena Park?

- Financial position
- How community feels about City Hall / Feels “connected”
- Serving the public with great community events
- Excellent community programs, services, and partnerships
- Community is happy about how well City is operating
- Council is generally aligned and “rowing the boat” in same direction
- Closely aligned on values
- Staff is mission-aligned with Council and focused on providing highest level of services for City – Makes being a Councilmember a joy!
- City Manager is doing a great job!
- Wide range of perspectives on Council
- Staff is great / Great team and leadership!
- Great staff/employees
- Great camaraderie amongst staff and departments
- Educated and engaged constituency that is paying attention to Council’s efforts to achieve better things for the community
- Each department is functioning well and department leaders are willing to work with Council to further improve
- Community services events – Popular and successful!
- Uniqueness of entertainment corridor
- City Manager’s office is nimble and efficient
- Great place to work
- Small but mighty team/staff
- Staff works well together
- City Clerk’s Office / Most popular administrative passport office in Southern California
- Good community partners
- Community services programming
- Unique diversity of the City
- Economic development department is bringing more businesses into Buena Park
- City Manager’s ability to navigate between City Council
- Best police department in County (responsive and responsible to community)
- “Cool” organizational culture that staff wants to be a part of

2. What do you think are the biggest challenges (or opportunities) the City of Buena Park faces over the next three years (2024-2026)?

- Funding the City with increased costs and expenditures
- Ensuring successful development of parcels along Beach Blvd./ entertainment corridor
- Housing and Homelessness
- Staffing capacity issues are increasing time to provide City services / need to expand capacity in every department
- Learning to change with changing demographics and needs
- Update software and outdated technologies (state-of-the-art, cutting-edge technologies and software)
- Being prepared for and/or “bracing” for the next recession
- Traffic and traffic impacts on Beach Blvd.
- Ensuring local businesses succeed
- Climate: Increasing electrification and battery storage to support renewable energy and climate initiatives
- Homelessness (doing more with less / resources from state / impact on law enforcement, community services)
- Responding to possible economic downturn
- Building better infrastructure overall (planning, building, technologies)
- Being more inclusive to reflect diverse and changing community (culture, disability, etc.)
- Meeting needs of generationally diverse City
- Lack of mental health and wellness culture (promote culture of wellness)
- Affordable housing (workforce housing / new home ownership)
- Increasing budget to do more community programming
- Ensuring sustainability and developing/implementing Climate Action Plan
- Increasing revenue / revenue is stagnant
- Developing vacant properties to meet / match needs of community

3. What Key Focus Areas or priorities do you think the City of Buena Park should focus on over the next three years (2024-2026)?

- Focus on Core Services: Focusing on improving and providing quality core services (streets, public safety, parks, community programming, water/sewer services)
- Staffing / Filling vacant positions and attracting/retaining staff
- Housing: Increase opportunities for home ownership
- Economic Development: Increase and encourage local entrepreneurship and boost home ownership opportunities
- Improving public safety
- Improving infrastructure (preventative measures)
- Improve traffic conditions to get people where they want to go with less frustration
- DEI / Inclusion – showcase, enhance opportunities, and educate public about the rich diversity of the City
- Delivering on successful development of entertainment corridor
- Increasing budget and reserves to support economic stability of the City
- Investing in bike lanes
- Improving community services to meet needs of community
- Police Department (invest to ensure sufficient staffing/investigative)
- Social Wellbeing/Community Resilience – Connect people with each other and foster community resilience
- Creating programs for teens (park and recreation/amenities)
- Building workforce in all departments to provide services
- Infrastructure: More funding to support CIP projects; Explore long-term fiscal stability for infrastructure (high speed rail / water / new enterprise fund to become hydrogen fuel producer)
- Focusing on what the public, residents, and businesses really want

4. In consideration of fiscal realities, what goals do you think should be created for the City of Buena Park to strive for over the next three years? (2024-2026)?

- Economic Development: Focus on attracting and retaining more businesses in the City
- Look for more ways to make Buena Park a more attractive place for housing development including streamlining the permit process and creating incentives, i.e., property tax breaks or other financial incentives for housing developers
- Accessible housing requirements for developers (accessibility)
- Affordable housing for seniors
- Increase affordable housing supply
- Greener / more sustainable housing goals
- Take action to address affordability (workforce development, housing, school programs, higher paying job opportunities)
- Public Safety: Explore increase in staff to improve response time (specialized units to enhance public safety)
- Investment in technology/software upgrades to meet needs of the community, create more efficiencies, and protect the City's interests
- Boost affordable home ownership opportunities, and increase local entrepreneurship
- Increase level of service to address permitting issues and needs
- Streamline and improve permitting process to ensure process is more business friendly and responsive to community needs
- Increase understanding / educate public on permit process
- Tourism: Reassess current marketing to attract more visitors
- Implement Climate Action Plan
- Infrastructure – Increase funding for water treatment facilities
- Greener / more sustainable guidelines or standards in City to address environmental impacts
- Beautification and cleanliness of streets with a focus on specific areas (graffiti, trash, parks, etc.)
- Streetscaping projects for landscape enhancements
- Increase staffing to support beautification efforts across the City
- Increase services for homeless to help them transition off the streets
- Create more cultural events to educate public on rich diversity of City
- Make government activities (townhalls/council meetings) more accessible to community (language/mobility/disability) to enhance participation
- Explore feasibility of creating hydrogen generation program for the City funded by hydrogen enterprise fund
- Repair streets in a more timely fashion
- Plan for children to live within walking distance of parks

5. If you could improve one thing about the City of Buena Park, what would it be?

- Have a bigger budget to do more!
- Raise the efficiency level of how the City operates, get to the next level, and be the leader.
- Address aging infrastructure
- Have more North and South streets
- Make all of Beach Boulevard more attractive
- Build new City Hall
- Enhance nightlife / Provide more things to do after 9:00 p.m. for young and dynamic community
- Increased improvement of the quality of life for the community



City of
BUENA PARK

CITY COUNCIL POLICY STATEMENT

RESPONSIBLE DEPARTMENT: CITY COUNCIL

CONTACT PERSON: CITY MANAGER

SUBJECT: GUIDING PRINCIPLES FOR STRATEGIC GOALS,
OBJECTIVES, AND PRIORITIES

The City Council establishes strategic goals, objectives, and priorities that benefit the City and community on a regular basis.

Recognizing the need to focus on their established goals, objectives, and priorities, and given the limitation of staff, resources, and time, the City Council establishes the following criteria for evaluating changing demands and any new ideas, projects, or objectives:

1. Review the status of current goals and objectives.
2. Evaluate interest among all City Council Members in the new ideas/projects.
3. Assess relative importance of any new ideas/projects which a majority of the City Council desires to pursue in light of the current goals and objectives.
4. Consider how any new ideas/projects relate to or align with the established goals and objectives.
5. Offer direction to the City Manager as to any changes in the list or priority order of the established goals and objectives.

Date of Council Meeting Approval:

DISCUSS AND PROVIDE DIRECTION REGARDING A FUNDING APPLICATION FOR THE OCTA PROJECT V SHARED RIDERSHIP PROGRAM

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	STUDY SESSION Item: 9A
Presented By	Prepared By
Mina Mikhael, P.E., Director of Public Works/City Engineer	Mina Mikhael, Director of Public Works/City Engineer
Approved By	
Aaron France, City Manager	

DISCUSSION

At the City Council meeting on November 14, 2023, the City Council directed staff to begin working on an application to the Orange County Transportation Authority (OCTA) for Measure V funding for a community-based transit/circulator program in the Entertainment Corridor.

The OCTA Board approved a fifth round of M2 funding for Project V through the Comprehensive Transportation Funding Programs (CTFP), for which applications are due on January 25, 2024. Project V establishes a competitive program for local jurisdictions to develop local bus transit services such as community based circulators, shuttles, and bus trolleys that meet the needs in the areas not adequately served by regional transit. Projects will need to meet performance criteria for ridership, connection to bus and rail services, and financial viability to be considered for funding. All projects must be competitively bid, and they cannot duplicate or compete with existing transit services. Projects must meet productivity standards for continued funding and require a minimum local match of 10% for traditional services and a minimum local match of 50% for on-demand services. Strength of applications are scored based on the following scoring criteria: Financial Commitment, Operations Plan/Service Type, and Community Benefit.

Staff was approached by a company by the name of Circuit which provides shared ridership utilizing electric shuttles and vehicles. The intention of the services is to connect communities by complementing existing public transportation. Circuit operates three types of vehicles: a five passenger GEM vehicle engineered for local streets with speed limits under 35 mph; electric sedans; and 8-15 passenger electric vans. These vehicles are offered as an on-demand service that may be requested through their website or their mobile app. The service may be provided through the Project V funding if it qualifies and can present the need in Buena Park. Project V funding will apply to the service with a local match; however, if ridership demand is not met, Circuit's overages will be billed to the City. While Circuit's initial delineation of a successful route within the City covers Beach Boulevard through Koreatown and the Entertainment Corridor, the majority of streets are arterial streets with speed limits over 40 mph and would eliminate the GEM vehicle option.

Staff has worked with Curt Pringle and Associates (CP&A), as well as Townsend Public Affairs (TPA), to determine what a "right sized" application might look like for Buena Park. Unfortunately, staff has no idea how successful a pilot program in our community might be and the grant specifically details a match of 50% from the City. For example, if a \$300,000 project application was submitted, a 50% match by the City in the amount of \$150,000 would be required. CP&A is recommending an application in the \$500,000 neighborhood, which, of course, would require a \$250,000 match from the City. TPA and CP&A have been communicating on details of the application and are available to submit the application should Council wish to move forward.

If monies are awarded, the grant requires the City to engage in a competitive procurement process to establish a contract with Circuit, or a similar company, for this on-demand service.

DISCUSS AND PROVIDE DIRECTION REGARDING A TRIP TO SISTER CITY IN SEONGBUK-GU, SOUTH KOREA

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	STUDY SESSION Item: 9B
Presented By	Prepared By
Eddie Fenton, Assistant City Manager	Eddie Fenton, Assistant City Manager/Director of Human Resources
Approved By	
Aaron France, City Manager	

DISCUSSION

In March 2023, the Buena Park Sister City Foundation hosted the delegation from Seongbuk-Gu. The delegation included high school students from Korea. The City welcomed the delegation and assisted with the coordination of the visit.

Staff has identified the dates of March 18 – 22, 2024, as the next potential trip for the delegation from Buena Park to Korea. The delegation would include elected officials, City staff, Buena Park High School students, and members of the Buena Park Sister City Foundation, should the City Council approve the visit for the entire delegation. Currently, the City budgets \$15,000 annually for the City Sister program. In the past, the visiting City is responsible for airfare to the host City. Once there, the host City typically provides all other accommodations for the delegation.

Staff also believes a trip to Seongbuk-Gu would provide an opportunity for the City delegation to discuss new additions to Friendship Park (currently Smith-Murphy Park). The theme of Friendship Park could incorporate aspects of traditional Korean heritage based on previous discussion. Therefore, staff believes the trip could not only further progress the relationship between the two cities, but also provide an opportunity to receive input, and possibly a contribution by Seongbuk-Gu, as far as authentic features and displays being incorporated at the park.

Should the Council approve the trip, staff will need to mobilize quickly as students and chaperones will need to be identified, passports secured, etc.

DISCUSS AND PROVIDE DIRECTION REGARDING MASTER CALENDAR REVIEW & CALENDARING OF FUTURE STUDY SESSION ITEMS

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	STUDY SESSION Item: 9C
Presented By	Prepared By
Eddie Fenton, Assistant City Manager	Eddie Fenton, Assistant City Manager/Director of Human Resources
Approved By	
Aaron France, City Manager	

DISCUSSION

At the November 14, 2023, City Council meeting, Mayor Brown requested a discussion regarding Study Session calendar items. The intent behind this request was to discuss and consider possibly limiting the number of Council Members' requests on Staff resources and redirecting Staff's time away from day-to-day operations in order to work on Council requests. In addition, staff is requesting that Council review the current items included on the Master Calendar to ensure they align with the newly adopted Priorities & Goals set forth at the recent Council Strategic Planning Workshop on November 28, 2023.

The City Council established City Council Protocols to provide an effective environment for the City Council to provide leadership. Section 6 provides guidelines and procedures related to City Council meetings.

Section 6.2.11 City Council Calendar specifically states:

Individual Council Members may request items to be placed on future agendas during the calendaring portion of the meeting without the need for a second or majority vote. Council Members may also request the scheduling of adjourned or special meetings during this portion of the meeting by majority vote.

This section allows all Council Members an opportunity to request specific agenda items for a future council meeting or to direct staff to research, explore, or make inquiry into a specific item of interest. A second or majority vote is not required. However, there is currently no protocol in place to limit the number of items calendared for future discussion in order for staff to conduct the required research to bring these items back for City Council discussion and consideration. The below options are for City Council's consideration to discuss alternative ways future agenda item requests can be made.

Option 1 – Require a second or majority vote in order for items to be added for future discussion.

Option 2 – Require no more than five (5) calendared items per Council Member at any time.

Option 3 – No change to the current City Council Calendar protocol.

Option 4 - Different direction from City Council on how items are added for future discussion.

At this time, there are 41 items currently listed on the Master Calendar that were scheduled by Council Members, with a few being calendared together with a Council colleague. Below is a breakdown of calendared items by each Council Member:

Mayor Sonne (3)

Mayor Pro Tem Ahn (4)

Council Member Brown (4)

Council Member Castañeda (30)

Council Member Traut (5)

As mentioned earlier in the report, staff is requesting that Council also review all items included on the Master Calendar to determine if each item aligns with the Goals & Priorities set forth for the next two years.

DISCUSS AND PROVIDE DIRECTION IN CONSIDERATION OF CHANGING THE TITLE OF MAYOR PRO TEMPORE TO VICE-MAYOR

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	STUDY SESSION Item: 9D
Presented By	Prepared By
Adria Jimenez, MMC, Director of Government and Community Relations/City Clerk	Adria Jimenez, City Clerk
Approved By	
Aaron France, City Manager	

DISCUSSION

The title "Mayor Pro Tempore" (Mayor Pro Tem) and "Vice-Mayor" are often used interchangeably in some places, although they can carry slightly different meanings or nuances depending on the specific local government organization.

Traditionally, Mayor Pro Tem is a position in local government that serves as a temporary substitute for the Mayor when they are absent or unable to perform their responsibilities. In Buena Park, the Mayor Pro Tem is selected from amongst the City Council Members and might preside over meetings or undertake ceremonial responsibilities in the Mayor's absence.

Vice-Mayor is a title that more explicitly denotes the deputy or second-in-command to the Mayor.

If the City Council wishes to change the Mayor Pro Tempore title to Vice-Mayor, the City Clerk and City Attorney recommend adopting a resolution at the next City Council Meeting of January 23, 2024, to formalize the change.

DISCUSS AND PROVIDE DIRECTION REGARDING CITY COUNCIL APPOINTMENTS TO OTHER AGENCY BOARDS AND COMMITTEES

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	STUDY SESSION Item: 9E
Presented By	Prepared By
Adria Jimenez, MMC, Director of Government and Community Relations/City Clerk	Adria Jimenez, City Clerk
Approved By	
Aaron France, City Manager	

DISCUSSION

In January of each year, the City Council reviews the list of other agency boards and committees (Att. 1) and assigns one representative and one alternate representative from the City Council in accordance with City Council Protocol 5.5 (Att. 2).

Other agencies include (in no particular order):

- Orange County Power Authority
- Santa Ana River Flood Protection Agency
- Orange County Fire Authority
- Orange County Sanitation District

Per the by-laws of the the Orange County Housing Finance Trust Board and the Bridges at Kraemer Place Community Advisory Board, the Mayor of each participating City is the automatic board representative.

The City Clerk is requesting the City Council make the necessary appointments.

Attachments

City Council Protocols 2023 8.pdf

Other Agency Boards.pdf

5.2 Commission & Committee Appointments

Pursuant to the Buena Park Municipal Code, commissioners are directly appointed by each district Council Member. (revised 6/13/23)

5.3 Contact with Commissions & Committees

Commission and committee members are encouraged to communicate with and provide updates to their district Council Members on items before the commission/committee.

(added 06/13/23)

5.4 Commission & Committee Attendance Report and Agenda Items

The commission/committee staff liaison is responsible for maintaining a monthly attendance report. Attendance Reports, Agenda items, including presentations, should be uploaded to the City's Dropbox for City Council's information. File will be maintained in Dropbox for two years.

(added 06/13/23)

5.5 Appointments to Outside Committees

Council Members are requested to serve on various boards and committees for outside agencies. Annually, the Mayor shall review the list of current assignments and make recommendations for appointments. Any Council Member desiring to serve on a certain committee (or who desires not to be considered) should inform the Mayor. These appointments are subject to approval by the majority of Council, unless otherwise governed.

For other regional committees, each Council Member may seek appointment without the need for approval of Council. Those desiring to be nominated by the City's voting delegate shall inform the delegate in advance. Staff is encouraged to seek the input and advice of those Council Members with subject matter expertise based on these outside committee assignments. (Rev. 1/26/16)

5.6 Appointments to Ad Hoc and Standing Committees

The Mayor shall make recommendations for appointments to ad hoc (temporary) or standing (continual) committees. These appointments are subject to the approval by the majority of Council. Council Members appointed to ad hoc committees are expected to evaluate a particular issue and report their findings, conclusions, or recommendations to the full body. Staff may be assigned by the City Manager to work directly with ad hoc committee members without the one-hour restriction of Section 7.4. (Added 1/26/16)



2024 City Council Inter-Government Committees, Subcommittee Assignments, and Ad Hoc Committees

BOARD	APPOINTEE/ ALTERNATE	TERM	FREQ	MEETS	STIPEND	LOCATION
Orange County Power Authority		1 yr.	1 per mo.	2nd Tuesday	\$212.50	Meetings held via Zoom
Santa Ana River Flood Protection Agency (SARFPA)		1 yr.	1 per mo.	4th Thursday	N/A	601 N. Ross Street, Santa Ana, CA 90701
Orange County Fire Authority		1 yr.	1 per mo.	4th Thursday	\$100	1 Fire Authority Road, Irvine, CA 92602
Orange County Sanitation District		1 yr.	1 per mo.	4th Wednesday	\$213	OCSD Office: 10844 Ellis Avenue, Fountain Valley, CA 92708; PH: (714) 593-7433
OC Mosquito and Vector Control District (OCMVCD)		2 yrs.	1 per mo. 1 mtg.	3rd Thursday	\$100	13003 Garden Grove Blvd., Garden Grove, CA 92843
Orange County Housing Finance Trust Board	Mayor	1 yr.	bimonthly	3rd Wednesday	N/A	County of Orange Administration North – Multi-Purpose Room, 1st Floor - 400 W. Civic Center Drive, Santa Ana, Ca 92701
Bridges at Kraemer Place Community Advisory Board	Mayor	1 yr.	1 mtg. quarterly	4th Wednesday of every quarter	N/A	City of Anaheim - West Tower, 201 S. Anaheim Blvd., 10th Floor, Large Conference Room, Anaheim

DISCUSS AND PROVIDE DIRECTION REGARDING CITY COUNCIL APPOINTMENTS AS LIAISONS TO CITY COMMISSIONS AND APPOINTMENTS TO CITY COUNCIL AD HOC COMMITTEES

Meeting	Agenda Group
Tuesday, January 9, 2024, 5:00 PM	STUDY SESSION Item: 9F
Presented By	Prepared By
Adria Jimenez, MMC, Director of Government and Community Relations/City Clerk	Adria Jimenez, City Clerk
Approved By	
Aaron France, City Manager	

DISCUSSION

Per City Council Policy Statement No. 28 (Att. 1), the City Council must assign one Council Member to each of the City's Commissions to serve as a liaison. The liaison's role is to:

- Attend Commission meetings on a periodic basis (approximately one-third of the meetings). Attendance would be primarily for observation purposes with limited or no participation.
- Assist in keeping the City Council fully informed of commission/committee activities.
- Ensure that the activities of the commission/committee align with the City Council's goals and objectives.
- Confer with the City Council if questions arise as to duties, responsibility, functionality, or authority.
- Participate in the application and appointment process for new commission/committee appointments or renewals.

The process for assigning liaisons is as follows:

- Liaisons shall serve for a one-year period.
- Liaisons are selected by randomized drawing prepared by the City Clerk. Each individual Council Member will select one name of a City commission/committee that has been placed on a piece of paper, folded, and placed in a container.
- Council Members unable to serve as a Liaison for their selected commission/committee may switch with another Council Member, if both parties agree and are willing.

In addition, there are five active City Council Ad Hoc Committees comprised of two members each (less than a quorum) of the City Council to work with staff on specific subjects, and report back to the City Council for either direction or information. It would be appropriate for the City Council to appoint two members to serve on the following ad hoc committees:

- Deferred Compensation Advisory
- Local Hiring Program
- The Myrna Holmquist Communications Scholarship Review
- Education Committee

- DEI Consultant Review Committee

The City Clerk is requesting the City Council make the necessary appointments.

Attachments

Policy No 28 City Council Liaisons to City Commissions-Committees.pdf

Council Liaisons.pdf

Council Ad Hoc.pdf



City of **BUENA PARK**

CITY COUNCIL POLICY STATEMENT

RESPONSIBLE DEPARTMENT:	CITY COUNCIL
CONTACT PERSON	CITY CLERK
SUBJECT:	CITY COUNCIL LIAISONS TO CITY COMMISSIONS/COMMITTEES

It is the desire of the City Council to assign one Council Member to each City commission/committee to serve as the liaison.

The role of the liaison is to:

- Attend commission/committee meetings on a periodic basis (approximately one-third of the meetings). Attendance would be primarily for observation purposes with limited or no participation.
- Assist in keeping the City Council fully informed of commission/committee activities.
- Ensure that the activities of the commission/committee align with the City Council's goals and objectives.
- Confer with the City Council if questions arise as to duty, responsibility, functionality, or authority.
- Participate in the application and appointment process for new commission/committee appointments and renewals.

The process for assigning liaisons is as follows:

- Liaisons shall serve for a one-year period.
- Liaisons are selected by randomized drawing prepared by the City Clerk. Each individual Council Member will select one name of a City commission/committee that has been placed on a piece of paper, folded, and placed in a container.
- Council Members unable to serve as the Liaison for their selected commission/committee may switch with another Council Member, if both parties agree and are willing.



2024 City Council Inter-Government Committees, Subcommittee Assignments, and Ad Hoc Committees

BOARD	APPOINTEE/ ALTERNATE	TERM	FREQ	MEETS	STIPEND	LOCATION
COMMISSION LIAISONS (PURSUANT TO CITY COUNCIL POLICY NO. 28)						
Climate Action Commission		1 yr.	1/month	1st Tuesday		Council Chamber at 6:30 p.m.
Community Development Block Grant		1 yr.	As needed	When called		Council Chamber at 6:00 p.m.
Cultural Engagement		1 yr.	1/month	3rd Wednesday		Council Chamber at 6:00 p.m.
Disaster Council		1 yr.	As Needed	As Needed 3rd Wednesday		
Navigation Center Oversight Commission		1 yr.	1/month	Quarterly		Council Chamber at 10:00 a.m.
Community Services		1 yr.	1/month	3rd Thursday 2nd & 4th		Council Chamber at 6:00 p.m.
Planning		1 yr.	2/month Jan., May,	Wednesday		Council Chamber at 6:30 p.m.
Traffic and Transportation		1 yr.	Aug., Nov.	1st Thursday		Council Chamber at 6:30 p.m.



2024 City Council Ad Hoc Committees

BOARD	APPOINTEE/ ALTERNATE	TERM	FREQ	MEETS	STIPEND	LOCATION
CITY COUNCIL AD HOC COMMITTEES						
Deferred Compensation Advisory		1 yr.	TBD	Meets as necessary	N/A	
Local Hiring Program		1 yr.	TBD	Meets as necessary	N/A	
Myrna Holmquist Communications Scholarship Review		1 yr.	TBD	Meets as necessary	N/A	
Education Committee		1 yr.	TBD	Meets as necessary	N/A	
DEI Consultant Review Committee		1 yr.	TBD	Meets as necessary	N/A	