



Regular Meeting Agenda May 15, 2012

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

Mission Statement

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

Jeremy B. Yamaguchi
Mayor

Chad P. Wanke
Mayor Pro Tem

Joseph V. Aguirre
Council Member

Scott W. Nelson
Council Member

Constance M. Underhill
Council Member

Patrick J. Melia
City Clerk

Craig S. Green
City Treasurer

Troy L. Butzlaff, ICMA-CM
City Administrator

Andrew V. Arczynski
City Attorney

Vision Statement

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

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

Procedures for Addressing the Council/Board Members

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

The Council and Board members encourage free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of an entire group. To encourage all views, the Council and Board discourage clapping, booing or shouts of approval or disagreement from the audience.

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

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City Staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

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

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

City of Placentia
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**PLACENTIA CITY COUNCIL
PLACENTIA CITY COUNCIL AS SUCCESSOR TO THE
PLACENTIA REDEVELOPMENT AGENCY
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA – EXECUTIVE SESSION
May 15, 2012
5:30 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER:

ROLL CALL: Councilmember/Board Member Aguirre
Councilmember/Board Member Nelson
Councilmember/Board Member Underhill
Mayor Pro Tem/Board Vice Chair Wanke
Mayor/Board Chair Yamaguchi

ORAL COMMUNICATIONS:

At this time the public may address the City Council and Boards of Directors concerning any items on the Executive Session Agenda only.

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

CITY COUNCIL:

1. Pursuant to Government Code Section 54956.9(a) for Conference with Legal Counsel Regarding Existing Litigation – Two (2) Items
 - a. City of Placentia vs. Woodruff, Spradlin & Smart, Orange County Superior Court, Case No. 30-2010-00367949
 - b. City of Placentia vs. Richard Johnson, Orange County Superior Court, Case No. 30-2011-00477091
2. Pursuant to Government Code Section 54956.9(c) for Conference with Legal Counsel Regarding Potential Litigation – Two (2) Items
3. Pursuant to Government Code Section 54956.9(c) for Conference with Legal Counsel Regarding the Initiation of Litigation – One (1) Item
4. Pursuant to Government Code Section 54957.6 Conference with City Labor Negotiator concerning Labor Negotiations with the Following Groups:
 - a. Placentia Police Officers Association (PPOA)
City Representatives: Troy L. Butzlaff, City Administrator
 - b. Placentia City Employees Association (PCEA)
City Representative: Troy L. Butzlaff, City Administrator

SUCCESSOR AGENCY: None

ICDA:

5. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8:

- a. Property: 601 W. Orangethorpe Avenue, APN 339-112-03
Agency Negotiator: Troy L. Butzlaff, City Administrator/Executive Director
Negotiating Parties: Jim Williams, JAW Land & Trading LLC
Under Negotiations: Price and Terms of Payment
- b. Property: 109 W. Santa Fe Avenue, APN 339-365-25
Agency Negotiator: Troy L. Butzlaff, City Administrator/Executive Director
Negotiating Parties: John Adger
Under Negotiations: Price and Terms of Payment

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

**PLACENTIA CITY COUNCIL
PLACENTIA CITY COUNCIL AS SUCCESSOR TO THE
PLACENTIA REDEVELOPMENT AGENCY
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA
May 15, 2012
7:00 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER:

ROLL CALL: Councilmember/Board Member Aguirre
Councilmember/Board Member Nelson
Councilmember/Board Member Underhill
Mayor Pro Tem/Board Vice Chair Wanke
Mayor/Board Chair Yamaguchi

INVOCATION: OCFA Chaplain Jeff Hetschel

PLEDGE OF ALLEGIANCE:

PRESENTATIONS:

1. Requests for Commendations and Proclamations

- a. Proclamation Designating the Week of June 3 - 9, 2012, as Community United Week
Recipient: St. Josephfest Committee Chair Michael Spillman and Placentia Rotary Club President Roy Redman
Presenter: Mayor Yamaguchi

Recommended Action: It is recommended that the City Council:
Approve requests as submitted and make presentations to those present

EXECUTIVE SESSION REPORT:

CITY ADMINISTRATOR REPORT:

ORAL COMMUNICATIONS:

At this time the public may address the City Council and Boards of Directors concerning any agenda item, which is not a public hearing item, or on matters within the jurisdiction of the City Council and Boards of Directors.

CITY COUNCIL/BOARD MEMBERS COMMENTS AND REPORTS:

The purpose of these reports is to provide information on projects and programs that are discussed at interagency board, committee, and commission meetings. No decisions are to be made on these issues. If a Council or Board Member would like formal action on any of the discussed items it will be placed on a future Council or Board Agenda.

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

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

COUNCIL/SUCCESSOR AGENCY/ICDA CONSENT CALENDAR:

- a. **Consideration to Waive Reading in Full of all Ordinances and Resolutions**
Financial Impact: None
Recommended Action: Approve
- b. **Minutes**
City Council/Successor/ICDA City Council Regular Meeting - May 1, 2012
Recommended Action: Approve
- c. **City Fiscal Year 2011-12 Warrant Register for May 2, 2012 Through May 15, 2012**
Financial Impact: \$630,825.70
Recommended Action: Approve
- d. **Successor Agency Fiscal Year 2011-12 Warrant Register for May 2, 2012 Through May 15, 2012**
Financial Impact: \$317,343.11
Recommended Action: Approve
- e. **Corrective Action Plan for the Independent Audit for Fiscal Year 2010-11**
Financial Impact: None
Recommended Action: It is recommended that the City Council:
 - 1) Receive and file the Corrective Action Plan for the period ended June 30, 2011

COUNCIL CONSENT CALENDAR:

- f. **Request for City Council Authorization to Receive Federal Reimbursement Through the Orange County Sheriff's Department for 2011 Emergency Management Performance Grant (EMPG) Program**
Financial Impact: Receipt of \$7,422 of Emergency Management Performance Grant Funds
Recommended Action: It is recommended that the City Council:
 - 1) Authorize the City Administrator to sign the certification forms to allow the Orange County Sheriff's Department to transfer grant funds to the City of Placentia and to sign any implementing agreements required for use of the grant funds
- g. **Approve Right-of-Way Agreement to Acquire Easement for the Corporate Yard Sewer Project**
Financial Impact: Expense: \$26,400 for right-of-way
Offsetting Revenue: \$26,400 Sanitary Sewer Fund
Budgeted: \$26,400 (Account No.: 333556-6013 J/L 61026)
Recommended Action: It is recommended that the City Council:
 - 1) Approve the attached "Right-of-Way Agreement" as the purchase and sale agreement between the City of Placentia and the property owner, MNC Brothers, for the purchase of a right-of-way easement at 378 E. Orangethorpe Avenue, Placentia, California, Assessor's Parcel Number 344-102-11 & 12, for an amount of \$26,400
 - 2) Authorize the City Administrator to sign the subject Right-of-Way agreement on behalf of the City

- 3) Acquire and accept the subject right-of-way easement located at 378 E. Orangethorpe Avenue for sewer infrastructure purposes
- 4) Direct the City Clerk to endorse on the Certificate of Acceptance, which embodies the acceptance of said right-of-way easement, and cause the document to be submitted to the Orange County Clerk-Recorder for recording of the document

h. Vista Del Verde Offsite Traffic Mitigation Bond - Release of Indemnity Improvement Bond (Toll Brothers)

Financial Impact: None

Recommended Action: It is recommended that the City Council:

- 1) To authorize the City Engineer to release the original surety and performance bonds in the amount of \$1,999,047

i. Recommendation to Approve Maintenance and Repair Agreement with Placentia Lakes Community Association in Relation to Kraemer Boulevard Railroad Grade Separation Project

Financial Impact: Minimal annual maintenance and repairs

Recommended Action: It is recommended that the City Council:

- 1) Approve Maintenance and Repair Agreement with Placentia Lakes Community Association in relation to the Kraemer Boulevard Grade Separation Project
- 2) Authorize the Mayor to execute the Maintenance and Repair Agreement on behalf of the City, in a form approved by the City Attorney

SUCCESSOR AGENCY CONSENT CALENDAR: None

ICDA CONSENT CALENDAR: None

2. PUBLIC HEARINGS:

COUNCIL/SUCCESSOR AGENCY/ICDA: None

COUNCIL:

a. Public Hearing and Resolution Establishing New Fees, Rates and Charges for Various City Services and Amending the Comprehensive Fee Schedule Accordingly

Financial Impact: Estimated increase unknown

Recommended Action: It is recommended that the City Council:

- 1) Open the hearing on consideration of a Resolution of the City Council of Placentia, California, amending the Comprehensive Fee Schedule for certain City fees, rates and charges for various City Fees
- 2) Receive the Comprehensive User Fee Study
- 3) Adopt Resolution No. R-2012-18, a resolution of the City Council of the City of Placentia, California, establishing and adopting certain City fees, rates and charges for various City services

SUCCESSOR AGENCY: None

ICDA: None

3. OLD BUSINESS:

COUNCIL/SUCCESSOR AGENCY/ICDA OLD BUSINESS: None

COUNCIL OLD BUSINESS: None

SUCCESSOR AGENCY OLD BUSINESS: None

ICDA OLD BUSINESS: None

4. NEW BUSINESS:

COUNCIL/SUCCESSOR AGENCY/ICDA NEW BUSINESS: None

COUNCIL NEW BUSINESS:

- a. **Report for Facility Condition Assessment**
Financial Impact: None
Recommended Action: It is recommended that the City Council:
 - 1) Receive and file the Facility Condition Assessment

- b. **Designation of Voting Delegate for the 2012 League of California Cities Annual Conference**
Financial Impact: None
Recommended Action: It is recommended that the City Council:
 - 1) Appoint one delegate to represent the City at the League of California Cities Annual Conference 2012
 - 2) Appoint an alternate to represent the City at the League of California Cities Annual Conference 2012

SUCCESSOR AGENCY NEW BUSINESS: None

ICDA NEW BUSINESS: None

CITY COUNCIL/BOARD MEMBERS REQUESTS:

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

ADJOURNMENT:

The City Council/Successor Agency/ICDA Agency Board of Directors will adjourn to a Study Session on May 29, 2012 at 5:00 p.m.

CERTIFICATION OF POSTING

I, Tania Moreno, Deputy City Clerk for the City of Placentia and Assistant Secretary of the Industrial Commercial Development Authority, hereby certify that the Agenda for the May 15, 2012 meetings of the City Council, Successor Agency, and Industrial Commercial Development Authority was posted on May 10, 2012.

Tania Moreno, Deputy City Clerk

**PRESENTATION – PROCLAMATION DESIGNATING THE WEEK OF JUNE 3 - 9,
2012, AS COMMUNITY UNITED WEEK
CITY COUNCIL MEETING MAY 15, 2012**

Mayor Yamaguchi to present a proclamation designating the week of June 3 – 9,
2012 to St. Josephfest Committee Chair Michael Spillman and Placentia Rotary Club
President Roy Redman

Presenter: Mayor Yamaguchi

**Recipients: St. Josephfest Committee Chair Michael Spillman and Placentia
Rotary Club President Roy Redman**

**Presentation A
May 15, 2012**

**PLACENTIA CITY COUNCIL
PLACENTIA CITY COUNCIL AS SUCCESSOR TO THE
PLACENTIA REDEVELOPMENT AGENCY
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES – EXECUTIVE SESSION
May 1, 2012
5:30 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER: Mayor/Board Chair Mayor Yamaguchi called the meeting to order at 5:35 p.m.

ROLL CALL:

PRESENT: Council/Agency Members Aguirre, Nelson, Underhill, Wanke, Yamaguchi
ABSENT: None

ORAL COMMUNICATIONS: None

CITY COUNCIL:

1. Pursuant to Government Code Section 54956.9(a) for Conference with Legal Counsel Regarding Existing Litigation – One (1) Item
 - a. City of Placentia vs. Woodruff, Spradlin & Smart, Orange County Superior Court, Case No. 30-2010-00367949
2. Pursuant to Government Code Section 54956.9(c) for Conference with Legal Counsel Regarding Potential Litigation – Two (2) Items
3. Pursuant to Government Code Section 54956.9(c) for Conference with Legal Counsel Regarding the Initiation of Litigation – One (1) Item
4. Pursuant to Government Code Section 54957.6 Conference with City Labor Negotiator concerning Labor Negotiations with the Following Groups:
 - a. Placentia Police Officers Association (PPOA)
City Representative: Troy L. Butzlaff, City Administrator
 - b. Placentia City Employees Association (PCEA)
City Representative: Troy L. Butzlaff, City Administrator

SUCCESSOR AGENCY: None

ICDA: None

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

CALL TO ORDER:

PRESENT: Council/Agency Members Aguirre, Nelson, Underhill, Wanke, Yamaguchi
ABSENT: None

STAFF PRESENT: City Administrator/Executive Director, Troy L. Butzlaff; City Attorney/Authority Counsel, Andrew V. Arczynski; Assistant City Administrator, Ken Domer; Director of Administrative and Community Services, Steve Pischel; Director of Finance, Karen Ogawa; Director of Public Works, Steve Drinovsky; Deputy Chief, Ward Smith; Deputy

Director of Community Services, Jon Nicks; Community Services Coordinator, Felipe Zambrano; City Clerk, Patrick Melia; Deputy City Clerk, Tania Moreno

INVOCATION: Police Chaplain Gary Drabek

PLEDGE OF ALLEGIANCE: Councilmember Aguirre

PRESENTATIONS:

1. Requests for Commendations and Proclamations

- a. Proclamation Designating the Week of May 6 – 12, 2012, as Public Service Recognition Week
Recipient: City Administrator Troy Butzlaff
Presenter: Mayor Yamaguchi

Mayor Yamaguchi presented a proclamation certificate to City Administrator Butzlaff designating the week of May 6 – 12, 2012, as Public Service Recognition Week.

City Administrator Butzlaff noted that Public Service Recognition Week has been celebrated for 28 years.

- b. Employee of the Quarter – General Employee Group
Presenters: Mayor Yamaguchi and City Administrator Troy Butzlaff

Director of Administrative Services/C.S. Pischel presented a certificate of recognition to Community Services Coordinator Zambrano and thanked him for his outstanding service to the City and the community.

Mayor Yamaguchi congratulated Community Services Coordinator Zambrano for the recognition.

Community Services Coordinator Zambrano thanked City Council and Staff for the recognition. He thanked his family for their continuous support.

- c. Proclamation Designating the Week of May 14 – 18, 2012, as Bike to Work Week
Recipient: Orange County 4th District Supervisor Shawn Nelson
Presenter: Mayor Yamaguchi

Mayor Yamaguchi presented a proclamation certificate to Orange County 4th District Supervisor Nelson designating the week of May 14-18, 2012 as Bike to Work Week.

Supervisor Nelson noted that it is a privilege to represent the City on the Orange County Transportation Authority Board and on the Board of Supervisors.

Recommended Action: It is recommended that the City Council:
Approve requests as submitted and make presentations to those present
(5 – 0, as recommended)

A motion was made by Councilmember Nelson, seconded by Mayor Pro Tem Wanke, to approve presentations item 1.a. through 1.c. as submitted and make presentations to those present.

EXECUTIVE SESSION REPORT:

City Attorney/Agency Counsel Arczynski reported the Council/Agency met in Executive Session to discuss the items listed on the agenda. He stated there was no reportable action from Executive Session this evening.

CITY ADMINISTRATOR REPORT:

City Administrator Butzlaff introduced Deputy Chief Smith.

Deputy Chief Smith reported that the Shred-it Day and National Drug Take Back Day events held on April 28, 2012 were a success.

ORAL COMMUNICATIONS:

Rose Marie Baldwin-Shirey, Principal of Tuffree Middle School, thanked the City Council and Staff for granting the school the Cultural Arts Program for Every Student (CAPES) grant. She presented student art exhibits on Chinese Shadow Puppets.

Janmarie Halliday, Teacher at Tuffree Middle School, noted that she received the Arts CAPES grant award. She noted that the money was used to fund a Chinese Puppet art project. She thanked the City Council and Staff for granting the school the grant.

Arnie Pike, resident, thanked Director of Administrative Services/C.S. Pischel for addressing the issue of exit signs in the City Council Chambers. He expressed his concerns regarding additional modifications of the City Council Chambers and the status of the consent decree.

Dennis Blake, resident and business owner, thanked Councilmember Nelson, Councilmember Aguirre and Councilmember Underhill for their support to the downtown business owners. He expressed concerns regarding the lack of parking spaces in the downtown area. He spoke in support of a multi-story parking facility in the downtown area.

Jacob Van Riper, Fullerton resident, expressed his concerns regarding traffic hazards on Chapman Avenue and Melody Lane.

Linda Cone, Yorba Linda resident, encouraged the public to attend the next Placentia-Yorba Linda Board of Education meeting. She expressed her concerns regarding a textbook used by the local school district.

Doris Matyasovich, Yorba Linda resident, encouraged the public to attend the next Placentia-Yorba Linda Board of Education meeting. She expressed her concerns regarding a textbook used by the local school district.

Laurie Arroyo, resident, thanked City Council and Staff for the Placentia Quarterly Newsletter and provided positive feedback on several articles. She thanked Councilmember Nelson for the proposal on the street tree maintenance issue. She expressed her concerns regarding the lack of funds to construct a parking structure in the downtown area.

Michelle Cummings, President of Placentia Rotary Club of Placentia, thanked City Council for the support on the upcoming Cowabunga Crab Festival scheduled for Kraemer Park.

Marsha Mulroney, resident, thanked the Mayor and Mayor Pro Tem for hosting a neighborhood community meeting. She thanked the Police Department for their work.

Pat Irot, resident, announced an upcoming North Orange County League of Voters meeting on May 2nd at the Fullerton Public Library from 7:00 p.m. to 8:30 p.m.

Craig Green, City Treasurer, reported that he attended a California Municipal Treasurer's conference in Sacramento. He noted that he will be providing a written report and handouts received at the conference.

CITY COUNCIL/BOARD MEMBERS COMMENTS AND REPORTS:

Councilmember Underhill invited all residents to attend the upcoming study session pertaining to the parking structure.

Councilmember Aguirre noted that Placentia Community Foundation Board will be meeting on Thursday at the Yorba Linda Water District to discuss various items.

Mayor Yamaguchi briefly excused himself from the meeting.

Councilmember Nelson thanked everyone for expressing their condolences regarding the passing of his mother. He congratulated Community Services Coordinator Zambrano on the Employee of the Quarter recognition. He thanked Supervisor Shawn Nelson for his work. He noted that Economic Development Committee would be addressing the issue of attracting businesses into the City.

Mayor Yamaguchi returned to the meeting.

Mayor Pro Tem Wanke attended the Orange County Vector Control District meeting. He reported that the Mayor and he met with Supervisor Shawn Nelson regarding the Metrolink parking structure. He attended a neighborhood meeting with the Mayor. He reported that the Mayor and he attended the Crime Survivors Awards event and congratulated the officers that were recognized.

Mayor Yamaguchi directed Staff to follow-up with Mr. Pike's concerns. He thanked Valencia High School for inviting him as the keynote speaker and congratulated the graduates. He congratulated CERT Team graduates and thanked Management Analyst De La Torre and Senior Management Analyst McConaha for their work. He congratulated Donavee on their 50th year anniversary. He thanked Staff for their work on the issue of Greenways of Placentia facility.

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

A motion was made by Councilmember Nelson, seconded by Mayor Pro Tem Wanke, to approve Consent Calendar Item Nos. 1.a. through 1.f.

COUNCIL/SUCCESSOR AGENCY/ICDA CONSENT CALENDAR:

- a. **Consideration to Waive Reading in Full of all Ordinances and Resolutions**
Financial Impact: None
Recommended Action: Approve
(5 – 0, as recommended)

- b. **Minutes**
City Council/Successor/ICDA City Council Regular Meeting - April 17, 2012
Recommended Action: Approve
(5 – 0, with an amendment on page 3)
- c. **City Fiscal Year 2011-12 Warrant Register for April 18, 2012 Through May 1, 2012**
Financial Impact: \$492,385.35
Recommended Action: Approve
(5 – 0, as recommended)
- d. **Successor Agency Fiscal Year 2011-12 Warrant Register for April 18, 2012 Through May 1, 2012**
Financial Impact: \$3,523.65
Recommended Action: Approve
(5 – 0, as recommended)

COUNCIL CONSENT CALENDAR:

- e. **Approval of 2012 Heritage Festival Date, Location, Theme, Parade Route, and Application Fees**
Financial Impact: To be determined
Recommended Action: It is recommended that the City Council:
 - 1) Approve the Heritage Festival Committee’s recommendation of event date, location, theme, parade route, and application fees**(5 – 0, as recommended)**
- f. **Approval of Resolution Authorizing Temporary Suspension of Regulatory Ordinances Pertaining to the Operation of the Placentia Rotary Club Cowabunga Crab Fest Fundraiser at Kraemer Memorial Park on Saturday, June 9, 2012**
Financial Impact: None
Recommended Action: It is recommended that the City Council:
 - 1) Adopt Resolution R-2012-16, a resolution of the City Council of the City of Placentia authorizing the temporary suspension of regulatory section 23.76.050 and 10.28.010 of the Placentia Municipal Code for the operation of the Cowabunga Crab Fest Fundraiser Event on Saturday, June 9, 2012 at Kraemer Memorial Park 201 N. Bradford Avenue**(5 – 0, as recommended)**

SUCCESSOR AGENCY CONSENT CALENDAR: None

ICDA CONSENT CALENDAR: None

Mayor Yamaguchi thanked the Heritage Committee for their work.

2. PUBLIC HEARINGS:

COUNCIL/SUCCESSOR AGENCY/ICDA: None

COUNCIL: None

SUCCESSOR AGENCY: None

ICDA: None

3. OLD BUSINESS:

COUNCIL/SUCCESSOR AGENCY/ICDA OLD BUSINESS: None

COUNCIL OLD BUSINESS: None

SUCCESSOR AGENCY OLD BUSINESS: None

ICDA OLD BUSINESS: None

4. NEW BUSINESS:

COUNCIL/SUCCESSOR AGENCY/ICDA NEW BUSINESS: None

COUNCIL NEW BUSINESS: None

COUNCIL/SUCCESSOR AGENCY CONSENT CALENDAR:

a. **Transfer of Housing Properties from Former Redevelopment Agency of the City of Placentia to the City of Placentia as the Successor Housing Agency**

Financial Impact: Nominal expenditures related to transfer documents

Recommended Action: It is recommended that the City Council, acting as the Successor Agency to the Redevelopment Agency of the City of Placentia, take the following action:

- 1) Adopt Resolution RSA-2012-03, a resolution of the City Council of the City of Placentia, California, acting as the Successor Agency to the Redevelopment Agency of the City of Placentia, transferring the housing assets and functions previously performed by the Redevelopment Agency of the City of Placentia

It is recommended that the City Council:

- 2) Adopt Resolution R-2012-17, a resolution of the City Council of the City of Placentia, California, accepting the housing assets and functions previously performed by the Redevelopment Agency of the City of Placentia
- 3) Authorize City Administrator to execute all applicable transfer documentation and conduct necessary recordation
- 4) Authorize the City Administrator to review all residential properties and dispose of those not required for future affordable housing developments in accordance with State law and the City's Housing Element with regard to the provision of affordable housing opportunities

(5 – 0, as recommended)

City Administrator Butzlaff provided a brief staff report on item 4.a. He noted that the items are in relation to the dissolution of the former Redevelopment Agency. He noted that the items request for a transfer of housing properties from the former Redevelopment Agency to the Successor Agency.

Assistant City Administrator Domer noted that it is being recommended to review all residential properties and dispose of those not required for future affordable housing developments. He noted that the disposition would be presented to the Successor Agency.

Councilmember Nelson inquired about the process of the disposition of the properties and bringing them back to the Successor Agency.

Assistant City Administrator Domer noted that the City is being very cautious. He noted that the City is accepting the properties and the Successor Agency is conducting the transfer. He noted that the goal is to transfer/dispose of the properties in the best interest of the City.

Mayor Pro Tem Wanke inquired about the sale of the properties.

Assistant City Administrator Domer noted that the properties are deed restricted for 55 years.

Mayor Pro Tem Wanke inquired about the administrative cost of the transfer.

Assistant City Administrator Domer noted that under the Successor Agency there is an administrative cost allowance.

Councilmember Nelson noted that the State requires certain low moderate affordable housing requirements.

City Attorney Arczynski noted that it would be appropriate to have separate actions for item 4.a. and item 4.b.

A motion was made by Councilmember Aguirre, seconded by Councilmember Underhill, and carried (5 – 0) to adopt Resolution RSA-2012-03, a resolution of the City Council of the City of Placentia, California, acting as the Successor Agency to the Redevelopment Agency of the City of Placentia, transferring the housing assets and functions previously performed by the Redevelopment Agency of the City of Placentia.

A motion was made by Mayor Pro Tem Wanke, seconded by Mayor Yamaguchi, and carried (5 – 0) to adopt Resolution R-2012-17, a resolution of the City Council of the City of Placentia, California, accepting the housing assets and functions previously performed by the Redevelopment Agency of the City of Placentia; authorize City Administrator to execute all applicable transfer documentation and conduct necessary recordation; and authorize the City Administrator to review all residential properties and dispose of those not required for future affordable housing developments in accordance with State law and the City's Housing Element with regard to the provision of affordable housing opportunities.

SUCCESSOR AGENCY NEW BUSINESS:

b. **Transfer of Three Properties (APN: 339-364-09; 339-365-09; and 339-391-14) from the Former Redevelopment Agency of the City of Placentia to the City of Placentia**

Financial Impact: Nominal expenditures related to transfer documents

Recommended Action: It is recommended that the City Council, acting as the Successor Agency to the Redevelopment Agency of the City of Placentia, take the following action:

- 1) Adopt Resolution RSA-2012-04, a resolution of the City Council of the City of Placentia, California, acting as the Successor Agency to the Redevelopment Agency of the City of Placentia, transferring real property located at 234 S. Main Street (APN: 339-365-09); 234 S. Melrose Street (APN: 339-364-09); and 314 Baker Street (APN: 339-391-14) to the City of Placentia

- 2) Upon approval by the Oversight Board and subsequent review by the State Department of Finance, authorize the City Administrator to execute all applicable transfer documentation and conduct necessary recordations

(5 – 0, as recommended)

A motion was made by Mayor Yamaguchi, seconded by Councilmember Aguirre, and carried (5 – 0) to adopt Resolution RSA-2012-04, a resolution of the City Council of the City of Placentia, California, acting as the Successor Agency to the Redevelopment Agency of the City of Placentia, transferring real property located at 234 S. Main Street (APN: 339-365-09); 234 S. Melrose Street (APN: 339-364-09); and 314 Baker Street (APN: 339-391-14) to the City of Placentia; and upon approval by the Oversight Board and subsequent review by the State Department of Finance, authorize the City Administrator to execute all applicable transfer documentation and conduct necessary recordations.

ICDA NEW BUSINESS: None

CITY COUNCIL/BOARD MEMBERS REQUESTS:

Mayor Pro Tem Wanke noted that the City is listed as a member of the Southern California Alliance of Publicly Owned Treatment Works. He requested that Council give direction to Staff to verify if the City is a member, why, and possibly consider dropping the membership.

City Administrator Butzlaff noted that Staff will look into the issue.

Councilmember Nelson inquired if it is necessary to reappoint Mayor Pro Tem Wanke to the Orange County Vector Control District Board.

Councilmember Underhill noted that City Councilmembers received a letter from Vector Control.

City Administrator Butzlaff noted that the Mayor Pro Tem was not removed from office. He noted that it is City Council's decision if they wish to reappoint the delegate or appoint someone else.

ADJOURNMENT:

The City Council/Successor Agency/ICDA Agency Board of Directors adjourned to the next joint meeting on May 7, 2012 at 6:00 p.m.

JEREMY B. YAMAGUCHI
MAYOR/AGENCY CHAIR

ATTEST:

PATRICK J. MELIA, CITY CLERK/AGENCY
SECRETARY

**City of Placentia
Warrant Register
For 05/15/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
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Grand Total: 630,825.70

Warrant Totals by ID	
AP	621,831.83
EP	8,993.87
IP	0.00
OP	0.00

Fund Name	Warrant Totals by Fund
101-General Fund	70,060.19
260-Street Lighting District	87.47
265-Landscape Maintenance	5,659.01
275-Sewer Maintenance	5,365.18
280-Misc Grants Fund	2,060.00
401-City Capital Projects	91,595.25
501-Refuse Administration	200,050.71
601-Employee Health & Welfare	159,795.47
605-Risk Management	7,862.51
615-Information Technology	8,899.44
620-Citywide Services	76,349.60
701-Special Deposits	3,040.87

Warrant Total: 630,825.70

Void Total: 0.00
Warrant Total: 630,825.70

LEGEND	
EP	Electronic Payment
MW IP	Machine Written (Immediate Pay)
MW OH	Machine Written (Open Hold)
RV	Reversed Warrant

**Item 1.c.
May 15, 2012**

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
EP	ICMA RETIREMENT TRUST V000496	P/E 4/28/12 PD DATE 5/04/12	0048-2170 Deferred Comp Payable - ICMA	PY12009	119.25	2995/1201009		00003438	05/04/2012
EP	ICMA RETIREMENT TRUST V000496	P/E 4/28/12 PD DATE 5/04/12	0037-2170 Deferred Comp Payable - ICMA	PY12009	122.00	2995/1201009		00003438	05/04/2012
EP	ICMA RETIREMENT TRUST V000496	P/E 4/28/12 PD DATE 5/04/12	0010-2170 Deferred Comp Payable - ICMA	PY12009	8,638.12	2995/1201009		00003438	05/04/2012
EP	ICMA RETIREMENT TRUST V000496	P/E 4/28/12 PD DATE 5/04/12	0043-2170 Deferred Comp Payable - ICMA	PY12009	50.00	2995/1201009		00003438	05/04/2012
EP	ICMA RETIREMENT TRUST V000496	P/E 4/28/12 PD DATE 5/04/12	0029-2170 Deferred Comp Payable - ICMA	PY12009	64.50	2995/1201009		00003438	05/04/2012
			Vendor Total:		8,993.87				
			Type Total:		8,993.87				
MW OH	1ST JON V007920	PORTABLE RESTROOM RENTAL	433654-6130 Repair & Maint/Facilities	TK0507A	309.31	A-15262	P06802	00076441	05/15/2012
			Vendor Total:		309.31				
MW IP	ADMINSURE V004980	MARCH WORKERS COMP ADMIN	404580-6025 Third Party Administration	ITK0426A	3,275.16	5820	P06772	00076397	05/02/2012
			Vendor Total:		3,275.16				
MW OH	ALARM CENTRAL INC. V006825	ALARM UPGRADES	433654-6127 Alarm Monitoring	TK0507A	691.18	62392	P05542	00076442	05/15/2012
MW OH	ALARM CENTRAL INC. V006825	ALARM UPGRADES	433654-6127 Alarm Monitoring	TK0507A	1,922.26	62393	P06801	00076442	05/15/2012
MW OH	ALARM CENTRAL INC. V006825	APR-JUNE ALARM MONITORING	433654-6127 Alarm Monitoring	TK0507A	1,134.00	R27170	P06801	00076442	05/15/2012
			Vendor Total:		3,747.44				
MW OH	ALBIDREZ, ROSIE V007770	DEPOSIT REFUND-AGUIRRE	100000-4385 / 79160-4385 Facility Rental	TK0507A	100.00	77824		00076443	05/15/2012
MW IP	ALEXANDER, KENNETH V003107	LAPD LEADERSHIP-REG,MEALS,M	103041-6250 Staff Training	ITK0426A	1,758.03	1211	P06779	00076398	05/02/2012

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				Vendor Total:	1,758.03				
MW OH	ANAHEIM FULLERTON TOW FEB TOWING SERVICES V006631		103041-6181 Towing Services	TK0507A	2,565.75	FEB 12	P05558	00076444	05/15/2012
				Vendor Total:	2,565.75				
MW OH	ARANDA, ANGELA V008309	DEPOSIT REFUND-TRI CITY	100000-4385 / 79188-4385 Facility Rental	TK0507A	100.00	77834		00076445	05/15/2012
				Vendor Total:	100.00				
MW OH	ARMENTA, JASMIN V008296	DEPOSIT REFUND-KRAEMER	100000-4385 / 79175-4385 Facility Rental	TK0507A	100.00	77601		00076446	05/15/2012
				Vendor Total:	100.00				
MW OH	ART OF DANCE & BALLETT / SPRING INSTRUCTOR PAYMENT V007955		104071-6060 / 79448-6060 Instructional Services	TK0507A	282.75	SPRING 12	P06795	00076447	05/15/2012
				Vendor Total:	282.75				
MW IP	AT&T V004144	MARCH-APRIL PHONE CHARGES	296561-6215 Telephone	ITK0426A	218.48	041712		00076399	05/02/2012
				Vendor Total:	218.48				
MW IP	AT&T V004144	MARCH-APRIL PHONE CHARGES	431010-6215 Telephone	ITK0426A	3,091.56	041712		00076399	05/02/2012
				Vendor Total:	3,091.56				
MW IP	AT&T V004144	FEB ENVIRONMENTAL ENGR STU	484356-6017 Special Studies	ITK0426A	690.52	20120550	P06808	00076399	05/02/2012
				Vendor Total:	690.52				
MW OH	BARBER, ANDREA V008306	DEPOSIT REFUND-TRI CITY	100000-4385 / 79188-4385 Facility Rental	TK0507A	100.00	77837		00076448	05/15/2012
				Vendor Total:	100.00				
MW OH	BEE MAN, THE V000117	BEE REMOVAL	103655-6130 Repair & Maint/Facilities	TK0507A	150.00	77036	P06735	00076449	05/15/2012
				Vendor Total:	150.00				
MW OH	BISHOP CO V000107	HAND TOOLS & SAFETY EQUIPME	103655-6301 Special Department Supplies	TK0507A	1,250.43	346738	P06804	00076450	05/15/2012
				Vendor Total:	1,250.43				

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	BLAIN, AMY V008307	DEPOSIT REFUND-TRI CITY	100000-4385 / 79188-4385 Facility Rental	TK0507A	100.00	77836		00076451	05/15/2012
MW IP	BREA ELECTRIC COMPANY V007990	PD GATE REPAIR	103043-6137 Repair Maint/Equipment	ITK0426A	100.00		P06643	00076400	05/02/2012
MW IP	BREA ELECTRIC COMPANY V007990	ELECTRICAL WORK IN PD DISPAT	103043-6137 Repair Maint/Equipment	ITK0426A	730.00	17723A	P06643	00076400	05/02/2012
MW OH	BREMER WHYTE BROWN & V008069	DEC LEGAL SERVICES	404582-6006 / 10026-6006 Litigation	TK0507A	1,875.00		P06725	00076452	05/15/2012
MW OH	BUDD, LAUREN V007772	PARTIAL FACILITY REFUND-TCP	100000-4385 / 79188-4385 Facility Rental	TK0507A	191.35	3651-0101N		00076453	05/15/2012
MW IP	BUTZLAFF, TROY V005326	TRAVEL REIMBURSEMENT	101511-6245 Meetings & Conferences	ITK0426A	435.00	77882		00076401	05/02/2012
MW IP	C2 REPROGRAPHICS V004106	PRINT SPECS-PARK LIGHTING UP	333555-6185 / 6109940023-6185 Construction Services	ITK0426A	59.62	040412	P06778	00076402	05/02/2012
MW OH	CALIFORNIA FORENSIC PHI V000232	APRIL BLOOD DRAWS	103040-6055 Medical Services	TK0507A	59.62		P06819	00076402	05/02/2012
MW IP	CALIFORNIA PUBLIC EMPLOYEES V006234	MAY MEDICAL PREMIUMS	395083-5161 Health Insurance Premiums	ITK0426A	606.73	467646		00076454	05/15/2012
MW IP	CALIFORNIA PUBLIC EMPLOYEES V006234	MAY MEDICAL PREMIUMS	395000-4715 ISF Health Ins Reimbursement	ITK0426A	3,695.25	04.26.12	P06019	00076403	05/02/2012
MW OH	CALIFORNIA STATE DISBURSEMENT	P/E 4/28/12 PD DATE 5/04/12	0010-2196	PY12009	128,451.93			00076431	05/04/2012

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V004813		Garnishments W/H						
MW OH	CALIFORNIA STATE DISBUI P/E 4/28/12 PD DATE 5/04/12		0029-2196	PY12009	20.77	2700/1201009		00076431	05/04/2012
	V004813		Garnishments W/H						
MW OH	CALIFORNIA STATE DISBUI P/E 4/28/12 PD DATE 5/04/12		0048-2196	PY12009	31.15	2700/1201009		00076431	05/04/2012
	V004813		Garnishments W/H						
			Vendor Total:		1,368.38				
MW OH	CALIFORNIA STATE UNIVEI FEB CSUF PD IMPOUND FEES		103041-6183	TK0507A	228.88	FEB 12 CSUFPI P05560		00076455	05/15/2012
	V006510		CSUF PD Reimburse Impound Fex						
			Vendor Total:		228.88				
MW OH	CAMPOS, ANA ROSA	DEPOSIT REFUND-BACKS	100000-4385 / 79161-4385	TK0507A	150.00	77822		00076456	05/15/2012
	V007081		Facility Rental						
			Vendor Total:		150.00				
MW OH	CARL WARREN & CO	3RD PARTY LIABILITY CLAIMS	404582-6025	TK0507A	1,481.00	1376413	P06141	00076457	05/15/2012
	V008011		Third Party Administration						
			Vendor Total:		1,481.00				
MW OH	CARRERA, GABRIELLA	DEPOSIT REFUND-BACKS	100000-4385 / 79161-4385	TK0507A	150.00	77600		00076458	05/15/2012
	V008298		Facility Rental						
			Vendor Total:		150.00				
MW OH	CITY OF BREA	PRINTING SERVICES	431010-6230	TK0507A	129.69	6-383	P05920	00076459	05/15/2012
	V000125		Printing & Binding						
			Vendor Total:		129.69				
MW OH	CITY OF CLAREMONT	JAN LEGAL SRVS-GSW PROTEST	101005-6005	TK0507A	5,395.64	35990	P06784	00076460	05/15/2012
	V006053		Legal Services						
			Vendor Total:		5,395.64				
MW OH	CLEAR CHOICE LIEN SALES MARCH LIEN SERVICES		103041-6182	TK0507A	162.50	212	P05559	00076461	05/15/2012
	V005847		Lien Services						
			Vendor Total:		162.50				
MW OH	CLEAR CHOICE LIEN SALES MARCH LIEN SERVICES		103041-6182	TK0507A	12.50	212A	P05559	00076461	05/15/2012
	V005847		Lien Services						
			Vendor Total:		12.50				
MW OH	CLEAR CHOICE LIEN SALES APRIL LIEN SERVICES		103041-6182	TK0507A	12.50	214A	P05559	00076461	05/15/2012
	V005847		Lien Services						
			Vendor Total:		12.50				

City of Placentia
Warrant Register
For 05/08/2012

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V005847		Lien Services						
MW OH	V005847	CLEAR CHOICE LIEN SALES APRIL LIEN SERVICES	103041-6182 Lien Services	TK0507A	137.50	217A	P05559	00076461	05/15/2012
MW OH	V005847	CLEAR CHOICE LIEN SALES APRIL LIEN SERVICES	103041-6182 Lien Services	TK0507A	12.50	223A	P05559	00076461	05/15/2012
MW OH	V005847	CLEAR CHOICE LIEN SALES APRIL LIEN SERVICES	103041-6182 Lien Services	TK0507A	87.50	233	P05559	00076461	05/15/2012
MW OH	V005847	CLEAR CHOICE LIEN SALES MARCH LIEN SERVICES	103041-6182 Lien Services	TK0507A	25.00	3356	P05559	00076461	05/15/2012
MW OH	V005847	CLEAR CHOICE LIEN SALES MARCH LIEN SERVICES	103041-6182 Lien Services	TK0507A	15.00	6118	P05559	00076461	05/15/2012
MW OH	V005847	CLEAR CHOICE LIEN SALES APRIL LIEN SERVICES	103041-6182 Lien Services	TK0507A	7.50	6122	P05559	00076461	05/15/2012
MW OH	V005847	CLEAR CHOICE LIEN SALES APRIL LIEN SERVICES	103041-6182 Lien Services	TK0507A	7.50	6124	P05559	00076461	05/15/2012
MW OH	V005847	CLEAR CHOICE LIEN SALES APRIL LIEN SERVICES	103041-6182 Lien Services	TK0507A	15.00	6127	P05559	00076461	05/15/2012
MW OH	V005847	CLEAR CHOICE LIEN SALES APRIL LIEN SERVICES	103041-6182 Lien Services	TK0507A	7.50	6127A	P05559	00076461	05/15/2012
				Vendor Total:	502.50				
MW IP	V005203	COMMERCIAL AQUATIC SE DEC POOL CHEMICAL DELIVERY	433654-6290 Dept. Contract Services	ITK0426A	75.23	49116	P06791	00076404	05/02/2012
MW IP	V005203	COMMERCIAL AQUATIC SE JAN POOL CHEMICAL DELIVERY	433654-6290 Dept. Contract Services	ITK0426A	625.00	49224	P06791	00076404	05/02/2012
MW IP	V005203	COMMERCIAL AQUATIC SE JAN GOMEZ POOL MAINT	433654-6130 Repair & Maint/Facilities	ITK0426A	300.00	49325	P06794	00076404	05/02/2012
MW IP	V005203	COMMERCIAL AQUATIC SE FEB GOMEZ POOL MAINT	433654-6130 Repair & Maint/Facilities	ITK0426A	300.00	49551	P06794	00076404	05/02/2012
				Vendor Total:	1,300.23				
MW OH		COMMUNITY HEALTH CHA P/E 4/28/12 PD DATE 5/04/12	0010-2194	PY12009	14.00	2640/1201009		00076432	05/04/2012

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoices#	PO #	Check #	Check Date
	V000192		CHAD						
MW OH	COMMUNITY HEALTH CHA V000192	P/E 4/28/12 PD DATE 5/04/12	0037-2194 CHAD	PY12009	1.00	2640/1201009		00076432	05/04/2012
			Vendor Total:		15.00				
MW OH	CRUZ, INES V008304	DEPOSIT REFUND-WHITTEN	10000-4385 / 79195-4385 Facility Rental	TK0507A	150.00	77823		00076462	05/15/2012
			Vendor Total:		150.00				
MW OH	DEPARTMENT OF JUSTICE V000213	MARCH LIVESCAN APPLICATIONS	101512-6099 Other Professional Services	TK0507A	316.00	902611	P05891	00076463	05/15/2012
			Vendor Total:		316.00				
MW OH	DFS FLOORING INC V000099	APRIL CARPET CLEANING	433654-6130 Repair & Maint/Facilities	TK0507A	605.00	300098-83	P05488	00076464	05/15/2012
			Vendor Total:		605.00				
MW OH	DISCOVERY SCIENCE CENT V001470	RECYCLE EDUCATION PROGRAM	504315-6301 / 20039-6301 Special Department Supplies	TK0507A	1,500.00	04302012	P06723	00076465	05/15/2012
			Vendor Total:		1,500.00				
MW OH	DRENNEN, DARREN V008233	OFFICIATING FEES	104071-6275 / 79376-6275 Officiating	TK0507A	260.00	42312	P06793	00076466	05/15/2012
			Vendor Total:		260.00				
MW OH	DUDEK & ASSOCIATES INC V004114	FEB-MARCH ENVIRONMENTAL ET	484356-6017 Special Studies	TK0507A	1,632.16	20120854	P06808	00076467	05/15/2012
			Vendor Total:		1,632.16				
MW IP	ERNSTER LAW OFFICES V006486	JAN LEGAL SRVS-POTENTIAL CLA	404582-6210 / 10030-6210 Liability Claims	ITK0426A	912.50	16076	P06722	00076409	05/02/2012
MW IP	ERNSTER LAW OFFICES V006486	FEB LEGAL SRVS-POTENTIAL CLA	404582-6210 / 10030-6210 Liability Claims	ITK0426A	2,002.50	16257	P06722	00076409	05/02/2012
			Vendor Total:		2,915.00				
MW IP	FENSTERMAKER, DANIEL V005067	APRIL MEDIA SERVICES	441573-6099 Other Professional Services	ITK0426A	3,040.87	PLA-12-004	P06633	00076410	05/02/2012

City of Placentia
Warrant Register
For 05/08/2012

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	FIREMASTER V000409	FIRE EXTINGUISHER MAINTENAN	433654-6130 Repair & Maint/Facilities	TK0507A	3,040.87	121372770	P06821	00076468	05/15/2012
				Vendor Total:	1,107.54				
MW IP	GAS CO, THE V000909	MARCH-APRIL GAS CHARGES	431010-6340 Natural Gas	ITK0426A	720.96	042312		00076411	05/02/2012
				Vendor Total:	720.96				
MW OH	GE CAPITAL V008085	APRIL REC COPIER LEASE	431010-6175 Office Equipment Rental	TK0507B	144.69	57115595	P06340	00076469	05/15/2012
MW OH	GE CAPITAL V008085	APRIL REC COPIER LEASE	374386-6175 Office Equipment Rental	TK0507B	144.69	57115595	P06340	00076469	05/15/2012
MW OH	GE CAPITAL V008085	APRIL ADMIN COPIER LEASE	431010-6175 Office Equipment Rental	TK0507B	164.20	57122561	P06341	00076469	05/15/2012
MW OH	GE CAPITAL V008085	APRIL ADMIN COPIER LEASE	374386-6175 Office Equipment Rental	TK0507B	164.20	57122561	P06341	00076469	05/15/2012
				Vendor Total:	617.78				
MW IP	GOLDEN STATE WATER CO V000928	FEB-APRIL WATER CHARGES	431010-6335 Water	ITK0426A	4,907.89	041912		00076412	05/02/2012
MW IP	GOLDEN STATE WATER CO V000928	FEB-APRIL WATER CHARGES	296561-6335 Water	ITK0426A	281.90	041912		00076412	05/02/2012
MW IP	GOLDEN STATE WATER CO V000928	MARCH-APRIL WATER CHARGES	296561-6335 Water	ITK0426A	4,922.59	042412		00076412	05/02/2012
MW IP	GOLDEN STATE WATER CO V000928	MARCH-APRIL WATER CHARGES	431010-6335 Water	ITK0426A	10,377.16	042412		00076412	05/02/2012
				Vendor Total:	20,489.54				
MW OH	GORM INCORPORATED V002843	JANITORIAL SUPPLIES	433654-6130 Repair & Maint/Facilities	TK0507B	604.06	188044	P05532	00076470	05/15/2012
MW OH	GORM INCORPORATED V002843	JANITORIAL SUPPLIES	433654-6130 Repair & Maint/Facilities	TK0507B	30.29	188044-1	P05532	00076470	05/15/2012
				Vendor Total:	634.35				

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	GREAT WEST V006983	P/E 4/28/12 PD DATE 5/04/12	0048-2172 Deferred Comp Pay. - Gr West	PY12009	48.93	2607/1201009		00076433	05/04/2012
MW OH	GREAT WEST V006983	P/E 4/28/12 PD DATE 5/04/12	0029-2172 Deferred Comp Pay. - Gr West	PY12009	21.36	2607/1201009		00076433	05/04/2012
MW OH	GREAT WEST V006983	P/E 4/28/12 PD DATE 5/04/12	0010-2172 Deferred Comp Pay. - Gr West	PY12009	580.10	2607/1201009		00076433	05/04/2012
			Vendor Total:		650.39				
MW IP	HASKELL & WHITE LLP V007823	AUDITING SERVICES	102021-6010 Accounting & Auditing Service	ITK0426A	2,200.00	NPB56972A		00076413	05/02/2012
MW IP	HASKELL & WHITE LLP V007823	FY 10/11 FINANCIAL AUDITING SE	102021-6010 Accounting & Auditing Service	ITK0426A	6,900.00	NPB56972	P05703	00076413	05/02/2012
			Vendor Total:		9,100.00				
MW OH	HEBERT, LISA ANN V008308	DEPOSIT REFUND-TRI CITY	100000-4385 / 79188-4385 Facility Rental	TK0507B	100.00	77835		00076471	05/15/2012
			Vendor Total:		100.00				
MW OH	HR GREEN INC. V007928	FEB-MAR PROF SRVS-METROLINK	333552-6015 / 61038-6015 Engineering Services	TK0507B	1,225.00	79854	P06209	00076472	05/15/2012
MW OH	HR GREEN INC. V007928	FEB-MAR ENG SRVS-OC GATEWA	333552-6015 / 6105615155-6015 Engineering Services	TK0507B	3,150.00	79853	P06701	00076472	05/15/2012
			Vendor Total:		4,375.00				
MW OH	IMPERIAL SPRINKLER SUPPLY V006506	IRRIGATION SUPPLIES	103655-6301 Special Department Supplies	TK0507B	167.69	1430260	P06565	00076473	05/15/2012
MW OH	IMPERIAL SPRINKLER SUPPLY V006506	IRRIGATION SUPPLIES	103655-6301 Special Department Supplies	TK0507B	45.34	1435277	P06820	00076473	05/15/2012
MW OH	IMPERIAL SPRINKLER SUPPLY V006506	IRRIGATION SUPPLIES	103655-6301 Special Department Supplies	TK0507B	821.00	1436288	P06820	00076473	05/15/2012
			Vendor Total:		1,034.03				
MW OH	INTEGRATED COMPUTER T V007725	PHONE EQUIP REPLACEMENT	422023-6135 Repair/Maint Off Furn & Eqp	TK0507B	2,483.62	4522	P06814	00076474	05/15/2012
MW OH	INTEGRATED COMPUTER T	TELEPHONE EQUIPMENT	422023-6135	TK0507B	1,140.82	4527	P06816	00076474	05/15/2012

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V007725		Repair/Maint Off Furn & Eqp						
MW OH	INTERNATIONAL INSTITUTE DEPUTY CLERK MEMBERSHIP REN V000506		101002-6255 Dues & Memberships	Vendor Total: TK0507B	3,624.44	100.00 042312	P06775	00076475	05/15/2012
MW OH	JACOBUS, JAN V005199	SPRING INSTRUCTOR PAYMENT	104071-6060 / 79448-6060 Instructional Services	Vendor Total: TK0507B	100.00	196.30 SPRING 12	P06789	00076476	05/15/2012
MW OH	KBI & ASSOCIATES V002106	TEEN BASKETBALL UNIFORMS	104071-6301 Special Department Supplies	Vendor Total: TK0507B	196.30	380.10 13236	P06818	00076477	05/15/2012
MW IP	KEY GOVERNMENT FINANC V007864	MAY PHONE UPGRADES	333523-6840 / 30016-6840 Machinery & Equipment	Vendor Total: ITK0426A	380.10	3,000.92 153495001205	P05812	00076414	05/02/2012
MW OH	LUTZ, RUSTY V008312	DEPOSIT REFUND-TRI CITY	100000-4385 / 79188-4385 Facility Rental	Vendor Total: TK0507B	3,000.92	100.00 77839		00076479	05/15/2012
MW IP	MANAGEMENT PARTNERS : PD FEASIBILITY STUDY, ACT 3 V008226		101511-6001 Management Consulting Services	Vendor Total: ITK0426A	100.00	550.00 5267		00076415	05/02/2012
MW OH	MANLQUEZ, SARAH V008310	DEPOSIT REFUND-KRAEMER	100000-4385 / 79175-4385 Facility Rental	Vendor Total: TK0507B	550.00	100.00 77830		00076480	05/15/2012
MW OH	MC FADDEN-DALE HARDW. MISC PARTS V000635		0043-1505 Auto Supply Inventory	Vendor Total: TK0507B	100.00	38.04 51056/5	P05430	00076481	05/15/2012
MW OH	METZ, ROBIN V003957	OFFICIATING FEES	104071-6275 / 79376-6275 Officiating	Vendor Total: TK0507B	38.04	271.00 42312	P06792	00076482	05/15/2012
				Vendor Total:	271.00				

City of Placentia
Warrant Register
For 05/08/2012

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW IP	NICKEY PETROLEUM COME V000696	APRIL CITY GASOLINE	433658-6345 Gasoline & Diesel Fuel	ITK0426A	30,967.91	302505	P06822	00076416	05/02/2012
			Vendor Total:		30,967.91				
MW OH	NOGALES, OLIVIER V008301	DEPOSIT REFUND-KOCH PARK	100000-4385 / 79172-4385 Facility Rental	TK0507B	100.00	77827		00076483	05/15/2012
			Vendor Total:		100.00				
MW IP	OCE IMAGISTICS INC. V006549	FEB COPIER MAINT	431010-6175 Office Equipment Rental	ITK0426A	216.33	417351088		00076419	05/02/2012
			Vendor Total:		216.33				
MW OH	OFFICE INDUSTRIES V007477	OFFICE SUPPLIES	101511-6315 Office Supplies	TK0507B	136.01	0397691	P05408	00076484	05/15/2012
MW OH	OFFICE INDUSTRIES V007477	OFFICE SUPPLIES	101511-6315 Office Supplies	TK0507B	26.85	0397701	P05408	00076484	05/15/2012
MW OH	OFFICE INDUSTRIES V007477	RECYCLED PAPER	374386-6315 Office Supplies	TK0507B	471.41	039845	P06288	00076484	05/15/2012
MW OH	OFFICE INDUSTRIES V007477	OFFICE SUPPLIES	104070-6315 Office Supplies	TK0507B	56.58	039884	P06377	00076484	05/15/2012
MW OH	OFFICE INDUSTRIES V007477	OFFICE SUPPLIES	102020-6315 Office Supplies	TK0507B	67.91	0397591	P06427	00076484	05/15/2012
MW OH	OFFICE INDUSTRIES V007477	OFFICE SUPPLIES	102020-6315 Office Supplies	TK0507B	369.17	0398271	P06427	00076484	05/15/2012
MW OH	OFFICE INDUSTRIES V007477	OFFICE SUPPLIES	103550-6315 Office Supplies	TK0507B	12.38	0392791	P06639	00076484	05/15/2012
			Vendor Total:		1,140.31				
MW OH	ORANGE COUNTY EMPLOY V000699	P/E 4/28/12 PD DATE 5/04/12	0029-2176 PCEA/OCEA Assoc Dues	PY12009	11.53	2610/1201009		00076434	05/04/2012
MW OH	ORANGE COUNTY EMPLOY V000699	P/E 4/28/12 PD DATE 5/04/12	0043-2176 PCEA/OCEA Assoc Dues	PY12009	19.24	2610/1201009		00076434	05/04/2012
MW OH	ORANGE COUNTY EMPLOY V000699	P/E 4/28/12 PD DATE 5/04/12	0037-2176 PCEA/OCEA Assoc Dues	PY12009	5.77	2610/1201009		00076434	05/04/2012

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	ORANGE COUNTY EMPLOY V000699	P/E 4/28/12 PD DATE 5/04/12	0010-2176 PCEA/OCEA Assoc Dues	PY12009	296.32	2610/1201009		00076434	05/04/2012
MW OH	ORANGE COUNTY EMPLOY V000699	P/E 4/28/12 PD DATE 5/04/12	0048-2176 PCEA/OCEA Assoc Dues	PY12009	23.08	2610/1201009		00076434	05/04/2012
			Vendor Total:		355.94				
MW OH	ORANGE COUNTY HEADST, DEPOSIT REFUND-WHITTEN V008294		100000-4385 / 79195-4385 Facility Rental	TK0507B	150.00	77599		00076485	05/15/2012
			Vendor Total:		150.00				
MW OH	ORANGE COUNTY SHERIFF V005007	P/E 4/28/12 PD DATE 5/04/12	0048-2196 Garnishments W/H	PY12009	22.50	2714/1201009		00076435	05/04/2012
MW OH	ORANGE COUNTY SHERIFF V005007	P/E 4/28/12 PD DATE 5/04/12	0010-2196 Garnishments W/H	PY12009	112.50	2714/1201009		00076435	05/04/2012
MW OH	ORANGE COUNTY SHERIFF V005007	P/E 4/28/12 PD DATE 5/04/12	0029-2196 Garnishments W/H	PY12009	15.00	2714/1201009		00076435	05/04/2012
			Vendor Total:		150.00				
MW OH	OVERLAND PACIFIC & CUT V002804	MARCH SEWER PROJECT SRVS	333556-6013 / 6102625024-6013 Right of Way Services	TK0507B	227.50	1203073	P06010	00076486	05/15/2012
			Vendor Total:		150.00				
MW OH	PAPCO IRRIGATION V000799	BACKFLOW TESTING	103655-6290 Dept. Contract Services	TK0507B	420.00	10902	P05490	00076487	05/15/2012
			Vendor Total:		227.50				
MW OH	PARKHOUSE TIRE INC. V004472	TIRES	0043-1505 Auto Supply Inventory	TK0507B	2,020.21	1020099007	P05478	00076488	05/15/2012
			Vendor Total:		420.00				
MW IP	PARS V006999	APRIL PARS TRUST ADMIN	395083-6025 Third Party Administration	ITK0426A	400.00	22731		00076422	05/02/2012
			Vendor Total:		2,020.21				
MW OH	PCEA C/O NORTH ORANGE V000679	P/E 4/28/12 PD DATE 5/04/12	0037-2176 PCEA/OCEA Assoc Dues	PY12009	0.60	2615/1201009		00076436	05/04/2012
MW OH	PCEA C/O NORTH ORANGE V000679	P/E 4/28/12 PD DATE 5/04/12	0010-2176	PY12009	30.80	2615/1201009		00076436	05/04/2012
			Vendor Total:		400.00				

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V000679		PCEA/OCEA Assoc Dues						
MW OH	PCEA C/O NORTH ORANGE	P/E 4/28/12 PD DATE 5/04/12	0043-2176	PY12009	2.00	2615/1201009		00076436	05/04/2012
	V000679		PCEA/OCEA Assoc Dues						
MW OH	PCEA C/O NORTH ORANGE	P/E 4/28/12 PD DATE 5/04/12	0029-2176	PY12009	1.20	2615/1201009		00076436	05/04/2012
	V000679		PCEA/OCEA Assoc Dues						
MW OH	PCEA C/O NORTH ORANGE	P/E 4/28/12 PD DATE 5/04/12	0048-2176	PY12009	2.40	2615/1201009		00076436	05/04/2012
	V000679		PCEA/OCEA Assoc Dues						
			Vendor Total:		37.00				
MW OH	PINCKNEY, MARY	DEPOSIT REFUND-KRAEMER	100000-4385 / 79175-4385	TK0507B	100.00	77826		00076489	05/15/2012
	V008302		Facility Rental						
			Vendor Total:		100.00				
MW OH	PLACENTIA POLICE MANAG	P/E 4/28/12 PD DATE 5/04/12	0010-2180	PY12009	921.97	2625/1201009		00076437	05/04/2012
	V000839		Police Mgmt Assn Dues						
			Vendor Total:		921.97				
MW OH	PLACENTIA POLICE OFFICE	P/E 4/28/12 PD DATE 5/04/12	0010-2178	PY12009	2,967.82	2620/1201009		00076438	05/04/2012
	V003519		Placentia Police Assoc Dues						
			Vendor Total:		2,967.82				
MW IP	PRINCIPAL LIFE INSURANC	APRIL LIFE INSURANCE PREMIUM	103650-5163	ITK0426A	234.87	APRIL 12		00076424	05/02/2012
	V000844		Life Insurance Premiums						
MW IP	PRINCIPAL LIFE INSURANC	APRIL LIFE INSURANCE PREMIUM	103040-5163	ITK0426A	244.32	APRIL 12		00076424	05/02/2012
	V000844		Life Insurance Premiums						
MW IP	PRINCIPAL LIFE INSURANC	APRIL LIFE INSURANCE PREMIUM	101511-5163	ITK0426A	433.81	APRIL 12		00076424	05/02/2012
	V000844		Life Insurance Premiums						
MW IP	PRINCIPAL LIFE INSURANC	APRIL LIFE INSURANCE PREMIUM	101512-5163	ITK0426A	126.23	APRIL 12		00076424	05/02/2012
	V000844		Life Insurance Premiums						
MW IP	PRINCIPAL LIFE INSURANC	APRIL LIFE INSURANCE PREMIUM	102020-5163	ITK0426A	86.73	APRIL 12		00076424	05/02/2012
	V000844		Life Insurance Premiums						
			Vendor Total:		1,125.96				
MW OH	QUARTERMASTER UNIFORM	PD UNIFORMS	103041-6360	TK0507B	98.04	R503163200012	P05417	00076490	05/15/2012
	V005761		Uniforms						

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	QUARTERMASTER UNIFORMS V005761	UNIFORMS	103041-6360 Uniforms	TK0507B	12.87	R503168600018	P05417	00076490	05/15/2012
MW OH	QUARTERMASTER UNIFORMS V005761	UNIFORMS	103041-6360 Uniforms	TK0507B	6.47	R503182700018	P05417	00076490	05/15/2012
MW OH	QUARTERMASTER UNIFORMS V005761	UNIFORMS	103041-6360 Uniforms	TK0507C	53.86	R503190401013	P05417	00076490	05/15/2012
MW OH	QUARTERMASTER UNIFORMS V005761	UNIFORMS	103043-6360 Uniforms	TK0507C	278.46	R538484500013	P05417	00076490	05/15/2012
MW OH	QUARTERMASTER UNIFORMS V005761	UNIFORMS	103043-6360 Uniforms	TK0507C	129.28	R538484601019	P05417	00076490	05/15/2012
				Vendor Total:	578.98				
MW OH	REESE, ASHLEY V008303	DEPOSIT REFUND-TRI CITY	100000-4385 / 79188-4385 Facility Rental	TK0507C	50.00	77825		00076491	05/15/2012
				Vendor Total:	50.00				
MW IP	RELIANCE STANDARD LIFE V008214	MAY LIFE/OPTIONAL PREMIUMS	395083-5163 Life Insurance Premiums	ITK0426A	741.27	MAY 12		00076425	05/02/2012
MW IP	RELIANCE STANDARD LIFE V008214	MAY LIFE/OPTIONAL PREMIUMS	0010-2186 Optional Life Insurance	ITK0426A	3,568.47	MAY 12		00076425	05/02/2012
MW IP	RELIANCE STANDARD LIFE V008214	MAY LIFE/OPTIONAL PREMIUMS	395000-4730 ISF LTD Ins Reimbursements	ITK0426A	2,606.95	MAY 12		00076425	05/02/2012
MW IP	RELIANCE STANDARD LIFE V008214	MAY LIFE/OPTIONAL PREMIUMS	395000-4725 ISF Life Ins Reimbursements	ITK0426A	1,338.32	MAY 12		00076425	05/02/2012
				Vendor Total:	8,255.01				
MW OH	REPUBLIC WASTE SERVICE V007205	MARCH REFUSE COLLECTION	374386-6101 Disposal	TK0507C	199,140.04	MARCH 12	P05789	00076492	05/15/2012
				Vendor Total:	199,140.04				
MW OH	REYES, CHRIS V008297	DEPOSIT REFUND-TYNES	100000-4385 / 79191-4385 Facility Rental	TK0507C	100.00	77603		00076493	05/15/2012
MW OH	RICHARD FISHER ASSOCIA V008297	APRIL ARCHITECTURAL SRVS	333555-6185 / 6109940023-6185	TK0507C	4,549.50	3227	P06564	00076494	05/15/2012
				Vendor Total:	100.00				

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V007459		Construction Services						
MW OH	RJ NOBLE V006779	PAVING ASPHALT	103652-6301 Special Department Supplies	Vendor Total: TK0507C	4,549.50	464.35 34269	P05460	00076495	05/15/2012
MW OH	RODRIGUEZ, CARLOS V008311	DEPOSIT REFUND-KRAEMER	100000-4385 / 79175-4385 Facility Rental	Vendor Total: TK0507C	464.35	100.00 77838		00076496	05/15/2012
MW OH	ROJAS, MARIO V008293	DEPOSIT REFUND-TRI CITY	100000-4385 / 79188-4385 Facility Rental	Vendor Total: TK0507C	100.00	50.00 77602		00076497	05/15/2012
MW OH	ROSA, STACY V007433	SPRING INSTRUCTOR PAYMENT	104071-6060 / 79448-6060 Instructional Services	Vendor Total: TK0507C	50.00	1,042.60 SPRING 12	P06788	00076498	05/15/2012
MW OH	SA AQUATICS V002842	MARCH FOUNTAIN MAINT	103655-6115 Landscaping	Vendor Total: TK0507C	1,042.60	142.50 203249	P06310	00076499	05/15/2012
MW OH	SA AQUATICS V002842	MARCH FOUNTAIN MAINT	0010-1220 Accts Rec/Plac Library Dist	TK0507C	142.50	203249	P06310	00076499	05/15/2012
MW OH	SANCHEZ, ELIAS V008300	DEPOSIT REFUND-TRI CITY	100000-4385 / 79188-4385 Facility Rental	Vendor Total: TK0507C	285.00	100.00 77828		00076500	05/15/2012
MW OH	SMITH, DONNA V001269	SPRING INSTRUCTOR PAYMENT	104071-6060 / 79408-6060 Instructional Services	Vendor Total: TK0507C	100.00	1,016.93 SPRING 12	P06790	00076501	05/15/2012
MW OH	SO CAL OFFICE TECHNOLO V006858	ANNUAL COPIER MAINTENANCE	484376-6175 Office Equipment Rental	Vendor Total: TK0507C	1,016.93	2,782.73 564612	P06807	00076502	05/15/2012
MW IP	SOUTHERN CALIFORNIA EL	MARCH-APRIL ELECTRIC CHARGE	103552-6330	Vendor Total: ITK0426A	2,782.73	50.88 041212		00076426	05/02/2012

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V000910		Electricity						
MW IP	SOUTHERN CALIFORNIA EI V000910	MARCH-APRIL ELECTRIC CHARGE	431010-6330 Electricity	ITK0426A	124.94	041212		00076426	05/02/2012
MW IP	SOUTHERN CALIFORNIA EI V000910	MARCH-APRIL ELECTRIC CHARGE	296561-6330 Electricity	ITK0426A	22.98	041212		00076426	05/02/2012
MW IP	SOUTHERN CALIFORNIA EI V000910	MARCH-APRIL ELECTRIC CHARGE	0010-1228 AR/County of Orange	ITK0426A	13.37	041212		00076426	05/02/2012
MW IP	SOUTHERN CALIFORNIA EI V000910	MARCH-APRIL ELECTRIC CHARGE	0010-1232 Accts Rec/Other Agencies	ITK0426A	21.66	042712		00076426	05/02/2012
MW IP	SOUTHERN CALIFORNIA EI V000910	MARCH-APRIL ELECTRIC CHARGE	0010-1224 AR/City of Fullerton	ITK0426A	145.16	042712		00076426	05/02/2012
MW IP	SOUTHERN CALIFORNIA EI V000910	MARCH-APRIL ELECTRIC CHARGE	0010-1220 Accts Rec/Plac Library Dist	ITK0426A	3,028.12	042712		00076426	05/02/2012
MW IP	SOUTHERN CALIFORNIA EI V000910	MARCH-APRIL ELECTRIC CHARGE	286560-6330 Electricity	ITK0426A	87.47	042712		00076426	05/02/2012
MW IP	SOUTHERN CALIFORNIA EI V000910	MARCH-APRIL ELECTRIC CHARGE	431010-6330 Electricity	ITK0426A	11,725.41	042712		00076426	05/02/2012
MW IP	SOUTHERN CALIFORNIA EI V000910	MARCH-APRIL ELECTRIC CHARGE	296561-6330 Electricity	ITK0426A	70.39	042712		00076426	05/02/2012
				Vendor Total:	15,290.38				
MW OH	SPARKLETTIS V000967	MARCH WATER DELIVERY	431010-6301 Special Department Supplies	TK0507C	47.41	4106122 041712	P05405	00076503	05/15/2012
				Vendor Total:	47.41				
MW OH	SUNGARD PUBLIC SECTOR V005987	MAY BI- TECH SERVICES	422023-6136 Software Maintenance	TK0507C	5,275.00	48901	P06710	00076504	05/15/2012
				Vendor Total:	5,275.00				
MW IP	THE SAUCE CREATIVE SER' V007476	SR CENTER BANNERS	104071-6230 Printing & Binding	ITK0426A	131.98	422	P06799	00076427	05/02/2012
MW IP	THE SAUCE CREATIVE SER' V007476	AQUATICS BANNERS	104071-6230 Printing & Binding	ITK0426A	131.98	423	P06799	00076427	05/02/2012

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	THOMPSON, KIMBERLY V008295	DEPOSIT REFUND-TRI CITY	100000-4385 / 79188-4385 Facility Rental	Vendor Total: TK0507C	263.96	100.00 77598		00076505	05/15/2012
MW IP	TIME WARNER CABLE V004450	APRIL-MAY CABLE CHARGES	431010-6215 Telephone	Vendor Total: ITK0426A	100.00	136.47 042212		00076428	05/02/2012
MW IP	TIME WARNER CABLE V004450	MAY FIBEROPTICS CHARGES	431010-6215 Telephone	ITK0426A	2,059.53	053112		00076428	05/02/2012
MW OH	TODD, LARRY V002103	SPRING INSTRUCTOR PAYMENT	104071-6060 / 79424-6060 Instructional Services	Vendor Total: TK0507C	2,196.00	871.00 SPRING 12	P06796	00076506	05/15/2012
MW OH	TRIFYTT SPORTS V004975	SPRING INSTRUCTOR PAYMENT	104071-6060 / 79448-6060 Instructional Services	Vendor Total: TK0507C	871.00	1,524.90 SPRING 12	P06797	00076507	05/15/2012
MW OH	TRUJILLO, RAMONA V008305	DEPOSIT REFUND-AGUIRRE	100000-4385 / 79160-4385 Facility Rental	Vendor Total: TK0507C	1,524.90	100.00 77821		00076508	05/15/2012
MW OH	UNION CONSTRUCTION CO. V007997	MARCH CONST SRVS-GOMEZ	333554-6185 / 6107040023-6185 Construction Services	Vendor Total: TK0507C	100.00	78,835.60 6	P06120	00076509	05/15/2012
MW IP	UNITED OF OMAHA V007716	2ND SERP INSTALLMENT	395083-5161 Health Insurance Premiums	Vendor Total: ITK0426A	78,835.60	26,257.00 134916	P06776	00076429	05/02/2012
MW OH	UNITED WAY OF ORANGE C V001062	P/E 4/28/12 PD DATE 5/04/12	0037-2193 Charity	Vendor Total: PY12009	26,257.00	1.00 2635/1201009		00076439	05/04/2012
MW OH	UNITED WAY OF ORANGE C V001062	P/E 4/28/12 PD DATE 5/04/12	0010-2193 Charity	PY12009	14.00	2635/1201009		00076439	05/04/2012
				Vendor Total:	15.00				

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	VANTAGEPOINT TRANSFER P/E 4/28/12 PD DATE 5/04/12 V007191		0010-2170 Deferred Comp Payable - ICMA	PY12009	320.37	2606/1201009		00076440	05/04/2012
MW OH	VANTAGEPOINT TRANSFER P/E 4/28/12 PD DATE 5/04/12 V007191		0048-2170 Deferred Comp Payable - ICMA	PY12009	12.46	2606/1201009		00076440	05/04/2012
MW OH	VANTAGEPOINT TRANSFER P/E 4/28/12 PD DATE 5/04/12 V007191		0029-2170 Deferred Comp Payable - ICMA	PY12009	8.31	2606/1201009		00076440	05/04/2012
			Vendor Total:		341.14				
MW OH	WADE, RUTH V008299	DEPOSIT REFUND-TRI CITY	10000-4385 / 79188-4385 Facility Rental	TK0507C	50.00	77829		00076510	05/15/2012
MW OH	WAXIE SANITARY SUPPLY V001132	WAX/FLOOR STRIPPER	433654-6399 Other Supplies	TK0507C	50.00	1,219.60 73187195	P06805	00076511	05/15/2012
			Vendor Total:		1,219.60				
MW OH	WELCH, HELEN V003795	CLASS REFUND	10000-4340 / 79448-4340 Recreation Programs	TK0507C	54.00	77749		00076512	05/15/2012
			Vendor Total:		54.00				
MW OH	WESTMINSTER PRESS V001125	SUMMER QUARTERLY PRINTING	104070-6230 Printing & Binding	TK0507C	4,777.21	0027568-IN	P06458	00076513	05/15/2012
			Vendor Total:		4,777.21				
MW OH	WILLDAN ASSOCIATES V001127	TRAFFIC SIGNAL MAINT RFP	103550-6015 Engineering Services	TK0507C	1,785.00	00611303	P06809	00076514	05/15/2012
MW OH	WILLDAN ASSOCIATES V001127	PERMIT PARKING STUDY	103550-6015 Engineering Services	TK0507C	485.00	00611304	P06809	00076514	05/15/2012
			Vendor Total:		2,270.00				
MW OH	WM CURBSIDE INC V000230	MARCH USED OIL COLLECTION	504315-6301 / 20037-6301 Special Department Supplies	TK0507C	560.00	3109	P06217	00076515	05/15/2012
			Vendor Total:		560.00				
MW IP	YORBA LINDA WATER DIST V001148	MARCH-APRIL WATER CHARGES	431010-6335 Water	ITK0426A	482.49	040912		00076430	05/02/2012

**City of Placentia
Warrant Register
For 05/08/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
		Vendor Total:			482.49				
		Type Total:			621,831.83				
		Warrant Total:			630,825.70				

**City of Placentia
Successor Agency - Warrant Register
For 05/15/2012**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
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Grand Total: 317,343.11

Warrant Totals by ID	
AP	317,343.11
EP	0.00
IP	0.00
OP	0.00

Warrant Totals by Fund	
305-RDA Debt Service	313,653.11
410-RDA Capital Projects	3,690.00

Void Total: 0.00
Warrant Total: 317,343.11

LEGEND	
EP	Electronic Payment
MW IP	Machine Written (Immediate Pay)
MW OH	Machine Written (Open Hold)
RV	Reversed Warrant

Warrant Total: 317,343.11

**Item 1.d.
May 15, 2012**

10

City of Placentia
Successor Agency - Warrant Register
For 05/08/2012

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW IP	COUNTY OF ORANGE V006558	FY 2010-11 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	9,806.32	050112	P06827	00076406	05/02/2012
MW IP	COUNTY OF ORANGE V006558	FY 2011-12 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	8,044.12	043012	P06828	00076406	05/02/2012
		Vendor Total:			17,850.44				
MW IP	COUNTY OF ORANGE V006559	FY 2011-12 PASS THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	1,865.37	043012	P06823	00076407	05/02/2012
MW IP	COUNTY OF ORANGE V006559	FY 2010-11 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	2,273.99	050112	P06824	00076407	05/02/2012
		Vendor Total:			4,139.36				
MW IP	COUNTY OF ORANGE GENE V006557	FY 2010-11 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	19,866.08	043012	P06837	00076405	05/02/2012
MW IP	COUNTY OF ORANGE GENE V006557	FY 2011-12 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	16,296.31	050112	P06838	00076405	05/02/2012
		Vendor Total:			36,162.39				
MW IP	DALEY & HEFT ATTORNEY V005914	JAN LEGAL SERVICES-PARKING S	357536-6099 / 61018-6099 Other Professional Services	ITK0426A	63.00	40254	P06787	00076408	05/02/2012
MW OH	KOSMONT COMPANIES V006131	MARCH REAL ESTATE ADVISORY	357536-6001 Management Consulting Services	TK0507B	3,627.00	11018.0.0015	P05409	00076478	05/15/2012
		Vendor Total:			63.00				
MW IP	NORTH ORANGE COUNTY V000686	FY 2010-11 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	21,574.75	050112	P06825	00076417	05/02/2012
MW IP	NORTH ORANGE COUNTY V000686	FY 2011-12 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	19,937.43	043012	P06826	00076417	05/02/2012
		Vendor Total:			41,512.18				
MW IP	OC SUPERINTENDENT OF S V003790	FY 2010-11 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	5,629.80	050112	P06829	00076418	05/02/2012
MW IP	OC SUPERINTENDENT OF S V003790	FY 2011-12 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	5,202.55	043012	P06830	00076418	05/02/2012

City of Placentia
Successor Agency - Warrant Register
For 05/08/2012

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				Vendor Total:	10,832.35				
MW IP	ORANGE COUNTY VECTOR V000740	FY 2010-11 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	619.66	050112	P06831	00076420	05/02/2012
MW IP	ORANGE COUNTY VECTOR V000740	FY 2011-12 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	572.63	043012	P06832	00076420	05/02/2012
				Vendor Total:	1,192.29				
MW IP	ORANGE COUNTY WATER I V000739	FY 2011-12 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	2,196.87	043012	P06833	00076421	05/02/2012
MW IP	ORANGE COUNTY WATER I V000739	FY 2010-11 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	2,377.28	050112	P06834	00076421	05/02/2012
				Vendor Total:	4,574.15				
MW IP	PLACENTIA YORBA LINDA V000794	FY 2010-11 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	126,419.90	043012	P06835	00076423	05/02/2012
MW IP	PLACENTIA YORBA LINDA V000794	FY 2011-12 PASS-THRU PAYMENT	327525-6930 Pass-Thru Payments	ITK0426A	70,970.05	050112	P06836	00076423	05/02/2012
				Vendor Total:	197,389.95				
				Type Total:	317,343.11				
				Warrant Total:	317,343.11				



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL/BOARD OF DIRECTORS

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF FINANCE

DATE: MAY 15, 2012

SUBJECT: **CORRECTIVE ACTION PLAN FOR THE INDEPENDENT AUDIT FOR FISCAL YEAR 2010-11**

FISCAL
IMPACT: EXPENSE: NONE
BUDGETED: NONE

SUMMARY:

In accordance with the Government Audit Standards, the City's independent auditors' are required to identify deficiencies in internal control over the City's financial reporting. These deficiencies are listed in the Single Audit Report. The auditee (City) is responsible to follow up and take correction action on the audit findings and to prepare a Corrective Action Plan (CAP). The Finance Department has prepared a comprehensive plan to address the 2011 audit findings. This action receives and files the Corrective Action Plan for the year ended June 30, 2011.

RECOMMENDATION:

It is recommended that the City Council and Agency Board of Directors take the following action:

1. Receive and file the Corrective Action Plan for the period ended June 30, 2011.

DISCUSSION:

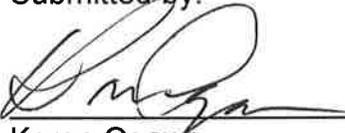
The 2011 audit was performed by the City's independent auditor Haskell and White. As part of the audit process, the auditors have an obligation to report out any deficiency in internal controls they find. These deficiencies are subsequently listed in the Single Audit Report. In response to these deficiencies City Staff has prepared a Corrective Action Plan.

Information included in the Corrective Action Plan includes a summary of the deficiencies, the proposed plan to resolve or a determination that no further action is warranted, and the completion date or projected date of completion. The Corrective Action Plan has been reviewed and approved by City Council Ad Hoc Financial Audit Oversight Committee and the Financial Audit Oversight Committee. The Corrective Action Plan will be updated quarterly and reviewed with the City Council Ad Hoc Financial Audit Oversight Committee

Item 1.e.
May 15, 2012

and the Financial Audit Oversight Committee to ensure that the findings of the audit are promptly being resolved.

Submitted by:



Karen Ogawa
Director of Finance

Reviewed and approved:



Troy L. Butzlaff, ICMA-CM
City Administrator

Attachment: Corrective Action Plan

CITY OF PLACENTIA

CORRECTIVE ACTION PLAN

FOR

YEAR ENDED JUNE 30, 2011





PROJECTED DATE OF COMPLETION **DATE OF COMPLETION**

SINGLE AUDIT FINDINGS **DESCRIPTION**

June 2012

Finding 2011-1: Oversight by those charged with governance and management

Summary: City should continue to work to develop a plan to address the findings

The FY 2009-10 audit was completed on March 11, 2011 and control deficiencies noted by the audit firm were reported to the City on March 11, 2011. The Finance staff developed a plan to address each control deficiency. Due to the limited amount of time from March 11, 2011 until June 30, 2011, not all control deficiencies were remediated. The Finance Director also plans to hire an independent consulting firm to develop additional checklists and internal control procedures to reduce the number of internal control deficiencies.

May 2012

Finding 2011-2: Timely Submittal of Cash and Investment Reports to the City Council

Summary: City should provide financial information, cash, and investment reports to the City Council in a timely manner.

Monthly cash and investment reports will be certified by the both the City Treasurer and Finance Director in a timely manner. Finance Director/Finance Services Manager will meet with the City Treasurer on a monthly basis to review the Cash and Investment Reports so that it can be certified and presented to City Council on a timely basis.



PROJECTED DATE OF COMPLETION
DATE OF COMPLETION

SINGLE AUDIT FINDINGS

DESCRIPTION

PROJECTED DATE OF COMPLETION	DESCRIPTION	DATE OF COMPLETION
Finding 2011-3: Supporting Documentation was not provided for various accounts	Summary: During the audit it was noted that the City could not provide supporting documentation for certain accounts in the City's general ledger.	June 2012
Finding 2011-4: Year-end close process	Summary: City should have adequate staffing, policies, and procedures in place to ensure the year-end closing process is performed within a timely manner to allow for the preparation of financial statements and other management reports.	June 2012
Finding 2011-5: Capital Assets	Summary: Process and controls have not been implemented to maintain the capital asset list. The capital asset and inventory list was not properly reconciled.	December 2012
	The Accountant will review account balances whose activity have been inactive for several consecutive years and take the proper steps and procedures to close them out. Finance Director will approve all accounts that are deemed inactive and to be closed.	
	In December 2010, the Finance Department increased staffing levels by hiring an Accountant and a Management Analyst. These additions are critical to continuing enhancements of the internal controls. The Finance Director will be hiring an independent consulting firm to review our internal control procedures and year-end audit process. This will improve and enhance our year-end closing process thereby reducing internal control deficiencies.	
	Finance Services Manager and Accountant will integrate the manual fixed asset list into the new upgraded accounting software to reduce internal control deficiencies with the City's capital asset system. Finance Director will oversee and verify accuracy.	



PROJECTED DATE OF COMPLETION

DESCRIPTION

SINGLE AUDIT FINDINGS

DATE OF COMPLETION

<p>Finding 2011-6: Schedule of Federal Expenditures</p>	<p>Summary: City did not ensure that all expenditures for federal awards were reported correctly on the SEFA.</p>	<p>Finance Director will hire an independent consulting firm to assist Finance Services Manager in monitoring and implementing procedures to ensure that all expenditures in the SEFA are accurately reported.</p>	<p>June 2012</p>
<p>Finding 2011-7: Deferred Revenue</p>	<p>Summary: Deferred revenue and accounts receivable were overstated in the Miscellaneous Grants Fund.</p>	<p>Finance Director will hire an independent consulting firm to assist Finance Services Manager in implementing internal control procedures to ensure that all deferred revenue and accounts receivable are accurately reported.</p>	<p>June 2012</p>
<p>Finding 2011-8: Long Term Debt</p>	<p>Summary: City should use debt official statements to identify all costs of issuance, debt discounts, and that the City reconcile net cash proceeds to the amount of debt issued.</p>	<p>The City will use Official Statements from debt issue(s) to properly identify all costs of issuance, debt discounts, and other reportable items needed to reconcile net cash proceeds to the amount of debt issued.</p>	<p>June 2012</p>
<p>Finding 2011-9: Safe-guarding of Cash</p>	<p>Summary: There are insufficient controls in place to ensure the safe-guarding of all City cash on hand.</p>	<p>Finance Director and Finance Services Manager will conduct periodic surprise cash counts to ensure the cash drawers are secured.</p>	<p>June 2012</p>



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF ADMINISTRATIVE AND COMMUNITY SERVICES

DATE: MAY 15, 2012

SUBJECT: REQUEST FOR CITY COUNCIL AUTHORIZATION TO RECEIVE FEDERAL REIMBURSEMENT THROUGH THE ORANGE COUNTY SHERIFF'S DEPARTMENT FOR 2011 EMERGENCY MANAGEMENT PERFORMANCE GRANT(EMPG) PROGRAM

FINANCIAL IMPACT: RECEIPT OF \$7,422 OF EMERGENCY MANAGEMENT PERFORMANCE GRANT FUNDS

INTRODUCTION:

The Orange County Sheriff's Department (OCSD), as the coordinating agency of emergency management for Orange County, has received Federal Emergency Management Performance Grant funds. A portion of these funds are to pay for various aspects of emergency planning and management for the City of Placentia. To receive these grant funds, the Orange County Sheriff's Department is requesting the City to sign the "Agreement to Transfer Funds" for 2011 EMPG program. By so doing, the City will be eligible for reimbursement of \$7,422 for emergency management activities including the Community Emergency Response Team (CERT) coordination and training course, employee training and the continuing update of the City's emergency plans and procedures.

RECOMMENDATION:

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

1. Authorize the City Administrator to sign the certification forms to allow the Orange County Sheriff's Department to transfer grant funds to the City of Placentia and to sign any implementing agreements required for use of the grant funds.

DISCUSSION:

The Orange County Sheriff's Department (OCSD) has received Federal Emergency Management Performance Grant funds. Under the provisions of this grant, the City of Placentia is one of the cities in the Orange County Operational Area for which the OCSD has been tasked to provide emergency management coordination.

The designated grant funds are to be used for emergency management activities such as continuing the Community Emergency Response Team (CERT) training, procurement of equipment, employee training, and ongoing updates to the City's emergency plan and procedures. Under the terms of the grant, Placentia will be reimbursed for \$7,422 of costs related to the procurement of emergency response equipment as included and outlined in the 2011 EMPG program. The OCSD requires formal agreements between the two agencies

Item 1.f.
May 15, 2012

before these grant funds can be dispensed to the City. Accordingly, the OCSD has provided the attached agreement for City Council consideration.

In the interest of continuing to plan and prepare the City and its residents for response to and recovery from both natural and manmade disasters, City staff is requesting City Council authorize the City Administrator to sign the grant agreements with the OCSD on behalf of the City and accept the reimbursement of grant funds.

Prepared and Submitted by:



Eddie De La Torre
Management Analyst

Approved by:



Troy L. Butzlaff, ICMA-CM
City Administrator

Reviewed by:



Stephen D. Pischel
Director of Administrative Services

ed

**AGREEMENT TO TRANSFER FUNDS
FOR 2011 EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM**

THIS AGREEMENT is entered into this _____ day of _____ 20____, which date is enumerated for purposes of reference only, by and between the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and _____, a municipal corporation, hereinafter referred to as "SUBGRANTEE."

WHEREAS, COUNTY, acting through its Sheriff-Coroner Department, hereinafter referred to as SHERIFF, in its capacity as the lead agency for the Operational Area, has applied for, received and accepted the Emergency Management Performance Grant from the California Emergency Management Agency (hereinafter referred to as "the grant").

WHEREAS, the purpose of the grant is to support comprehensive emergency management at the state, tribal and local levels and to encourage the improvement of mitigation, preparedness, response and recovery capabilities for all hazards, as set forth in Attachment A hereto (Notification of Application Approval), which is attached hereto and incorporated herein by reference.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. COUNTY shall transfer to SUBGRANTEE grant funds, in arrears, as necessary to reimburse SUBGRANTEE for reasonable and permissible expenditures for the grant purposes. In order to obtain grant funds, SUBGRANTEE shall comply with the instructions and submit to SHERIFF all required information and documentation, as set forth in Attachment B (EMPG City Financial Management Forms Workbook), which is attached hereto and incorporated herein by reference.

2. Throughout their useful life, SUBGRANTEE shall use grant property and equipment only for grant purposes in accordance with Attachment A hereto.

3. SUBGRANTEE shall exercise due care to preserve and safeguard grant property and equipment from damage or destruction and shall provide regular maintenance and such repairs for grant

1 11. SUBGRANTEE may not assign this Agreement in whole or in part without the express
2 written consent of COUNTY.

3 12. For a period of three years after final payment hereunder or until all claims related to
4 this Agreement are finally settled, whichever is later, SUBGRANTEE shall preserve and maintain all
5 documents, papers and records relevant to the work performed or property or equipment acquired in
6 accordance with this Agreement, including Attachments A, B, C, and D hereto. For the same time
7 period, SUBGRANTEE shall make said documents, papers and records available to COUNTY and the
8 agency from which COUNTY received the grant funds or their duly authorized representative(s), for
9 examination, copying, or mechanical reproduction on or off the premises of SUBGRANTEE, upon
10 request, during usual working hours.

11 13. SUBGRANTEE shall provide to COUNTY all records and information requested by
12 COUNTY for inclusion in quarterly reports and such other reports or records as COUNTY may be
13 required to provide to the agency from which COUNTY received grant funds or other persons or
14 agencies.

15 14. COUNTY may terminate this Agreement and be relieved of the payment of any
16 consideration to SUBGRANTEE if a) SUBGRANTEE fails to perform any of the covenants contained
17 in this Agreement, including the applicable terms of Attachments A, B, C, and D hereto, at the time and
18 in the manner herein provided, or b) COUNTY loses funding under the grant. In the event of
19 termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY.

20 15. SUBGRANTEE and its agents and employees shall act in an independent capacity in the
21 performance of this Agreement, including Attachments A, B, C, and D hereto, and shall not be
22 considered officers, agents or employees of COUNTY or SHERIFF or of the agency from which
23 COUNTY received grant funds.

24 //

25 //

26 //

27 //

28 //



February 7, 2012

Sandra Hutchens
Sheriff-Coroner
Orange County
550 North Flower Street
Santa Ana, CA 92703

Subject: Notification of Application Approval
FY11 Emergency Management Performance Grant
Grant #2011-0048, Cal EMA #059-00000

Dear Sheriff Hutchens:

California Emergency Management Agency (Cal EMA) has approved your grant application in the amount of **\$687,703.00**. A copy of your approved application is enclosed for your records.

In order to receive payment, a Grant Award Face Sheet, Governing Body Resolution and Grant Assurances forms must be on file with our office. Payment must be requested using the Financial Management Forms Workbook. Expenditures can only be made for items listed on your approved grant application.

This grant is subject to all policies and provisions of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final inspection or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal EMA.

Quarterly reports must be prepared and submitted to Cal EMA for the duration of the grant period or until all activities are completed and the grant is formally closed. Failure to submit quarterly reports could result in grant reduction, suspension or termination.

If you have any questions regarding this letter, please contact the Grants Processing Section at (916) 845-8110.

Grants Processing Section

Enclosure

EMPG Coordinator
Southern Region

3650 SCHRIEVER AVENUE • MATHER, CA 95655
GRANTS PROCESSING SECTION
(916) 845-8110 • (916) 845-8392

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

AUTHORIZED BODY OF 5 - SIGNATURE AND CONTACT INFORMATION

CFDA #

97.042 EMPG

Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subscribers may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.

County of Orange
 EMPW-2011-EP-00046
 359-00000
 2011-

Authorized Body of 5 - Signature and contact information	Signature	Printed Name	Title	Phone	Email
County Public Health Officer	Not applicable				
County Fire Chief	Not applicable				
Municipal Fire Chief	Not applicable				
County Sheriff	Not applicable				
Chief of Police	Not applicable				
Additional Position (Optional)	Not applicable				
Additional Position (Optional)	Not applicable				

Additional Authorized Agent contact information	Authorized Agent's Name	Title	Mailing Address	City	State	Zip	Phone	Email
	Sandra Hitchens	Sheriff	2644 Santiago Canyon Road	Silverado	CA	92676	714-628-7158	Shufchers@ated.org
	Donna Boston	Emergency Manager	2644 Santiago Canyon Road	Silverado	CA	92676	714-628-7059	dboston@ated.org
	Michelle Anderson	Assistant Emergency Manager	2644 Santiago Canyon Road	Silverado	CA	92676	714-628-7158	michelle@ated.org

Attachment A

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

PROJECT LEDGER

Attention: All new documents may require a duplicate submission approval, modification requests or amendments procedure. Submitters may be asked to revise budget or submit any other financial information. Please refer to the Warning! Document sample is not allowed. Attempts to use documents will prompt error message.

County of Orange
 EFW-2011-EP-00048
 059-00000
 2011.

CEEA # 97-042 EMPG

Final Application
 April 6, 2011

Item Number	Project	Project Name	Funding Source	Discipline	Entity Area	Student Area Sub-Category	Total Disbursed	Amount This Request	Match Amount	Total Approved	Remaining Balance	Percentage Complete
1	A	Multi-discipline Orange County Operational Area Emergency Area Initiative	EMPG	EMG	Org	EMPG-Staffing	63,712	63,712	63,712	63,712	0	0%
2	B	Multi-discipline Orange County Operational Area Initiative	EMPG	EMG	Org	EMPG-Staffing	36,418	36,418	36,418	36,418	0	0%
3	C	Review and update the Orange County Operational Area Emergency Operations Plan with current information	EMPG	EMG	Org	EMPG-Staffing	48,958	48,958	48,958	48,958	0	0%
4	C	EMPG-Day to day activities that support Emergency Management	EMPG	EMG	Org	EMPG-Day to day activities that support Emergency	28,191	28,191	28,191	28,191	0	0%
5	D	Development of the Orange County Operational Area Recovery Annex to the Orange County Operational Area Emergency	EMPG	EMG	Org	EMPG-Staffing	54,033	54,033	54,033	54,033	0	0%
6	E	Development of the Orange County Operational Area Joint Information System/Joint Information Center Annex to the Orange County Operational Area	EMPG	EMG	Org	EMPG-Staffing	27,105	27,105	27,105	27,105	0	0%
7	F	Orange County Operational Area Interoperable Information Technology Solutions: Incident management software system Website portal	EMPG	EMG	EMPG-Community based Planning to advance "Whole Community" security and emergency management	EMPG-Staffing	85,455	85,455	85,455	85,455	0	0%
8	G	Management and Administration	EMPG	EMG	M & A	Hiring of Full or Part-time Staff	20,374	20,374	20,374	20,374	0	0%
9	G	Management and Administration	EMPG	EMG	M & A	All Other MBA Expenses	14,011	14,011	14,011	14,011	0	0%
10	H	Pass-through to locals: Santa Ana - Staff Salaries	EMPG	EMG	EMPG-Passthrough to Local	EMPG-Funds being passed through to cities and/or political	47,666	47,666	47,666	47,666	0	0%
11	I	Pass-through to locals: Aliso Viejo - Review and Update Plans and Annexes	EMPG	EMG	EMPG-Passthrough to Local	EMPG-Funds being passed through to cities and/or political	7,708	7,708	7,708	7,708	0	0%
12	J	Pass-through to locals: Aliso Viejo - Emergency Management Professional Development	EMPG	EMG	EMPG-Passthrough to Local	EMPG-Funds being passed through to cities and/or political	3,249	3,249	3,249	3,249	0	0%
13	J	Pass-through to locals: Anaheim - Staff Salaries	EMPG	EMG	EMPG-Passthrough to Local	EMPG-Funds being passed through to cities and/or political	77,044	77,044	77,044	77,044	0	0%
14	K	Pass-through to locals: Fountain Valley - Staff Salaries	EMPG	EMG	EMPG-Passthrough to Local	EMPG-Funds being passed through to cities and/or political	12,673	12,673	12,673	12,673	0	0%
15	L	Pass-through to locals: Garden Grove - Personnel	EMPG	EMG	EMPG-Passthrough to Local	EMPG-Funds being passed through to cities and/or political	39,152	39,152	39,152	39,152	0	0%

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

PROJECT DESCRIPTIONS

Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subgrantees may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.

CFDA # 97.042 EMPG

County of Orange
 EMPW-2011-EP-00048
 059-00006
 2011

Project	Project Description	Project Objectives	Project Description	Project Objectives
Project A	Investment Goal: 2. Strengthen California's ability to plan, prepare for and mitigate disasters, emergencies and terrorist events. Objective: 2.1, 2.2, (Federal Objective 3)	Exercises: This project addresses the continuum of exercise activities including, but not limited to the: - Maintenance and submittal of the Orange County Operational Area Multi-year Training and Exercise Program (TEP). - Engaging the whole community in Operational Area exercises - HSEEP utilization - Compliance with Department of Homeland Security (DHS) requirements for Emergency Management Performance Grant (EMPG) funded personnel.	Operational Area partners need to evaluate and improve their level of preparedness which corrective actions identified through the exercise process allows them to identify. EMPG funded personnel, including contracted and Management and Administrative personnel, must participate in three exercises as described in state and federal guidance.	At the 6 month mark, this project will be 50% complete and \$31,856 funds will be expended. At the 12 month mark, this project will be 100% complete and \$63,712 funds will be expended.
Project B	Investment Goal: 5. Strengthen and unify operations and management to increase operational efficiency and effectiveness Objective: 5.2, 5.4 (Federal Objective 4)	Training: - Ensure all Emergency Management Performance Grant funded personnel have completed the eleven training requirements and record proof of completion. - Host and attend trainings for emergency management staff. - Encourage professional development through federal and state training and educational programs; - Provide training to County and Operational Area members in Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) and Emergency Operations Center position specific.	This project will increase Orange County Operational Area opportunities for professional growth by providing accessible training, information sharing and professional evaluation. It will address the need to ensure a baseline training and competency for emergency management personnel. It will also address the DHS requirement that Emergency Management Performance Grant funded personnel complete this requirement as described in the EMPG guidance.	At the 6 month mark, this project will be 50% complete and \$18,209 funds will be expended. At the 12 month mark, this project will be 100% complete and \$36,418 funds will be expended.
Project C	Investment Goal: 2. Strengthen California's ability to plan, prepare for and mitigate disasters, emergencies and terrorist events. 3. Effectively respond to quickly recover from both intentional and natural disasters. Objective: 2.2, 2.3, 3.2, 3.4	Review and update the Orange County Operational Area Emergency Operations Plan with support of key partner agency's.	The Orange County Operational Area Emergency Operations Plan is due for review and revision. Revisions will include without limitation the inclusion of any National Incident Management System, National Response Framework or Comprehensive Preparedness Guide (CPG) 101 changes, and enhancements of people with disabilities, access and functional	At the 6 month mark, this project will be 50% complete and \$38,565 funds will be expended. At the 12 month mark, this project will be 100% complete and \$77,129 funds will be expended.

EXHIBIT B

Project	Project Description	Need
Project K	<p>Pass Through to Locals: Fountain Valley</p> <p>To fund a portion of the salaries that directly impacts the oversight, management, implementation, and recordkeeping of all emergency management related issues, training, exercises, and EOC activations, and ensuring all emergency plans are up to date</p> <p>Pass Through to Locals: Garden Grove</p> <p>Personnel Cost with associated fringe benefits for the oversight of all-hazard emergency management.</p>	<p>Day to day operations in emergency management to meet local, state and federal requirements.</p> <p>At the 6-month mark, this project will be 50% complete and \$6,337 funds will be expended.</p> <p>At the 12-month mark, this project will be 100% complete and \$12,673 funds will be expended.</p>
Project L	<p>Investment</p> <p>Goal: 2. Strengthen California's ability to plan, prepare for and mitigate disasters, emergencies and terrorist events.</p> <p>3. Effectively respond to quickly recover from both intentional and natural disasters.</p>	<p>Day-to-day emergency management operations and activities.</p> <p>At the 6-month mark, this project will be 50% complete and \$19,576 funds will be expended.</p> <p>At the 12-month mark, this project will be 100% complete and \$39,152 funds will be expended.</p>
Project M.1	<p>Investment</p> <p>Goal: 3. Effectively respond to, quickly recover from both intentional and natural disasters.</p>	<p>Increase readiness by enhancing the EOC and ensuring that it is properly and appropriately equipped. Enhance Geographic Information system (GIS) and</p> <p>At the 12-month mark, this project will be 100 % complete and fully expended.</p>
Project M.2	<p>Investment</p> <p>Goal: 2. Strengthen California's ability to plan, prepare for and mitigate disasters, emergencies and terrorist events.</p> <p>Objective: 2.3</p>	<p>Encourage citizen preparedness while integrating the needs of vulnerable populations through the Public Education and CERT program.</p> <p>At the 12-month mark, this project will be 100 % complete and fully expended.</p>
Project M.3	<p>Investment</p> <p>Goal: 3. Effectively respond to, quickly recover from both intentional and natural disasters.</p>	<p>Enhance Geographic Information system (GIS) and information-mapping capabilities.</p> <p>At the 12-month mark, this project will be 100 % complete and fully expended.</p>
Project M.4	<p>Investment</p> <p>Goal: 2. Strengthen California's ability to plan, prepare for and mitigate disasters, emergencies and terrorist events.</p>	<p>Encourage citizen preparedness while integrating the needs of vulnerable populations through the Public Education and CERT program.</p> <p>At the 12-month mark, this project will be 100 % complete and fully expended.</p>
Project M.5	<p>Investment</p> <p>Goal: 3. Effectively respond to, quickly recover from both intentional and natural disasters.</p> <p>Objective: 3.6</p>	<p>These Laptops will be used by EOC staff to work with WebEOC, an emergency information management software, to communicate internally and externally. Furthermore, the use of laptops will allow EOC staff to move to alternate EOC's if</p> <p>At the 12-month mark, this project will be 100 % complete and fully expended.</p>
Project M.6	<p>Investment</p> <p>Goal: 3. Effectively respond to, quickly recover from both intentional and natural disasters.</p> <p>Objective: 3.6</p>	<p>These monitors will be used by the Information Services Unit and GIS Unit within the EOC. These monitors will be connected to two laptops that will used with WebEOC and our GIS software. Larger screens allow for multiple windows</p> <p>At the 12-month mark, this project will be 100 % complete and fully expended.</p>

Project	Project Description	Need	Project Description	Need
Project P.3	Care and Sheltering	Pass Through to Locals: Mission Viejo 700/800 MHz - Emergency Communications Portable Radios (5 QTY) for the EOC and DOC, including POD and Sheltering locations	Pass Through to Locals: Mission Viejo 700/800 MHz - Emergency Communications Portable Radios (5 QTY) for the EOC and DOC, including POD and Sheltering locations	At the 12-month mark, this project will be 100% complete and fully expended.
Project P.4	Care and Sheltering	Pass Through to Locals: Mission Viejo Purchase of 25 two-way portable radios for use in emergency activations of the EOC, Sheltering Operations and/or Point of Dispensation location	Pass Through to Locals: Mission Viejo Purchase of 25 two-way portable radios for use in emergency activations of the EOC, Sheltering Operations and/or Point of Dispensation location	At the 12-month mark, this project will be 100% complete and fully expended.
Project P.5	Information Management & Technology	Pass Through to Locals: Mission Viejo Purchase of 4 EOC LCD Monitors	Pass Through to Locals: Mission Viejo Purchase of 4 EOC LCD Monitors	At the 12-month mark, this project will be 100% complete and fully expended.
Project P.6	Information Management & Technology	Pass Through to Locals: Mission Viejo Purchase of 2 Qty Pad/Tablet Devices for the EOC	Pass Through to Locals: Mission Viejo Purchase of 2 Qty Pad/Tablet Devices for the EOC	At the 12-month mark, this project will be 100% complete and fully expended.
Project Q	Objective 3.3 Provide guidance and support for enhancing primary and alternate Emergency Operations Centers (EOCs) to increase regional readiness. Increase regional readiness by enhancing primary and alternate EOCs. Relevant activities include providing statewide exercises to enable participants to assess the functions of their EOCs and ensuring that all emergency facilities are appropriately equipped and that all reference resources are accurate and current. Develop a mobile command and control capability, and enhance our planning efforts with the Federal Emergency Management Agency to	Pass Through to Locals: Placentia The City of Placentia will be procuring equipment for the EOC and emergency response capabilities. The devices will be utilized by EOC and first responder personnel.	The City of Placentia currently does not have the resources for outfitting responders with the equipment to effectively access web based applications during an EOC activation. The use of portable devices will allow for the ease of activating and relocating EOC if the need should arise.	At the 6 month mark, this project will be 50% complete and \$3,711 funds will be expended. At the 12 month mark, this project will be 100% complete and \$7,422 funds will be expended. Attachment A

Project	Performance Measure	Project Description	Need
<p>Investment Goal: 2. Strengthen California's ability to plan, prepare for and mitigate disasters, emergencies and terrorist events. Objective: 2.2</p> <p>Project S</p>	<p>Pass Through to Locals: San Clemente Maintain and enhance city emergency preparedness through coordination of emergency management activities. Includes coordination of updates/rewrite of Emergency Plans, Support Documents, Protocols, and community outreach and volunteer programs.</p>	<p>Effective planning requires integration across multiple levels of staffing and agencies, with increased coordination of city and community preparedness will increase resiliency through strengthening of planning, response, recovery and mitigation capabilities.</p>	<p>At the 6-month mark, this project will be 50% complete and \$7,277 funds will be expended. At the 12-month mark, this project will be 100% complete and \$14,554 funds will be expended.</p>
<p>Provide guidance and support for enhancing Emergency Operations Center to increase community readiness.</p> <p>Project T</p>	<p>Pass Through to Locals: San Juan Capistrano Train City staff on how to activate EOC and use supplies and equipment. This will be conducted by scheduling EOC trainings by section, and then conducting activation exercise.</p>	<p>The EOC was recently relocated from the Community Services building to the Police Services building. All equipment and supplies have been moved and new equipment and supplies are being purchased. In order to bring staff up to speed with how to operate in new EOC facility, training and exercise is required.</p>	<p>At the 6-month mark, this project will be 50% complete and \$3,964 funds will be expended. At the 12-month mark, this project will be 100% complete and \$7,928 funds will be expended.</p>

EXHIBIT B

Attachment A

Item Number	Project	Project Name	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Each Request	Match	Exposition	Total Match: \$
16	M	Pass-through to locals: Huntington Beach - Public Education and Awareness - CERT Training	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
17	M	Pass-through to locals: Huntington Beach - Public Education and Awareness - CERT VES	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
18	M	Pass-through to locals: Huntington Beach - Interoperable Communications - Portable Satellite Communication System	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
19	M	Pass-through to locals: Huntington Beach - Dedicated Information Systems Equipment	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
20	N	Pass-through to locals: Laguna Woods - Emergency Management Exercises	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
21	N	Pass-through to locals: Laguna Woods - Emergency Planning	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
22	N	Pass-through to locals: Laguna Woods - Orange County Emergency Management Organization Meetings	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
23	O	Pass-through to locals: La Habra Emergency Management Operations	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
24	P	Pass-through to locals: Mission Viejo - EOC Dedicated Integrated Computer Hardware	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
25	P	Pass-through to locals: Mission Viejo - EOC Mapping Table	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
26	P	Pass-through to locals: Mission Viejo - Interoperable Radio Equipment	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
27	Q	Pass-through to locals: Placentia - EOC response equipment	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
28	R	Pass-through to locals: Rancho Santa Margarita - Review and Plans and Annexes	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
29	R	Pass-through to locals: Rancho Santa Margarita - Emergency Management Professional Development	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
30	S	Pass-through to locals: San Clemente - Coordinate and conduct Emergency Plans Updates and Community Outreach	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				
31	T	Pass-through to locals: San Juan Capistrano - EOC Plans	EMPG	EMG	EMPG- Passthrough to Local	EMPG-Funds being passed through to cities and/or				

Authority to issue this award may only be used to provide for the purchase of goods, services, or construction contracts. Cal EMA's mission is to assist and provide technical assistance to local emergency management agencies.

(Cal EMA Use Only)

Cal EMA # _____ FIPS # _____ CFDA # _____ Grant # _____

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
GRANT AWARD FACE SHEET (Cal EMA 2-101)**

The California Emergency Management Agency, hereafter designated Cal EMA, hereby makes a Grant Award of funds to the following:

1. Grant Recipient: in the amount and for the purpose and duration set forth in this Grant Award.	
2. Implementing Agency:	2a. Congressional District:
2b. State Senate District #:	2c. State Assembly District #:
2d. Location of Project:	2a. Congressional District(s):
3. Disaster/Program Title:	4. Performance Period: _____ to _____

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
5.							\$0	\$0
6.							\$0	\$0
7.							\$0	\$0
8.							\$0	\$0
9.							\$0	\$0
10.	TOTALS	\$0	\$0	\$0	\$0	\$0	\$0	100. Total Project Cost: \$0

11. This Grant Award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications which are being submitted. I hereby certify I am vested with the authority to enter into this Grant Award Agreement, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or Approving Body. The Grant Recipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Award. The Grant Recipient signifies acceptance of this Grant Award and agrees to administer the grant project in accordance with the Grant Award as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal EMA policy and program guidelines. The Grant Recipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

12. Federal DUNS Number: _____		13. Federal Employer ID Number: _____	
14. Official Authorized to Sign for Applicant/Grant Recipient:			
Name:			Title:
Telephone:	FAX:	Email:	
Payment Mailing Address:	City:		Zip + 4:
Signature:	Date:		

(FOR Cal EMA USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Cal EMA Fiscal Officer _____ Date _____ Cal EMA Director (or designee) _____ Date _____

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

PROJECT DESCRIPTIONS

CFDA #

Project	State Investment Justification Goals and Objectives	Project Description	Need	Project Milestone & Justifications
Project A	Investment Goal Objective			At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the 18 month mark, this project will be ___% complete and \$___ funds will be expended.
Project B	Investment Goal Objective			At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the 18 month mark, this project will be ___% complete and \$___ funds will be expended.
Project C	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
Project D	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
Project E	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
Project F	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.

Project	State Investment Justification Goals and Objectives	Project Description	Need	Project Milestone & Justifications
Project N	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
Project O	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
Project P	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
Project Q	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
Project R	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
Project S	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
Project T	Investment Goal Objective			At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.

EXHIBIT B

Attachment B

Project	Course Name	Funding Source	Discipline	Solution Area Sub-Category	Feedback Number	Training Activity	Total # Trainees(s)	Identified Host	ERP Approval Date	Part of a Procurement over 100k	Sole Source Involved	Estimated Cost	Amount Approved Previous	Amount This Request	Cash Request \$ Total Approved	Remaining Balance	

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

AUTHORIZED AGENT

CFDA #:

Supporting Information for Reimbursement/Advance of State and Federal Funds

This request is for an/a:

This claim is for costs incurred within the grant expenditure period from and does not cross fiscal years.

(Beginning Expenditure Period Date) through (Ending Expenditure Period Date)

Under Penalty of Perjury I certify that:

I am the duly authorized officer of the claimant herein. This claim is true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances.

Statement of Certification - Authorized Agent

This Grant Award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications which are being submitted. I hereby certify I am vested with the authority to enter into this Grant Award Agreement, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or Approving Body. The Grant Recipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Award. The Grant Recipient signifies acceptance of this Grant Award and agrees to administer the grant project in accordance with the Grant Award as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal EMA policy and program guidelines. The Grant Recipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

Printed Name and Title

Signature of Authorized Agent

Date

Please reference the Instructions Page under the "Authorized Agent" section for Instructions/address on where to mail workbook

STATE OF CALIFORNIA

Edmund G. Brown Jr., Governor

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

**Mike Dayton, Acting Secretary
Brendan Murphy, Acting Undersecretary**

OFFICE OF GRANTS MANAGEMENT

Gina Buccieri-Harrington, Assistant Director

**HOMELAND SECURITY, PROPOSITION 1B and
EMERGENCY MANAGEMENT BRANCH**

Kris Whitty, Branch Chief

EMERGENCY MANAGEMENT GRANTS SECTION

**John Thomas, Research Analyst II
Michael Bright, Program Specialist
Cheryl McCorkle, Program Specialist**

Mailing Address and Contact Information 31

Governing Body Resolution 31

Grant Assurances 32

NIMS Compliance Certification 32

Application Due Date 32

Application Submittal 32

Approval of Application 33

Closeout 33

Final Subgrant Report 33

Audit Requirements 33

Section Four: Performance Period Activities 34

 Reimbursement of Eligible Costs 35

 Revision Requests 36

 Performance Reports 38

 Interest Earnings 38

 Monitoring Subgrant Performance 38

 Record Retention Requirements 39

 Accessibility of Records 39

 Suspension or Termination 39

Section Five: Project Proposal 40

 Additional Funds 41

 Project Requirements 41

 Budget Requirements 41

 Forms 41

 Other Requirements 41

Section Six: Appendices 42

 Appendix A - Allocations to Operational Areas 43

 Appendix B - FY10 vs FY11 Allocation Difference 44

 Appendix C - Cal EMA Goals and Objectives 45

 Appendix D - Forms 50

 - Governing Body Resolution 51

 - Grant Assurances 53

 - NIMS Compliance Certification 60

 - Project Contact Information Sheet 61

 - FY11 Emergency Management Program Grant Application Checklist 64

 - Performance Report 69

 - Excess Funds Statement Form (Optional) 81

 Additional Project Using Excess Funds Form (Optional) 82

 Additional Project using Excess Funds Detailed Budget (Optional) 83

 Appendix E - Project Proposal Reference Materials 84

 Appendix F - Acronyms 88

 Appendix G - Match Information 91

Section One: Subgrant Overview

Contents

This section contains the following:

- Purpose of this Subgrant
 - Eligible Subgrant Recipients
 - Purpose of this Subgrant Guide
 - Performance Period
 - Matching Requirements
 - Allocations and Methodology
 - Excess Funds
 - OA Responsibilities
 - Applicable Laws, Regulations, Guidance Documents and Websites
 - Environmental Historic and Planning Preservation (EHP)
 - Subgrant Timelines
-

Section One: Subgrant Overview, continued

The data for January 1, 2011 was used for calculating allocations as it has the latest figures available at this time. A complete listing of the allocations for the FY11 EMPG can be found in Appendix A.

Excess Funds

While developing an application, it should become apparent whether or not the OA will be able to expend all the funds allocated this year. Any excess funds should be identified and returned to Cal EMA during the application period. These funds can then be reallocated to other OAs who identified one-time projects they would like to undertake, if funding is available. If it is determined that all allocated funds cannot be expended by the end of the performance period and the need to return a portion of funds to Cal EMA exists, it will be necessary to complete the Excess Funds Statement Form. This form can be located in Appendix D: Forms. How funds are expended may depend on whether or not the OA can match the additional funds. If the OA cannot match funds, those funds can be passed through to the cities and special districts. Those cities and special districts would then have to meet all EMPG requirements including the match requirement.

OA Responsibilities

The OAs responsibilities are to:

1. Submit a Financial Management Forms Workbook application and other required application packet documents to Cal EMA Regions by November 15, 2011.
2. Comply with all assurances and certifications contained in the Grant Assurances submitted with the FY11 EMPG application. In addition, if the OA subgrants funds to other entities, their subgrant agreements/contracts must also include these same assurances and certifications along with any local requirements.
3. Prepare performance reports for the duration of the performance period. Further reporting details are included in Section Four, Performance Period Activities, under "Performance Reports."
4. Maintain financial management systems that support subgrant activities in accordance with 44 CFR Part 13.20.
5. If changes are required after the initial subgrant award, submit revision requests to Cal EMA prior to incurring any associated expenditures. Further details are included in Section Four, Performance Period Activities, under "Revision Requests."
6. Remit unexpended subgrant funds to Cal EMA after all work has been completed and reimbursements have been disbursed.
7. Maintain property, programmatic, and financial records in accordance with the grant record retention requirements. Further details on the retention requirement are contained in Section Four, Performance Period Activities, under "Record Retention Requirements."
8. Comply with the audit requirements contained in Office of Management and Budget (OMB) Circular A-133, and Title 44 CFR, Part 13.26.

EXHIBIT B

Attachment C

activities would not require the submission of the FEMA EHP Screening Form: planning and development of policies or processes; management, administrative or personnel actions; classroom-based training; table top exercises; and acquisition of mobile and portable equipment (not involving installation). No projects initiated after August 29, 2008, without proper EHP review will be funded. Projects that were initiated or completed before an EHP review was concluded and used EMPG Program funds will be de-obligated. To avoid unnecessary delays in starting a project, grantees are encouraged to pay close attention to the reporting requirements for an EHP review.

Subgrant Timelines

May 19, 2011	DHS announcement of FY11 EMPG.
June 9, 10, 14, 16, 17	Subgrantee BSIR/FMFW Workshops.
June 20, 2011	Cal EMA Application due to DHS.
July 1, 2011	Subgrantee Performance Period Begins.
July 19, 20, 21, 26, 28	EMPG Application Workshops.
July 25, 2011	FY11 EMPG Operational Area Allocations Released.
September 15, 2011	Cal EMA FY11 EMPG Recipient Subgrant Guide for Local Governments Released.
September 30, 2011	DHS Award To California.
October 17, 2011	A performance report is due to the appropriate Regional Office for the period July 1, 2011 through September 30, 2011.
November 15, 2011	Submit applications to the appropriate Regional Office.
December 1, 2011	Regional Offices will complete a thorough review of applications and forward to the Office of Grants Management to process.
January 17, 2011	OAs will be notified of application approval and award.
January 16, 2012	A performance report is due to the appropriate Regional Office for the period July 1, 2011 through December 31, 2011.
April 16, 2012	A performance report is due to the appropriate Regional Office for the period July 1, 2012 through March 31, 2012.
June 30, 2012	Subgrantee Performance Period Ends. All subgrant activities must be completed and all funds disbursed.
July 31, 2012	A final performance report is due to the appropriate Regional Office for the period July 1, 2011 through June 30, 2012. A final Reimbursement Request is due to the appropriate Regional Office.
September 30, 2012	Cal EMA's Federal Performance Period Ends.

Section Two: Program Specific Information

What's New?

- Financial Management Forms Workbook (FMFW) V 1.11 will now be used for the application process, revision requests, and reimbursement requests.
- Federal Objectives added to the Performance Reports.
- Any funding identified during the application as “excess” will be retained at the region level for one-time projects by other OAs in the region. If there are no projects within one region, the funds will be split with the other two regions. If there are no projects in the regions, the funds will revert to the state level.
- For FY11 EMPG, subgrantees are allowed to withhold up to five percent (5%) of their grant award for Management and Administration (M&A) purposes.
- FY11 EMPG reimbursement requests are now required to be submitted, at a minimum, on a quarterly basis. However; subgrantees are allowed to submit them as frequently as monthly.
- The Performance Report is now a cumulative report.
- Areas highlighted in pastel yellow in the Table of Contents are present to assist the applicant in the identification of noteworthy changes from last year’s EMPG State Guidance. However, knowledge of this entire Guidance document is advised.

Acting Secretary’s Emphasis

Listed below are the key areas the State will be focusing on in the EMPG Program. OAs are strongly encouraged to focus on these activities as well.

- **Information Management Technology and Process:** OAs are encouraged to participate with Cal EMA in a Feasibility Study Review to develop a new emergency information management system (technology and process).
- **Emergency Responder Credentialing Program:** Participation in a Regional Emergency Managers Mutual Aid (EMMA) exercise is strongly encouraged.
- **Alert & Warning:** Counties should assess their ability to notify cities within their jurisdiction and, in turn, the cities’ ability to notify their citizens, of imminent or actual emergencies where a warning would give sufficient additional time for action and increase safety.
- **Functional Needs:** Evacuation and sheltering needs of the OA’s functional needs population should be addressed. OAs should recognize the need to identify, transport, and provide required medical or supportive care to people with physical, sensory, or cognitive, language, or economic limitations that must be evacuated or sheltered during a disaster.
- **Mass Evacuation:** OAs must evaluate their ability to move a large and demographically diverse group of people within a short time period to a safe location within their own county and/or an adjoining county. Under extreme catastrophic events, this distance may not be far enough to provide the expected level of protection. If necessary, plans should be developed or revised to address this issue.

Please note that Objectives One and Two only apply to the State Agency, Cal EMA; whereas, Objectives Three and Four apply to Cal EMA and the subgrantees (Operational Areas/local levels). Therefore, the OAs/local levels only need to complete Objectives Three and Four.

**Federally
Mandated
Objectives -
Continued**

Objective One: Approved Emergency Plans.

The Comprehensive Preparedness Guide (CPG) 101 v.2 September 2010 helps planners at all levels of government in their efforts to develop and maintain viable all-hazards, all-threats Emergency Operations Plans (EOPs) by engaging the whole community in thinking through the life cycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. Cal EMA has the responsibility to comply with this objective.

This objective does not apply to the Operational Areas.

Objective Two: Completion of Threat and Hazard Identification and Risk Assessment (THIRA).

THIRA processes at all levels of government establish a foundation to justify and guide preparedness activities and investments. A common approach to that process will enable the whole community to maintain a baseline understanding of the risks that they face, facilitating efforts to identify capability and resource gaps, focus capability improvements, and inform the community of actions they can take to manage their risks. Cal EMA shall develop and maintain a THIRA.

This objective does not apply to the Operational Areas.

Objective Three: Develop and Maintain Multi-Year Training and Exercise Plans (TEPs).

The Multi-year TEP provides a roadmap to accomplish the priorities described in the Homeland Security Strategy. Engaging the Whole Community in training and exercises allows all partners to evaluate and improve upon their level of preparedness. Cal EMA is required to conduct an annual Training and Exercise Plan Workshop (TEPW). All subgrantees are required to develop a Multi-Year TEP and update it annually. The Multi-Year TEP shall cover a two- to five-year period. Subgrantees are not required to submit a TEP if their entire EMPG funding is being used 100 percent for equipment. The TEP must be submitted to your Cal EMA Exercise Division POCs listed on page 14.

**Federally
Mandated
Objectives -
Continued**

Subgrantee Requirements:

1. All subgrantees are required to develop a Multi-Year Training and Exercise Plan (TEP). The Multi-Year TEP should encompass two-to-five years. However, at a minimum, EMPG required TEPs must cover a two-year period (24 consecutive months).
2. All subgrantees are required to update their Multi-Year TEP annually.
3. The TEP must be submitted to the Cal EMA Exercise Division POCs, as aforementioned.
4. All EMPG Program funded personnel shall participate in no less than three exercises in a 12-month period. Real world events do not count toward meeting this requirement.
5. An After Action Report/Improvement Plan (AAR/IP) must be completed by the host of each EMPG funded exercise and submitted to hseep@dhs.gov and CC a copy to your program specialist within 90 days after the completion of an exercise.
6. The AAR/IP must be encrypted (password protected) and e-mailed to hseep@dhs.gov and your program specialist. The password must be sent on a separate e-mail.
7. A summary of all collected corrective action items and a tracking of their implementation shall be reported as part of the EMPG quarterly reporting.

Measurement Method:

- Percent of exercises participated by the Operational Area's EMPG funded personnel.
- Submission of an AAR/IP completed by the host of the EMPG funded exercises.

Reporting:

- Subgrantees must report quarterly in the EMPG performance report, the percent completed of the exercise requirements for the EMPG funded personnel.
- Subgrantees must submit AAR/IPs for each EMPG funded exercise, if the exercise is hosted by the subgrantee. AAR/IPs will be completed by the host of the exercise. Participants do not have to individually complete an AAR/IP.

- Percent of EMPG grant funded personnel completing the previously identified 11 required training courses.

Reporting:

Subgrantees are required to share with Cal EMA a TEP that includes an exercise plan and schedule and a plan for training personnel. Information related to TEPs can be obtained by consulting Cal EMA's Exercise Division POC.

- Submission of a list of EMPG grant funded personnel along with the training completed to be included in the EMPG Program quarterly reporting.
- Quarterly reporting of implementation of TEP, including percent addressed in the EMPG Performance Report.

Eligible Activities

MANAGEMENT AND ADMINISTRATIVE (M&A) COSTS

M&A activities are those defined as directly relating to the management and administration of EMPG funds, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless the OA chooses to assign personnel to specific M&A activities.

M&A costs are allowable for OAs. OAs may retain and use up to Five percent of their subaward from the State for OA M&A purposes.

M&A costs include the following categories of activities:

- Hiring of full-time or part-time staff or contractors/consultants:
 - To assist with the management of EMPG funds.
 - To assist with design, requirements, and implementation of the EMPG Program.
- Hiring of full-time or part-time staff or contractors/consultants and expenses related to:
 - Meeting compliance with reporting/data collection requirements, including data calls.
- Development of operating plans for information collection and processing necessary to respond to FEMA data calls.
- Travel expenses directly related to management and administration of EMPG grant funds.
- Meeting-related expenses directly related to management and administration of EMPG grant funds.
- Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which are used primarily by the M&A staff in their implementation of their assigned EMPG specific M&A activities.
- The following are allowable only within the period of performance of the grant program:
 - Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc., which are directly related to management and administration of FY11 EMPG grant funds.
 - Leasing and/or renting of space for newly hired personnel to administer EMPG grant funds.

- Supply preparation;
- Pre-event recovery plans/response and mitigation plans in coordination with state and local government (including tribal governments, rural water associations, and chief information officers).

In support of efforts by OAs to improve their preparedness programs, program evaluations are allowable planning costs. Program evaluations provide valuable information regarding a program's outcomes, efficiency, and effectiveness. Beyond financial audits and program monitoring, evaluations can help managers track progress and demonstrate performance by quantitatively measuring the results of programs.

The purchase of critical emergency supplies (such as shelf stable food products, water, and basic medical supplies), first identified as an allowable expense under the FY09 EMPG Program, will continue to be allowable expenses in the FY11 program. The allow ability of critical emergency supplies under this program will continue indefinitely unless otherwise noted. As noted in FY09, each OA must have Cal EMA's approval of a viable inventory management plan, an effective distribution strategy, sustainment costs for such an effort, and logistics expertise to avoid wasted funding, causing supplies to be rendered ineffective, due to a lack of planning.

ORGANIZATION

Per the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management including hazard mitigation staffing of the State Hazard Mitigation Officer (SHMO) position. Proposed staffing activities should be linked to achieving goals outlined in the EMPG FMFW. To ensure adequate resources are dedicated to the critical components of preparedness, subgrantees are encouraged to fund at least one dedicated Planner, Training Officer, and Exercise Officer. Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with EMPG funds. These costs must comply with 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)*. Proposed personnel costs should be linked to achieving objectives outlined in your FMFW.

EQUIPMENT

Allowable equipment categories for EMPG are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us/FEMAGrants/DisplayFEMAGrants.cfm>.

Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Allowable equipment includes equipment from the following AEL categories:

- Information Technology (Category 4)
- Cyber-Security Enhancement Equipment (Category 5)

**1122, 1033,
and HDER
Procurement
Programs****California Public Safety Procurement Program:**

OAs should consider taking advantage of the 1033 and/or the 1122 Procurement Programs available through Cal EMA for equipment needs. These programs offer significant savings and access to free Federal surplus for public safety agencies.

1122 Program:

The 1122 Program is a federal program authorized through the National Defense Authorization Act which allows state and local governmental agencies to purchase equipment and supplies suitable for Counter Drug, Homeland Security and Emergency Response activities from three separate federal sources. They are the Defense Logistics Agency, the Department of the Army, and the General Services Administration. This program affords state and local agencies the opportunity to take advantage of discounts available to the Federal Government due to its large volume purchases. By using this system, agencies are able to maximize their budget/grant dollars. Contact: Cathy Vigil (916) 324-8578 Cathy.Vigil@calema.ca.gov or Barrett Benson (916) 324-9161 Barrett.Benson@calema.ca.gov for more information.

1033 Program:

The National Defense Authorization Act authorizes the Secretary of Defense to transfer excess Department of Defense personal property to federal, state, and local Law Enforcement Agencies at no cost other than shipping. Contact: Russ Gibson Russ.Gibson@calema.ca.gov, Stephene Barhorst Stephene.Barhorst@calema.ca.gov, or Christlene Villefranche Christlene.Villefranche@calema.ca.gov at (916) 323-1453, for more information about the procurement process. Please contact them to find out if your agency is already participating. Visit us on the Cal EMA Website under the Public Safety Procurement Branch.

Homeland Defense Equipment Reuse (HDER) Program:

The Homeland Defense Equipment Reuse (HDER) program is a partnership between the U.S. Department of Homeland Security and the U.S. Department of Energy, serving state and local emergency responder communities. The mission of the HDER Program is to provide emergency responder agencies nationwide access to an inventory of items that are no longer needed by the Federal Government. Items are refurbished and provided at no cost to the recipient. Provision of items helps ensure that emergency responders are equipped to properly detect, prevent, respond, and recover from a national security threat. For further information or to sign up for this program, go to <http://hder.oro.doe.gov/>.

**Eligible
Activities,
continued**

- **Hiring of Full or Part-Time Staff or Contractors/Consultants** – Full- or part-time staff may be hired to support direct training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or awarding agency, whichever is applicable.
- **Certification/Recertification of Instructors** – Costs associated with the certification and re-certification of instructors are allowed. OAs are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses which involve training of trainers.

EXERCISES

Exercises implemented with grant funds should evaluate performance of the capabilities required to respond to the exercise scenario. Exercise activities should align to a current, Multi-Year TEP. Further guidance concerning the Training and Exercise Plan can be obtained by consulting your Cal EMA Exercise Division POC, as identified on page 14. Subgrantees are encouraged to develop exercises that test their Emergency Operations Plans in accordance with the following allowable exercise-related costs.

Exercise Types:

There are seven types of exercises defined within HSEEP, each of which is either discussions-based or operations-based.

Discussion-based Exercises familiarize participants with current plans, policies, agreements, and procedures, or may be used to develop new plans, policies, agreements, and procedures. Types of Discussion-based Exercises include:

Seminar. A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures (e.g., a seminar to review a new Evacuation Standard Operating Procedure).

Workshop. A workshop resembles a seminar but is employed to build specific products, such as a draft plan or policy (e.g., a Training and Exercise Plan Workshop is used to develop a Multi-Year Training and Exercise Plan).

Tabletop Exercise (TTX). A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.

Games. A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedure designed to depict an actual or assumed real-life situation.

Operations-based Exercises validate plans, policies, agreements and procedures; clarify roles and responsibilities; and identify resource gaps in an operational environment.

- **Supplies** – Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).
- **Other Items** – These costs are limited to items consumed in direct support of exercise activities such as the rental of space/locations for planning and conducting an exercise, rental of equipment (e.g., portable toilets, tents), and the procurement of gasoline, exercise signs, badges, and other essential nondurable goods. The only vehicle costs that are reimbursable are fuel/gasoline or mileage. Grantees are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
- Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.

CONSTRUCTION AND RENOVATION

FEMA recognizes that an updated, functioning emergency operations center (EOC), accessible to and usable by individuals with disabilities, is a core component of an effective emergency management system. Therefore, construction and renovation activities for a state, local, or tribal government's principal EOC are allowable under EMPG. Allowable costs for EOC construction and renovation are consistent with the FY11 EOC Grant Program. In addition, EOCs may use up to \$1,000,000 for construction projects or up to \$250,000 for renovation projects. However, the match requirement for EOC construction and renovation with EMPG funding is 50 percent federal and 50 percent grantee.

“Construction,” as defined in this program, refers to building a new facility or any changes to the footprint of an existing facility. “Renovation” refers to internal improvements to an “existing facility.”

FY11 EMPG subgrant recipients using funds for construction projects must comply with the Davis-Bacon Act. Subgrant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the worksite no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor wage determinations, is available from the following website: <http://www.dol.gov/esa/programs/dbra/>.

In order for subgrant recipients to draw down funds for limited EOC construction and renovation projects under EMPG, subgrantee recipients must provide to Cal EMA the following:

- A description of the EOC facility, location, and the scope of the construction or renovation project;

inspections, grounds and facility maintenance etc.) is the responsibility of the subgrantee and may not be funded with EMPG grant funding.

**Eligible Activities,
continued**

The use of EMPG grant funds for maintenance contracts and warranties, repair and replacement costs, upgrades, and/or user fees for equipment that was not originally purchased with EMPG grant funding (or provided by DHS components listed in IB 336) may not be subsequently paid for with EMPG grant funding. Please refer to GPD's IBs 336 and 348, located at <http://www.fema.gov/government/grant/bulletins/index.shtm>.

Maintenance Contracts and Warranties

To increase the useful life of the equipment, maintenance contracts and warranties may be purchased using grant funding from one fiscal year to cover equipment purchased with funding from a different fiscal year. The use of grant funding for the purchase of maintenance contracts and warranties must meet the following conditions:

- Maintenance contracts and warranties may only be purchased with EMPG funds for equipment that has been purchased using EMPG grant funding.
- To avoid supplementing Congressional appropriations for specific programs, maintenance contracts and warranties must be purchased using funds from the same grant program used to purchase the original equipment.

The term of the maintenance contract or warranty shall not exceed the period of performance of the grant to which the contract is being charged.

• **Repair and Replacement Costs**

The cost of repair and replacement parts for equipment purchased using EMPG grant funding is an allowable expense.

- Repair and replacement parts may only be purchased for equipment that has been purchased using EMPG grant funding.
- To avoid supplementing Congressional appropriations for specific programs, repair and replacement parts must be purchased using the same grant program used to purchase the original equipment.

• **Upgrades**

EMPG grant funding may be used to upgrade previously purchased allowable equipment. For example, if the grantee purchased risk management software with EMPG funds in FY05 and would like to use FY11 grant funding to upgrade the software, this is allowable.

- Upgrades may only be purchased for equipment that has been purchased using EMPG grant funding.
- To avoid supplementing Congressional appropriations for specific programs, upgrades must be purchased using the same grant program used to purchase the original equipment.

Supplanting

- Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated or budgeted for the same purpose through non-federal sources. In the event that supplanting is suspected, the subgrantee will be required to supply documentation demonstrating or certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.
-

Section Three: Application Requirements and Process, continued

Financial Management Forms Workbook (FMFW)

The Cal EMA Financial Management Forms Workbook (FMFW) includes:

Grant Award Face Sheet – Use the Face Sheet to apply for grant programs. Each grant program requires its own separate cover sheet. The application cover sheet must be signed in **BLUE INK**.

Grant Management Roster – List the names and details of employees and/or contractors currently managing grants.

Project Ledger – The project ledger is used in the application process to submit funding information and is used in the post-award phase for submitting Cash (Reimbursement) Requests, Modifications, and Advances (No advances on the EMPG).

Project Descriptions – Describe the various details of each Project (letter/name, IJs/Goals and Objectives, brief description, need/status, milestones). A maximum of 20 projects are allowed.

Equipment Inventory Ledger – Provide detailed information on grant funded Equipment including the Authorized Equipment List (AEL) numbers. All AEL information can be found on the web at: <http://www.rkb.us>.

Organization Roster – Provide detailed information on grant funded Organizational activities, such as staffing, operations, and day-to-day activities that support emergency management.

Training Roster – Provide detailed information on training courses including the Cal EMA course-approved feedback numbers for each activity.

Planning Ledger – Provide detailed information on Planning activities with a final product identified.

Exercise Roster – Provide detailed information on Exercise activities.

Match – Provide detailed information on Match.

Authorized Agent Sheet – The Authorized Agent Sheet must be submitted with the application, and all Cash Requests, Modifications, or Advances, with appropriate signatures.

Summary – This page is auto-populated from the information provided in the workbook. Include this page when submitting your completed FMFW.

FY11 EMPG FMFW Version 1.11, both macros and non-macros versions, can be accessed on Cal EMA's website at:

<http://www.calema.ca.gov/EMS-HS-HazMat/Pages/Emergency-Management-Performance-Grant-Documents.aspx>

**Grant
Certifications
and
Assurances**

The Grant Assurances Form lists the requirements to which the OA will be held accountable. OAs are required to file a new Grant Assurances form with the FY11 EMPG application.

Failure to comply with any of the Certifications and Assurances may result in suspension, termination, or reduction of grant funds.

The State may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- False certification in the application or other report or document.
- Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.
- Failing to submit reimbursement requests or report of expenditures and request for funds documents on a quarterly basis.

Before taking action, the State will provide the subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

**NIMS
Certification**

The NIMS Certification form must be signed by the authorized agent.

**Application
Due Date**

The application must be submitted to Cal EMA by **November 15, 2011**.

**Application
Submittal**

The completed original hard copy of the FMFW V1.11 and all other application components must be mailed in with original signatures by the Application Due Date. Signatures must be in *blue ink* only. OAs will also submit an electronic copy of the completed FMFW to the Regional EMPG Lead. In order to streamline the process, please electronically submit the completed FMFW to your EMPG Regional Lead **prior** to signing and submitting a hard copy, in order to identify any corrections that may need to be addressed.

Section Four: Performance Period Activities

Contents

This section contains the following:

- Reimbursement of Eligible Costs
 - Revision Requests
 - Performance Report
 - Interest Earnings
 - Monitoring Subgrant Performance
 - Record Retention Requirements
 - Accessibility of Records
 - Suspension or Termination
-

EXHIBIT B

Attachment C

Cal EMA may withhold grant funds and/or disallow expenditures anytime the project fails to comply with any term or condition of the Grant Award. This may include, but is not limited to, the following:

- Failure to submit the required progress reports in a timely manner.
- Failure to submit the final reports from previous projects in a timely manner.
- Failure to resolve interim or final audit exceptions on past or current grants in a timely manner.
- Inadequate maintenance of accounting records.
- Failure to submit proof of bond coverage in a timely manner.
- Failure to cooperate with or admit Cal EMA staff or representatives.
- Failure to pay costs disallowed by Cal EMA according to payment terms agreed to by the subgrantee and in a timely manner.

**Revision
Requests
(modification)**

Post award budget, scope and time modifications must be requested using the Cal EMA FMFW V 1.11, signed by the subgrantee's Authorized Agent. A hard copy must be submitted to Cal EMA and approved by Cal EMA's Office of Grant Management, **prior** to initiating any revised scope of work or incurring the associated expenditures. The OAs may submit revision requests to Cal EMA once per quarter during the performance period. Failure to submit revision requests and receive approval prior to expenditure could result in a reduction or disallowance of that part of the subgrant.

EXHIBIT B

Attachment C

Performance Reports

Subgrantees must prepare and submit performance reports to the State for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed by Cal EMA. The report must include the progress made on identified activities, as well as other requested information and data. Performance reports are now *cumulative* and shall encompass data reported from previous FY11 EMPG quarterly performance reports in an ongoing fashion.

Subgrantees must also complete a Biannual Strategy Implementation Report (BSIR) using the DHS/FEMA Grants Reporting Tool (GRT). To obtain access to the online GRT, please log on to their website at www.reporting.odp.dhs.gov. To create a new account, follow the instructions that read, "If you need to register for an account, please click here." For additional assistance with the GRT, please contact:

Wilda Benamati at wilda.benamati@calema.ca.gov or (916) 324-6054.

The last performance report is due to Cal EMA by July 31, 2012 (unless extended), and will serve as the final subgrant report. Failure to submit a performance report could result in subgrant reduction, termination or suspension.

Interest Earnings

In accordance with Title 44, Code of Federal Regulations, Part 13.21, any interest earned, in excess of \$100 per Federal Fiscal Year, must be remitted quarterly to Cal EMA:

NOTE: The transmittal letter included with the check should indicate that the OA is returning interest earned on FY11 EMPG funds.

A copy of the transmittal letter should be sent to your Regional office at:

Coastal Region	Inland Region	Southern Region
1300 Clay Street, Suite 400	3650 Schriever Avenue	4671 Liberty Avenue
Oakland, CA 94612	Mather, CA 95655	Los Alamitos, CA 90720

Monitoring Subgrant Performance

The State may perform periodic reviews of the OAs subgrant performance. The Monitoring and Audits Unit (MAU) is actively conducting monitoring visits, both desk review and on-site, among subgrantees. These reviews may include, but are not limited to:

- Comparing actual subgrant activities to those approved on the Financial Management Forms Workbook.
- Confirming compliance with:
 - Grant Assurances.
 - Information provided on the performance reports.
- Reviewing and monitoring financial and administrative records.

Section Five: Project Proposal and Budget

Contents

This section contains the following:

- Additional Funds
 - Project Requirements
 - Budget Requirements
 - Forms
 - Other Requirements
-

Section Six: AppendicesAttachment C

**List of
Appendices**

- A: Allocations to Operational Areas
 - B: FY10 vs. FY11 Allocation Difference
 - C: Cal EMA Goals and Objectives
 - D: Forms
 - E: Project Proposal Reference Materials
 - F: Acronyms
 - G: Match Information
-

Appendix B: 2010 Allocation vs 2011 Allocation

EMPG ALLOCATIONS – 2010 vs 2011			
County	2010 Allocation	2011 Allocation	Difference
ALAMEDA	\$393,816	\$407,508	\$13,692
ALPINE	\$125,207	\$125,218	\$11
AMADOR	\$131,576	\$132,041	\$465
BUTTE	\$163,121	\$166,116	\$2,995
CALAVERAS	\$132,941	\$133,486	\$545
COLUSA	\$128,799	\$129,010	\$211
CONTRA COSTA	\$308,124	\$321,131	\$13,007
DEL NORTE	\$130,102	\$130,310	\$208
EL DORADO	\$156,116	\$158,893	\$2,777
FRESNO	\$287,724	\$299,617	\$11,893
GLENN	\$130,049	\$130,251	\$202
HUMBOLDT	\$147,925	\$150,121	\$2,196
IMPERIAL	\$155,955	\$157,734	\$1,779
INYO	\$128,117	\$128,461	\$344
KERN	\$267,843	\$282,282	\$14,439
KINGS	\$151,722	\$153,483	\$1,761
LAKE	\$136,056	\$137,032	\$976
LASSEN	\$131,139	\$131,422	\$283
LOS ANGELES	\$1,919,779	\$1,956,003	\$36,224
MADERA	\$151,306	\$153,220	\$1,914
MARIN	\$169,660	\$172,301	\$2,641
MARIPOSA	\$128,161	\$128,391	\$230
MENDOCINO	\$140,578	\$141,380	\$802
MERCED	\$169,286	\$172,913	\$3,627
MODOC	\$126,675	\$126,802	\$127
MONO	\$127,332	\$127,657	\$325
MONTEREY	\$199,583	\$202,823	\$3,240
NAPA	\$148,757	\$150,562	\$1,805
NEVADA	\$142,047	\$143,407	\$1,360
ORANGE	\$667,071	\$687,703	\$20,632
PLACER	\$183,641	\$190,444	\$6,803
PLUMAS	\$128,563	\$128,719	\$156
RIVERSIDE	\$488,966	\$536,884	\$47,918
SACRAMENTO	\$372,494	\$390,273	\$17,779
SAN BENITO	\$135,019	\$135,330	\$311
SAN BERNARDINO	\$480,901	\$506,169	\$25,268
SAN DIEGO	\$673,009	\$704,235	\$31,226
SAN FRANCISCO	\$271,018	\$275,956	\$4,938
SAN JOAQUIN	\$244,065	\$253,313	\$9,248
SAN LUIS OBISPO	\$171,700	\$175,324	\$3,624
SAN MATEO	\$253,801	\$259,591	\$5,790
SANTA BARBARA	\$199,482	\$204,151	\$4,669
SANTA CLARA	\$445,789	\$458,807	\$13,018
SANTA CRUZ	\$171,390	\$174,110	\$2,720
SHASTA	\$156,606	\$158,044	\$1,438
SIERRA	\$125,580	\$125,603	\$23
SISKIYOU	\$132,939	\$133,373	\$434
SOLANO	\$198,691	\$201,982	\$3,291
SONOMA	\$209,035	\$215,468	\$6,433
STANISLAUS	\$215,900	\$221,144	\$5,244
SUTTER	\$141,674	\$142,792	\$1,118
TEHAMA	\$135,851	\$136,877	\$1,026
TRINITY	\$127,411	\$127,573	\$162
TULARE	\$201,238	\$207,986	\$6,748
TUOLUMNE	\$134,728	\$135,262	\$534
VENTURA	\$269,381	\$278,847	\$9,466
YOLO	\$159,660	\$162,471	\$2,811
YUBA	\$137,589	\$138,461	\$872
TRIBAL NATIONS	\$137,310	\$155,133	\$17,823
Totals	\$14,000,000	\$14,371,601	\$371,601

2. Strengthen California's ability to plan, prepare for and mitigate disasters, emergencies and terrorist events.

Objective 2.1

Enhance state and regional operational capabilities and readiness.

Enhance the capabilities of Cal EMA staff through training and exercises to include credentialing and the development of EOC teams. Ensure that the California State Warning Center, Regional Emergency Operations Centers and the State Operational Center facilities are modernized. Continue to improve the Emergency Management, Law Enforcement and Fire and Rescue mutual aid systems through workshops, revised guidelines and plans, and support of key partner agencies.

Objective 2.2

Strengthen planning for both intentional and natural disasters.

Improve capabilities through the full implementation of the National Incident Management System (NIMS), the National Response Framework (NRF), and the use of emergency technologies. In coordination with the State Emergency Plan (SEP), establish multi-agency coordination groups to develop emergency function capabilities, address key emergency functions for catastrophic events, and ensure the development of the Emergency Function Annex. Develop supporting plans to address all-hazards prevention and preparedness, while providing the necessary support for conducting state and regional exercises.

Objective 2.3

Encourage citizen preparedness while integrating the needs of vulnerable populations.

Provide education regarding the hazards facing Californians, the role of the emergency management community and what to expect when a disaster occurs. Through these efforts, incorporate the needs of vulnerable populations into early-warning notification systems, care and shelter plans, emergency response activities, prevention and planning efforts, transportation and evacuation plans, exercises and other emergency-related measures. Additionally, work to create community resource listings, citizen emergency plans, statewide exercises to assess citizen preparedness and community recovery plans. Provide tools and guidance to help prepare citizens for disasters.

Objective 2.4

Provide tools to develop and maintain continuity plans for both the private and public sector.

Provide integrated and timely assistance and coordination by developing and maintaining continuity plans on a statewide basis. Develop and exercise state continuity plans, and provide continuity guidance, templates and training for all partners.

Objective 2.5

Enhance agriculture food systems and animal health preparedness.

Continue partnership and collaboration with the California Department of Food and Agriculture, the California Department of Public Health, state, local and private stakeholders to defend and protect our agriculture and food systems which supply our State and Nation against accidental or intentional contamination and natural disasters.

Objective 2.6

Expand statewide training and exercises across all mission areas, while enhancing professional training for emergency management and homeland security disciplines.

We will promote professional growth and a sustained workforce by enhancing professional training for emergency management and homeland security disciplines. This will include working with the Commission on

Objective 3.5

Attachment C

Strengthen alert and warning systems to ensure the delivery of clear and consistent public information.

Strengthen alert and warning systems by utilizing innovative and reliable technologies to improve current systems. Refine policies and procedures to ensure the communication needs of diverse and at-risk populations are met and develop relationships with other local, state agency and private partners to strengthen Cal EMA's ability to provide all citizens with notice of an impending disaster. Use tools such as videos and social media outlets to provide real-time, coordinated emergency information to educate and inform the public about Cal EMA's mission, provide disaster-related resource information, and to improve overall information gathering and dissemination.

Objective 3.6**Enhance Geographic Information system (GIS) and information-mapping capabilities.**

Provide accurate, real-time communications by enhancing GIS and information-mapping capabilities. Activities to this end include replacing and implementing data servers that support mapping tools, developing a reference library for maps, providing situational awareness and modeling tools, and generating maps.

Objective 3.7**Strengthen operable and interoperable communications.**

Enhance operable and interoperable communications through the assessment of tactical interoperable communication plans, investment in communications infrastructures, improvement of interoperability and the enhancement of existing systems.

4. Responsible and accountable investments of homeland security and emergency management funding.

Objective 4.1**Streamline grant application and approval processes.**

In collaboration with our state and local partners, identify processes to improve the application and approval process for homeland security and emergency management grant programs. Educate policy makers on unduly burdensome federal requirements and the benefits of providing more flexibility to our state and local partners. Reduce, wherever possible, growth of overly bureaucratic requirements that do not enhance operational effectiveness.

Objective 4.2**Provide technical assistance and resources to customers.**

Provide technical assistance and resources such as the distribution of funds, establishment of programs, creations of networks and the development of plans and strategies.

Objective 4.3**Ensure transparency and accountability.**

Invest in training and technology to enhance the transparency and accountability of investments.

Appendix D: FormsAttachment C

Forms

The forms for this subgrant include the following. Unless otherwise noted, all forms are required.

- Governing Body Resolution
 - Grant Assurances
 - NIMS Compliance Certification
 - Project Contact Information Sheet
 - FY11 Emergency Management Program Grant Application Checklist
 - Performance Report –Cumulative
 - Excess Funds Statement Form (Optional)
 - Additional Project Using Excess Funds Form (Optional)
 - Additional Project using Excess Funds Detailed Budget (Optional)
-

Instruction Sheet for the Governing Body Resolution and Addendum to GBR

Purpose

The purpose of the Governing Body Resolution (GBR) is to appoint individuals to act on behalf of the governing body and the OA.

Authorized Agent(s)

The Governing Body Resolution allows for the appointment of individuals or positions. **For each person or position appointed by the governing body, you must submit the following information, with the resolution, to Cal EMA on the applicant's letterhead:**

- | | |
|--|---|
| <input type="checkbox"/> Jurisdiction | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Grant Program | <input type="checkbox"/> Fax # |
| <input type="checkbox"/> Name | <input type="checkbox"/> Cell Phone # |
| <input type="checkbox"/> Title | <input type="checkbox"/> E-Mail Address |
| <input type="checkbox"/> Address | |
| <input type="checkbox"/> City | |
| <input type="checkbox"/> Zip Code | |
-

Authorized Agent Changes

- If the Governing Body Resolution identified Authorized Agents by position and/or title, changes can be made by submitting new Authorized Agent information to Cal EMA, as indicated above.
 - If the Governing Body Resolution identified Authorized Agents by name, a new Resolution is needed when any changes are made. The information list above must also be submitted with the new Resolution.
-

EXHIBIT B

Attachment C

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-33.3), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

All proposed construction and renovation activities must undergo an Environmental Planning and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Any applicant that is proposing a construction project should pay special attention to the EHP requirements contained in Part VI (B, 5.7) of the Guidance.

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.

EXHIBIT B

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT):

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR, Part 17:

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. CERTIFICATIONS REGARDING DRUG-FREE WORKPLACE REQUIREMENTS: This certification commits the applicant to compliance with the certification requirements under 44 CFR, Part 17 *Government-wide Requirements for Drug-Free Workplace (Grants)*.

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;

10295.3. However, the applicant cannot require an employee to cover the costs of providing any benefits which have otherwise been provided to all employees regardless of marital or domestic partner status.

TERMS AND CONDITIONS

The following laws apply to persons or entities doing business with the State of California.

1. **CONFLICT OF INTEREST**: Applicant needs to be aware of the following provisions regarding current or former state employees. If subgrantee has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the 12-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If applicant violates any provisions of above paragraphs, such action by applicant shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. **LABOR CODE/WORKERS' COMPENSATION**: Applicant needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and applicant affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
3. **AMERICANS WITH DISABILITIES ACT**: Applicant assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. **APPLICANT NAME CHANGE**: An amendment is required to change the applicant's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. **RESOLUTION**: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

NIMS COMPLIANCE CERTIFICATION

I, _____, the Authorized Agent for the _____
(print name of authorized agent) (city, county, tribe, other)

Of _____, do hereby certify that all the requirements to be NIMS
(name of agency)

compliant have been met and the information has been entered into NIMSCAST.

(Signature)

(Date)

PROJECT CONTACT INFORMATION SHEET

Subgrantee:	Cal EMA ID#:
Grant Year and Program Name: FY11 EMPG	

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a P.O. Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name:		Title:	
Telephone #:	Fax#:	Email Address:	
Address/City/Zip:			

2. The **Financial Officer** for the project:

Name:		Title:	
Telephone #:	Fax#:	Email Address:	
Address/City/Zip:			

3. The **person** having **Routine Programmatic** responsibility for the project:

Name:		Title:	
Telephone #:	Fax#:	Email Address:	
Address/City/Zip:			

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name:		Title:	
Telephone #:	Fax#:	Email Address:	
Address/City/Zip:			

5. The **Executive Director** of a nonprofit organization or the **Chief Executive Officer** (i.e., chief of police, sheriff) of the implementing agency:

Name:		Title:	
Telephone #:	Fax#:	Email Address:	
Address/City/Zip:			

6. The **Official Designated** by the Governing Board to enter into the Grant Award Agreement for the city/county /tribal government/university or Community-Based Organization, as stated in Block 14 of the Grant Award Face Sheet:

Name:		Title:	
Telephone #:	Fax#:	Email Address:	
Address/City/Zip:			

FY11 Emergency Management Program Grant Application Checklist

Subgrantee Name:				
Grant: EMPG FY11				
Checklist Items	Yes	No	N/A	Comments
1. Grant Award Face Sheet				
The most current Grant Award Face Sheet (Cal EMA 2-101) is being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Implementing Agency information is complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sections 2a - 2e are completed with appropriate information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Disaster/Program Title information is complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Performance Period is exactly the same as on the Guidance. Dates must include Month, Date, and Year (i.e., 06/30/12).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each Fund source and year has its own row.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The funding amounts are exactly the same as identified on Appendix A, in the FY11 EMPG Recipient Subgrant Guide for Local Governments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The match is identified and in the correct box(s) (cash, in-kind).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Column C Total is complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Information in section 12-14 is complete including email address.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 14 must have an original signature (blue ink) of the person authorized by the Governing Board to sign and accept the grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Authorized Body and Contact Information				
Contact Information is completed for each Authorized Agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Authorized Agent contact information is complete (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Grant Management				
Name and Title are completed for each EMPG grant funded employee/contractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EXHIBIT B

'EMPG' is selected for the Funding Source	Attachment C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimated cost is completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'EMG' is selected for the Discipline		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Training Roster					
Project letter is correct (Based on Project Ledger)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'EMPG' is selected for the Funding Source		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'EMG' is selected for the Discipline		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Solution Area Sub-Category is completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimated cost is completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Planning Roster					
Project letter is correct (Based on Project Ledger)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'EMPG' is selected for the Funding Source		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'EMG' is selected for the Discipline		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Solution Area Sub-Category is completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimated cost is completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Exercise Roster					
Project letter is correct (Based on Project Ledger)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'EMPG' is selected for the Funding Source		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'EMG' is selected for the Discipline		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Solution Area Sub-Category is completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimated cost is completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Match					
Project letter is correct (Based on Project Ledger)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Project Name completed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'EMPG' is selected for the Funding Source		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'EMG' is selected for the Discipline		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Solution Area is completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Solution Area Sub-Category is completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checklist Items		Yes	No	N/A	Comments

EXHIBIT B

• Is the Form included?	Attachment C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Was a Project Name provided?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• All information fields have been filled out completely.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Additional Project using Excess Funds Detailed Budget (Optional)</u>					
• Is the Form included?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• All applicable fields have been filled out completely.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I hereby certify this Grant Application Checklist is accurate and complete to the best of my knowledge.					
<u>Emergency Services Coordinator or Senior Emergency Services Coordinator:</u>					<u>Date:</u>
Printed:		Signature:			
<u>EMPG Regional Lead:</u>					<u>Date:</u>
Printed:		Signature:			
<u>Office of Grants Management Program Specialist:</u>					<u>Date:</u>
Printed:		Signature:			

Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress made towards the addressing of the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made (use additional pages, if necessary).	
Progress made towards completing Multi-Year TEP	

Part VI: EMPG Program Funded Personnel and Training Data Table

FY11 EMPG Program Funded Personnel and Training Completed Template

Complete the following four matrixes using data from the Program Funded Personnel and Training Completed Template.

Metrics	Data
Total number of FY11 EMPG Program funded personnel, as identified in the above matrix.	

Metrics	Data
---------	------

List of EMPG Funded Personnel	NIMS Training				FEMA Professional Development Series						
	IS 100	IS 200	IS 700	IS 800	IS 139	IS 230.b	IS 235.a	IS 240.a	IS 241.a	IS 242.a	IS 244.a
Total number of required trainings (11) multiplied by the total number of FY11 EMPG Program funded personnel (identified above).											

Metrics	Data
Total number of completed trainings by all EMPG Program funded personnel	

Metrics	Data
Total percent (%) completion of all eleven (11) FY11 EMPG required NIMS and FEMA Professional Development Series training courses by all EMPG funded personnel.	%

Part IV: Additional Information/Comments to be Added

FY11 EMPG Additional Information/Comments to be Added Template

Additional Information:

Part V: Certification of Reported Activities

FY11 EMPG Certification of Reported Activities Section

I am the duly appointed Authorized Agent and certify that the above activities are true and correct.

Signature of Authorized Agent

Printed Name

Title

Date

Cal EMA use only

Reviewed by: _____

Date _____

Comments:

Reviewed by: _____ Date _____

Comments:

Part III: Personnel Data Table

Purpose: This data requested will assist in documenting the extent to which EMPG Program funding contributes to enhancing or sustaining emergency management capacity in terms of personnel support at the Operational Area level.

Instructions: Report data on personnel supported/not supported with FY11 EMPG Program funds.

EMPG grant funds allocated towards Operational Area emergency management personnel: List the total amount of EMPG grant funds allocated towards Operational Area emergency management personnel.

Note: Emergency management personnel are personnel who perform emergency management-related functions.

EMPG grant funds allocated towards Operational Area contractors: List the total amount of EMPG grant funds allocated towards Operational Area contractors. **Note:** An Operational Area contractor refers to contracted personnel not vendors.

Non-EMPG Program funds allocated towards Operational Area emergency management personnel: List the total amount of non-EMPG funds allocated towards Operational Area emergency management personnel. **Note:** Non-EMPG funded implies funds other than EMPG grant sources.

Total Number of Operational Area emergency management full-time equivalent (FTE) personnel (including those supported and not supported by the EMPG Program): List the total number of Operational Area emergency management full-time equivalent (FTE) personnel (including those supported and not supported by the EMPG Program). **Note:** Supported implies EMPG grant funded while not supported implies funded by sources other than EMPG.

Number of Operational Area emergency management full-time equivalent (FTE) personnel supported by EMPG Program: List the total number of Operational Area emergency management full-time equivalent (FTE) personnel supported by the EMPG Program.

Part IV: Training Data Table

Purpose: The data requested will be used to assess the strategic allocation of training funds according to a long-term target capability.

Instructions: Report data on training sessions funded with FY11 EMPG Program funds.

Name of Training: List the name of the (EMPG funded) training course.

Number of Personnel Trained: List the total number of personnel (both EMPG and Non-EMPG funded personnel) who were trained in EMPG funded training courses.

Number of EMPG Program Funded Personnel: List the total number of EMPG funded personnel.

Number of EMPG Program Supported Personnel Trained: List the total number of EMPG Program supported personnel trained in EMPG funded training courses. **Note:** Supported implies grant funded.

Part VI: EMPG Program Funded Personnel and Training Data Table

Purpose: The data requested will be used to identify the EMPG Program funded personnel along with the completion of FY11 EMPG grant required training.

Instructions: Report data on EMPG Program funded personnel and their completion of FY11 EMPG required training.

List of EMPG Funded Personnel: Vertically list the name(s) or position title(s) of the (EMPG funded) personnel who are being supported (in part or full) by FY11 EMPG grant funds.

Note: Supported implies grant funded.

NIMS Training (IS-100; IS-200; IS-700; IS-800): Upon a specific EMPG Program funded personnel's completion of a required NIMS training course, input an "X" in the corresponding horizontal box to the right of the identified personnel's name or position title that is associated with the completed NIMS training.

FEMA Professional Development Series (IS-139; IS-230.b; IS-235.a; IS 240.a; IS-241.a; IS-242.a; IS-244.a): Upon a specific EMPG Program funded personnel's completion of a required FEMA Professional Development Series training course, input an "X" in the corresponding horizontal box to the right of the identified personnel's name or position title that is associated with the completed FEMA Professional Development Series training.

Total number of FY11 EMPG Program funded personnel, as identified in the above matrix: List the total number of FY11 EMPG Program funded personnel.

Total number of required trainings (11) multiplied by the total number of FY11 EMPG Program funded personnel: Input the numerical answer for the following calculation, total number of required trainings (11) multiplied by (X) the total number of FY11 EMPG Program funded personnel.

Total number of completed trainings by all EMPG Program funded personnel: List the total number of completed trainings by all EMPG Program funded personnel, as identified by the number of "X"'s listed in the FY11 EMPG Program Funded Personnel and Training Completed Template.

Total percent completion of all eleven (11) FY11 EMPG required NIMS and FEMA Professional Development Series training courses by all EMPG funded personnel: Input the total percent completion of all eleven (11) FY11 EMPG required NIMS and FEMA Professional Development Series training courses by all EMPG funded personnel.

Note: To calculate the percent of total required trainings completed by all EMPG Program funded personnel do the following: Divide the following calculation (total number of required trainings (11) multiplied by the total number of FY11 EMPG Program funded personnel), i.e., the denominator, by the following numerator, (total number of completed trainings by all EMPG Program funded personnel). The answer will be the total percentage of FY11 EMPG required training completed by all FY11 EMPG Program funded staff.

Part VII: EMPG Program Funded Personnel and Exercise Data Table

Purpose: The data requested will be used to identify the EMPG Program funded personnel along with the completion of FY11 EMPG grant required exercises (3 exercises in a 12-month period).

EXHIBIT B

Instructions: Report data on EMPG Program funded personnel and their completion of FY11 EMPG required exercises (3 exercises in a 12-month period).

List of EMPG Funded Personnel: Vertically list the name(s) or position title(s) of the (EMPG funded) personnel who are being supported (in part or full) by FY11 EMPG grant funds.

Note: Supported implies grant funded.

Exercise 1: Upon a specific EMPG Program funded personnel's completion of their first required FY11 EMPG exercise, input an "X" in the corresponding horizontal box, "Exercise 1" to the right of the identified personnel's name or position title that is associated with the successful completion of the first required exercise.

Exercise 2: Upon a specific EMPG Program funded personnel's completion of their second required FY11 EMPG exercise, input an "X" in the corresponding horizontal box, "Exercise 2" to the right of the identified personnel's name or position title that is associated with the successful completion of the second required exercise.

Exercise 3: Upon a specific EMPG Program funded personnel's completion of their third required FY11 EMPG exercise, input an "X" in the corresponding horizontal box, "Exercise 3" to the right of the identified personnel's name or position title that is associated with the successful completion of the third required exercise.

Total number of FY11 EMPG Program funded personnel, as identified in the above matrix: List the total number of FY11 EMPG Program funded personnel.

Total number of required exercises (3) multiplied by the total number of FY11 EMPG Program funded personnel: Input the numerical answer for the following calculation, total number of required exercises (3) multiplied by (X) the total number of FY11 EMPG Program funded personnel.

Total number of completed exercises by all EMPG Program funded personnel: List the total number of completed exercises by all EMPG Program funded personnel, as identified by the number of "X"'s listed in the FY11 EMPG Program Funded Personnel and Exercises Completed Template.

Total percent completion of all three (3) FY11 EMPG required exercises by all EMPG funded personnel: Input the total percent completion of all three (3) FY11 EMPG required exercises by all EMPG funded personnel.

Note: To calculate the percent of total required exercises completed by all EMPG Program funded personnel do the following: Divide the following calculation (total number of required exercises (3) multiplied by the total number of FY11 EMPG Program funded personnel), i.e., the denominator, by the following numerator, (total number of completed exercises by all EMPG Program funded personnel). The answer will be the total percentage of FY11 EMPG required exercises completed by all FY11 EMPG Program funded staff.

Part VIII: Multi-Year Training and Exercise Plan (TEP)

Purpose: The data requested will be used to identify if the FY11 EMPG requirements associated with the Multi-Year Training and Exercise Plan were met.

Instructions: Report on activity pertaining to the completion, submission and updating of an FY11 EMPG Multi-Year Training and Exercise Plan.

Was a Multi-Year TEP submitted to the appropriate Cal EMA Exercise Division POC? (Yes/No): Indicate whether or not you completed this activity. Double click on the appropriate box and a pop-up window will allow you to put an "X" in the box.

Was a Multi-Year TEP submitted to Cal EMA on a one-time basis with a performance report? Indicate whether or not you completed this activity. Double click on the appropriate box and a pop-up window will allow you to put an "X" in the box.

Was the Operational Area Multi-Year TEP updated annually, as required under FY11 EMPG? Indicate whether or not you completed this activity. Double click on the appropriate box and a pop-up window will allow you to put an "X" in the box.

Part IV: Additional Information/Comments to be Added

Purpose: The data requested will be used to identify if the FY11 EMPG requirements associated with the Multi-Year Training and Exercise Plan were met.

Instructions: List any additional information or comments you would like to discuss pertaining to your Operational Area's accomplishments using FY11 EMPG funds that was not captured or discussed in other areas of the performance report.

Part V: Certification of Reported Activities

Certification: Have the authorized agent sign this form in **BLUE INK**. Please print the name, title and date as well.

Submission and Mailing Instructions

Mailing Instructions: Mail the original performance report with "wet" signature to your Regional office at:

Cal EMA
Coastal Region
1300 Clay Street, Suite 400
Oakland, CA 94612

Cal EMA
Inland Region
3650 Schriever Avenue
Mather, CA 95655

Cal EMA
Southern Region
4671 Liberty Avenue
Los Alamitos, CA 90720

FY11 Emergency Management Performance Grant
Excess Funds Statement Form

Applicant: _____
(County)

Contact Information:

Authorized Agent Mailing Address _____ Name/Title _____
City, State, Zip Code _____ Area Code/Office Telephone Number _____
E-Mail Address _____

Certification and Signature of Authorized Agent

I hereby certify that I am vested with the authority and have the approval of the Operational Area to execute for and on behalf of the County of _____, any actions necessary for the purpose of obtaining FY11 EMPG grant funds provided by the Federal Department of Homeland Security and subgranted through the State of California.

With that said, it has been identified that the FY11 EMPG funds allocated to the County of _____ in the amount of \$ _____ cannot be completely expended by the conclusion of the performance period. To that end, the County would like to return to Cal EMA the excess FY11 EMPG funds in the amount of \$ _____. The remaining balance of \$ _____ will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the subgrant in accordance with the laws, regulations, guidance documents that apply to this grant program; the Cal EMA Recipient Subgrant Guide for Local Governments; and the Cal EMA audit requirements.

Signature of Authorized Agent _____ Printed Name _____
Title _____ Date _____

For Cal EMA USE ONLY

Application Reviewed/Subgrant Award Approved: _____
Cal EMA Signature _____ Date _____

Subgrant Performance Period: July 1, 2011 to June 30, 2012

Cal EMA ID # - 00000 CFDA # 97.042 Award # EMW-2011-EP-00048

FY11 EMPG

Additional Project Using Excess Funds Form (if available/selected)

Project Name:

EMAP #:	
Cal EMA Strategic Plan Objective:	
National Priority/Target Capability:	
Project Description and Timeline:	
Budget and Budget Narrative (Explain in words what the funds will be used for.)	

Additional Project Using Excess Funds Detailed Budget

Agency Name:
FY11 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

Project Name:

Personal Services							
Position	# of positions	Monthly Salary	# of Months on project	% of time on project	Total	Current Position Fund Source	Functional Role
					-		
					-		
					-		

Personal Services Cost Summary	
Permanent Salaries	-
Temporary Help	
Staff Benefits	-
Total Personal Services	-
Operating Expense & Equipment	
General Expense	
Printing	
Postage	
Travel In-State	
Consultant & Prof - Internal	
Consultant & Prof - External	
Data Processing	
Equipment	
Other Items	
Total Oper Expense & Equip	-
TOTAL PROPOSED PROJECT BUDGET	-

Appendix E – Project Proposal Reference Materials

EMAP

4.1	Administration and Finance	4.9	Mutual Aid
4.2	Laws and Authorities	4.10	Communications and Warning
4.3	Hazard Identification, Risk Assessment and Consequence Analysis	4.11	Operations and Procedures
4.4	Hazard Mitigation	4.12	Facilities
4.5	Prevention	4.13	Training
4.6	Operational Planning	4.14	Exercises, Evaluations, and Correctional Actions
4.7	Incident Management	4.15	Crisis Communications, Public Education and Information
4.8	Resource Management and Logistics		

CAL EMA STRATEGIC PLAN OBJECTIVES

Objective 1.1

Strengthen information sharing and collaboration among all levels of government, private industry, nongovernmental and community-based organizations.

Objective 1.2

Implement the California critical infrastructure protection program.

Objective 1.3

Strengthen our ability to identify and counter emerging threats.

Objective 1.4

Strengthen the capacity of Cal EMA's public safety and criminal justice programs to serve customers statewide. Enhance law enforcement and victim services programs.

Objective 1.5

Institutionalize hazard identification, risk assessment, and hazard-mitigation planning to reduce vulnerability and provide effective tools for planning, preparedness and recovery.

Objective 2.1

Enhance state and regional operational capabilities and readiness.

Objective 2.2

Strengthen planning for both intentional and natural disasters.

Objective 2.3

Encourage citizen preparedness while integrating the needs of vulnerable populations.

Objective 2.4

Provide tools to develop and maintain continuity plans for both the private and public sector.

Objective 2.5

Enhance agriculture food systems and animal health preparedness.

Objective 2.6

Expand statewide training and exercises across all mission areas, while enhancing professional training for emergency management and homeland security disciplines.

Objective 2.7

Enhance resource management through implementation of the California Metrics project.

Objective 3.1

Institutionalize Recovery Planning

Objective 3.2

Strengthen statewide, national and international mutual-assistance compacts.

Objective 3.3

Provide guidance and support for enhancing primary and alternate Emergency Operations Centers (EOCs) to increase regional readiness.

Objective 3.4

Expand the Standardized Emergency Management System (SEMS) to ensure inclusion of all customer groups.

Objective 3.5

Strengthen alert and warning systems to ensure the delivery of clear and consistent public information.

Objective 3.6

Enhance Geographic Information system (GIS) and information-mapping capabilities.

Objective 3.7

Strengthen operable and interoperable communications.

Objective 4.1

Streamline grant application and approval processes

Objective 4.2

Provide technical assistance and resources to customers.

Objective 4.3

Ensure transparency and accountability

Objective 5.1

Develop and implement Agency retention plans.

Objective 5.2

Increase organizational opportunities for learning and professional growth.

Objective 5.3

Coordinate and align California's emergency management planning efforts to achieve overall consistency.

Objective 5.4

Develop networks for identifying and sharing lessons learned and best practices.

NATIONAL PRIORITIES

1. Expand Regional Collaboration
2. Implement the National Incident Management System and National Response Plan
3. Implement the National Infrastructure Protection Plan
4. Strengthen Information Sharing and Collaboration Capabilities
5. Strengthen Interoperable and Operable Communications Capabilities
6. Strengthen CBRNE Detection, Response, and Decontamination Capabilities
7. Strengthen Medical Surge and Mass Prophylaxis Capabilities
8. Strengthen Planning and Citizen Preparedness Capabilities

TARGET CAPABILITIES

Common Mission Area
Communications
Community Preparedness and Participation
Planning
Risk Management
Intelligence/Information Sharing and Dissemination
Prevent Mission Area
CBRNE Detection
Information Gathering and Recognition of Indicators and Warnings
Intelligence Analysis and Production
Counter-Terror Investigations and Law Enforcement
Protect Mission Area
Critical Infrastructure Protection
Epidemiological Surveillance and Investigation
Food and Agriculture Safety and Defense
Laboratory Testing
Recover Mission Area
Economic and Community Recovery
Restoration of Lifelines
Structural Damage Assessment

Respond Mission Area

Animal Health Emergency Support
Citizen Evacuation and Shelter-in-Place
Critical Resource Logistics and Distribution
Emergency Operations Center Management
Emergency Public Information and Warning
Environmental Health
Explosive Device Response Operations
Fatality Management
Fire Incident Response Support
Isolation and Quarantine
Mass Care (Sheltering, Feeding, and Related Services)
Mass Prophylaxis
Medical Supplies Management and Distribution
Medical Surge
Onsite Incident Management
Emergency Public Safety and Security Response
Responder Safety and Health
Emergency triage and pre-hospital treatment
Search and Rescue (land-based)
Volunteer Management and Donations
WMD/Hazardous Materials Response and Decontamination

Appendix G – Acronyms

Attachment C

A & W	Alert and Warning
AAR	After Action Report
AEL	Authorized Equipment List
ARC	American Red Cross
ARP	Accidental Risk Prevention
BSA	California Bureau of State Audits
CAER	Community Awareness and Emergency Response
Cal ARP	California Accidental Release Prevention
Cal EMA	California Emergency Management Agency
Cal EPA	California Environmental Protection Agency
CAR	Capability Assessment for Readiness
CBO	Community based organization
CBRN	Chemical, Biological, Radiological, or Nuclear materials
CDF	California Department of Forestry and Fire Protection
CDMG	California Division of Mines and Geology
CEC	California Energy Commission or California Emergency Council
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CEPEC	California Earthquake Prediction Evaluation Council
CESRS	California Emergency Services Radio System
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CHIP	California Hazard Identification Program
CHMIRS	California Hazardous Material Incident Reporting System
CHP	California Highway Patrol
CLETS	California Law Enforcement Telecommunications System
COG	Continuity of Government
COOP	Continuity of Operations
CSTI	California Specialized Training Institute
CUPA	Certified Unified Program Agency
DFO	Disaster Field Office
DGS	California Department of General Services
DHS	U.S. Department of Homeland Security
DHS-RHB	California Department of Health Services, Radiological Health Branch
DOC	Department Operations Center
DOE	Department of Energy (U.S.)
DOF	California Department of Finance
DOJ	California Department of Justice
DSR	Disaster Survey Report
DSW	Disaster Service Worker
DWR	California Department of Water Resources
EAS	Emergency Alerting System
EDIS	Emergency Digital Information System
EERI	Earthquake Engineering Research Institute
EHP	Environmental Planning and Historic Preservation
EMA	Emergency Management Assistance
EMAP	Emergency Management Accreditation Program
EMF	Emergency Management Function
EMI	Emergency Management Institute
EMMA	Emergency Managers Mutual Aid
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (U.S.)
EPEDAT	Early Post Earthquake Damage Assessment Tool
EPI	Emergency Public Information

Appendix G – Acronyms, continued Attachment C

EPIC	Emergency Public Information Council
EP&R	Emergency Preparedness and Response (DHS Directorate)
ESF	Emergency Service Functions (Federal)
FEMA	Federal Emergency Management Agency
FIR	Final Inspection Reports
FIRESCOPE	Fire Fighting Resources of Southern California Organized for Potential Emergency
FMA	Flood Management Assistance
FSR	Feasibility Study Report
FY	Fiscal Year
GPD	Grant Programs Directorate
GIS	Geographical Information System
HAZMAT	Hazardous Material
HAZMIT	Hazardous Mitigation
HAZUS	Hazards-United States (an earthquake damage assessment prediction tool)
HCD	Housing and Community Development
HDER	Homeland Defense Equipment Reuse
HEICS	Hospital Emergency Incident Command System
HEPG	Hospital Emergency Planning Guidance
HMEP	Hazardous Materials Emergency Preparedness
HMGP	Hazard Mitigation Grant Program
HSEEP	Homeland Security Exercise and Evaluation Program
IDE	Initial Damage Estimate
IA	Individual Assistance
IFGP	Individual and Family Grant Program
IPA	Information and Public Affairs (of Cal EMA)
IRG	Incident Response Geographic Information System
LEMA	Law Enforcement Mutual Aid
LEPC	Local Emergency Planning Committee
M&A	Management and Administrative
MARAC	Mutual Aid Regional Advisory Committee
MOU	Memorandum of Understanding
NBC	Nuclear, Biological, Chemical
NEMA	National Emergency Management Agency
NEMIS	National Emergency Management Information System
NFIP	National Flood Insurance Program
NIMCAST	National Incident Management Capability Assessment Tool
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Association
NPP	Nuclear Power Plant
NSF	National Science Foundation
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OCC	Operations Coordination Center
OSHPD	Occupational Safety and Health Protection Division
OSPR	Oil Spill Prevention and Response
PA	Public Assistance
PDA	Preliminary Damage Assessment
POST	Police Officer Standards and Training
PSA	Public Service Announcement
RAMP	Regional Assessment of Mitigation Priorities
RAPID	Railroad Accident Prevention and Immediate Deployment
RDO	Radiological Defense Officer
RDMHC	Regional Disaster Medical Health Coordinator
REOC	Regional Emergency Operations Center
REPI	Reserve Emergency Public Information

Appendix G – Acronyms, continued

Attachment C

RES	Regional Emergency Staff
RKB	Responder Knowledge Base
RIMS	Response Information Management System
RMP	Risk Management Plan
RRT	Regional Response Team
SARA	Superfund Amendments and Reauthorization Act
SAP	Safety Assessment Program
SBA	Small Business Administration
SEMS	Standardized Emergency Management System
SEPIC	State Emergency Public Information Committee
SHMO	State Hazard Mitigation Officer
SLA	State and Local Assistance
SONGS	San Onofre Nuclear Generating Station
SOP	Standard Operating Procedure
SWEPC	Statewide Emergency Planning Committee
SWIC	Statewide Interoperability Coordinator
TEP	Training and Exercise Plan
TEPW	Training and Exercise Plan Workshop
TRU	Transuranic
THIRA	Threat and Hazard Identification and Risk Assessment
UPA	Unified Program Account
USAR	Urban Search and Rescue
USGS	United States Geological Survey
WC	California State Warning Center
WIPP	Waste Isolation Pilot Project
WMD	Weapons of Mass Destruction

Appendix H – Match Information

FY11 Match Guidance

Introduction

Determining match for the purposes of submitting grant applications to any federal agency should be a coordinated process at the state and local level. It is highly recommended that programmatic staff at the state and local level consult with their financial staff prior to submitting any grant applications, especially those that identify cash or in-kind match.

Types of Match

1. **Cash Match.** Cash (hard) match includes non-federal cash spent for project related costs, according to the program guidance. Allowable cash match must only include those costs which are in compliance with 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments* (OMB Circular A-87) and 44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.
2. **In-kind Match.** In-kind (soft) match includes, but is not limited to, the valuation of in-kind services. “In-kind” is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match (other than cash payments) is permitted, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expends them as allowable costs in compliance with 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments* (OMB Circular A-87) and 44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.

Definitions

- **Matching or Cost Sharing.** This means the value of the third party in-kind contributions and the portion of the costs of a federally-assisted project or program not borne by the Federal Government. All cost-sharing or matching funds claimed against a FEMA grant by state, local or tribal governments must meet the requirements of the program guidance and/or program regulations, 44 CFR § 13, and 2 CFR § 225.
- **Cash Match (hard).** This includes cash spent for project-related costs under a grant agreement. Allowable cash match must include only those costs which are allowable with federal funds in compliance with the program guidance and/or program regulations, 44 CFR § 13, and 2 CFR § 225.
- **In-kind Match (soft).** This means contributions of the reasonable value of property or services in lieu of cash which benefit a federally-assisted project or program. This type of match may only be used if not restricted or prohibited by program statute, regulation or guidance and must be supported with source documentation. Only property or services that are in compliance with program guidance and/or program regulations, 44 CFR § 13, and 2 CFR § 225, are allowable.

Basic Guidelines

- For costs to be eligible to meet matching requirements, the costs must first be allowable under the grant program.
- The costs must also be in compliance with all federal requirements and regulations (e.g., 44 CFR Part 13 and 2 CFR Part 225); the costs must be reasonable, allowable, allocable, and necessary.
- Records for all expenditures relating to cost sharing or matching must be kept in the same manner as those for the grant funds.
- The following documentation is required for third-party cash and in-kind contributions: Record of donor; Dates of donation; Rates for staffing, equipment or usage, supplies, etc.; Amounts of donation;

and deposit slips for cash contributions. According to 44 CFR § 13.24, this documentation is to be held at the Applicant and/or sub-applicant level.

- Except as provided by federal statute, a cost sharing or matching requirement may not be met by costs borne by another federal grant.
- The source of the match funds must be identified in the grant application.
- Every item must be verifiable, i.e., tracked and documented.
- Any claimed cost share expense can only be counted once.

Examples (For additional examples of match, please contact your state finance office)

- The Emergency Management Director has 50 percent of his/her salary paid from state funds and 50 percent paid from federal grant funds, but he/she provides 60 percent effort in the federal grant program that only pays 50 percent salary. The additional 10 percent of effort/time toward the federal grant program can be claimed as soft match. All record keeping requirements to prove the 60 percent time allocation apply.
- Non-federally funded equipment or facilities used during exercises can be claimed as soft match, but only at the time of donation. For example, only the fair market price for the use of the facility for the period of the exercise can be claimed as match.
- Third party in-kind contributions of salary, travel, equipment, supplies and other budget areas that are from third party sources must be in compliance with 44 CFR §13.24, *Matching or Cost Sharing*. These types of contributions include voluntary contributions such as emergency personnel, lawyers, etc., who donate their time to a federal grant program. The normal per hour rate for these professionals (acting in their professional capacity) can be used to meet the matching requirement. The value of the services provided is taken into consideration when determining the value of the contribution - not who is providing the service. For example, if a lawyer is volunteering his services to assist flood victims in filing legal paper work, the lawyer's normal hourly rate is allowable. If the lawyer is volunteering his services and is working in a soup kitchen, the lawyer's hourly rate would not be applicable; it would be the hourly rate for a soup kitchen worker.

Governing Provisions

- 44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*
- Reference 44 CFR § 13.24, *Matching or Cost Sharing*
- 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments* (OMB Circular A-87)
- Program Guidance and/or Program Regulations

44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

44 CFR § 13.24, Matching or Cost Sharing

(a) Basic rule: Costs and contributions acceptable. With the qualifications and exceptions listed in paragraph (b) of this section, a matching or cost sharing requirement may be satisfied by either or both of the following:

- (1) Allowable costs incurred by the grantee, subgrantee or a cost-type contractor under the assistance agreement. This includes allowable costs borne by non-federal grants or by others cash donations from non-federal third parties.
- (2) The value of third party in-kind contributions applicable to the period to which the cost sharing or matching requirements applies.

(b) Qualifications and exceptions:

- (1) Costs borne by other federal grant agreements. Except as provided by federal statute, a cost sharing or matching requirement may not be met by costs borne by another federal grant. This prohibition does not apply to income earned by a grantee or subgrantee from a contract awarded under another federal grant.

- (2) General revenue sharing. For the purpose of this section, general revenue sharing funds distributed under 31 U.S.C. 6702 are not considered federal grant funds.
- (3) Cost or contributions counted towards other federal costs-sharing requirements. Neither costs nor the values of third party in-kind contributions may count towards satisfying a cost sharing or matching requirement of a grant agreement if they have been or will be counted towards satisfying a cost sharing or matching requirement of another federal grant agreement, a federal procurement contract, or any other award off federal funds.
- (4) Costs financed by program income. Costs financed by program income, as defined in § 13.25, shall not count towards satisfying a cost sharing or matching requirement unless they are expressly permitted in the terms of the assistance agreement (This use of general program income is described in § 13.25 (g)).
- (5) Services or property financed by income earned by contractors. Contractors under a grant may earn income from the activities carried out under the contract in addition to the amounts earned from the party awarding the contract. No costs of services or property supported by this income may count toward satisfying a cost sharing or matching requirement unless other provisions of the grant agreement expressly permit this kind of income to be used to meet the requirement.
- (6) Records. Costs and third party in kind contributions counting towards satisfying a cost sharing or matching requirement must be verifiable from the records of grantees and subgrantees or cost-type contractors. These records must show how the value placed on third party in-kind contributions was derived. To the extent feasible, volunteer services will be supported by the same methods that the organization uses to support the allocability of regular personnel costs.
- (7) Special standards for third party in kind contributions.
 - (i) Third party in kind contributions count towards satisfying a cost sharing or matching requirement only where, if the party receiving the contributions were to pay for them, the payments would be allowable costs.
 - (ii) Some third party in-kind contributions are goods and services that if the grantee, subgrantee, or contractor receiving the contribution had to pay for them, the payments would have been indirect costs. Costs sharing or matching credit for such contributions shall be given only if the grantee, subgrantee, or contractor has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of the contributions.
 - (iii) A third party in-kind contribution to a fixed-price contract may count towards satisfying a cost sharing or matching requirement only if it results in:
 - (A) An increase in the services or property provided under the contract (without additional cost to the grantee or subgrantee); or
 - (B) A cost savings to the grantee or subgrantee.
 - (iv) The values placed on third party in kind contributions for cost sharing or matching purposes will conform to the rules in the succeeding sections of this part. If a third party in-kind contribution is a type not treated in those sections, the value placed upon it shall be fair and reasonable.

(c) Valuation of donated services:

- (1) Volunteer services. Unpaid services provided to a grantee or subgrantee by individuals will be valued at rates consistent with those ordinarily paid for similar work in the grantee's or subgrantee's organization. If the grantee or subgrantee does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation.
- (2) Employees of other organizations. When an employer other than a grantee, subgrantee, or cost-type contractor furnishes free of charge the services of an employee in the employee's normal line of work, the services will be valued at the employee's regular rate of pay exclusive of the employee's fringe benefits and overhead costs. If the services are in a different line of work, paragraph(c)(1) of this section applies.

(d) Valuation of third party donated supplies and loaned equipment or space:

- (1) If a third party donates supplies, the contribution will be valued at the market value of the supplies at the time of donation.
- (2) If a third party donates the use of equipment or space in a building but retains title, the contribution will be valued at the fair rental rate of the equipment or space.

(e) Valuation of third party donated equipment, buildings, and land. If a third party donates equipment, buildings, or land, and title passes to a grantee or subgrantee, the treatment of the donated property will depend upon the purpose of the grant or subgrant, as follows:

- (1) Awards for capital expenditures. If the purpose of the grant or subgrant is to assist the grantee or subgrantee in the acquisition of property, the market value of that property at the time of donation may be counted as cost sharing or matching,
- (2) Other awards. If assisting in the acquisition of property is not the purpose of the grant or subgrant, paragraphs (e)(2) (i) and (ii) of this section apply:
 - (i) If approval is obtained from the awarding agency, the market value at the time of donation of the donated equipment or buildings and the fair rental rate of the donated land may be counted as cost sharing or matching. In the case of a subgrant, the terms of the grant agreement may require that the approval be obtained from the federal agency as well as the grantee. In all cases, the approval may be given only if a purchase of the equipment or rental of the land would be approved as an allowable direct cost. If any part of the donated property was acquired with federal funds, only the non-federal share of the property may be counted as cost sharing or matching.
 - (ii) If approval is not obtained under paragraph (e)(2)(i) of this section, no amount may be counted for donated land, and only depreciation or use allowances may be counted for donated equipment and buildings. The depreciation or use allowances for this property are not treated as third party in-kind contributions. Instead, they are treated as costs incurred by the grantee or subgrantee. They are computed and allocated (usually as indirect costs) in accordance with the cost principles specified in § 13.22, in the same way as depreciation or use allowances for purchased equipment and buildings. The amount of depreciation or use allowances for donated equipment and buildings is based on the property's market value at the time it was donated.

(f) Valuation of grantee or subgrantee donated real property for construction/ acquisition. If a grantee or subgrantee donates real property for a construction or facilities acquisition project, the current market value of that property may be counted as cost sharing or matching. If any part of the donated property was acquired with federal funds, only the non-federal share of the property may be counted as cost sharing or matching.

(g) Appraisal of real property. In some cases under paragraphs (d), (e), and (f) of this section, it will be necessary to establish the market value of land or a building or the fair rental rate of land or of space in a building. In these cases, the federal agency may require the market value or fair rental value be set by an independent appraiser, and that the value or rate be certified by the grantee. This requirement will also be imposed by the grantee on subgrantees.

***2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments
(OMB Circular A-87)***

Basic Guidelines

1. **Factors affecting allow-ability of costs.** To be allowable under federal awards, costs must meet the following general criteria:
 - a. Be necessary and reasonable for proper and efficient performance and administration of federal awards.
 - b. Be allocable to federal awards under the provisions of 2 CFR Part 225.

- c. Be authorized or not prohibited under state or local laws or regulations.
 - d. Conform to any limitations or exclusions set forth in these principles, federal laws, terms and conditions of the federal award, or other governing regulations as to types or amounts of cost items.
 - e. Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the governmental unit.
 - f. Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.
 - g. Except as otherwise provided for in 2 CFR Part 225, be determined in accordance with generally accepted accounting principles.
 - h. Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation.
 - i. Be the net of all applicable credits.
 - j. Be adequately documented.
- 2. Reasonable costs.** A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when governmental units or components are predominately federally-funded. In determining reasonableness of a given cost, consideration shall be given to:
- a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the governmental unit or the performance of the federal award.
 - b. The restraints or requirements imposed by such factors as: Sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and, terms and conditions of the federal award.
 - c. Market prices for comparable goods or services.
 - d. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the governmental unit, its employees, the public at large, and the Federal Government.
 - e. Significant deviations from the established practices of the governmental unit which may unjustifiably increase the federal award's cost.
- 3. Allocable costs.**
- a. A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received.
 - b. All activities which benefit from the governmental unit's indirect cost, including unallowable activities and services donated to the governmental unit by third parties, will receive an appropriate allocation of indirect costs.
 - c. Any cost allocable to a particular federal award or cost objective under the principles provided for in 2 CFR Part 225 may not be charged to other federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the federal awards, or for other reasons.
 - d. Where an accumulation of indirect costs will ultimately result in charges to a federal award, a cost allocation plan will be required as described in Appendices C, D, and E to this part.
- 4. Applicable credits.**
- a. Applicable credits refer to those receipts or reduction of expenditure-type transactions that offset or reduce expense items allocable to federal awards as direct or indirect costs. Examples of such transactions are: Purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the governmental unit relate to allowable costs, they shall be credited to the federal award either as a cost reduction or cash refund, as appropriate.
 - b. In some instances, the amounts received from the Federal Government to finance activities or service operations of the governmental unit should be treated as applicable credits. Specifically, the concept of netting such credit items (including any amounts used to meet cost sharing or matching requirements) should be recognized in determining the rates or amounts to be charged to federal awards.

FY11 Emergency Management Performance Grant Assurances, Certifications, Terms, and Conditions

ASSURANCES

The applicant hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-87, A-102, A-133; Executive Order 12372 (intergovernmental review of federal programs); and 44 C.F.R. pt.13 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Controller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-285), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-33.3), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

All proposed construction and renovation activities must undergo an Environmental Planning and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Any applicant that is proposing a construction project should pay special attention to the EHP requirements contained in Part VI (B, 5.7) of the Guidance.

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.

EXHIBIT B

Attachment D

18. Will comply with Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*. The adoption of the NIMS is a requirement to receive federal preparedness assistance, through grants, contracts, and other activities. The NIMS provides a consistent nationwide template to enable all levels of government, tribal nations, nongovernmental organizations, and private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.
19. Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program. This includes all requirements, restrictions and regulations identified in the California Emergency Management Agency (Cal EMA) Fiscal Year 2011 Emergency Management Performance Grant (EMPG) Recipient Subgrant Guide for Local Governments.
20. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure non-discrimination during the useful life of the project.
21. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
22. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms to the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.

CERTIFICATIONS

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT):

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR, Part 17:

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. CERTIFICATIONS REGARDING DRUG-FREE WORKPLACE REQUIREMENTS: This certification commits the applicant to compliance with the certification requirements under 44 CFR, Part 17 *Government-wide Requirements for Drug-Free Workplace (Grants)*.

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;

EXHIBIT B

Attachment D

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

4. SWEATFREE CODE OF CONDUCT:

- a. All applicants contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the subgrant have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The applicant further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.
- b. The applicant agrees to cooperate fully in providing reasonable access to the applicant's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

5. DOMESTIC PARTNERS: For subgrants executed or amended after July 1, 2004, the applicant may elect to offer domestic partner benefits to the applicant's employees in accordance with Public Contract Code section

10295.3. However, the applicant cannot require an employee to cover the costs of providing any benefits which have otherwise been provided to all employees regardless of marital or domestic partner status.

TERMS AND CONDITIONS

The following laws apply to persons or entities doing business with the State of California.

1. **CONFLICT OF INTEREST:** Applicant needs to be aware of the following provisions regarding current or former state employees. If subgrantee has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the 12-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If applicant violates any provisions of above paragraphs, such action by applicant shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. **LABOR CODE/WORKERS' COMPENSATION:** Applicant needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and applicant affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
3. **AMERICANS WITH DISABILITIES ACT:** Applicant assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. **APPLICANT NAME CHANGE:** An amendment is required to change the applicant's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. **RESOLUTION:** A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

EXHIBIT B

Attachment D

6. **AIR OR WATER POLLUTION VIOLATION:** Under the State laws, the applicant shall not be:
- (1) In violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district;
 - (2) Subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or
 - (3) Finally determined to be in violation of provisions of federal law relating to air or water pollution.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and applicant may be ineligible for award of any future state agreements if the department determines that any of the following has occurred: the applicant has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective jurisdiction to the assurances and certifications listed above.

<i>Jurisdiction (Printed)</i>	
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	

NIMS COMPLIANCE CERTIFICATION

I, _____, the Authorized Agent for the _____
(print name of authorized agent) (city, county, tribe, other)

Of _____, do hereby certify that all the requirements to be NIMS
(name of agency)

compliant have been met and the information has been entered into NIMSCAST.

(Signature)

(Date)



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF PUBLIC WORKS

DATE: MAY 15, 2012

SUBJECT: APPROVE RIGHT-OF-WAY AGREEMENT TO ACQUIRE EASEMENT FOR THE CORPORATE YARD SEWER PROJECT

FISCAL
IMPACT: EXPENSE: \$26,400 FOR RIGHT-OF-WAY
OFFSETTING REVENUE: \$26,400 SANITARY SEWER FUND
BUDGETED: \$26,400 (ACCOUNT NO.:333556-6013 J/L 61026)

SUMMARY:

The City's maintenance yard is connected to a septic tank system. The age of the current septic system, past regulatory inspections, and State mandates to eliminate septic tanks necessitate that the maintenance yard be connected to the sanitary sewer collection system. This action approves a right-of-way agreement to acquire an easement through adjoining private property needed to connect directly to the sanitary sewer collection system.

RECOMMENDATION:

It is recommended that City Council take the following actions:

1. Approve the attached "Right-of-Way Agreement" as the purchase and sale agreement between the City of Placentia and the property owner, MNC Brothers, for the purchase of a right-of-way easement at 378 E. Orangethorpe Avenue, Placentia, California, Assessor's Parcel Number 344-102-11 & 12, for an amount of \$26,400.
2. Authorize the City Administrator to sign the subject Right-of-Way agreement on behalf of the City.
3. Acquire and accept the subject right-of-way easement located at 378 E. Orangethorpe Avenue for sewer infrastructure purposes.
4. Direct the City Clerk to endorse on the Certificate of Acceptance which embodies the acceptance of said right-of-way easement, and cause the document to be submitted to the County Recorder of the Orange County for recording of the document.

Item 1.g.
May 15, 2012

DISCUSSION:

The City's maintenance yard, which is located at 2999 East La Jolla Street, currently is connected to a septic tank system. As a result of California Water Quality Control Board inspections and a State mandate to eliminate septic tank use in the future, the City has been working to connect directly to the sanitary sewer collection system. The City has researched several different paths to facilitate this connection. The best and most cost effective path will connect to existing pipeline on Orangethorpe Avenue by crossing through the property located at 378 E. Orangethorpe Avenue. Optional paths that were researched in detail resulted in utility conflicts and significant right-of-way issues.

The City, with services provided by Overland, Pacific & Cutler, Inc., has been in negotiations with the property owner since November 2011. The City negotiated an agreement with the property owner for \$10 per sq. ft.

FISCAL IMPACT:

This project is budgeted in the Fiscal Year 2011-12 Capital Improvement Program. The project is funded through the Sanitary Sewer Fund.

Submitted by:

Reviewed and approved:



Steve Drinovsky
Director of Public Works



Troy L. Butzlaff ICMA-CM
City Administrator

Attachments: Exhibits

RIGHT OF WAY AGREEMENT

THIS AGREEMENT is made and entered by and between MNC Brothers, a California General Partnership ("Seller/Grantor"), and the City of Placentia, a charter city and a municipal corporation ("Buyer/Grantee").

WHEREAS, the above-named Seller/Grantor owns that certain real property located at 378 E. Orangethorpe Avenue, Placentia, California (APN: 344-102-11 & 12) ("Property"); and

WHEREAS, pursuant to the terms and conditions set forth herein, Seller/Grantor intends to convey to Buyer/Grantee and Buyer/Grantee intends to acquire from Seller/Grantor an easement interest in the Property for the purpose of installing and perpetually maintaining a sewer line ("Project");

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. Execution and Delivery of Deed. Seller/Grantor has executed, notarized and delivered the Easement Deed (a copy of which is attached to this Agreement) to Buyer/Grantee's agent, Overland, Pacific & Cutler, Inc. for acceptance by Buyer/Grantee. Said Easement Deed shall only be recorded upon the Buyer/Grantee's execution of this Agreement by Buyer/Grantee, Buyer/Grantee's acceptance of the Easement Deed, and following payment to Seller/Grantor as described herein. In the event that for any reason said conditions are not met, the Easement Deed shall be returned to the Seller/Grantor.

2. Right of Entry for Construction. The Seller/Grantor hereby grants to Buyer/Grantee and their construction contractor team, permission to enter those portions of the above-mentioned property reasonably necessary for the purpose of performing all activities necessary for the construction and completion of the Project, including ingress and egress and the storing and deposit of tools and equipment. City's construction contractor team shall conduct the work in such manner as to avoid interference to the Seller/Grantor and shall restore the surface of the Property to a condition reasonably similar to its condition immediately prior to construction. This Right of Entry shall commence on _____, 2012 and extend to 12:00 p.m., _____, 2012. Buyer/Grantee's construction contractor team shall provide notice of entry 48 hours prior to entering Seller/Grantor's property by calling Seller/Grantor at:

Contact Name MATTHEW LEUNG

Contact Daytime Phone Number: 323-828-5131

3. Payment and Release. Within thirty (30) days of Buyer/Grantee's execution of this Agreement, Buyer/Grantee agrees to pay the sum of \$26,400 ("Purchase Price") for the purchase of the Easement Deed. It is understood and agreed that the amount payable to the Seller/Grantor is full compensation for the construction, and actual possession and use of the easement and all claims related to such possession and use. Upon the Buyer/Grantee's payment of the Purchase Price to Seller/Grantor, the Buyer/Grantee will be entitled to possession and use of the easement to begin construction of the Project.

4. Indemnification. Buyer/Grantee, by accepting the Right of Entry and Easement Deed, hereby agrees to pay for all property damage caused by its employees, agents, contractors and assigns during the construction process. Buyer/Grantee will hold harmless, defend and indemnify the Seller/Grantor for any liability or claims arising out of the actions of Buyer/Grantee, its employees and its contractors, except to the extent such liability or claim is due to the Seller/Grantor's gross negligence or willful misconduct.

5. Survival. The terms and conditions stated herein and in the attached Easement Deed shall apply to and bind the heirs, executors, administrators, assigns and successors of the parties hereto.

IN WITNESS WHEREOF, this Agreement is executed this 2nd day of May 2012.

Mailing Address of Seller/Grantor

378 E. Orangethorpe Avenue
Placentia, CA 92870

SELLER/GRANTOR

MNC Brothers, a California General Partnership

By: 
Title: general partner

By: _____
Title: _____

Mailing Address of Buyer/Grantee

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

BUYER/GRANTEE

APPROVED

By: _____

By: _____

APPROVED AS TO FORM

By: Andrew V. Arczynski, City Attorney

RECORDING REQUESTED BY, AND
WHEN RECORDED MAIL TO:

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

Space above this line for Recorder's use only

THIS TRANSACTION IS EXEMPT FROM CALIFORNIA DOCUMENTARY TRANSFER TAX PURSUANT TO SECTION 11922 OF THE CALIFORNIA REVENUE AND TAXATION CODE. THIS DOCUMENT IS EXEMPT FROM RECORDING FEES PURSUANT TO SECTIONS 6103 and 27383 OF THE CALIFORNIA GOVERNMENT CODE.

EASEMENT DEED

Orange County
Assessor's Parcel Number: 344-102-11 & 12

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

MNC Brothers, a California General Partnership

HEREBY GRANTS TO

THE CITY OF PLACENTIA, a charter city and a municipal corporation

a permanent easement and right of way to locate, relocate, construct, reconstruct, maintain, operate, repair and renew a sanitary sewer pipeline beneath the surface of the hereinafter described real property in the City of Placentia, County of Orange, State of California described on Exhibit "A" and shown on Exhibit "B", which exhibits are attached hereto and by reference made a part hereof.

Together with the right to enter and pass through the property for the purpose of inspecting, maintaining, repairing, reconstructing and renewing said sewer pipe line; and also the right to enter upon and use the adjoining lands of Grantor, including the surface thereof, as may be necessary for initial construction of the said sewer pipe line.

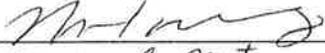
Provided however, that this conveyance is made under and subject to the following conditions, which the Grantee, by the acceptance of said right of way, agrees to keep and perform viz.

That said Grantee will repair any and all damage to the property of the Grantor above or adjoining the said right of way which is injured or damaged in the construction of the said sewer pipe line.

To have and to hold to the said Grantee, its successors and assigns, perpetually for the purpose and upon the conditions aforesaid.

IN WITNESS WHEREOF, the grantor hereto has caused this Easement Deed to be executed as of this 2nd day of May, 2012.

MNC Brothers, a California General Partnership

By: 
Title: general partner

By: _____
Title: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

State of California)
) SS
County of Orange)

On May 2, 2012 before me, Daniela Borbe ~~notary public~~ personally appeared Matthew Yin Leung who proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) ~~is/are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/they executed the same in ~~his~~/her/their authorized capacity(ies), and that by ~~his~~/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

Witness my hand and official seal.

Daniela Borbe
(Signature)

(SEAL)



State of California)
) SS
County of Orange)

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

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

Witness my hand and official seal.

(SEAL)

EXHIBIT "A"

Legal Description for Sewer Easement

378 Orangethorpe Avenue, Placentia, CA

Portion of A.P.N. 344-102-011

The Northwesterly 8.00 feet of the Southeasterly 24.00 feet of Parcel 1 of Lot Line Adjustment No. LL 87-05, in the City of Placentia, County of Orange, State of California, as shown on document recorded August 4, 1987 as Instrument No. 87-441318 of Official Records, in the Office of the County Recorder of said County.

Contains 2,640 square feet, more or less

As shown on Exhibit "B" attached hereto and by this reference made a part hereof

Prepared under my supervision:

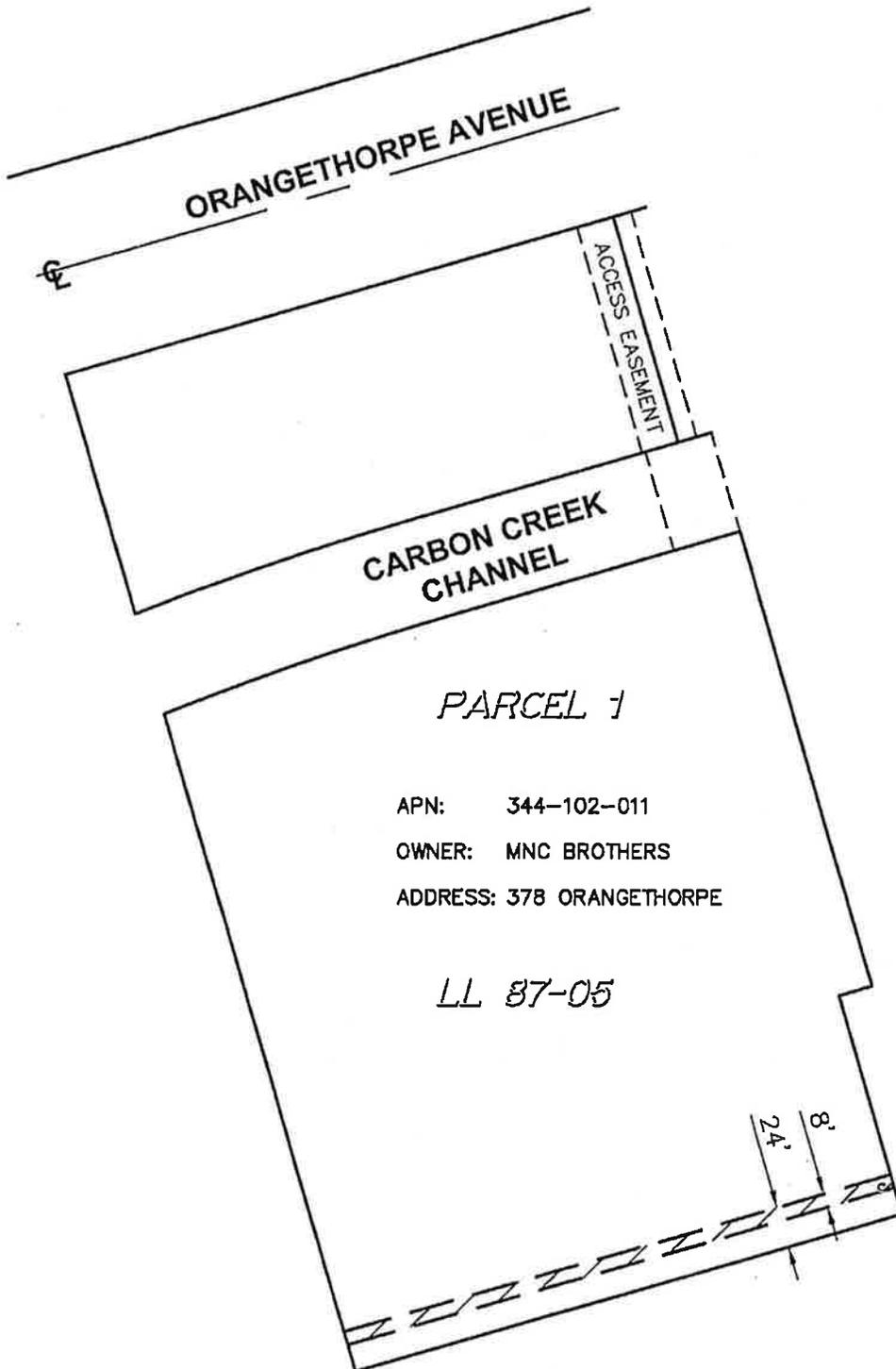
David O. Knell 4-16-2012

David O. Knell PLS 5301

Date



EXHIBIT 'B'



WILLDAN Engineering
13191 CROSSROADS PARKWAY NORTH, SUITE 405
INDUSTRY, CA. 91746-3497
(562) 906-8247
extending your reach

SCALE: 1"=100' DATE: 04/16/2012
DRAWN BY: SCB CHECKED BY: DOK

**SKETCH TO ACCOMPANY
LEGAL DESCRIPTION**

M:\PLACENTIA\378ORANGETHORPE\01 EXHIBIT B\S01 EXHIBIT B 100-8.5X11.DWG

(Signature)

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Easement Deed to the City of Placentia, a charter city and a municipal corporation is hereby accepted in accordance with the terms by the undersigned officer on behalf of the City, and City consents to recording thereof by its duly authorized officer.

Dated: _____

By: _____



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF PUBLIC WORKS

DATE: MAY 15, 2012

SUBJECT: VISTA DEL VERDE OFFSITE TRAFFIC MITIGATION BOND - RELEASE OF INDEMNITY IMPROVEMENT BOND (TOLL BROTHERS)

FINANCIAL
IMPACT: NONE

INTRODUCTION:

Toll Brothers, the developer of the Vista Del Verde Master Planned Community in the City of Yorba Linda, has completed public and private improvements and is requesting the release of surety and performance bonds. The total bond amount is \$1,999,047. This action authorizes the City Engineer to release all bonds being held for this Tract.

RECOMMENDATION:

It is recommended that City Council authorize the City Engineer to release the original surety and performance bonds in the amount of \$1,999,047.

DISCUSSION:

Toll Brothers is the primary developer of the former Aera Energy (Shell Oil) property on the hillsides in north Yorba Linda, known as the Vista Del Verde Master Planned Community. In 1995, the City of Yorba Linda certified an Environmental Impact Report (EIR) that included several traffic mitigation measures, among which were intersections improvements in Placentia and Brea.

Toll Brothers signed an agreement with the City of Placentia in 2004 which provided a method to satisfy their obligations which included:

- A payment of \$73,800 from Toll Brothers to reimburse Placentia for work that was required at Rose Drive/Orangethorpe intersection. In 1999, the City constructed the improvements that provided the traffic capacity improvement equivalent to the EIR mitigation requirement and Toll Brothers issued a check to the City.
- A bond in the amount of \$1,999,047 to cover the future cost of improvements at the intersections of Rose Drive/Yorba Linda Boulevard and Rose Drive/Imperial Highway. The improvements at Imperial Highway at Rose Drive was estimated at \$1,846,217 and Rose Drive at Yorba Linda Boulevard \$152,830. Toll Brothers would provide the City with their contribution once a project began moving forward.

Item 1.h.
May 15, 2012

The improvements at Rose Drive/Imperial Highway were incorporated as part of the Orange County Transportation Authority's (OCTA) Smart Street Project. No additional capacity improvements to this intersection are planned.

The City has been awarded funding under OCTA's State-Local Partnership Program (SLPP) to complete the installation of certain improvements at the Rose Drive/Yorba Linda Boulevard. The Toll Brothers, in completing terms of the 2004 agreement, has provided cash contribution of \$152,830 for the right turn lane now under design.

Toll Brothers, has now completed their mitigation measure obligations for the public and private improvements consisting of streets, grading and utilities. As a result, the performance bond and surety currently held by the City is subject to release upon acceptance by the City Engineer.

FISCAL IMPACT:

None.

Submitted by:

Reviewed and approved:



Steve Drinovsky
Director of Public Works

Troy L. Butzlaff, ICMA-CM
City Administrator

AGENDA ITEM NO.: _____

COUNCIL MEETING DATE _____



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF PUBLIC WORKS

DATE: MAY 15, 2012

SUBJECT: RECOMMENDATION TO APPROVE MAINTENANCE AND REPAIR AGREEMENT WITH PLACENTIA LAKES COMMUNITY ASSOCIATION IN RELATION TO KRAEMER BOULEVARD RAILROAD GRADE SEPARATION PROJECT

FISCAL IMPACT: MINIMAL ANNUAL MAINTENANCE AND REPAIRS

SUMMARY:

The Orange County Transportation Authority (OCTA) is overseeing the right of way, design, and construction of five (5) railroad grade separation projects along the Orangethorpe rail corridor in the cities of Placentia, Anaheim, and Fullerton. The construction phase for the Kraemer Boulevard railroad grade separation project has started. The Placentia Lakes Community is directly impacted from property acquisitions necessary to complete the project. This action will approve Maintenance and Repair Agreement between the Placentia Lakes Community Association and the City of Placentia confirming the obligations of both entities as it relates to the property that will be located between the undercrossing and the Community Association.

RECOMMENDATION:

It is recommended that City Council take the following actions:

1. Approve Maintenance and Repair Agreement with Placentia Lakes Community Association in relation to the Kraemer Boulevard Grade Separation Project, and
2. Authorize the Mayor to execute the Maintenance and Repair Agreement on behalf of the City, in a form approved by the City Attorney.

DISCUSSION:

The Placentia Lakes Community Association owns property necessary for completion of the Kraemer Grade Separation Project. Although all structures will be located on property acquired for the project, there is surrounding area between the structures and the Placentia Lakes Community that requires ongoing maintenance and repairs. This agreement confirms the rights and obligations of both the City and the Placentia Lakes Community in regards to maintaining the acquired area for the project and the Placentia Lakes Community property adjacent to the

Item 1.i.

May 15, 2012

project. This agreement covers the public property between the Kraemer Grade Separation and the Placentia Lakes Community. The Placentia Lakes Community wishes to maintain this area on behalf of the cities of Anaheim and Placentia to preserve a uniformed approach to maintenance around their community. A summary of the points in the proposed maintenance and repair agreement are listed below:

City of Placentia agrees to:

- Keep clean and maintain in a well-kept and attractive condition, and replace in like kind, the property, including, but not limited to, the metal picket fence, bio-swale, decomposed granite areas, concrete block paving of the access road, propane tank, pump house, and chain link fence. Permit OCTA to act as the responsible lead agency to design and construct the projects.
- Remove all graffiti, handbills, posters, and other similar materials from the property including, but not limited to, the south side of the sound wall.
- City will maintain bio-swale.

Placentia Lakes Community Association agrees to:

- Mow the access road and the rest of the area between the sound wall and the metal picket fence (except within the chain link fenced enclosure around the pump station).
- Maintain and irrigate the lawn, vines, and shrubs in the same area.

FISCAL IMPACT:

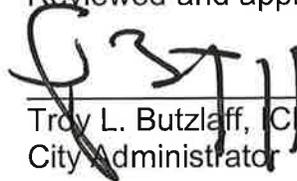
The cities of Placentia and Anaheim will share in the cost of maintaining the area necessary for the Kraemer Grade Separation. Each City will enter into a cooperative maintenance agreement that will include the obligations of the City of Placentia located within the Placentia Lakes Community Association Maintenance and Repair Agreement. Total cost for this agreement is undetermined at this time, but is anticipated to be minimal.

Prepared by:



Steve Drinovsky
Director of Public Works

Reviewed and approved:



Troy L. Butzlaff, CMA-CM
City Administrator

Attachments:

1. Maintenance and Repair Agreement

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

Vincent J. Sincek, Esq.
EPSTEN GRINNELL & HOWELL, APC
10200 Willow Creek Road, Suite 100
San Diego, CA 92131

The Above Space For Recorder's Use Only

OK to Accept: _____
Date: _____

Project Name: Kraemer Boulevard Railroad Grade Separation Project
APN: 340-313-06, 07, 08, 09 and 10
Project No.: KRA-040
Federal ID No.: PNRSL-6071(051)
Title Order No. _____
Escrow No. _____

AGREEMENT CONCERNING REAL PROPERTY

CITY OF PLACENTIA AND PLACENTIA LAKES COMMUNITY ASSOCIATION

This Maintenance and Repair Agreement ("Agreement") is entered into by and between the City of Placentia ("City"), a charter city and municipal corporation, and Placentia Lakes Community Association (the "Association"), a California nonprofit mutual benefit corporation, (sometimes collectively referred to herein as the "Parties" and individually referred to herein as a "Party").

WHEREAS, the City, in cooperation with Orange County Transportation Authority (the "Authority") has been involved in a public improvement project known as the Kraemer Boulevard Railroad Grade Separation Project ("Project");

WHEREAS, pursuant to the Agreement for Acquisition of Fee Interest and Easements in Real Property and Agreement Concerning Real Property, Association owns certain real property located in the City of Placentia which is necessary for completion of the Project (see Legal Descriptions attached hereto as Exhibits "A-1" and "A-2" and Plat Maps attached hereto as Exhibits "B-1" and "B-2" and incorporated herein)(the "Property"); and

WHEREAS, in the after-condition, the Parties need an agreement confirming the respective rights and obligations of each with regard to continued maintenance of improvements to and on the Property (the "Improvements") that are made pursuant to and shown on those plans listed in Exhibit "C," attached hereto and incorporated herein, and any "as-built" versions of them prepared after completion of the Improvements;

NOW, THEREFORE, City and Association mutually agree as follows:

AGREEMENT

1. Recitals

The parties to this Agreement incorporate all of the above Recitals as if fully set forth in the body of this Agreement.

2. City Obligations

Except as provided in Paragraph 3, below, City shall, at its own expense, keep clean and maintain in a well-kempt and attractive condition, and repair and replace in like kind, the Property and all the Improvements located on and within the Property including, but not limited to, the metal picket fence, bio-swale, decomposed granite areas, concrete block paving of the access road, propane tank, pump house, and chain link fence. Furthermore, City will, at its own expense, timely remove all graffiti, handbills, posters, and other similar materials from the Improvements including, but not limited to, the south side of the sound wall.

3. Association Obligations

Association shall at its own expense mow the access road and the rest of the area between the sound wall and the metal picket fence (except within the chain link fenced enclosure around the sewer pump station). Association shall at its own expense maintain and irrigate the lawn, vines, and shrubs in the same area. Notwithstanding any other provision herein, the City, not the Association, shall maintain the bio-swale. If Association fails to fulfill any obligation in this paragraph, the City may, at its own expense, perform that obligation or those obligations for so long as Association does not fulfill those obligations provided that City first gives notice to Association of such failure to fulfill those obligations and at least fourteen (14) days have passed after notice without the Association having corrected the deficiency. Association may, but shall not be required to, replace landscaping materials with other species or varieties when necessary because then-existing materials are not suitable or for the sake of varying the appearance of the landscaping.

4. Term

The parties intend that this Agreement will be perpetual unless there is a material change in the nature or use of the property which makes continued maintenance impracticable.

5. Attorneys' Fees

Either Party may bring a suit or proceeding to enforce or require performance of the terms of this Agreement. The prevailing Party in such suit or proceeding shall be entitled to recover from the other Party reasonable costs and expenses, including attorneys' fees.

6. Notices

Any notice that either Party may or is required to give the other shall be in writing, and shall be either personally delivered or sent by regular U.S. Mail, to the following addresses. Either Party may change its address for receipt of notice by giving written notice of such change.

To Authority:
City of Placentia
400 E. Chapman Avenue
Placentia, CA 92780
Attention:

To Association:
Placentia Lakes Community Association
c/o Euclid Management Company
195 N. Euclid Ave., Ste. 100
Upland, CA 91786
Attention: Debbie Maglasang

7. Assignment

This Agreement may only be assigned with the written consent of both Parties. Any attempt to assign this Agreement without such consent shall be void.

8. Binding on Successors/Remedies

This Agreement shall be binding on and shall inure to the benefit of each of the Parties and their respective successors.

9. Waivers

No waiver of any breach of any covenant or provision in this Agreement shall be deemed a waiver of any other covenant or provision in this Agreement and no waiver shall be valid unless in writing and executed by the waiving Party.

10. Severability

If any term or provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected, so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner adverse to either Party. Upon such determination that any term or provision is illegal or incapable of being enforced, the Parties hereto shall negotiate in good faith to modify this Agreement so as to effect the original intent of the Parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the greatest extent possible.

11. Construction

Section headings are solely for the convenience of the Parties, not a part of the terms of this Agreement, and shall not be used to interpret this Agreement. The singular form shall include the plural and vice versa. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties have prepared it. Unless otherwise indicated, all references to Sections are to this Agreement.

12. Governing Law

This Agreement shall be construed in accordance with and governed by the laws of the State of California. Any legal action arising under or related to this Agreement shall be brought and prosecuted in the Orange County Superior Court.

13. Entire Agreement

The Parties have herein set forth the whole of their Agreement. All prior oral discussions, representations, and/or agreements, if any, are specifically superseded by this Agreement, which is intended by the Parties to contain all of the terms and conditions agreed to by them with regard to the maintenance of the Property.

14. Authority

Each individual executing this Agreement on behalf of an entity represents and warrants that he or she has been authorized to do so by the entity on whose behalf he or she executes this Agreement and that said entity will thereby be bound to this Agreement and obligated to perform the terms of this Agreement.

15. Counterparts

This Agreement may be executed in counterparts. Each of said counterparts, when so executed and delivered, shall be deemed an original and, taken together, shall constitute one and the same instrument. The signatures to this Agreement may be evidenced by facsimile copies reflecting the signatures hereto, and any such facsimile copy shall be sufficient to evidence the signature just as if it were an original signature.

16. Effective Date

Notwithstanding any other term or provision hereof, the obligations of City hereunder shall become effective upon the date that the City records a Notice of Acceptance with regard to all Improvements contemplated to be installed. Until that date, the obligations of City set forth herein shall remain with the Authority.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

**PLACENTIA LAKES COMMUNITY
ASSOCIATION**

CITY OF PLACENTIA

Date: _____

Date: _____

By: _____

By: _____

Print: _____

Print: _____

Title: _____

Title: _____

ATTEST

By: _____

Print: _____

Title: _____

ACKNOWLEDGEMENT

State of California)
)SS
County of _____)

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

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

Witness my hand and official seal.

_____ (SEAL)
(Signature)

EXHIBITS "A-1" & "A-2"
Legal Descriptions of the Property

EXHIBIT "A-1"

LEGAL DESCRIPTION

APN 340-313-08 & 10

KRA-040-1 (Fee Take)

That portion of Lots C and D of Tract No. 9961 in the City of Placentia, County of Orange, State of California, as per map recorded in Book 441 Pages 39 to 46 inclusive of Miscellaneous Maps, in the Office of the County Recorder of said County, more particularly described as follows:

BEGINNING at the centerline intersection of Crowther Avenue, 70.00 feet wide, and Kraemer Boulevard, 100.00 feet wide, as shown on said Tract No. 9961; thence northerly along the centerline of Kraemer Boulevard North $06^{\circ}26'17''$ West 30.63 feet to the beginning of a tangent curve concave to the east having radius of 1200.00 feet; thence northerly along said centerline and said curve 55.46 feet through a central angle of $02^{\circ}38'54''$ to the feet to the northerly line of that certain strip of land 60 feet wide granted to Santa Fe Land Improvement Company, in the City of Anaheim, County of Orange, State of California, described in the deed recorded March 23, 1911 in Book 196 Pages 122 through 124 of Deeds, in the office of the County Recorder of said county; thence westerly along said northerly line North $86^{\circ}28'38''$ West 50.39 feet to the westerly line of Kraemer Boulevard and the **TRUE POINT OF BEGINNING**; thence continuing along said northerly line North $86^{\circ}28'38''$ West 106.56 feet; thence leaving said northerly line North $03^{\circ}31'22''$ East 18.00 feet; thence South $86^{\circ}28'38''$ East 49.15 feet to the beginning of a curve concave to the northwest and having a radius of 47.00 feet; thence northeasterly along said curve 77.00 feet through a central angle of $93^{\circ}52'00''$ to the beginning of a reverse curve concave to the east and having a radius of 1254.00 feet; thence northerly along said curve 240.88 feet through a central angle of $11^{\circ}00'21''$; thence North $10^{\circ}39'42''$ East 61.83 feet to the northerly line of said Lot C and the beginning of a non-tangent curve concave southwest and having a radius of 35.00 feet, a radial line through said beginning bears North $51^{\circ}44'37''$ East; thence southeasterly along said northerly line and said curve 5.74 feet through a central angle of $9^{\circ}24'02''$ to the westerly line of Kraemer Boulevard; thence southerly along said westerly line South $10^{\circ}39'42''$ West 57.72 feet to the beginning of a curve concave to the east and having a radius of 1249.99 feet; thence continuing along said westerly line and said curve 308.87 feet through a central angle of $14^{\circ}09'27''$ to the **TRUE POINT OF BEGINNING**;

Containing 3,873 square feet, more or less

Bearings and distances used in the above descriptions are based on the California Coordinate System of 1983, Zone 5. Multiply distances shown by 1.00000838 to obtain ground level distances.

This real property description has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act.

02.29.2012
Date




Roger A. Watkins
L.S. No. 7637
Expiration Date: 12-31-2012

EXHIBIT "A-2"

LEGAL DESCRIPTION APN 340-313-06, 08 & 10

KRA-040-2 (Public Utility Easement)

A public utility easement, upon, over and across those portions of Lots C, D and H and Hawaii Way of Tract No. 9961 in the City of Placentia, County of Orange, State of California, as per map recorded in Book 441 Pages 39 to 46 inclusive of Miscellaneous Maps, in the Office of the County Recorder of said County, more particularly described as follows:

BEGINNING at the centerline intersection of Crowther Avenue, 70.00 feet wide, and Kraemer Boulevard, 100.00 feet wide, as shown on said Tract No. 9961; thence northerly along the centerline of Kraemer Boulevard North $06^{\circ}26'17''$ West 30.63 feet to the beginning of a tangent curve concave to the east having radius of 1200.00 feet; thence northerly along said centerline and said curve 55.46 feet through a central angle of $02^{\circ}38'54''$ to the feet to the northerly line of that certain strip of land 60 feet wide granted to Santa Fe Land Improvement Company, in the City of Anaheim, County of Orange, State of California, described in the deed recorded March 23, 1911 in Book 196 Pages 122 through 124 of Deeds, in the office of the County Recorder of said county; thence westerly along said northerly line North $86^{\circ}28'38''$ West 156.95 feet to the **TRUE POINT OF BEGINNING**; thence continuing along said northerly line North $86^{\circ}28'38''$ West 452.45 feet to the beginning of a non-tangent curve concave southeast and having a radius of 65.00 feet, a radial line through said beginning bears North $63^{\circ}51'27''$ West; thence leaving said northerly line along said curve 76.44 feet through a central angle of $67^{\circ}22'49''$; thence South $86^{\circ}28'38''$ East 442.69 feet; thence North $49^{\circ}40'49''$ East 32.11 feet to the westerly line of said Lot C and the beginning of a non-tangent curve concave to the east and having a radius of 1276.99 feet, a radial line through said beginning bears South $89^{\circ}27'33''$ West; thence northerly along said westerly line and said curve 249.68 feet through a central angle of $11^{\circ}12'09''$; thence continuing along said westerly line and the westerly line of said Lot H North $10^{\circ}39'42''$ East 156.11 feet to the northerly line of said Lot H; thence easterly along said northerly line South $79^{\circ}20'18''$ East 27.00 feet to the westerly line of Kraemer Boulevard; thence southerly along said westerly line South $10^{\circ}39'42''$ West 98.39 feet to the northerly line of the land described in **KRA-040-1** and the beginning of a non-tangent curve concave to the southwest and having a radius of 35.00 feet, a radial line through said beginning bears North $61^{\circ}08'39''$ East; thence northwesterly along said northerly line and said curve 5.74 feet through a central angle of $09^{\circ}24'02''$ to the westerly line of the land described in **KRA-040-1**; thence southerly along said westerly line South $10^{\circ}39'42''$ West 61.83 feet to the beginning of a curve concave to the east

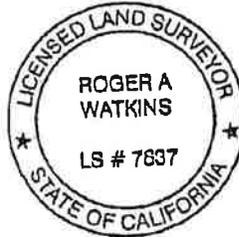
and having a radius of 1254.00 feet; thence continuing along said westerly line and said curve 240.88 feet through a central angle of 11°00'21" to the beginning of a reverse curve concave to the northwest and having a radius of 47.00 feet; thence continuing along said westerly line and said curve 77.00 feet through a central angle of 93°52'00"; thence continuing along said westerly line North 86°28'38" West 49.15 feet; thence continuing along said westerly line South 03°31'22" West 18.00 feet to the TRUE POINT OF BEGINNING.

Containing 29,522 square feet, more or less

Bearings and distances used in the above descriptions are based on the California Coordinate System of 1983, Zone 5. Multiply distances shown by 1.00000838 to obtain ground level distances.

This real property description has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act.

02-29-2012
Date

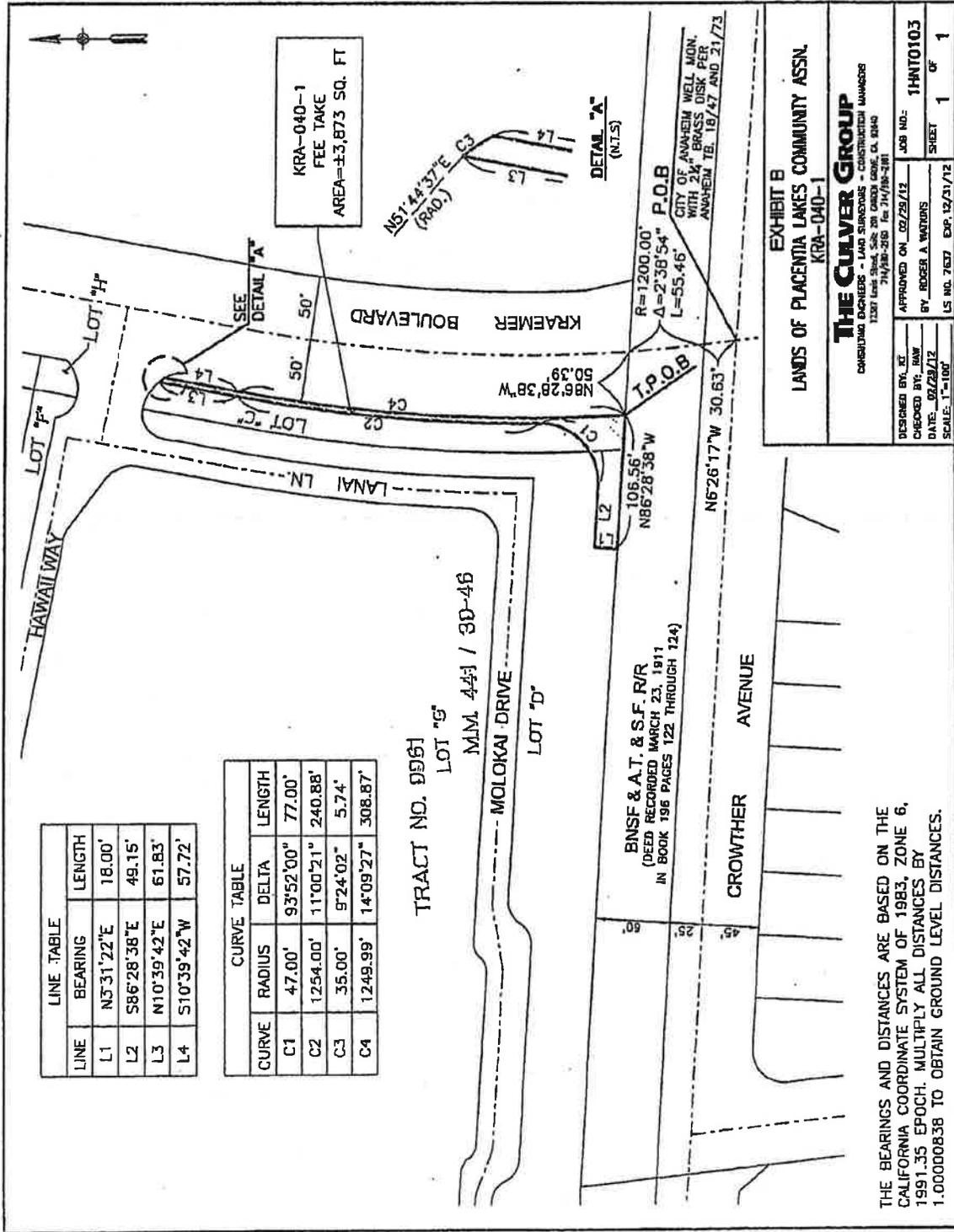



Roger A. Watkins
L.S. No. 7637
Expiration Date: 12-31-2012

EXHIBITS "B-1" & "B-2"

Plat Maps of the Property

EXHIBIT "B-1"



LINE TABLE		
LINE	BEARING	LENGTH
L1	N5°31'22"E	18.00'
L2	S86°28'38"E	49.15'
L3	N10°39'42"E	61.83'
L4	S10°39'42"W	57.72'

CURVE TABLE			
CURVE	RADIUS	DELTA	LENGTH
C1	47.00'	93°52'00"	77.00'
C2	1254.00'	11°00'21"	240.88'
C3	35.00'	9°24'02"	5.74'
C4	1249.99'	14°09'27"	308.87'

TRACT NO. 0961
 LOT "G"
 M.M. 443 / 3D-46
 MOLOKAI DRIVE

BNSF & A.T. & S.F. R/R
 (DEED RECORDED MARCH 23, 1911
 IN BOOK 196 PAGES 122 THROUGH 124)

GROWTHER AVENUE

EXHIBIT B
 LANDS OF PLACENTIA LAKES COMMUNITY ASSN.
 KRA-040-1

THE CULVER GROUP

CONSULTING ENGINEERS - LAND SURVEYORS - CONSTRUCTION MANAGERS
 1300 East Street, Suite 300, Orange, CA 92668
 714/980-2880 Fax 714/980-3881

DESIGNED BY: JET	APPROVED ON: 02/29/12	JOB NO.: 11H10103
CHECKED BY: DMW	BY: ROSEB A. WARDUS	SHEET 1 OF 1
DATE: 02/28/12	LS NO. 7637	EXP. 12/31/12
SCALE: 1"=100'		

THE BEARINGS AND DISTANCES ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983, ZONE 6, 1991.35 EPOCH. MULTIPLY ALL DISTANCES BY 1.00000838 TO OBTAIN GROUND LEVEL DISTANCES.

EXHIBIT "C"

Plans Showing Improvements within the Property

Those portions lying within the Property of the plans for the Kraemer Boulevard Railroad Grade Separation Project, on file with the Orange County Transportation Authority, and, in particular, the following sheets and any "as-built" or "as-constructed" copies of them showing the Improvements that are the subject of the Agreement Concerning Real Property.

- Sheet 8 of 279, X-3, C 0-1448 Kraemer Blvd Grade Separation, TYPICAL CROSS SECTIONS, KRAEMER BOULEVARD, dated March 28, 2011
- Sheet 23 of 279, ST-2, C 0-1448 Kraemer Blvd Grade Separation, STREET IMPROVEMENT, KRAEMER BOULEVARD, PLAN AND PROFILE – STA 15+00 TO STA 23+00, dated March 28, 2011
- Sheet 24 of 279, ST-3, C 0-1448 Kraemer Blvd Grade Separation, STREET IMPROVEMENT, KRAEMER BOULEVARD, PLAN AND PROFILE – STA 23+00 TO STA 29+77, dated March 28, 2011
- Sheet 25 of 279, ST-4, C 0-1448 Kraemer Blvd Grade Separation, STREET IMPROVEMENT, CROWTHER AVENUE, PLAN AND PROFILE – STA 8+18 TO STA 17+00, dated March 28, 2011
- Sheet 26 of 279, ST-5, C 0-1448 Kraemer Blvd Grade Separation, STREET IMPROVEMENT, CROWTHER AVENUE, PLAN AND PROFILE – STA 17+00 TO STA 25+00, dated March 28, 2011
- Sheet 30 of 279, CD-2, C 0-1448 Kraemer Blvd Grade Separation, CONSTRUCTION DETAIL, KRAEMER BOULEVARD, HAWAII WAY AND CARDINAL AVE INTERSECTIONS, dated March 28, 2011
- Sheet 31 of 279, CD-3, C 0-1448 Kraemer Blvd Grade Separation, CONSTRUCTION DETAIL, MAINTENANCE ACCESS ROAD, NORTH WEST QUADRANT, dated March 28, 2011
- Sheet 36 of 279, CD-8, C 0-1448 Kraemer Blvd Grade Separation, RETAINING WALLS, PICKET FENCE DETAILS, dated March 28, 2011
- Sheet 40 of 279, SD-4, C 0-1448 Kraemer Blvd Grade Separation, STORM DRAIN IMPROVEMENTS, CROWTHER AVE: LINE 'A', PLAN AND PROFILE – STA 22+00 TO 28+00, dated March 28, 2011
- Sheet 41 of 279, SD-5, C 0-1448 Kraemer Blvd Grade Separation, STORM DRAIN IMPROVEMENTS, LINE 'A', PLAN AND PROFILE – STA 28+00 TO 35+00, dated March 28, 2011
- Sheet 43 of 279, SD-7, C 0-1448 Kraemer Blvd Grade Separation, STORM DRAIN IMPROVEMENTS, PROFILES, dated March 28, 2011

- Sheet 44 of 279, SD-8, C 0-1448 Kraemer Blvd Grade Separation, STORM DRAIN IMPROVEMENTS, PROFILES, dated March 28, 2011
- Sheet 47 of 279, SD-11, C 0-1448 Kraemer Blvd Grade Separation, STORM DRAIN IMPROVEMENTS, WATER QUALITY VEGETATED SWALE, PLAN AND DETAILS, dated March 28, 2011
- Sheet 72 of 279, S-6, C-0-1448 Kraemer Blvd Grade Separation, SEWER IMPROVEMENT PLAN, KRAEMER BOULEVARD UNDER CROSSING, SEWER IMPROVEMENT PLAN – CROWTHER AVE, STA 21+42.24 TO STA 28+56.27, dated March 28, 2011
- Sheet 73 of 279, S-7, C-0-1448 Kraemer Blvd Grade Separation, SEWER IMPROVEMENT PLAN, KRAEMER BOULEVARD UNDER CROSSING, SEWER IMPROVEMENT PLAN – CROWTHER AVE, STA 28+56.27 TO STA 34+12.09, dated March 28, 2011
- Sheet 74 of 279, S-8, C-0-1448 Kraemer Blvd Grade Separation, SEWER IMPROVEMENT PLAN, KRAEMER BOULEVARD UNDER CROSSING, SEWER IMPROVEMENT PLAN – KRAEMER BLVD, STA 34+12.09 TO STA 41+23.46, dated March 28, 2011
- Sheet 152 of 279, IR-3, C-0-1448 Kraemer Blvd Grade Separation, IRRIGATION PLAN, KRAEMER BOULEVARD, STA 19+00 TO STA 24+00, dated March 28, 2011
- Sheet 153 of 279, IR-4, C-0-1448 Kraemer Blvd Grade Separation, IRRIGATION PLAN, KRAEMER BOULEVARD, STA 24+00 TO STA 27+50, dated March 28, 2011
- Sheet 154 of 279, IR-5, C-0-1448 Kraemer Blvd Grade Separation, IRRIGATION PLAN, CROWTHER AVENUE, STA 9+50 TO STA 14+50, dated March 28, 2011
- Sheet 155 of 279, IR-6, C-0-1448 Kraemer Blvd Grade Separation, IRRIGATION PLAN, CROWTHER AVENUE, STA 14+50 TO STA 19+00, dated March 28, 2011
- Sheet 161 of 279, LA-3, C-0-1448 Kraemer Blvd Grade Separation, LANDSCAPE PLAN, KRAEMER BOULEVARD, STA 19+00 TO STA 24+00, dated March 28, 2011
- Sheet 162 of 279, LA-4, C-0-1448 Kraemer Blvd Grade Separation, LANDSCAPE PLAN, KRAEMER BOULEVARD, STA 24+00 TO STA 28+00, dated March 28, 2011
- Sheet 163 of 279, LA-5, C-0-1448 Kraemer Blvd Grade Separation, LANDSCAPE PLAN, CROWTHER AVENUE, STA 9+50 TO STA 14+00, dated March 28, 2011
- Sheet 164 of 279, LA-6, C-0-1448 Kraemer Blvd Grade Separation, LANDSCAPE PLAN, CROWTHER AVENUE, STA 14+50 TO STA 19+00, dated March 28, 2011
- Sheet 201 of 279, RW-11, C 0-1448 Kraemer Blvd Grade Separation, RETAINING WALL, RETAINING WALL “R5”, PLAN & ELEVATION, dated March 28, 2011
- Sheet 214 of 279, RW-24, C 0-1448 Kraemer Blvd Grade Separation, RETAINING WALL, ARCHITECTURAL TREATMENT DETAILS, dated March 28, 2011
- Sheet 225 of 279, SW-6, C 0-1448 Kraemer Blvd Grade Separation, WALL PLAN, RETAINING WALLS “B3” AND “B3a”, PLAN & ELEVATION, dated March 28, 2011



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF FINANCE

DATE: MAY 15, 2012

SUBJECT: PUBLIC HEARING AND RESOLUTION ESTABLISHING NEW FEES,
RATES AND CHARGES FOR VARIOUS CITY SERVICES AND AMENDING
THE COMPREHENSIVE FEE SCHEDULE ACCORDINGLY

FISCAL

IMPACT: ESTIMATED INCREASE UNKNOWN

SUMMARY:

Local government agencies, such as the City of Placentia, are responsible for providing a variety of services to citizens. These services range widely from public safety services, such as police patrol, to building related services, such as the issuance of building permits and conducting safety inspections of new construction. The methods of funding local government services are also varied but the majority come from tax revenues and user fee charges. Services that support the public and public safety are typically tax supported, while services that are more elective in nature and often provide for specific individual beneficiaries are supported by user fee charges. User fee related services are provided by many City departments, but tend to be more heavily concentrated in the Planning, Building, Engineering, and Community Services divisions. This action approves the resolution which amends the Comprehensive User Fees to recover up to the full cost of providing user fee related services.

RECOMMENDATION:

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

1. Open the Public Hearing on consideration of a Resolution of the City Council of Placentia, California, amending the Comprehensive Fee Schedule for certain City fees, rates and charges for various City services;
2. Receive the Comprehensive User Fee Study; and
3. Adopt Resolution R-2012- ____ amending the Comprehensive Fee Schedule accordingly.

Item 2.a.
May 15, 2012

DISCUSSION:

California local government agencies are permitted by law to recover up to the full cost of providing user fee related services from those who receive the benefit of the particular service. Full cost is defined as including both the indirect cost (i.e. overhead) and the direct cost of the service. The objective of establishing a user fee is to recover the cost to the City of providing these voluntarily requested services.

The City of Placentia hired Maximus in 2007 to conduct a Comprehensive Fee Study. Due to many economic changes and inflation in the last few years, the City went through a Request For Proposal process in 2011 and awarded a professional services agreement to Willdan Financial Services (Willdan), a firm that specializes in conducting cost allocation plans (CAP) and fee studies for cities, to perform these services for the City in order to determine the full cost of each service where fees are assessed. A copy of the consultant's fee study report is attached.

The consultant analyzed three (3) fee components to make up the "fully burdened cost" of a given unit of service. These include:

Personnel Costs/Direct Labor: The costs related to staff salary and benefits for hours spent directly on fee-related services.

Departmental Overhead/Department Indirect Labor: a proportional allocation of departmental overhead costs, including costs such as supplies and materials and costs associated with departmental management staff spent on supervising other staff.

Central Services Overhead: These costs, detailed in the City's Cost Allocation Plan, represent services provided by those central services (for example, human resources and payroll) whose primary function is to support other City departments.

Once the consultant had identified the direct and indirect costs associated with a specific program and/or service, they were able to generate a fee model for each department which indicates the maximum allowable fee that can be assessed.

Although costs are a major factor in determining fees, other factors must also be given consideration. City decision-makers must also consider the effects that establishing fees for services will have on the individuals purchasing those services, as well as the community as a whole. The following economic and policy issues help illustrate these considerations.

- Public sector agencies are often the only providers of certain services within their boundaries, such as development-related services. However, other services, such as recreation and arts programs, may be provided by neighboring communities or private sector organizations, and therefore demand for these services can be highly dependent on other choices available at lower prices.

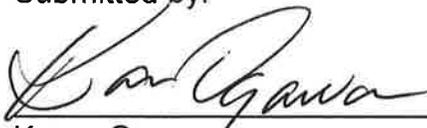
- It may be impractical to establish a cost recovery system for some services, or the collection of fees may be costly and difficult to administer. Some of the fees that are charged after a service has been provided fall under this category, for example, code enforcement violations.

User fees calculated within this study are proposed to be assessed by three (3) different methods based on the nature of the service provided, as summarized below:

- **Fixed Fees:** This manner of collection is used for fees that are fairly consistent among all users. These fees will generally involve the same staff members and will take approximately the same amount of time to complete.
- **Valuation Based Fees:** This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided.
- **Hourly Rate Fees:** This manner of collection is used when staff time requirements vary dramatically or if the composition of the staff team involved in the provision of service varies based on the specifics of a particular service, or special project. When time and cost requirements are not easy to identify at the project's outset, the user is billed at an hourly rate for each staff member involved. An example of a fee charged based on staff hourly rates would be fees charged for additional plan reviews due to changes, additions or revisions for which an initial review was already completed.

Staff has reviewed the current fee schedule to determine which fees need to be adjusted to account for inflationary costs as well as to bring them more in line with full cost recovery. Generally existing fees have not been increased or slightly increased. Several new fees are being proposed to recover charges for facilities or specific services. Attachment A lists existing and proposed fees as well as all new fees that are being recommended. If approved, non-development fees will go into effect June 1, 2012 except for development fees which will be effective sixty (60) days from adoption. During that time, Staff will be using the City's website and the City's cable channel to advertise the new fee schedule.

Submitted by:



Karen Ogawa
Director of Finance

Reviewed and approved:



Troy L. Butzlaff, ICMA-CM
City Administrator

Attachments: Attachment A – List of all new and revised fees
Attachment B - Comprehensive User Fee Study Report
Attachment C - Resolution R-2012 -
Attachment D – Notice of Public Hearing, Published April 12th and April 16th

Community Services	Current Fee	Recommended Fee	% Change
Athletic Field Light Fees Schedule			
Sportsfield Application Fee - Kraemer Middle School P1	\$11	\$11	0%
Sportsfield Application Fee - Kraemer Middle School P13	\$11	\$11	0%
Sportsfield Application Fee - Kraemer Middle School P17	\$15	\$15	0%
Sportsfield Application Fee - Kraemer Middle School P2	\$11	\$11	0%
Sportsfield Application Fee - Kraemer Middle School SB1	\$15	\$15	0%
Sportsfield Application Fee - Kraemer Middle School SB2	\$15	\$15	0%
Sportsfield Application Fee - Melrose Middle School SB1	\$15	\$15	0%
Sportsfield Application Fee - PCSC Jenson	\$15	\$15	0%
Sportsfield Application Fee - PCSC March	\$15	\$15	0%
Sportsfield Application Fee - PCSC Munoz	\$15	\$15	0%
Sportsfield Application Fee - PCSC Valadez	\$15	\$15	0%
Sportsfield Application Fee - Tuffree Middle School P1	\$15	\$15	0%
Sportsfield Application Fee - Tuffree Middle School P2	\$15	\$15	0%
Sportsfield Application Fee - Tuffree Middle School P3	\$11	\$11	0%
Sportsfield Application Fee - Tuffree Park P4	\$11	\$11	0%
Sportsfield Application Fee - Tuffree Park SB1	\$15	\$15	0%
Sportsfield Application Fee - Tuffree Park SB2	\$15	\$15	0%
Sportsfield Application Fee - Tuffree Park Tennis Court 1	\$5	\$5	0%
Sportsfield Application Fee - Tuffree Park Tennis Court 2	\$5	\$5	0%
Sportsfield Application Fee - Valdez Middle School SB1	\$15	\$15	0%
Athletic Field Rental Fees Schedule			
Sportsfield Application Fee - Melrose Middle School SB1	\$6	\$6	0%
Sportsfield Application Fee - Parke De Los Niño's SB1	\$3	\$3	0%
Sportsfield Application Fee - PCSC Jenson	\$6	\$6	0%
Sportsfield Application Fee - PCSC March	\$6	\$6	0%
Sportsfield Application Fee - PCSC Munoz	\$6	\$6	0%
Sportsfield Application Fee - PCSC Valadez	\$6	\$6	0%
Sportsfield Application Fee - Tuffree Park P4	\$3	\$3	0%
Sportsfield Application Fee - Tuffree Park SB1	\$6	\$6	0%
Sportsfield Application Fee - Tuffree Park SB2	\$6	\$6	0%
Sportsfield Application Fee - Tuffree Park Tennis Court 1	\$2	\$2	0%
Sportsfield Application Fee - Tuffree Park Tennis Court 2	\$2	\$2	0%
Sportsfield Application Fee - Valdez Middle School SB1	\$6	\$6	0%
Facility Fee Schedule (based on 2 hour minimum)			
(150 Max) Whitten Center Main Room - Fri-Sun	\$100	\$100	0%
(150 Max) Whitten Center Main Room - Mon-Thurs	\$80	\$80	0%
(75 Max) Whitten Center Room A or B - Fri-Sun	\$80	\$80	0%
(75 Max) Whitten Center Room A or B - Mon-Thurs	\$70	\$70	0%
Aguirre (60 Max). - Fri-Sun	\$80	\$80	0%
Aguirre (60 Max). - Mon-Thurs	\$75	\$75	0%
Backs Main Room (150 Max) - Fri-Sun	\$100	\$100	0%
Backs Main Room (150 Max) - Mon-Thurs	\$80	\$80	0%
Backs Room 6 (40 Max) - Fri-Sun	\$70	\$70	0%

Community Services	Recommended		
	Current Fee	Fee	% Change
Backs Room 6 (40 Max) - Mon-Thurs	\$60	\$60	0%
Backs Room 7 (60 Max) - Fri-Sun	\$80	\$80	0%
Backs Room 7 (60 Max) - Mon-Thurs	\$70	\$70	0%
Koch Building (30 Max) - Fri-Sun	\$70	\$70	0%
Koch Building (30 Max) - Mon-Thurs	\$60	\$60	0%
Oberle Gym (348 Max) - Mon-Sun	\$70	\$70	0%
Tynes Gym (303 Max) - Mon-Sun	\$70	\$70	0%
Whitten Kitchen (All USERS) - Flat Fee/Full Ktch.	\$100	\$100	0%
Gomez Community Center (60 Max)	New	\$80	100%
Edwin T. Powell Building (75 Max)	New	\$80	100%
Participant Registration Fee			
Jr. Tee Ball and Basketball	\$50	\$55	10%
Jr. Soccer	\$50	\$55	10%
Jr. Basketball	\$50	\$55	10%
Jr. All Sorts of Sports	\$50	\$55	10%
Pee-Wee All Sorts of Sports	\$55	\$60	9%
Pee-Wee Basketball (Winter)	\$55	\$60	9%
Pee-Wee Indoor Soccer	\$55	\$60	9%
Pee-Wee Basketball and Tee Ball (Summer)	\$55	\$60	9%
Teen Hoops League	\$75	\$85	13%
Placentia Youth Basketball	\$75	\$85	13%
Aquatics Day Class	\$55	\$55	0%
Aquatics Night Class	\$40	\$40	0%
Excursion (5 Hours)	\$15	\$26	72%
Excursion (6 Hours)	\$15	\$27	81%
Excursion (7 Hours)	\$15	\$29	91%
Excursion (8 Hours)	\$15	\$30	100%
Excursion (9 Hours)	\$15	\$30	100%
Team Registration Fee			
Adult Futsal (Indoor Soccer)	\$175/team	\$200/team	14%
Adult Basketball	\$275/team	\$300/team	9%
Contract Classes - Instructor/City Percentages			
Classes held at City owned facilities	65% Inst/35% City	60% Inst/40% City	5%
Classes held offsite/non-City owned facilities	65% Inst/35% City	65% Inst/35% City	0%

Police	Current Fee	Recommended Fee	% Change
Alarms and Alarm System Permits			
Alarm Permit (Commercial Bi-Annual)	\$50	\$67	34%
Alarm Permit (Residential Bi-Annual)	\$50	\$67	34%
Alarm Permit Reinstatement Fee	\$70	\$115	64%
False Alarms (each alarm after first 2)	\$85	\$85	0%
Miscellaneous Permits			
ABC Permit (One Day Non-Profit)	\$0	\$0	0%
ABC Permit or Transfer	\$103	\$103	0%
Adult Oriented Business	\$1,150	\$1,150	0%
Bingo Permit	\$53	\$53	0%
Carnival Permit Investigation	\$788	\$788	0%
Fortune Tellers/Annual Renewal	\$103	\$103	0%
Gaming Permit	\$103	\$103	0%
Live Entertainment Permit	\$158	\$158	0%
Massage Permit	\$394	\$394	0%
Private Patrol Operator Permit	\$131	\$0	-100%
Second Hand Dealer License/Renewal	\$105	\$105	0%
Solicitor's Vendor Permit/Renewal	\$105	\$105	0%
Other Police Fees/Services			
290PC & 11590H&S Registration	New	\$12	100%
Bike License (Per year)	\$1	\$1	0%
Civil Subpoena (\$150 min for first three hrs + time >3 hrs)	\$150	\$150	0%
Firearms Storage	\$1	\$1	0%
Impound (non 30-day)	\$150	\$150	0%
Party Disturbance (Second Response)	\$100	\$231	131%
Private Party Impound	New	\$14	100%
Property Release Fee	New	\$22	100%
Public Fingerprinting Fee	New	\$4	100%
Permit Parking			
Residential Parking Permits (first 5)	\$10	\$10	0%
Residential Parking Permits (Replacement)	\$10	\$10	0%
Temporary Parking Permit	\$1	\$1	0%
Records			
Citation Sign Off	\$16	\$5	-69%
Copies of Arrest Logs	\$0.10	\$0.10	0%
Copies of Police Logs	\$0.10	\$0.10	0%
Location Premise History Search	New	\$22	100%
Report Copies	\$0.10	\$0.10	0%
Visa/Passport Clearance Letter	\$26	\$28	7%
Copies of Photos (plus actual cost of photo)	\$2	\$5	172%
Reports and Administrative Services			
Activity Permit	\$79	\$21	-74%
Traffic			
Commercial Vehicle Sign Off	\$26	\$25	-3%
Vehicle Release Fee (Per Vehicle)			

Police

	Current Fee	Recommended Fee	% Change
Vehicle Repo Entry	\$15	\$15	0%
Vehicle Storage	\$100	\$130	30%
Vehicle Impound Release Fee (30-day)	\$200	\$250	25%
Vehicle Impound Release Fee (30-day) (DUI)	\$250	\$358	43%

Public Works/Engineering	Recommended		% Change
	Current Fee	Fee	
Permits and Inspection Fees			
Grading Permit and Inspection Fee (per hour)	New	\$346	100%
Inspection: (per hour)	\$173	\$84	-51%
FOG Plan Check Fee (3 checks included in fee)	New	\$344	100%
Encroachment	\$158	\$75	-53%
Special Event Lane/Road Closure Permit	\$320	\$288	-10%
Transportation Permit - Annual Trip	\$100	\$90	-10%
Transportation Permit - Single Trip	\$21	\$16	-24%
Sediment and Erosion Plan Check (3 checks included in fee)	\$352	\$169	-52%
Plan Check (Per Sheet - up to 3 Revisions)	\$4,085	\$562	-86%
Plan Check (Per Sheet - Each Revision over 3)	\$2,830	\$412	-85%
Engineering Study/Report Review (Per hour)	\$854	\$271	-68%
Parcel/Tract Map Checking (Per Hour)	\$1,817	\$271	-85%
Water Quality Management Plan Review (3 checks included in fee)	\$1,068	\$378	-65%

Planning

	Current Fee	Recommended Fee	% Change
Application Fees			
Abandonment of Property	\$3,227	\$2,724	-16%
Appeal of Planning Commission Decision to City Council	\$1,838	\$1,213	-34%
Building & Zoning Compliance Application	\$50	\$93	86%
Building Plan Check Fees COM TI (<=250)	New	\$131	100%
Building Plan Check Fees COM TI (>250)	New	\$356	100%
Building Plan Check Fees Res (1 Unit)	New	\$302	100%
Building Plan Check Fees Res (2-5 Units)	New	\$379	100%
Building Plan Check Fees Res (6+ Units)	New	\$588	100%
CC&R's Review	\$785	\$1,616	106%
Code Enforcement Reinspection	\$197	\$109	-44%
Development Agreement Deposit Required	\$3,306	\$5,000	51%
Development Plan Review - Residential	\$5,326	\$4,081	-23%
Environmental Impact Report Review Deposit Required	\$2,239	\$3,000	34%
Extension of Approval	\$113	\$224	99%
Home Occupation Permit	\$35	\$35	0%
Initial Study Checklist	\$95	\$154	63%
Initial Study Large Project Deposit Required	\$572	\$3,000	424%
Lot Line Adjustment	\$282	\$358	27%
Modify Use Permit (Planning Commission)	\$2,150	\$1,516	-29%
Modify Use Permit (Staff Only)	\$325	\$431	33%
Negative Declaration Deposit Required	\$2,857	\$3,000	5%
Planning Commission Use Conformity Determination Deposit	\$250	\$388	55%
Preliminary Plan Review Deposit Required	New	\$2,000	100%
Real Estate Sign Retrieval	\$25	\$29	14%
Request Underground Utility Waiver	\$790	\$1,217	54%
Sign Plan Review (Integrated commercial/industrial center)	\$390	\$374	-4%
Site Plan Review (Minor)	\$50	\$54	8%
Solar Installations	\$99	\$93	-6%
Special Use Permit	\$1,455	\$873	-40%
Temporary Advertising Permit (Banner)	\$25	\$35	40%
Third Party Review/Preparation of Plans Deposit Required	New	\$2,000	100%
Use Permit	\$3,300	\$3,044	-8%
Variance	\$4,833	\$3,666	-24%
Zone Change (Text)	\$4,677	\$3,818	-18%
Zoning Verification Letter	\$216	\$324	50%
Condominium Conversion	\$2,765	\$3,410	23%
Development Plan Review - Commercial Industrial	\$5,326	\$4,081	-23%
Film Permit (Com)	\$210	\$350	67%
General Plan Amendment	\$5,819	\$5,324	-9%
House Move (Deposit)	\$4,341	\$5,000	15%
Landscape Plan Check (Commercial)	\$282	\$768	172%
Sign Plan Review	\$150	\$204	36%
Special Event Permit (Major: i.e. carshow, fair, etc)	\$55	\$209	279%
Specific Plan (Deposit)	\$6,613	\$10,000	51%

Planning

	Current Fee	Recommended Fee	% Change
Tentative Map:	\$6,252	\$4,262	-32%
Use Permit - (Alcohol)	\$4,210	\$3,269	-22%
Temporary Use Permit (i.e. Tree Lot / Pumpkin Patch)	\$220	\$240	9%
Radius Map (<= 100 foot radius)	\$75	\$77	3%
Radius Map (101 - 300 foot radius)	\$100	\$116	16%
Zone Change (Map) (Deposit)	\$5,645	\$4,000	-29%
Massage Establishment Bus. Lic. Application	\$186	\$326	76%
Building Plan Check Fees Res Additions (Elevated decks/balconies)	New	\$120	100%
Com/Ind Tenant Improvement (<=250 sqft)	\$246	\$120	-51%

Wireless Communication Facilities Deposit (Preliminary Plan Review)	\$2,500	\$2,500	0%
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Miscellaneous Fees

Com/Ind Tenant Improvements (over 250 sq. ft.)	\$215	\$236	10%
Film Permit (Student)	New	\$51	100%
Landscape Plan Check (Residential 3 or more)	New	\$392	100%
Engineering Plan Check Deposit	New	\$1,000	100%
Sign Plan Review (Master Sign Program)	New	\$449	100%
Special Event Permit (Minor - i.e. outdoor display, etc.)	New	\$93	100%
Massage Technician (Business License Application)	New	\$129	100%
Massage Establishment Inspection Fee	New	\$91	100%
Publication of Public Hearing Notice	New	\$100	100%
Mailing of Public Hearing Notices	New	\$15	100%

Building

Construction / Demolition

	Notes / Qualifier	Full Cost Recovery	Recommended Fee
Construction / Demolition Project Application Fee		\$86	\$86
Impound Refuse Containers (3rd party cost)		\$130	\$130

Electrical Permit Fees

Theatrical-type lighting fixtures or assemblies (each)		\$3	\$3
Miscellaneous Apparatus, Conduits, and Conductors		\$122	\$68
Other Electrical Inspections (per hour)		\$127	\$125
Signs, Outline Lighting, and Marquees		\$122	\$68
Stand alone Electrical Plan Check (hourly rate)		\$158	\$155
Temporary Pole (each)		\$122	\$80
Issuance Fee (Charged to All Permits)		\$23	\$22
Power Apparatus (Up to and including 1, each)	Charged to all Permits	\$25	\$25
Power Apparatus (Over 1 and not over 10, each)		\$35	\$35
Power Apparatus (Over 10 and not over 50, each)		\$46	\$45
Power Apparatus (Over 50 and not over 100, each)		\$55	\$55
Power Apparatus (Over 100, each)		\$66	\$65
Power Apparatus (New or re-wire residential) (per SqFt)	Per Sq Ft	\$0.14	\$0.14
Power Apparatus (New or re-wire garages) (per SqFt)	Per Sq Ft	\$0.12	\$0.12
Outlet, Lights, and Switches, each		\$3	\$3
Service or Panel (600 V up to 1,000 amp)	Per Unit	\$125	\$120
Light standard or Private Street light, first		\$104	\$102
Light standard or Private Street light, each additional		\$31	\$30
Pre-Inspection		\$122	\$70
Busways		\$122	\$57

Inspections outside of normal business hours.

Mechanical Permit Fees

Air Handler		\$85	\$80
Appliance Vent/Chimney (only)		\$85	\$80
Boiler		\$85	\$80
Duct Work (only)		\$105	\$105
Evaporative Cooler		\$85	\$80
Exhaust Hood and Duct (Residential)		\$85	\$80
Hear Pump (Package Unit)		\$85	\$80
Heater (Unit, Radiant, etc.)		\$85	\$80
Heater (Wall/Floor)		\$85	\$80
Other Mechanical Inspections (per hour)		\$127	\$125
Stand Alone Mechanical Plan Check		\$196	\$155
Vent Fan, Single Duct (each)		\$85	\$68
Vent System		\$85	\$80
Walk-in Box/Refrigerator Coil		\$122	\$80
Heater (100,000 BTU or less) (each)		\$85	\$53
Heater (over 100,000 BTU) (each)		\$85	\$80
Compressor		\$85	\$80

Building

	Notes / Qualifier	Full Cost Recovery	Recommended Fee
Air Conditioner (100,000 BTU or less) (each)		\$85	\$53
Air Conditioner (over 100,000) (each)		\$85	\$80
Issuance Fee	Charged to all Permits	\$23	\$22
Exhaust Hood (Commercial Grease Hood)		\$226	\$220
Miscellaneous Items Permit Fees			
Supplemental Plan Check			
First 2 Hours		\$269	\$270
Each additional ½ hour (or portion thereof)		\$124	\$120
Supplemental Inspection Check			
First 2 Hours		\$197	\$200
Each Additional ½ hour (or portion thereof)		\$85	\$80
Application Meeting (Group Meeting Fee)		\$446	\$446
Building & Zoning Inspection		\$75	\$70
Carport		\$308	\$0
Issuance Fee	Charged to all Permits	\$23	\$22
Solar Panels		\$238	\$235
Address Change	New	\$255	\$1,560
Awning	Assessed Value determined Using \$15.78 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Close Opening exterior	Assessed Value determined Using \$12.50 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Wood Fence	Assessed Value determined Using \$6.00 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Masonry Wall	Assessed Value determined Using \$12.00 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Patio Cover	Assessed Value determined Using \$15.78 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Add for screening	Assessed Value determined Using \$3.16 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Pre Fab Patio Room	Assessed Value determined Using \$18.00 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Residential Alterations	Assessed Value determined Using \$40.00 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Room Addition	Assessed Value determined Using \$120.00 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Roof (first 2000 sq.ft)		\$284	\$284
Roof (2001 sq. ft. 4000 sq ft)		\$392	\$389
Roof (4001 sq. ft. 6000 sq. ft.)		\$600	\$599
Roof (6001 sq. ft. plus)		\$754	\$750
Special Design, Crib, Gravity Wall			
Plan Revision (each hour)	Assessed Value determined Using \$15.00 per SqFt	\$147	\$145
Swimming Pool/Spa			
Vinyl-lined	Hourly Rate	\$435	\$429
Fiberglass		\$435	\$429
Gunite		\$571	\$570
Spa or Hot Tub-inground (Pre-fabricated)		\$435	\$429
Swimming Pool Electrical		\$92	\$90
Swimming Pool Plumbing		\$76	\$75
Windows (1-10)		\$197	\$180
Windows (11-20)		\$364	\$360
Windows (21-50)		\$550	\$540
Windows (51-100)		\$731	\$720

Building

Notes / Qualifier

Full Cost Recovery

Recommended Fee

Windows (100-200)		\$906	\$900
Windows (200-500)		\$1,084	\$1,080

New Construction Fees

A-1 Assembly, Theaters with Stage	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-1 Assembly, Theaters without Stage	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-2 Assembly, Nightclubs	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-2 Assembly, Restaurants, Bars, Banquet Halls	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-3 Assembly, Churches	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-3 Assembly, General, Community Halls, Libraries, and Museums	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-4 Assembly, Arenas	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
B, Business	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
E, Education	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
F-1, Factory and Industrial, Moderate Hazard	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
F-2, Factory and Industrial, Low Hazard	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
H-1, High Hazards, Explosives	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
H234, High Hazard	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
H-5 HPM	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
I-1 Institutional, Supervised Environment	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
I-2 Institutional, Hospitals	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
I-2 Institutional, Nursing Homes	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
I-3 Institutional, Restrained	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
I-4 Institutional, Day Care Facility	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
M, Mercantile	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
R-1, Residential, Hotels	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
R-2, Residential, Multi-Family	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
R-3, Residential, One and Two Family	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
R-4, Residential, Care/Assisted Living Facilities	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
S-1 Storage, Moderate Hazard	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
S-2 Storage, Low Hazard	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
U, Utility, Miscellaneous	Valuation Based (Valuation Table 1-V)		Table 1-A Charge

Plumbing Permit Fees

Anti-Syphon Valve (each)	\$25	\$24
Backflow Preventer (each)	\$160	\$24
Bathtub (each)	\$25	\$24
Laundry	\$25	\$24
Dishwasher (each)	\$25	\$24
Drain-Piping Repair/Alterations	\$160	\$24
Drinking Fountain	\$160	\$24
Floor Sink/Drain (each)	\$25	\$24
Garbage Disposal (each)	\$25	\$24
Gas Piping (Each Additional Five Outlets)	\$160	\$5
Gas Piping (First Five Outlets)	\$160	\$50
Grease Interceptor	\$300	\$300

Building

	Notes / Qualifier	Full Cost Recovery	Recommended Fee
Grease Trap		\$160	\$150
Issuance Fee		\$23	\$22
P Trap (each)	Charged to all Permits	\$25	\$24
Roof Drain-Rainwater System (per drain)		\$160	\$24
Septic system (each)		\$300	\$300
Sewer (new, add, alter, repair, abandonment)		\$160	\$105
Shower Stall (each)		\$25	\$24
Sink (each)		\$25	\$24
Solar Water System Fixtures (tanks, water treatment equip.)		\$160	\$50
Stand Alone Plumbing Plan Check (hourly rate)		\$158	\$155
Urinal (each)		\$25	\$24
Waste and vent system		\$160	\$100
Water Closet (each)		\$25	\$24
Water Heater		\$85	\$24
Water Line (each)		\$25	\$24
Water Pipe Repair Replacement (each additional 100lf)		\$122	\$45
Water Pipe Repair Replacement (first 100 lf)		\$122	\$102
Solid Waste Hauling			
Construction / Deconstruction Annual Registration Fee		\$136	\$136
Convenience Annual Registration Fee		\$58	\$58
Recycler Annual Registration Fee		\$136	\$136
Travel and Documentation Fees:			
(blank)			
Other Tenant Improvements (12,000 sf)		\$1,617	\$1,617
Other Tenant Improvements (3,000 sf)		\$796	\$796
Other Tenant Improvements (30,000 sf)		\$1,728	\$1,728
Other Tenant Improvements (6,000 sf)		\$796	\$796
Other Tenant Improvements (60,000 sf)		\$2,172	\$2,172
Other Tenant Improvements (600 sf)		\$951	\$951
Re-inspection		\$16	\$16

BUILDING VALUATION TABLES

cost per sqft

	A	B	C	D	E	F	G	H	I	J
1	Group (2012 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
2	A-1 Assembly, theaters, with stage	212.00	204.85	192.65	191.24	179.60	174.56	184.86	184.20	157.69
3	A-1 Assembly, theaters, without stage	194.08	186.93	181.72	173.31	161.68	156.64	166.93	146.29	139.78
4	A-2 Assembly, nightclubs	166.35	161.60	157.13	150.84	141.62	137.83	145.25	128.47	123.67
5	A-2 Assembly, restaurants, bars, banquet halls	165.35	160.60	155.13	149.84	139.62	136.83	144.25	126.47	122.67
6	A-3 Assembly, churches	195.96	188.81	183.60	175.20	163.70	158.66	168.82	149.30	141.80
7	A-3 Assembly, general, community halls, libraries, museums	163.95	156.80	150.60	143.19	130.68	126.63	136.81	115.27	109.76
8	A-4 Assembly, arenas	193.08	185.93	179.72	172.31	159.68	155.64	165.93	144.29	138.78
9	B Business	169.14	162.95	157.42	149.72	135.78	130.75	143.54	119.31	113.65
10	E Educational	178.16	172.02	166.90	159.29	148.37	140.44	153.73	129.09	124.71
11	F-1 Factory and industrial, moderate hazard	100.75	96.02	90.26	86.84	77.68	74.37	83.16	64.01	60.19
12	F-2 Factory and industrial, low hazard	99.75	95.02	90.26	85.94	77.68	73.37	82.16	64.01	59.19
13	H-1 High Hazard, explosives	94.40	89.68	84.92	80.59	72.52	68.22	76.82	58.86	0.00
14	H234 High Hazard	94.40	89.68	84.92	80.59	72.52	68.22	76.82	58.86	54.03
15	H-5 HPM	169.14	162.95	157.42	149.72	135.78	130.75	143.54	119.31	113.65
16	I-1 Institutional, supervised environment	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86
17	I-2 Institutional, hospitals	287.21	281.02	275.49	267.79	252.87	0.00	261.61	236.40	0.00
18	I-2 Institutional, nursing homes	198.55	192.37	186.83	179.13	165.20	0.00	172.95	148.74	0.00
19	I-3 Institutional, restrained	192.65	186.47	180.93	173.23	160.79	154.76	167.05	144.32	136.66
20	I-4 Institutional, day care facilities	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86
21	M Mercantile	123.91	119.17	113.69	108.40	98.85	95.06	102.82	85.70	81.90
22	R-1 Residential, hotels	169.51	163.82	159.09	152.26	140.12	136.46	148.59	125.88	121.46
23	R-2 Residential, multiple family	142.14	136.24	131.71	124.88	113.41	109.75	121.89	99.18	94.76
24	R-3 Residential, one- and two-family	133.78	130.13	126.82	123.67	118.74	115.78	119.75	110.94	103.92
25	R-4 Residential, care/assisted living facilities	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86
26	S-1 Storage, moderate hazard	93.40	88.68	82.92	78.59	70.52	67.22	75.82	56.86	53.03
27	S-2 Storage, low hazard	92.40	87.68	82.92	78.59	70.52	66.22	74.82	56.86	52.03
28	U Utility, miscellaneous	71.08	67.13	62.83	59.33	53.24	49.79	56.48	41.64	39.44

TABLE 1 A - BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$62.00
\$501.00 to \$2,000.00	\$62.00 for the first \$500.00 plus \$3.30 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$111.50 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$456.50 for the first \$25,000.00 plus \$10.85 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$727.75 for the first \$50,000.00 plus \$7.55 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,105.25 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3,505.25 for the first \$500,000.00 plus \$5.10 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$8055.25 for the first \$1,000,000.00 plus \$3.40 for each additional \$1,000.00

PLAN CHECK 65 PERCENT OF BUILDING FEE

City of Placentia

Comprehensive User Fee Study Report

April 25, 2012



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April 25, 2012

Karen Ogawa
City of Placentia
Finance Director

Dear Ms. Ogawa,

Willdan Financial Services (Willdan) is pleased to present this report on the Comprehensive User Fee Study conducted for the City of Placentia (City).

This report was undertaken to assist the City in determining the costs of providing important services to its local community in order to help continue its operations at the level of service that the community has come to expect. The focus of this study is to ensure that the City has sufficient revenues to meet their service obligations and that User Fees are set proportionate to the costs of providing the services. Our report outlines the approach, findings, and conclusions of this study.

This report has been prepared using generally accepted fee setting techniques. The City's Budget, Salary Schedule, Cost Allocation Plan, and Departmental Costs were the primary sources for the data contained within this report. Willdan worked closely with City staff over the course of this project. The conclusions contained within this report provide the City with a set of recommendations to provide stable funding for continued City services, based on a cost of service analysis that will result in fair and equitable User Fees to the City's end users.

Thank you, it was a pleasure working with you; and thank you to each City Department for the support and cooperation extended throughout the study.

Sincerely,

Willdan Financial Services

Habib Isaac
Principal Consultant



TABLE OF CONTENTS

Executive Summary	1
Study Objective	2
Scope of the Study	3
Aim of the Report	3
User Fee Background	4
Background	4
California User Fee History	4
Additional Policy Considerations	5
Project Approach and Methodology	6
Conceptual Approach	6
Summary Steps of the Study	6
Allowable Costs	7
Methodology	7
Quality Control / Quality Assurance	8
City Staff Contributions	8
Placentia User Fees	9
Cost Recovery	9
Subsidization	9
Summary	10
Community Services	11
Development Services	12
Police	13
Public Works/Engineering	14
Miscellaneous Fees	15
Appendix A – Total Allowable Cost to be Recovered	16
Appendix B – Cost Recovery Analysis	17



EXECUTIVE SUMMARY

The City of Placentia engaged Willdan to determine the full costs incurred by the City in support of various activities for which the City charges User Fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identifies 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery are often not feasible, desirable, or appropriate—particularly in a single year. In recognition of this situation, the recommended fees identified herein are either at or slightly less than full cost recovery.



STUDY OBJECTIVE

As the City of Placentia seeks to manage resources efficiently and respond to increased service demands, it needs a variety of tools to provide assurance that it has the best information and the best resources to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is the most cost-effective way to understand the total cost of services and identify potential fee adjustments. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost as specified in this report.

The principle goal of the study was to help the City determine the full cost of the services that are provided. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees

The study results can help the City better understand its true costs and the basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.



SCOPE OF THE STUDY

The scope of this study encompasses a review and calculation of the User Fees charged by the following Placentia departments and divisions:

- Community Services
- Development Services
 - Planning Division
 - Building Division
- Police Department
- Public Works/Engineering
- Miscellaneous (City Clerk and Finance)

The study involved the identification of existing and potential new fees, fee schedule restructuring (particularly for the Building Division), data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery performance. In addition to the fees reviewed of the departments and divisions above, miscellaneous fees from the City Clerk's Office and the Finance Department were also reviewed.

AIM OF THE REPORT

The User Fee Study focused on the cost of City services, as City staff currently provides them, at existing, known, or reasonably anticipated service and staff levels. This report provides as a summary of the study results, as well as a general description of the approach and methods Willdan and City staff used to determine the updated recommended fee schedule. Conversely, the report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other approaches.



USER FEE BACKGROUND

BACKGROUND

As part of a general cost recovery strategy, local governments have adopted User Fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As City's struggle to maintain levels of service and variability of demand, cities have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, cities have more control over the level of User Fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee.

CALIFORNIA USER FEE HISTORY

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Since the public continues to resist efforts to raise local government taxes, cities have little control and very few successful options for new revenues. Compounding this limitation, the State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation—at the expense of local governments. Most recently, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees have severely reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the "Stop Hidden Taxes Initiative", which is aimed at defining "regulatory fees" as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business' or person's activities. Proposition 26 contains seven categories of exceptions. The vast majority of fees that cities would seek to adopt will most likely fall into one or more of these exemptions.



ADDITIONAL POLICY CONSIDERATIONS

It is becoming a growing trend for municipalities to update their fee schedules to reflect the actual costs of certain public services that primarily benefit users. Fees are imposed because they recover costs associated with the provision of specific services benefiting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting direct cost of labor and materials associated with processing and administering user services, it is common for local governments recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were derived from the City's Cost Allocation Plan.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it be adopted with the flexibility to remain current. Consequently, it is recommended that the City include an annual inflation factor in the resolution adopting the fee schedule that allows the City Council, by resolution, to annually increase or decrease the fees based upon published information such as the Consumer Price Index (CPI) or the Employee Cost Index for State and Local Government Employees. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.



PROJECT APPROACH AND METHODOLOGY

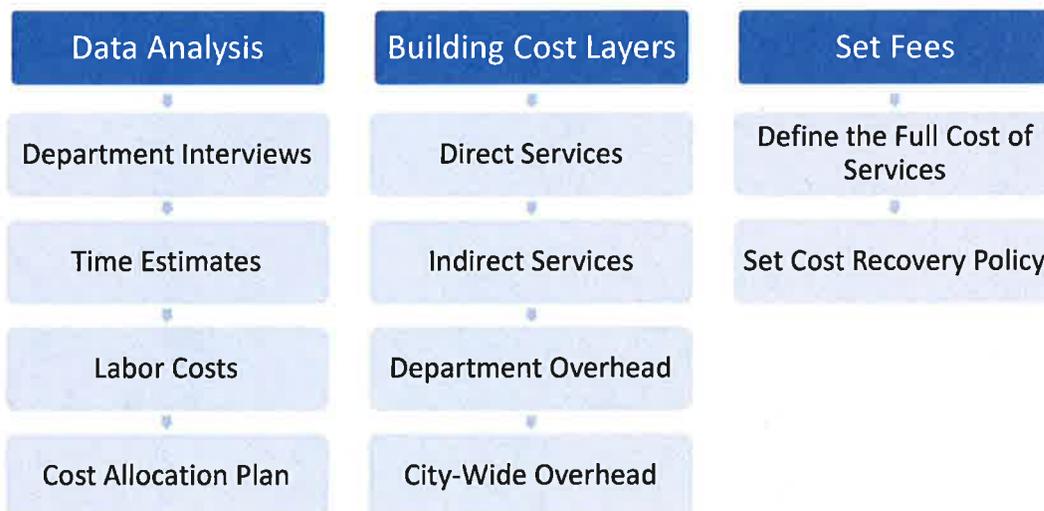
CONCEPTUAL APPROACH

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a User Fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that can be collected, from which the City leaders can make informed decisions regarding the final fee level. One of the critical methods used to ensure full cost recovery rates was to establish annual productive (or “billable”) hours for staff. This study reduced the full-time annual hours (2,080) by the non-billable hours, such as holiday, vacation, sick leave. By using only the true number of productive hours per employee, the study ensures that allowable costs are recovered during the actual hours of operation of the City.

The standard fee limitation established in California law for property-related (non-discretionary) fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data. The cost figures used as the basis for the study were from the City of Placentia’s FY 2011/12 Adopted Budget.

SUMMARY STEPS OF THE STUDY

The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:

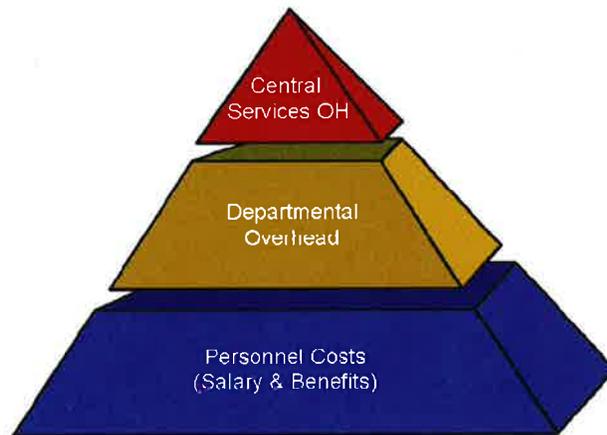




ALLOWABLE COSTS

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City's central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor:** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, detailed in the City's Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.



METHODOLOGY

The three methods of analysis for calculating fees used in this report are the:

Case Study Method: This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements vary dramatically for a service, or for special projects where the time and cost requirements are not easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: The standard Case Study approach relies upon the detailed analysis of specific time estimates, salaries and benefits, expenditures, and overhead costs. In many instances, the underlying data are not available or vary widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. With these general constraints, and in order to maximize the utility of this analysis, Willdan Financial employed a different methodology where appropriate.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is used for certain User Fees in the Building Division



QUALITY CONTROL / QUALITY ASSURANCE

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- Confirmation of staff hours
- FTE balancing
- Internal and external reviews
- Cross-checking

CITY STAFF CONTRIBUTIONS

As part of the study process, Willdan received tremendous support and cooperation from City staff, who contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Frequency and current fee levels
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the individuals involved for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.



PLACENTIA USER FEES

COST RECOVERY

The cost recovery models, by department/division fee type, are presented in detail in [Appendix B](#). Full cost recovery is determined by the estimated amount of time each position (in increments of minutes or hours) spends to render a service, then summing the total cost to determine the full cost. The estimated time of how long it takes City staff to render each service is determined by Willdan and City staff through a time and materials survey conducted for each department/division fee type included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The principle goal of this study was to identify the cost of City services, in order to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility to determine the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Placentia and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

SUBSIDIZATION

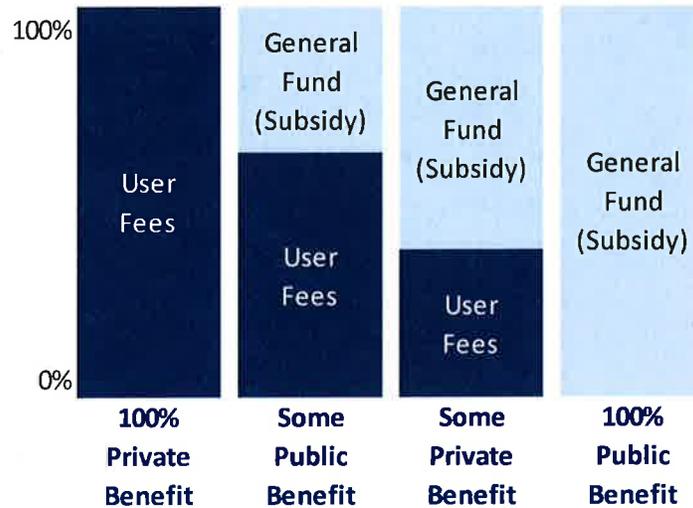
Recalling the definition of a User Fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) whom receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, a large number of services fall into the range between these two extremes (i.e., some planning and recreation services). The graphic on the following page illustrates the potential decision basis:

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City. It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.



Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (such as sports programs and educational classes) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, (such as appeals of discretionary actions) without burdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not receive funds that are otherwise directed to cover subsidies.



IMPACT ON DEMAND (ELASTICITY)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The User Fee Study did not attempt to evaluate the economic or behavioral impacts of higher fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

SUMMARY

If the City’s overriding goal of this study were to maximize revenues from User Fees, Willdan would recommend setting User Fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a User Fee study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective of this study. City staff has reviewed the full costs and identified the “recommended fee levels” for consideration by City Council. The appendices exhibit these unit fees individually.



COMMUNITY SERVICES

The Community Services Department's primary role is to manage and coordinate the delivery of recreation services and cultural arts programs to the community. More specifically, the Recreation Services Division of this department provides educational, recreational and leisure opportunities for the residents of the community by coordinating the planning and implementation of afterschool activities for youth and teens, provides classes for all ages, sports programs for youths and adults, and community wide special events.

Recreation provides a variety of recreational opportunities, enrichment programs and human services for all ages and abilities. This department provides the use *Recreational & Special Use Facilities and Recreation Programs*

ANALYSIS

Willdan individually reviewed all services and programs associated with Community Services. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Community Service activities, facility rentals, and programs relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



DEVELOPMENT SERVICES

The Development Services Department's primary role is to oversee all land use matters and activities in the City. The Department evaluates and makes recommendations to the Planning Commission and City Council on discretionary items including, but not limited to General Plan Amendments, Zone Changes, Tentative Maps, Development Plan Reviews for residential, commercial and industrial projects, Use Permits, Variances and Special Use Permit. Additionally, the Department evaluates development proposals against the California Environmental Quality Act (CEQA) for compliance. In addition, the Department is responsible for administering building and safety code requirements, as well as, redevelopment, housing code enforcement.

PLANNING

The Planning Division of the Development Services Department is responsible for maintaining the quality of public service, departmental budgeting, daily operations, coordination with other City departments, providing support to the City Council, City Manager, and Planning Commission. The Division is responsible for developing and administering the policies of planning, plan check and inspections to assure that the Department operates in compliance, and in accordance with all adopted codes and amendments and to facilitate their implementation in our local environment.

BUILDING

The Building Division, in partnership with the community, continues to provide structural and safety protection for the occupants of existing and new structures, through the use of adopted construction codes. The Building Division is also responsible for the enforcement of State-mandated laws and uniform building codes, plan checking for code compliance, permit issuance, provision of customer service at the counter, maintenance of permit records, and plans. In addition, the Building Division ensures building construction compliance with electrical, plumbing, mechanical, and State safety laws and City Ordinances.

ANALYSIS

PLANNING

Willdan individually reviewed each of the services associated with the Planning Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule. The majority of the Department's revenue is generated through Current Planning functions. The City separately budgets Advance Planning functions; therefore, the recommended fees do not include Advance Planning costs. It is recommended the Department increases User Fees (rates) to the full cost recovery amounts.

BUILDING

Willdan individually reviewed each of the services issued by the Development Services Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule to truly reflect the costs of the Department. As a result, the Building Division User Fees went through a complete overhaul and used the time survey created as part of this study as a reference point to calculate the appropriate fee amount and, for certain fees, to generate a valuation based schedule as a proxy for the amount of effort it would take City staff to complete the service provided.



POLICE

The Placentia Police Department's mission is to protect and serve the community and provide a safe environment by:

- Enforcing the law fairly and consistently
- Maintaining the highest professional standards through education and training
- Encouraging problem solving through community involvement

The Police Department provides various services such as patrol, investigative services, custody, concealed weapons permits, firearm's deal licenses, false alarms, records checks, traffic accident reports, property damage, crime reports, firearms safekeeping and storage, parking enforcement fees, subpoenas, and vehicle impound release and hearing fees.

ANALYSIS

Willdan individually reviewed all services and programs conducted by Police. The review also consisted of an evaluation of existing services in an effort to update the fee schedule. .

The analysis of Police activities relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



PUBLIC WORKS/ENGINEERING

Generally, the Public Works Department is a service-oriented department within the City of Placentia and is responsible improving the quality of life of the community by overseeing the design, installation and maintenance of all City owned buildings, streets and drainage improvements, and all parks and publicly maintained streetscapes.

Only the Engineering Division was analyzed as part of this study. This Division provides direct benefit services for which fees are collected.

ENGINEERING DIVISION

The Engineering Division's primary role is to provide engineering services/project management for capital improvement projects, traffic operations, and development coordination and review for impacts to the public rights-of-way.

ANALYSIS

Willdan individually reviewed all services associated with Public Works/Engineering. The review also consisted of an evaluation of existing services in an effort to update the fee schedule by adding and/or eliminating fees. As a result, there are 13 recommended fees for Public Works/Engineering.

The analysis of Public Works/Engineering activities relied upon the experience of Engineering staff and the desire to have a fee schedule that was concise and easy to understand for applicants ("Users"). A standard unit cost build-up approach was utilized, whereby we calculated the cost of each unit of service using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



MISCELLANEOUS FEES

There are a few miscellaneous fees that fall under the responsibility of the City Clerk's Office and Finance Department. The fee related to the City Clerk's Office is the statutory fee that the City Clerk may charge for hard copies of reports, resolutions, municipal codes, and any other public record requested by interested party. The two fees under Finance are the Business License Admin Fee and Business License Renewal Admin Fee. For these three fees, the charges are identified below:

Copies = \$.10 per page

Business License Admin Fee = \$14.00

Business License Admin Fee = \$9.00

APPENDIX A – TOTAL ALLOWABLE COST TO BE RECOVERED

Below is the total allowable costs that may be recovered through User Fees; however, only a percentage of the total allowable cost is realized as staff not only work on services related to User Fees, but also work on an array of other City functions during the operational hours of the City. In addition, the frequency of each service activity also plays a role on the amount of revenue recovered. As the activity level of certain services fluctuate from year to year, so will the amount of revenue generated by the City's User Fees.

Department	Salaries & Benefits	Operating Budget (Department)	CAP Allocation	Total Allowable Costs
Police	8,074,638	377,249	3,676,614	12,128,501
Engineering	350,290	149,300	177,814	677,404
Community Services	465,989	168,940	300,084	989,376
Development Services	479,538	48,615	274,447	802,600

APPENDIX B – COST RECOVERY ANALYSIS

The following tables provide the results of the case study methodology (time surveys), resulting full cost recovery amount, and recommended fees.

Community Services		Note / Qualifier	Current Fee	Recovery	Full Cost	Hourly Rate	per Registration	Full Cost	Recommended Fee	Recommended Fee	Percent
									per Participant	Change	
Sportsfield Application Fee - Kraemer Middle School P1		Hourly Rate	\$11	\$12	\$11	\$11	\$11	\$11	\$11	0.00%	
Sportsfield Application Fee - Kraemer Middle School P13		Hourly Rate	\$11	\$12	\$11	\$11	\$11	\$11	\$11	0.00%	
Sportsfield Application Fee - Kraemer Middle School P17		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - Kraemer Middle School P2		Hourly Rate	\$11	\$12	\$11	\$11	\$11	\$11	\$11	0.00%	
Sportsfield Application Fee - Kraemer Middle School S81		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - Kraemer Middle School S82		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - Melrose Middle School S81		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - PCSC Jensen		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - PCSC March		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - PCSC Munoz		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - PCSC Valadez		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - Tuffree Middle School P1		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - Tuffree Middle School P2		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - Tuffree Middle School P3		Hourly Rate	\$11	\$12	\$11	\$11	\$11	\$11	\$11	0.00%	
Sportsfield Application Fee - Tuffree Middle School P4		Hourly Rate	\$11	\$12	\$11	\$11	\$11	\$11	\$11	0.00%	
Sportsfield Application Fee - Tuffree Park S81		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - Tuffree Park S82		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Sportsfield Application Fee - Tuffree Park Tennis Court 1		Hourly Rate	\$5	\$12	\$5	\$5	\$5	\$5	\$5	0.00%	
Sportsfield Application Fee - Tuffree Park Tennis Court 2		Hourly Rate	\$5	\$12	\$5	\$5	\$5	\$5	\$5	0.00%	
Sportsfield Application Fee - Valdez Middle School S81		Hourly Rate	\$15	\$15	\$15	\$15	\$15	\$15	\$15	0.00%	
Athletic Field Rental Fees Schedule											
Sportsfield Application Fee - Melrose Middle School S81		Hourly Rate	\$6	\$6	\$6	\$6	\$6	\$6	\$6	0.00%	
Sportsfield Application Fee - Parke De Los Ninos S81		Hourly Rate	\$3	\$6	\$3	\$3	\$3	\$3	\$3	0.00%	
Sportsfield Application Fee - PCSC Jensen		Hourly Rate	\$6	\$6	\$6	\$6	\$6	\$6	\$6	0.00%	
Sportsfield Application Fee - PCSC March		Hourly Rate	\$6	\$6	\$6	\$6	\$6	\$6	\$6	0.00%	
Sportsfield Application Fee - PCSC Munoz		Hourly Rate	\$6	\$6	\$6	\$6	\$6	\$6	\$6	0.00%	
Sportsfield Application Fee - PCSC Valadez		Hourly Rate	\$6	\$6	\$6	\$6	\$6	\$6	\$6	0.00%	
Sportsfield Application Fee - Tuffree Park P4		Hourly Rate	\$3	\$6	\$3	\$3	\$3	\$3	\$3	0.00%	
Sportsfield Application Fee - Tuffree Park S81		Hourly Rate	\$6	\$6	\$6	\$6	\$6	\$6	\$6	0.00%	
Sportsfield Application Fee - Tuffree Park S82		Hourly Rate	\$6	\$6	\$6	\$6	\$6	\$6	\$6	0.00%	
Sportsfield Application Fee - Tuffree Park Tennis Court 1		Hourly Rate	\$2	\$6	\$2	\$2	\$2	\$2	\$2	0.00%	
Sportsfield Application Fee - Tuffree Park Tennis Court 2		Hourly Rate	\$2	\$6	\$2	\$2	\$2	\$2	\$2	0.00%	
Sportsfield Application Fee - Valdez Middle School S81		Hourly Rate	\$6	\$6	\$6	\$6	\$6	\$6	\$6	0.00%	
Facility Fee Schedule											
(150 Max) Whitten Center Main Room - Fri-Sun		2 hr min + hourly rate for each additional hour	\$100	\$124	\$23	\$23	\$23	\$100	\$100	0.00%	
(150 Max) Whitten Center Main Room - Mon-Thurs		2 hr min + hourly rate for each additional hour	\$80	\$124	\$23	\$23	\$23	\$80	\$80	0.00%	
(75 Max) Whitten Center Room A or B - Fri-Sun		2 hr min + hourly rate for each additional hour	\$80	\$101	\$23	\$23	\$23	\$80	\$80	0.00%	
(75 Max) Whitten Center Room A or B - Mon-Thurs		2 hr min + hourly rate for each additional hour	\$70	\$101	\$23	\$23	\$23	\$70	\$70	0.00%	
Aguirre (60 Max) - Fri-Sun		2 hr min + hourly rate for each additional hour	\$80	\$101	\$23	\$23	\$23	\$80	\$80	0.00%	
Aguirre (60 Max) - Mon-Thurs		2 hr min + hourly rate for each additional hour	\$75	\$101	\$23	\$23	\$23	\$75	\$75	0.00%	
Becks Main Room (150 Max) - Fri-Sun		2 hr min + hourly rate for each additional hour	\$100	\$124	\$23	\$23	\$23	\$100	\$100	0.00%	
Becks Main Room (150 Max) - Mon-Thurs		2 hr min + hourly rate for each additional hour	\$80	\$124	\$23	\$23	\$23	\$80	\$80	0.00%	
Becks Room 6 (40 Max) - Fri-Sun		2 hr min + hourly rate for each additional hour	\$70	\$101	\$23	\$23	\$23	\$70	\$70	0.00%	
Becks Room 6 (40 Max) - Mon-Thurs		2 hr min + hourly rate for each additional hour	\$60	\$101	\$23	\$23	\$23	\$60	\$60	0.00%	
Becks Room 7 (60 Max) - Fri-Sun		2 hr min + hourly rate for each additional hour	\$80	\$101	\$23	\$23	\$23	\$80	\$80	0.00%	
Becks Room 7 (60 Max) - Mon-Thurs		2 hr min + hourly rate for each additional hour	\$70	\$101	\$23	\$23	\$23	\$70	\$70	0.00%	
Koch Building (30 Max) - Fri-Sun		2 hr min + hourly rate for each additional hour	\$70	\$101	\$23	\$23	\$23	\$70	\$70	0.00%	
Koch Building (30 Max) - Mon-Thurs		2 hr min + hourly rate for each additional hour	\$60	\$101	\$23	\$23	\$23	\$60	\$60	0.00%	
Oberle Gym (348 Max) - Mon-Sun		2 hr min + hourly rate for each additional hour	\$70	\$89	\$23	\$23	\$23	\$70	\$70	0.00%	
Tynes Gym (303 Max) - Mon-Sun		2 hr min + hourly rate for each additional hour	\$70	\$89	\$23	\$23	\$23	\$70	\$70	0.00%	
Whitten Kitchen (All USERS) - Flat Fee/Full Kitch.		2 hr min + hourly rate for each additional hour	\$100	\$100	\$23	\$23	\$23	\$100	\$100	0.00%	
Gomez Community Center (60 Max)		2 hr min + hourly rate for each additional hour	New	\$101	\$23	\$23	\$23	\$40	\$40	N/A	
Edwin T. Powell Building (75 Max)		2 hr min + hourly rate for each additional hour	New	\$101	\$23	\$23	\$23	\$40	\$40	N/A	

Community Services		Participant Registration Fee	Current Fee	Full Cost Recovery	Hourly Rate	Fall Cost per Registration	Recommended Fee	Recommended Fee per Participant	Recommended Fee Change	4 Hour Example (Facility Rental)
Jr. Tee Ball and Basketball	Rate is charged per Participant	\$1,000	\$3,323	\$166		\$55	\$1,100	\$55	10.00%	
Jr. Soccer	Rate is charged per Participant	\$1,000	\$2,510	\$126		\$55	\$1,100	\$55	10.00%	
Jr. Basketball	Rate is charged per Participant	\$1,000	\$2,510	\$126		\$55	\$1,100	\$55	10.00%	
Jr. All Sorts of Sports	Rate is charged per Participant	\$1,000	\$3,008	\$150		\$60	\$1,200	\$60	9.09%	
Pee-Wee All Sorts of Sports	Rate is charged per Participant	\$1,100	\$3,008	\$150		\$60	\$1,200	\$60	9.09%	
Pee-Wee Basketball (Winter)	Rate is charged per Participant	\$1,100	\$3,008	\$150		\$60	\$1,200	\$60	9.09%	
Pee-Wee Indoor Soccer	Rate is charged per Participant	\$1,100	\$3,008	\$150		\$60	\$1,200	\$60	9.09%	
Pee-Wee Basketball and Tee Ball (Summer)	Rate is charged per Participant	\$3,000	\$6,644	\$183		\$85	\$3,400	\$85	13.33%	
Teen Hoops League	Rate is charged per Participant	\$6,750	\$13,458	\$150		\$85	\$7,650	\$85	13.33%	
Placentia Youth Basketball	Rate is charged per Participant	\$440	\$440	\$55		\$55	\$440	\$55	-0.02%	
Aquatics Day Class	Rate is charged per Participant	\$320	\$324	\$41		\$40	\$320	\$40	0.00%	
Aquatics Night Class	Rate is charged per Participant	\$300	\$517	\$26		\$26	\$517	\$26	72.22%	
Excursion (5 Hours)	Rate is charged per Participant	\$300	\$544	\$27		\$27	\$544	\$27	81.44%	
Excursion (6 Hours)	Rate is charged per Participant	\$300	\$572	\$29		\$29	\$572	\$29	90.66%	
Excursion (7 Hours)	Rate is charged per Participant	\$300	\$600	\$30		\$30	\$600	\$30	99.87%	
Excursion (8 Hours)	Rate is charged per Participant	\$300	\$600	\$30		\$30	\$600	\$30	99.87%	
Excursion (9 Hours)	Rate is charged per Participant	\$443	\$355	\$18		\$18	\$178	\$9	-59.80%	
Zumba at Whitten Community Center	Rate is charged per Participant	\$443	\$146	\$7		\$5	\$94	\$5	-78.66%	
Zumba at Glyphon Fitness Studio	Rate is charged per Participant	\$188	\$325	\$32		\$15	\$148	\$15	-21.16%	
Country Western Dancing at Backs Community Building	Rate is charged per Participant	\$188	\$116	\$12		\$7	\$64	\$7	-65.64%	
Country Western Dancing at T. Lasorda Field House	Rate is charged per Participant	\$368	\$220	\$22		\$11	\$106	\$11	-71.12%	
TryFyft (Basketball or Volleyball) at Tynes Gym	Rate is charged per Participant	\$565	\$569	\$38		\$17	\$255	\$17	-54.93%	
TryFyft Basketball Camp at Tynes Gym	Rate is charged per Participant	\$2,100	\$6,010	\$501		\$200	\$2,400	\$200	-27.27%	
Adult Futsal (Indoor Soccer)	Rate is charged per Team	\$3,300	\$7,094	\$591		\$300	\$3,600	\$300	9.09%	
Adult Basketball										

Planning						
Application Fees	Note / Qualifier	Current Fee	Upfront/Direct Cost	Full Cost Recovery	Recommended Fee	Percent Change
Abandonment of Property		\$3,227	\$440	\$2,724	\$2,724	-15.59%
Appeal of Planning Commission Decision to City Council		\$1,838	\$440	\$1,213	\$1,213	-33.98%
Building & Zoning Compliance Application		\$50		\$93	\$93	85.65%
Building Plan Check Fees COM TI (<=250)				\$131	\$131	N/A
Building Plan Check Fees COM TI (>250)				\$356	\$356	N/A
Building Plan Check Fees Res (1 Unit)				\$302	\$302	N/A
Building Plan Check Fees Res (2-5 Units)				\$379	\$379	N/A
Building Plan Check Fees Res (6+ Units)				\$588	\$588	N/A
CC&R's Review		\$785	\$440	\$1,616	\$1,616	105.86%
Code Enforcement Reinspection		\$197		\$109	\$109	-44.50%
Development Agreement Deposit Required		\$3,306	\$5,000	\$5,000	\$5,000	51.24%
Development Plan Review - Residential		\$5,326	\$660	\$4,081	\$4,081	-23.38%
Environmental Impact Report Review Deposit Required		\$2,239	\$3,000	\$3,000	\$3,000	33.99%
Extension of Approval		\$113		\$224	\$224	98.56%
Home Occupation Permit		\$35		\$35	\$35	-0.22%
Initial Study Checklist		\$95		\$154	\$154	62.53%
Initial Study Large Project Deposit Required		\$572	\$3,000	\$3,000	\$3,000	424.48%
Lot Line Adjustment		\$282		\$358	\$358	27.03%
Modify Use Permit (Planning Commission)		\$2,150		\$1,516	\$1,516	-29.50%
Modify Use Permit (Staff Only)		\$325		\$431	\$431	32.71%
Negative Declaration Deposit Required		\$2,857	\$3,000	\$3,000	\$3,000	5.01%
Planning Commission Use Conformity Determination Deposit		\$250		\$388	\$388	55.31%
Preliminary Plan Review Deposit Required			\$2,000	\$2,000	\$2,000	N/A
Real Estate Sign Retrieval		\$25		\$29	\$29	14.48%
Request Underground Utility Waiver		\$790		\$1,217	\$1,217	54.07%
Sign Plan Review (Integrated commercial/Industrial center)		\$390		\$374	\$374	-4.06%
Site Plan Review (Minor)		\$50		\$54	\$54	8.45%
Solar Installations		\$99		\$93	\$93	-6.24%
Special Use Permit		\$1,455		\$873	\$873	-39.98%
Temporary Advertising Permit (Banner)		\$25		\$35	\$35	39.70%
Third Party Review/Preparation of Plans Deposit Required			\$2,000	\$2,000	\$2,000	N/A
Use Permit		\$3,300		\$3,044	\$3,044	-7.75%

Planning						
Application Fees	Note / Qualifier	Current Fee	Upfront/Direct Cost	Full Cost Recovery	Recommended Fee	Percent Change
Variance		\$4,833		\$3,666	\$3,666	-24.16%
Zone Change (Text)		\$4,677		\$3,818	\$3,818	-18.36%
Zoning Verification Letter		\$216		\$324	\$324	50.20%
Condominium Conversion		\$2,765	\$440	\$3,410	\$3,410	23.33%
Development Plan Review - Commercial Industrial		\$5,326	\$660	\$4,081	\$4,081	-23.38%
Film Permit (Com)		\$210		\$350	\$350	66.57%
General Plan Amendment		\$5,819	\$1,100	\$5,324	\$5,324	-8.51%
House Move (Deposit)		\$4,341	\$5,000	\$5,000	\$5,000	15.18%
Landscape Plan Check (Commercial)		\$282		\$768	\$768	172.43%
Sign Plan Review		\$150		\$204	\$204	36.00%
Special Event Permit (Major: i.e. carshow, fair, etc)		\$55		\$209	\$209	279.40%
Specific Plan (Deposit)		\$6,613	\$10,000	\$10,000	\$10,000	51.22%
Tentative Map:		\$6,252		\$4,262	\$4,262	-31.83%
Use Permit - (Alcohol)		\$4,210		\$3,269	\$3,269	-22.35%
Temporary Use Permit (i.e. Tree Lot / Pumpkin Patch)		\$220		\$240	\$240	9.23%
Radius Map (<= 100 foot radius)		\$75		\$77	\$77	2.94%
Radius Map (101 - 300 foot radius)		\$100		\$116	\$116	15.80%
Zone Change (Map) (Deposit)		\$5,645	\$4,000	\$4,000	\$4,000	-29.14%
Massage Establishment Bus. Lic. Application		\$186		\$326	\$326	75.52%
Building Plan Check Fees Res Additions (Elevated decks/balconies)				\$120	\$120	N/A
Com/Ind Tenant Improvement (<=250 sqft)		\$246		\$120	\$120	-51.22%
Wireless Communication Facilities Deposit (Preliminary Plan Review)		\$2,500	\$2,500	\$2,500	\$2,500	0.00%
Miscellaneous Fees						
Com/Ind Tenant Improvements (over 250 sq. ft.)		\$215		\$236	\$236	9.67%
Film Permit (Student)	New	\$0		\$51	\$51	N/A
Landscape Plan Check (Residential 3 or more)	New	\$0		\$392	\$392	N/A
Engineering Plan Check Deposit	New	\$0	\$1,000	\$1,000	\$1,000	N/A
Sign Plan Review (Master Sign Program)	New	\$0		\$449	\$449	N/A
Special Event Permit (Minor - i.e. outdoor display, etc.)	New	\$0		\$93	\$93	N/A
Massage Technician (Business License Application)	New	\$0		\$129	\$129	N/A
Massage Establishment Inspection Fee	New	\$0		\$91	\$91	N/A
Publication of Public Hearing Notice	New	\$0	\$100	\$100	\$100	N/A
Mailing of Public Hearing Notices	New	\$0	\$15	\$15	\$15	N/A

Building		Notes / Qualifier	Full Cost Recovery	Minimum Charge	Recommended Fee
Construction / Demolition					
Construction / Demolition Project Application Fee			\$86		\$86
Impound Refuse Containers (3rd party cost)			\$130		\$130
Electrical Permit Fees					
Theatrical-type lighting fixtures or assemblies (each)			\$3		\$3
Miscellaneous Apparatus, Conduits, and Conductors			\$122		\$68
Other Electrical Inspections (per hour)			\$127		\$125
Signs, Outline Lighting, and Marquees			\$122		\$68
Stand alone Electrical Plan Check (hourly rate)			\$158		\$155
Temporary Pole (each)			\$122		\$80
Issuance Fee (Charged to All Permits)		Charged to all Permits	\$23		\$22
Power Apparatus (Up to and including 1, each)			\$25		\$25
Power Apparatus (Over 1 and not over 10, each)			\$35		\$35
Power Apparatus (Over 10 and not over 50, each)			\$46		\$45
Power Apparatus (Over 50 and not over 100, each)			\$55		\$55
Power Apparatus (Over 100, each)			\$66		\$65
Power Apparatus (New or re-wire residential) (per SqFt)			\$0.14		\$0.14
Power Apparatus (New or re-wire garages) (per SqFt)			\$0.12		\$0.12
Outlet, Lights, and Switches, each			\$3		\$3
Service or Panel (600 V up to 1,000 amp)			\$125		\$120
Light standard or Private Street light, first			\$104		\$102
Light standard or Private Street light, each additional			\$31		\$30
Pre-Inspection			\$122		\$70
Busways			\$122		\$57
Inspections outside of normal business hours.					
Mechanical Permit Fees					
Air Handler			\$85		\$80
Appliance Vent/Chimney (only)			\$85		\$80
Boiler			\$85		\$80
Duct Work (only)			\$105		\$105
Evaporative Cooler			\$85		\$80
Exhaust Hood and Duct (Residential)			\$85		\$80
Hear Pump (Package Unit)			\$85		\$80
Heater (Unit, Radiant, etc.)			\$85		\$80
Heater (Wall/Floor)			\$85		\$80
Other Mechanical Inspections (per hour)			\$127		\$125
Stand Alone Mechanical Plan Check			\$196		\$155
Vent Fan, Single Duct (each)			\$85		\$68
Vent System			\$85		\$80
Walk-in Box/Refrigerator Coil			\$122		\$80
Heater (100,000 BTU or less) (each)			\$85		\$53
Heater (over 100,000 BTU) (each)			\$85		\$80
Compressor			\$85		\$80
Air Conditioner (100,000 BTU or less) (each)			\$85		\$53
Air Conditioner (over 100,000) (each)			\$85		\$80
Issuance Fee			\$23		\$22
Exhaust Hood (Commercial Grease Hood)		Charged to all Permits	\$226		\$220

Building

Miscellaneous Items Permit Fees

Supplemental Plan Check

First 2 Hours

Each additional 1/2 hour (or portion thereof)

Supplemental Inspection Check

First 2 Hours

Each Additional 1/2 hour (or portion thereof)

Application Meeting (Group Meeting Fee)

Building & Zoning Inspection

Issuance Fee

Solar Panels

Address Change

Awning

Close Opening exterior

Demo

Wood Fence

Masonry Wall

Partition / Close Opening Interior

Patio Cover

Add for screening

Pre Fab Patio Room

Residential Alterations

Room Addition

Roof (first 2000 sq.ft)

Roof (2001 sq. ft. 4000 sq ft)

Roof (4001 sq. ft. 6000 sq. ft.)

Roof (6001 sq. ft. plus)

Special Design, Crib, Gravity Wall

Plan Revision (each hour)

Swimming Pool/Spa

Vinyl-lined

Fiberglass

Gunite

Spa or Hot Tub-inground (Pre-fabricated)

Swimming Pool Electrical

Swimming Pool Plumbing

Windows (1-10)

Windows (11-20)

Windows (21-50)

Windows (51-100)

Windows (100-200)

Windows (200-500)

Notes / Qualifier

Charged to all Permits

New

Assessed Value determined Using \$15.78 per SqFt

Assessed Value determined Using \$12.50 per SqFt

Assessed Value determined Using \$2.00 per SqFt

Assessed Value determined Using \$6.00 per SqFt

Assessed Value determined Using \$12.00 per SqFt

Assessed Value determined Using \$10.00 per SqFt

Assessed Value determined Using \$15.78 per SqFt

Assessed Value determined Using \$3.16 per SqFt

Assessed Value determined Using \$18.00 per SqFt

Assessed Value determined Using \$40.00 per SqFt

Assessed Value determined Using \$120.00 per SqFt

Assessed Value determined Using \$15.00 per SqFt

Hourly Rate

Full Cost Recovery

Minimum Charge

Recommended Fee

\$269

\$124

\$197

\$85

\$446

\$75

\$23

\$238

\$255

\$150

\$250

\$200

\$120

\$150

\$200

\$150

\$62

\$250

\$62

\$62

\$62

\$284

\$392

\$600

\$754

\$147

\$180

\$429

\$429

\$570

\$429

\$90

\$75

\$180

\$360

\$540

\$720

\$900

\$1,080

Building

New Construction Fees

	Notes / Qualifier	Full Cost Recovery	Minimum Charge	Recommended Fee
A-1 Assembly, Theaters with Stage	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
A-1 Assembly, Theaters without Stage	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
A-2 Assembly, Nightclubs	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
A-2 Assembly, Restaurants, Bars, Banquet Halls	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
A-3 Assembly, Churches	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
A-3 Assembly, General, Community Halls, Libraries, and Museums	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
A-4 Assembly, Arenas	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
B, Business	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
E, Education	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
F-1, Factory and Industrial, Moderate Hazard	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
F-2, Factory and Industrial, Low Hazard	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
H-1, High Hazards, Explosives	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
H234, High Hazard	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
H-5 HPM	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
I-1 Institutional, Supervised Environment	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
I-2 Institutional, Hospitals	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
I-2 Institutional, Nursing Homes	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
I-3 Institutional, Restrained	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
I-4 Institutional, Day Care Facility	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
M, Mercantile	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
R-1, Residential, Hotels	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
R-2, Residential, Multi-Family	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
R-3, Residential, One and Two Family	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
R-4, Residential, Care/Assisted Living Facilities	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
S-1 Storage, Moderate Hazard	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
S-2 Storage, Low Hazard	Valuation Based (Valuation Table 1-V)			Table 1-A Charge
U, Utility, Miscellaneous	Valuation Based (Valuation Table 1-V)			Table 1-A Charge

Building	Notes / Qualifier	Full Cost Recovery	Minimum Charge	Recommended Fee
Plumbing Permit Fees				
Anti-Syphon Valve (each)		\$25		\$24
Backflow Preventer (each)		\$160		\$24
Bathtub (each)		\$25		\$24
Laundry		\$25		\$24
Dishwasher (each)		\$25		\$24
Drain-Piping Repair/Alterations		\$160		\$24
Drinking Fountain		\$160		\$24
Floor Sink/Drain (each)		\$25		\$24
Garbage Disposal (each)		\$25		\$24
Gas Piping (Each Additional Five Outlets)		\$160		\$5
Gas Piping (First Five Outlets)		\$160		\$50
Grease Interceptor		\$300		\$300
Grease Trap		\$160		\$150
Issuance Fee		\$23		\$22
P Trap (each)		\$25		\$24
Roof Drain-Rainwater System (per drain)		\$160		\$24
Septic system (each)		\$300		\$300
Sewer (new, add, alter, repair, abandonment)		\$160		\$105
Shower Stall (each)		\$25		\$24
Sink (each)		\$25		\$24
Solar Water System Fixtures (tanks, water treatment equip.)		\$160		\$50
Stand Alone Plumbing Plan Check (hourly rate)		\$158		\$155
Urinal (each)		\$25		\$24
Waste and vent system		\$160		\$100
Water Closet (each)		\$25		\$24
Water Heater		\$85		\$24
Water Line (each)		\$25		\$24
Water Pipe Repair Replacement (each additional 100lf)		\$122		\$45
Water Pipe Repair Replacement (first 100 lf)		\$122		\$102
Solid Waste Hauling				
Construction / Deconstruction Annual Registration Fee		\$136		\$136
Convenience Annual Registration Fee		\$58		\$58
Recycler Annual Registration Fee		\$136		\$136
Travel and Documentation Fees:				
(blank)				
Other Tenant Improvements (12,000 sf)		\$1,617		\$1,617
Other Tenant Improvements (3,000 sf)		\$796		\$796
Other Tenant Improvements (30,000 sf)		\$1,728		\$1,728
Other Tenant Improvements (6,000 sf)		\$796		\$796
Other Tenant Improvements (60,000 sf)		\$2,172		\$2,172
Other Tenant Improvements (600 sf)		\$951		\$951
Re-inspection		\$16		\$16

Charged to all Permits

* All permits issued within the Building Division are also charged an AB fee equal to \$5.00 per permit

BUILDING VALUATION TABLES

cost per sqft

	A										J
	IA	IB	C	D	E	F	G	H	I	VA	VB
1	Group (2012 International Building Code)										
2	121.00	204.85	189.65	191.24	179.60	174.56	184.86	164.20	157.69	164.20	157.69
3	194.08	186.93	161.72	173.31	161.68	156.64	166.93	146.29	139.78	146.29	139.78
4	166.35	161.60	157.13	150.84	141.62	137.83	145.25	128.47	123.67	128.47	123.67
5	165.35	160.60	155.13	149.84	139.62	136.83	144.25	126.47	122.67	126.47	122.67
6	165.96	168.81	163.60	175.20	163.70	158.66	168.82	148.30	141.80	148.30	141.80
7	163.95	156.80	150.60	143.19	130.66	126.63	136.81	115.27	109.76	115.27	109.76
8	193.08	185.93	179.72	172.31	159.68	155.64	165.93	144.29	138.78	144.29	138.78
9	169.14	162.95	157.42	149.72	137.78	130.75	143.54	119.31	113.65	119.31	113.65
10	178.16	172.02	166.90	159.29	148.37	140.44	153.73	129.09	124.71	129.09	124.71
11	100.75	96.02	90.26	86.94	77.68	74.37	83.16	64.01	59.19	64.01	59.19
12	99.75	95.02	89.26	85.94	77.68	74.37	82.16	64.01	59.19	64.01	59.19
13	94.40	89.68	84.92	80.59	72.52	68.22	76.82	58.86	54.03	58.86	54.03
14	94.40	89.68	84.92	80.59	72.52	68.22	76.82	58.86	54.03	58.86	54.03
15	169.14	162.95	157.42	149.72	137.78	130.75	143.54	119.31	113.65	119.31	113.65
16	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86	124.28	119.86
17	287.21	281.02	275.49	267.79	252.87	246.99	261.61	236.40	230.00	236.40	230.00
18	196.55	192.37	186.83	179.13	165.20	160.79	172.95	148.74	143.94	148.74	143.94
19	192.65	186.47	180.93	173.23	160.79	154.76	167.05	144.32	138.66	144.32	138.66
20	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86	124.28	119.86
21	123.91	119.17	113.69	108.40	98.85	95.06	102.82	85.70	81.90	85.70	81.90
22	169.51	163.62	158.09	152.26	140.12	136.46	148.59	125.88	121.46	125.88	121.46
23	142.14	136.24	131.71	124.88	113.41	109.75	121.89	99.18	94.76	99.18	94.76
24	133.78	130.13	126.82	123.67	118.74	115.78	119.75	110.94	103.92	110.94	103.92
25	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86	124.28	119.86
26	93.40	88.68	82.92	79.59	70.52	67.22	75.82	56.86	53.03	56.86	53.03
27	92.40	87.68	82.92	78.59	70.52	66.22	74.82	56.86	52.03	56.86	52.03
28	71.08	67.13	62.83	59.33	53.24	49.79	56.48	41.64	39.44	41.64	39.44

TABLE 1 A – BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00	\$62.00
\$1.00 to \$500.00	\$62.00 for the first \$500.00 plus \$3.30 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$501.00 to \$2,000.00	\$111.50 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$2,001.00 to \$25,000.00	\$456.50 for the first \$25,000.00 plus \$10.85 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$25,001.00 to \$50,000.00	\$727.75 for the first \$50,000.00 plus \$7.55 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$50,001.00 to \$100,000.00	\$1,105.25 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$100,001.00 to \$500,000.00	\$3,505.25 for the first \$500,000.00 plus \$5.10 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$500,001.00 to \$1,000,000.00	\$6055.25 for the first \$1,000,000.00 plus \$3.40 for each additional \$1,000.00
\$1,000,001.00 and up	\$1,000.00
PLAN CHECK 65 PERCENT OF BUILDING FEE	

Police		Notes / Qualifier	Current Fee	Full Cost Recovery	Recommended Fee	Percent Change
Alarms and Alarm System Permits						
Alarm Permit (Commercial Bi-Annual)			\$50	\$67	\$67	34.35%
Alarm Permit (Residential Bi-Annual)			\$50	\$67	\$67	34.35%
Alarm Permit Reinstatement Fee			\$70	\$115	\$115	63.59%
False Alarms (each alarm after first 2)		Penalty	\$85	\$85	\$85	0.00%
Miscellaneous Permits						
ABC Permit (One Day Non-Profit)		Voter Approved	\$0	\$0	\$0	0.00%
ABC Permit or Transfer		Voter Approved	\$103	\$103	\$103	0.00%
Adult Oriented Business		Voter Approved	\$1,150	\$1,150	\$1,150	0.00%
Bingo Permit		Voter Approved	\$53	\$53	\$53	0.00%
Carnival Permit Investigation		Voter Approved	\$788	\$788	\$788	0.00%
Fortune Tellers/Annual Renewal		Voter Approved	\$103	\$103	\$103	0.00%
Gaming Permit		Voter Approved	\$103	\$103	\$103	0.00%
Live Entertainment Permit		Voter Approved	\$158	\$158	\$158	0.00%
Massage Permit		Voter Approved	\$394	\$394	\$394	0.00%
Private Patrol Operator Permit		Voter Approved	\$131	\$131	\$0	0.00%
Second Hand Dealer License/Renewal		Voter Approved	\$105	\$105	\$105	0.00%
Solicitor's Vendor Permit/Renewal		Voter Approved	\$105	\$105	\$105	0.00%
Other Police Fees/Services						
290PC & 1159QH&S Registration			\$12	\$12	\$12	0.00%
Bike License (Per year)			\$1	\$1	\$1	0.00%
Civil Subpoena (\$150 min for first three hrs + time >3 hrs)			\$150	\$266	\$150	0.00%
Firearms Storage		Per Item Per Day	\$1	\$1	\$1	0.00%
Impound (non 30-day)			\$150	\$150	\$150	0.00%
Party Disturbance (Second Response)		Hourly Rate	\$100	\$231	\$231	131.03%
Private Party Impound			\$14	\$14	\$14	0.00%
Property Release Fee			\$22	\$22	\$22	0.00%
Public Fingerprinting Fee		New	\$4	\$4	\$4	N/A
Permit/Parking						
Residential Parking Permits (first 5)		Previously adopted by Reso	\$10	\$10	\$10	0.00%
Residential Parking Permits (Replacement)		Previously adopted by Reso	\$10	\$10	\$10	0.00%
Temporary Parking Permit		Previously adopted by Reso	\$1	\$1	\$1	0.00%
Records						
Citation Sign Off			\$16	\$5	\$5	-68.34%
Copies of Arrest Logs			\$0.10	\$5	\$0.10	0.00%
Copies of Police Logs			\$0.10	\$5	\$0.10	0.00%
Location Premise History Search			\$22	\$22	\$22	N/A
Report Copies			\$0.10	\$5	\$0.10	0.00%
Visa/Passport Clearance Letter			\$26	\$28	\$28	6.85%
Copies of Photos (plus actual cost of photo)			\$2	\$5	\$5	172.49%
Reports and Administrative Services						
Activity Permit			\$79	\$21	\$21	-73.75%
Traffic						
Commercial Vehicle Sign Off			\$26	\$25	\$25	-2.87%
Vehicle Release Fee (Per Vehicle)						
Vehicle Repo Entry			\$15	\$15	\$15	0.00%
Vehicle Storage			\$100	\$130	\$130	29.89%
Vehicle Impound Release Fee (30-day)			\$200	\$250	\$250	24.96%
Vehicle Impound Release Fee (30-day) (DUI)			\$250	\$358	\$358	43.27%

Public Works/Engineering

Permits and Inspection Fees

	Sum of Current Fee	Full Cost Recovery	Recommended Fee	Percent Change
Grading Permit and Inspection Fee (per hour)	New		\$346	N/A
Inspection: (per hour)	\$173		\$84	-51.28%
FOG Plan Check Fee (3 checks included in fee)	New		\$344	N/A
Encroachment	\$158		\$75	-52.64%
Special Event Lane/Road Closure Permit	\$320		\$288	-9.93%
Transportation Permit - Annual Trip	\$100		\$90	-10.00%
Transportation Permit - Single Trip	\$21		\$16	-23.81%
Sediment and Erosion Plan Check (3 checks included in fee)	\$352		\$169	-51.96%
Plan Check (Per Sheet - up to 3 Revisions)	\$4,085		\$562	-86.24%
Plan Check (Per Sheet - Each Revision over 3)	\$2,830		\$412	-85.44%
Engineering Study/Report Review (Per hour)	\$854		\$271	-68.31%
Parcel/Tract Map Checking (Per Hour)	\$1,817		\$271	-85.10%
Water Quality Management Plan Review (3 checks included in fee)	\$1,068		\$378	-64.57%

RESOLUTION R-2012-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PLACENTIA, CALIFORNIA, ESTABLISHING AND ADOPTING
CERTAIN CITY FEES, RATES AND CHARGES FOR VARIOUS
CITY SERVICES**

WHEREAS, pursuant to the provisions of the California Constitution and the law of the State of California, the City of Placentia is authorized to adopt and implement fees, rates, and charges for municipal services; provided that such fees, rates, and charges do not exceed the estimated reasonable cost of providing such services; and

WHEREAS, the City retained Willdan and Associates (Willdan) to review and conduct an independent, detailed analysis of the City's fee revenues. The City also directed Willdan to prepare a report recommending specific amounts of fees, rates, and charges; and

WHEREAS, Willdan prepared the study and report, listing the applicable direct and indirect costs for certain services provided by the City, describing the reasonable relationship between the fees, rates, and charges and the services provided by the City, and setting forth the time and method for payment of the fees, rates, and charges, which is identified as the "Comprehensive User Fee Study", dated April 2012 (the "Report"), a copy of which is on file in the City Clerk's office, and

WHEREAS, pursuant to Government Code Sections 66014, 66017, and 66018, the specific fees to be charged for certain services must be adopted by resolution, following notice and public hearing; and

WHEREAS, notice of public hearing has been given pursuant to Government Code Section 6062a, oral and written presentations have been made and received, and the required public hearing has been held; and

WHEREAS, the City of Placentia desires to implement new fees, rates, and charges for various governmental services provided by the City of Placentia, as set forth herein; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred; and

WHEREAS, the actions implemented through the adoption of this Resolution are statutorily exempt under the California Environmental Quality Act per Section 21080(b) (8) of the Public Resources Code.

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

1. The fees, rates, and charges set forth in Exhibit A do not exceed the estimated reasonable cost of providing the service for which the fee, rate, or charge is levied.

2. The fees, rates, and charges set forth in Exhibit A are hereby adopted and approved as the fees, rates, and charges for the services identified for each such fee, rate, or charge.

3. The fees, rates, and charges set forth in Exhibit A shall become effective on June 1, 2012 except for development fees which shall be implemented 60 days following the adoption of this Resolution.

4. If any fee, rate, or charge adopted or increased by this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such fee, rate, or charge shall be deemed a separate, distinct, and independent provision of this Resolution, and such holding shall not affect the validity of the remaining fees, rates and charges adopted or revised herein. The City Council hereby declares that it would have adopted this Resolution and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one (1) or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

PASSED, ADOPTED AND APPROVED this 1st day of May 2012.

Jeremy B. Yamaguchi,
MAYOR

ATTEST:

PATRICK J. MELIA,
CITY CLERK

I, Patrick J. Melia, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Placentia, held on the 1st day of May, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

PATRICK J. MELIA,
CITY CLERK

APPROVED AS TO FORM:

ANDREW V. ARCZYNSKI,
CITY ATTORNEY

Community Services	Current Fee	Recommended Fee	% Change
Athletic Field Light Fees Schedule			
Sportsfield Application Fee - Kraemer Middle School P1	\$11	\$11	0%
Sportsfield Application Fee - Kraemer Middle School P13	\$11	\$11	0%
Sportsfield Application Fee - Kraemer Middle School P17	\$15	\$15	0%
Sportsfield Application Fee - Kraemer Middle School P2	\$11	\$11	0%
Sportsfield Application Fee - Kraemer Middle School SB1	\$15	\$15	0%
Sportsfield Application Fee - Kraemer Middle School SB2	\$15	\$15	0%
Sportsfield Application Fee - Melrose Middle School SB1	\$15	\$15	0%
Sportsfield Application Fee - PCSC Jenson	\$15	\$15	0%
Sportsfield Application Fee - PCSC March	\$15	\$15	0%
Sportsfield Application Fee - PCSC Munoz	\$15	\$15	0%
Sportsfield Application Fee - PCSC Valadez	\$15	\$15	0%
Sportsfield Application Fee - Tuffree Middle School P1	\$15	\$15	0%
Sportsfield Application Fee - Tuffree Middle School P2	\$15	\$15	0%
Sportsfield Application Fee - Tuffree Middle School P3	\$11	\$11	0%
Sportsfield Application Fee - Tuffree Park P4	\$11	\$11	0%
Sportsfield Application Fee - Tuffree Park SB1	\$15	\$15	0%
Sportsfield Application Fee - Tuffree Park SB2	\$15	\$15	0%
Sportsfield Application Fee - Tuffree Park Tennis Court 1	\$5	\$5	0%
Sportsfield Application Fee - Tuffree Park Tennis Court 2	\$5	\$5	0%
Sportsfield Application Fee - Valdez Middle School SB1	\$15	\$15	0%
Athletic Field Rental Fees Schedule			
Sportsfield Application Fee - Melrose Middle School SB1	\$6	\$6	0%
Sportsfield Application Fee - Parke De Los Niño's SB1	\$3	\$3	0%
Sportsfield Application Fee - PCSC Jenson	\$6	\$6	0%
Sportsfield Application Fee - PCSC March	\$6	\$6	0%
Sportsfield Application Fee - PCSC Munoz	\$6	\$6	0%
Sportsfield Application Fee - PCSC Valadez	\$6	\$6	0%
Sportsfield Application Fee - Tuffree Park P4	\$3	\$3	0%
Sportsfield Application Fee - Tuffree Park SB1	\$6	\$6	0%
Sportsfield Application Fee - Tuffree Park SB2	\$6	\$6	0%
Sportsfield Application Fee - Tuffree Park Tennis Court 1	\$2	\$2	0%
Sportsfield Application Fee - Tuffree Park Tennis Court 2	\$2	\$2	0%
Sportsfield Application Fee - Valdez Middle School SB1	\$6	\$6	0%
Facility Fee Schedule (based on 2 hour minimum)			
(150 Max) Whitten Center Main Room - Fri-Sun	\$100	\$100	0%
(150 Max) Whitten Center Main Room - Mon-Thurs	\$80	\$80	0%
(75 Max) Whitten Center Room A or B - Fri-Sun	\$80	\$80	0%
(75 Max) Whitten Center Room A or B - Mon-Thurs	\$70	\$70	0%
Aguirre (60 Max). - Fri-Sun	\$80	\$80	0%
Aguirre (60 Max). - Mon-Thurs	\$75	\$75	0%
Backs Main Room (150 Max) - Fri-Sun	\$100	\$100	0%
Backs Main Room (150 Max) - Mon-Thurs	\$80	\$80	0%
Backs Room 6 (40 Max) - Fri-Sun	\$70	\$70	0%

Community Services	Recommended		
	Current Fee	Fee	% Change
Backs Room 6 (40 Max) - Mon-Thurs	\$60	\$60	0%
Backs Room 7 (60 Max) - Fri-Sun	\$80	\$80	0%
Backs Room 7 (60 Max) - Mon-Thurs	\$70	\$70	0%
Koch Building (30 Max) - Fri-Sun	\$70	\$70	0%
Koch Building (30 Max) - Mon-Thurs	\$60	\$60	0%
Oberle Gym (348 Max) - Mon-Sun	\$70	\$70	0%
Tynes Gym (303 Max) - Mon-Sun	\$70	\$70	0%
Whitten Kitchen (All USERS) - Flat Fee/Full Ktch.	\$100	\$100	0%
Gomez Community Center (60 Max)	New	\$80	100%
Edwin T. Powell Building (75 Max)	New	\$80	100%
Participant Registration Fee			
Jr. Tee Ball and Basketball	\$50	\$55	10%
Jr. Soccer	\$50	\$55	10%
Jr. Basketball	\$50	\$55	10%
Jr. All Sorts of Sports	\$50	\$55	10%
Pee-Wee All Sorts of Sports	\$55	\$60	9%
Pee-Wee Basketball (Winter)	\$55	\$60	9%
Pee-Wee Indoor Soccer	\$55	\$60	9%
Pee-Wee Basketball and Tee Ball (Summer)	\$55	\$60	9%
Teen Hoops League	\$75	\$85	13%
Placentia Youth Basketball	\$75	\$85	13%
Aquatics Day Class	\$55	\$55	0%
Aquatics Night Class	\$40	\$40	0%
Excursion (5 Hours)	\$15	\$26	72%
Excursion (6 Hours)	\$15	\$27	81%
Excursion (7 Hours)	\$15	\$29	91%
Excursion (8 Hours)	\$15	\$30	100%
Excursion (9 Hours)	\$15	\$30	100%
Team Registration Fee			
Adult Futsal (Indoor Soccer)	\$175/team	\$200/team	14%
Adult Basketball	\$275/team	\$300/team	9%
Contract Classes - Instructor/City Percentages			
Classes held at City owned facilities	65% Inst/35% City	60% Inst/40% City	5%
Classes held offsite/non-City owned facilities	65% Inst/35% City	65% Inst/35% City	0%

Police	Current Fee	Recommended Fee	% Change
Alarms and Alarm System Permits			
Alarm Permit (Commercial Bi-Annual)	\$50	\$67	34%
Alarm Permit (Residential Bi-Annual)	\$50	\$67	34%
Alarm Permit Reinstatement Fee	\$70	\$115	64%
False Alarms (each alarm after first 2)	\$85	\$85	0%
Miscellaneous Permits			
ABC Permit (One Day Non-Profit)	\$0	\$0	0%
ABC Permit or Transfer	\$103	\$103	0%
Adult Oriented Business	\$1,150	\$1,150	0%
Bingo Permit	\$53	\$53	0%
Carnival Permit Investigation	\$788	\$788	0%
Fortune Tellers/Annual Renewal	\$103	\$103	0%
Gaming Permit	\$103	\$103	0%
Live Entertainment Permit	\$158	\$158	0%
Massage Permit	\$394	\$394	0%
Private Patrol Operator Permit	\$131	\$0	-100%
Second Hand Dealer License/Renewal	\$105	\$105	0%
Solicitor's Vendor Permit/Renewal	\$105	\$105	0%
Other Police Fees/Services			
290PC & 11590H&S Registration	New	\$12	100%
Bike License (Per year)	\$1	\$1	0%
Civil Subpoena (\$150 min for first three hrs + time >3 hrs)	\$150	\$150	0%
Firearms Storage	\$1	\$1	0%
Impound (non 30-day)	\$150	\$150	0%
Party Disturbance (Second Response)	\$100	\$231	131%
Private Party Impound	New	\$14	100%
Property Release Fee	New	\$22	100%
Public Fingerprinting Fee	New	\$4	100%
Permit Parking			
Residential Parking Permits (first 5)	\$10	\$10	0%
Residential Parking Permits (Replacement)	\$10	\$10	0%
Temporary Parking Permit	\$1	\$1	0%
Records			
Citation Sign Off	\$16	\$5	-69%
Copies of Arrest Logs	\$0.10	\$0.10	0%
Copies of Police Logs	\$0.10	\$0.10	0%
Location Premise History Search	New	\$22	100%
Report Copies	\$0.10	\$0.10	0%
Visa/Passport Clearance Letter	\$26	\$28	7%
Copies of Photos (plus actual cost of photo)	\$2	\$5	172%
Reports and Administrative Services			
Activity Permit	\$79	\$21	-74%
Traffic			
Commercial Vehicle Sign Off	\$26	\$25	-3%
Vehicle Release Fee (Per Vehicle)			

Police

	Current Fee	Recommended Fee	% Change
Vehicle Repo Entry	\$15	\$15	0%
Vehicle Storage	\$100	\$130	30%
Vehicle Impound Release Fee (30-day)	\$200	\$250	25%
Vehicle Impound Release Fee (30-day) (DUI)	\$250	\$358	43%

Public Works/Engineering	Recommended		% Change
	Current Fee	Fee	
Permits and Inspection Fees			
Grading Permit and Inspection Fee (per hour)	New	\$346	100%
Inspection: (per hour)	\$173	\$84	-51%
FOG Plan Check Fee (3 checks included in fee)	New	\$344	100%
Encroachment	\$158	\$75	-53%
Special Event Lane/Road Closure Permit	\$320	\$288	-10%
Transportation Permit - Annual Trip	\$100	\$90	-10%
Transportation Permit - Single Trip	\$21	\$16	-24%
Sediment and Erosion Plan Check (3 checks included in fee)	\$352	\$169	-52%
Plan Check (Per Sheet - up to 3 Revisions)	\$4,085	\$562	-86%
Plan Check (Per Sheet - Each Revision over 3)	\$2,830	\$412	-85%
Engineering Study/Report Review (Per hour)	\$854	\$271	-68%
Parcel/Tract Map Checking (Per Hour)	\$1,817	\$271	-85%
Water Quality Management Plan Review (3 checks included in fee)	\$1,068	\$378	-65%

Planning

	Current Fee	Recommended Fee	% Change
Application Fees			
Abandonment of Property	\$3,227	\$2,724	-16%
Appeal of Planning Commission Decision to City Council	\$1,838	\$1,213	-34%
Building & Zoning Compliance Application	\$50	\$93	86%
Building Plan Check Fees COM TI (<=250)	New	\$131	100%
Building Plan Check Fees COM TI (>250)	New	\$356	100%
Building Plan Check Fees Res (1 Unit)	New	\$302	100%
Building Plan Check Fees Res (2-5 Units)	New	\$379	100%
Building Plan Check Fees Res (6+ Units)	New	\$588	100%
CC&R's Review	\$785	\$1,616	106%
Code Enforcement Reinspection	\$197	\$109	-44%
Development Agreement Deposit Required	\$3,306	\$5,000	51%
Development Plan Review - Residential	\$5,326	\$4,081	-23%
Environmental Impact Report Review Deposit Required	\$2,239	\$3,000	34%
Extension of Approval	\$113	\$224	99%
Home Occupation Permit	\$35	\$35	0%
Initial Study Checklist	\$95	\$154	63%
Initial Study Large Project Deposit Required	\$572	\$3,000	424%
Lot Line Adjustment	\$282	\$358	27%
Modify Use Permit (Planning Commission)	\$2,150	\$1,516	-29%
Modify Use Permit (Staff Only)	\$325	\$431	33%
Negative Declaration Deposit Required	\$2,857	\$3,000	5%
Planning Commission Use Conformity Determination Deposit	\$250	\$388	55%
Preliminary Plan Review Deposit Required	New	\$2,000	100%
Real Estate Sign Retrieval	\$25	\$29	14%
Request Underground Utility Waiver	\$790	\$1,217	54%
Sign Plan Review (Integrated commercial/industrial center)	\$390	\$374	-4%
Site Plan Review (Minor)	\$50	\$54	8%
Solar Installations	\$99	\$93	-6%
Special Use Permit	\$1,455	\$873	-40%
Temporary Advertising Permit (Banner)	\$25	\$35	40%
Third Party Review/Preparation of Plans Deposit Required	New	\$2,000	100%
Use Permit	\$3,300	\$3,044	-8%
Variance	\$4,833	\$3,666	-24%
Zone Change (Text)	\$4,677	\$3,818	-18%
Zoning Verification Letter	\$216	\$324	50%
Condominium Conversion	\$2,765	\$3,410	23%
Development Plan Review - Commercial Industrial	\$5,326	\$4,081	-23%
Film Permit (Com)	\$210	\$350	67%
General Plan Amendment	\$5,819	\$5,324	-9%
House Move (Deposit)	\$4,341	\$5,000	15%
Landscape Plan Check (Commercial)	\$282	\$768	172%
Sign Plan Review	\$150	\$204	36%
Special Event Permit (Major: i.e. carshow, fair, etc)	\$55	\$209	279%
Specific Plan (Deposit)	\$6,613	\$10,000	51%

Planning

	Current Fee	Recommended Fee	% Change
Tentative Map:	\$6,252	\$4,262	-32%
Use Permit - (Alcohol)	\$4,210	\$3,269	-22%
Temporary Use Permit (i.e. Tree Lot / Pumpkin Patch)	\$220	\$240	9%
Radius Map (<= 100 foot radius)	\$75	\$77	3%
Radius Map (101 - 300 foot radius)	\$100	\$116	16%
Zone Change (Map) (Deposit)	\$5,645	\$4,000	-29%
Massage Establishment Bus. Lic. Application	\$186	\$326	76%
Building Plan Check Fees Res Additions (Elevated decks/balconies)	New	\$120	100%
Com/Ind Tenant Improvement (<=250 sqft)	\$246	\$120	-51%

Wireless Communication Facilities Deposit (Preliminary Plan Review)	\$2,500	\$2,500	0%
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Miscellaneous Fees

Com/Ind Tenant Improvements (over 250 sq. ft.)	\$215	\$236	10%
Film Permit (Student)	New	\$51	100%
Landscape Plan Check (Residential 3 or more)	New	\$392	100%
Engineering Plan Check Deposit	New	\$1,000	100%
Sign Plan Review (Master Sign Program)	New	\$449	100%
Special Event Permit (Minor - i.e. outdoor display, etc.)	New	\$93	100%
Massage Technician (Business License Application)	New	\$129	100%
Massage Establishment Inspection Fee	New	\$91	100%
Publication of Public Hearing Notice	New	\$100	100%
Mailing of Public Hearing Notices	New	\$15	100%

Building

Construction / Demolition

	Notes / Qualifier	Full Cost Recovery	Recommended Fee
Construction / Demolition Project Application Fee		\$86	\$86
Impound Refuse Containers (3rd party cost)		\$130	\$130

Electrical Permit Fees

Theatrical-type lighting fixtures or assemblies (each)		\$3	\$3
Miscellaneous Apparatus, Conduits, and Conductors		\$122	\$68
Other Electrical Inspections (per hour)		\$127	\$125
Signs, Outline Lighting, and Marquees		\$122	\$68
Stand alone Electrical Plan Check (hourly rate)		\$158	\$155
Temporary Pole (each)		\$122	\$80
Issuance Fee (Charged to All Permits)		\$23	\$22
Power Apparatus (Up to and including 1, each)	Charged to all Permits	\$25	\$25
Power Apparatus (Over 1 and not over 10, each)		\$35	\$35
Power Apparatus (Over 10 and not over 50, each)		\$46	\$45
Power Apparatus (Over 50 and not over 100, each)		\$55	\$55
Power Apparatus (Over 100, each)		\$66	\$65
Power Apparatus (New or re-wire residential) (per SqFt)		\$0.14	\$0.14
Power Apparatus (New or re-wire garages) (per SqFt)		\$0.12	\$0.12
Outlet, Lights, and Switches, each		\$3	\$3
Service or Panel (600 V up to 1,000 amp)		\$125	\$120
Light standard or Private Street light, first		\$104	\$102
Light standard or Private Street light, each additional		\$31	\$30
Pre-Inspection		\$122	\$70
Busways		\$122	\$57

Inspections outside of normal business hours,

Mechanical Permit Fees

Air Handler		\$85	\$80
Appliance Vent/Chimney (only)		\$85	\$80
Boiler		\$85	\$80
Duct Work (only)		\$105	\$105
Evaporative Cooler		\$85	\$80
Exhaust Hood and Duct (Residential)		\$85	\$80
Hear Pump (Package Unit)		\$85	\$80
Heater (Unit, Radiant, etc.)		\$85	\$80
Heater (Wall/Floor)		\$85	\$80
Other Mechanical Inspections (per hour)		\$127	\$125
Stand Alone Mechanical Plan Check		\$196	\$155
Vent Fan, Single Duct (each)		\$85	\$68
Vent System		\$85	\$80
Walk-in Box/Refrigerator Coil		\$122	\$80
Heater (100,000 BTU or less) (each)		\$85	\$53
Heater (over 100,000 BTU) (each)		\$85	\$80
Compressor		\$85	\$80

Building

	Notes / Qualifier	Full Cost Recovery	Recommended Fee
Air Conditioner (100,000 BTU or less) (each)		\$85	\$53
Air Conditioner (over 100,000) (each)		\$85	\$80
Issuance Fee	Charged to all Permits	\$23	\$22
Exhaust Hood (Commercial Grease Hood)		\$226	\$220
Miscellaneous Items Permit Fees			
Supplemental Plan Check			
First 2 Hours		\$269	\$270
Each additional ½ hour (or portion thereof)		\$124	\$120
Supplemental Inspection Check			
First 2 Hours		\$197	\$200
Each Additional ½ hour (or portion thereof)		\$85	\$80
Application Meeting (Group Meeting Fee)		\$446	\$446
Building & Zoning Inspection		\$75	\$70
Carport		\$308	\$0
Issuance Fee	Charged to all Permits	\$23	\$22
Solar Panels		\$238	\$235
Address Change	New	\$255	\$1,560
Awning	Assessed Value determined Using \$15.78 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Close Opening exterior	Assessed Value determined Using \$12.50 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Wood Fence	Assessed Value determined Using \$6.00 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Masonry Wall	Assessed Value determined Using \$12.00 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Patio Cover	Assessed Value determined Using \$15.78 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Add for screening	Assessed Value determined Using \$3.16 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Pre Fab Patio Room	Assessed Value determined Using \$18.00 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Residential Alterations	Assessed Value determined Using \$40.00 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Room Addition	Assessed Value determined Using \$120.00 per SqFt		Fee = Max(minimum charge or Table 1-A charge)
Roof (first 2000 sq.ft)		\$284	\$284
Roof (2001 sq. ft. 4000 sq ft)		\$392	\$389
Roof (4001 sq. ft. 6000 sq. ft.)		\$600	\$599
Roof (6001 sq. ft. plus)		\$754	\$750
Special Design, Crib, Gravity Wall			
Plan Revision (each hour)	Assessed Value determined Using \$15.00 per SqFt	\$147	\$145
Swimming Pool/Spa			
Vinyl-lined	Hourly Rate	\$435	\$429
Fiberglass		\$435	\$429
Gunite		\$571	\$570
Spa or Hot Tub-inground (Pre-fabricated)		\$435	\$429
Swimming Pool Electrical		\$92	\$90
Swimming Pool Plumbing		\$76	\$75
Windows (1-10)		\$197	\$180
Windows (11-20)		\$364	\$360
Windows (21-50)		\$550	\$540
Windows (51-100)		\$731	\$720

Building

	Notes / Qualifier	Full Cost Recovery	Recommended Fee
Windows (100-200)		\$906	\$900
Windows (200-500)		\$1,084	\$1,080
New Construction Fees			
A-1 Assembly, Theaters with Stage	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-1 Assembly, Theaters without Stage	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-2 Assembly, Nightclubs	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-2 Assembly, Restaurants, Bars, Banquet Halls	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-3 Assembly, Churches	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-3 Assembly, General, Community Halls, Libraries, and Museums	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
A-4 Assembly, Arenas	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
B, Business	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
E, Education	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
F-1, Factory and Industrial, Moderate Hazard	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
F-2, Factory and Industrial, Low Hazard	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
H-1, High Hazards, Explosives	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
H234, High Hazard	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
H-5 HPM	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
I-1 Institutional, Supervised Environment	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
I-2 Institutional, Hospitals	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
I-2 Institutional, Nursing Homes	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
I-3 Institutional, Restrained	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
I-4 Institutional, Day Care Facility	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
M, Mercantile	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
R-1, Residential, Hotels	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
R-2, Residential, Multi-Family	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
R-3, Residential, One and Two Family	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
R-4, Residential, Care/Assisted Living Facilities	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
S-1 Storage, Moderate Hazard	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
S-2 Storage, Low Hazard	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
U, Utility, Miscellaneous	Valuation Based (Valuation Table 1-V)		Table 1-A Charge
Plumbing Permit Fees			
Anti-Syphon Valve (each)		\$25	\$24
Backflow Preventer (each)		\$160	\$24
Bathub (each)		\$25	\$24
Laundry		\$25	\$24
Dishwasher (each)		\$25	\$24
Drain-Piping Repair/Alterations		\$160	\$24
Drinking Fountain		\$160	\$24
Floor Sink/Drain (each)		\$25	\$24
Garbage Disposal (each)		\$25	\$24
Gas Piping (Each Additional Five Outlets)		\$160	\$5
Gas Piping (First Five Outlets)		\$160	\$50
Grease Interceptor		\$300	\$300

Building

Notes / Qualifier

Full Cost Recovery

Recommended Fee

Grease Trap		\$160	\$150
Issuance Fee		\$23	\$22
P Trap (each)	Charged to all Permits	\$25	\$24
Roof Drain-Rainwater System (per drain)		\$160	\$24
Septic system (each)		\$300	\$300
Sewer (new, add, alter, repair, abandonment)		\$160	\$105
Shower Stall (each)		\$25	\$24
Sink (each)		\$25	\$24
Solar Water System Fixtures (tanks, water treatment equip.)		\$160	\$50
Stand Alone Plumbing Plan Check (hourly rate)		\$158	\$155
Urinal (each)		\$25	\$24
Waste and vent system		\$160	\$100
Water Closet (each)		\$25	\$24
Water Heater		\$85	\$24
Water Line (each)		\$25	\$24
Water Pipe Repair Replacement (each additional .100lf)		\$122	\$45
Water Pipe Repair Replacement (first 100 lf)		\$122	\$102
Solid Waste Hauling			
Construction / Deconstruction Annual Registration Fee		\$136	\$136
Convenience Annual Registration Fee		\$58	\$58
Recycler Annual Registration Fee		\$136	\$136
Travel and Documentation Fees:			
(blank)			
Other Tenant Improvements (12,000 sf)		\$1,617	\$1,617
Other Tenant Improvements (3,000 sf)		\$796	\$796
Other Tenant Improvements (30,000 sf)		\$1,728	\$1,728
Other Tenant Improvements (6,000 sf)		\$796	\$796
Other Tenant Improvements (60,000 sf)		\$2,172	\$2,172
Other Tenant Improvements (600 sf)		\$951	\$951
Re-inspection		\$16	\$16

BUILDING VALUATION TABLES

cost per sqft

	A	B	C	D	E	F	G	H	I	J
1	Group (2012 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IIIV	IIIA	IIIB
2	A-1 Assembly, theaters, with stage	212.00	204.85	198.65	191.24	179.60	174.56	164.86	164.20	157.69
3	A-1 Assembly, theaters, without stage	194.08	186.93	181.72	173.31	161.68	156.64	146.93	146.29	139.78
4	A-2 Assembly, nightclubs	166.35	161.60	157.13	150.84	141.62	137.83	145.25	128.47	123.67
5	A-2 Assembly, restaurants, bars, banquet halls	165.35	160.60	155.13	149.84	139.62	136.83	144.25	126.47	122.67
6	A-3 Assembly, churches	195.86	188.81	183.60	175.20	163.70	159.66	168.82	148.30	141.80
7	A-3 Assembly, general, community halls, libraries, museums	163.95	156.80	150.60	143.19	130.86	126.63	136.81	115.27	109.76
8	A-4 Assembly, arenas	193.08	185.93	179.72	172.31	159.66	155.64	165.93	144.29	138.78
9	B Business	169.14	162.95	157.42	149.72	135.78	130.75	143.54	119.31	113.65
10	IE Educational	178.16	172.02	166.90	159.29	148.37	140.44	153.73	129.09	124.71
11	F-1 Factory and industrial, moderate hazard	100.75	96.02	90.26	86.94	77.68	74.37	83.16	64.01	60.19
12	F-2 Factory and industrial, low hazard	99.75	95.02	90.26	85.94	77.68	73.37	82.16	64.01	59.19
13	H-1 High Hazard, explosives	94.40	89.68	84.92	80.59	72.52	68.22	76.82	58.86	0.00
14	HP234 High Hazard	94.40	89.68	84.92	80.59	72.52	68.22	76.82	58.86	0.00
15	H-5 HPHM	169.14	162.95	157.42	149.72	135.78	130.75	143.54	119.31	113.65
16	I-1 Institutional, supervised environment	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86
17	I-2 Institutional, hospitals	287.21	281.02	275.49	267.79	252.87	0.00	261.81	236.40	0.00
18	I-2 Institutional, nursing homes	198.55	192.37	186.83	179.13	165.20	0.00	172.95	148.74	0.00
19	I-3 Institutional, restrained	192.85	186.47	180.93	173.23	160.79	154.76	167.05	144.32	136.66
20	I-4 Institutional, day care facilities	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86
21	IM Mercantile	123.91	119.17	113.69	108.40	98.65	95.06	102.82	85.70	81.90
22	R-1 Residential, hotels	169.51	163.62	159.09	152.26	140.12	136.46	148.59	125.88	121.46
23	R-2 Residential, multiple family	142.14	136.24	131.71	124.88	113.41	109.75	121.89	99.18	94.76
24	R-3 Residential, one- and two-family	133.78	130.13	126.82	123.67	118.74	115.78	119.75	110.94	103.92
25	R-4 Residential, care-assisted living facilities	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86
26	S-1 Storage, moderate hazard	93.40	88.68	82.92	78.59	70.52	67.22	75.62	56.86	53.03
27	S-2 Storage, low hazard	92.40	87.68	82.92	78.59	70.52	66.22	74.82	56.86	52.03
28	U Utility, miscellaneous	71.08	67.13	62.83	59.33	53.24	49.79	56.48	41.64	39.44

TABLE 1 A - BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$62.00
\$501.00 to \$2,000.00	\$62.00 for the first \$500.00 plus \$3.30 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$111.50 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$456.50 for the first \$25,000.00 plus \$10.85 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$727.75 for the first \$50,000.00 plus \$7.55 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,105.25 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3,505.25 for the first \$500,000.00 plus \$5.10 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$6055.25 for the first \$1,000,000.00 plus \$3.40 for each additional \$1,000.00
PLAN CHECK 65 PERCENT OF BUILDING FEE	



City of Placentia
401 East Chapman
Placentia, CA 9270
City Clerk's Office (714) 993-8231

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Placentia will hold a public hearing in the Council Chambers of the Placentia City Hall, 401 East Chapman Ave, at 7:00 PM, Tuesday, May 15, 2012, to consider the following item:

ADJUSTMENT OF VARIOUS CITY FEES

The City Council will consider the adoption of a resolution amending and establishing various City fees. The proposed action includes the addition or increase of fees related to development, police services, public works, and community services.

The proposed fee changes and the data indicating the amount of cost, or estimated cost, required to provide the service for which the fee is levied and the revenue source anticipated to provide the service will be available to the public 10 days prior to the hearing date in the Office of the City Clerk, located at 401 East Chapman Avenue, Placentia, California.

ALL INTERESTED PERSONS are invited to attend this hearing and express opinions upon the items listed above.

ANY WRITTEN MATERIALS to be submitted to the City Council should be submitted to the City Clerk's Office at least twenty-four (24) hours prior to the hearing. **Twelve (12) copies are requested.**

IF YOU CHALLENGE this proposal in court you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice or in written correspondence delivered to the City Council.

TANIA MORENO
PLACENTIA CITY CLERK
(714) 993-8231

Published: April 12, 2012 – *Placentia News Times*
April 26, 2012 – *Placentia News Times*
Posted: April 12, 2012



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF ADMINISTRATIVE AND COMMUNITY SERVICES

DATE: MAY 15, 2012

SUBJECT: REPORT FOR FACILITY CONDITION ASSESSMENT

FINANCIAL

IMPACT: NONE

INTRODUCTION:

The City of Placentia currently owns and maintains a number of public buildings and facilities throughout the City. These buildings and facilities include, but are not limited to: the Placentia Civic Center; the Placentia Champions Sports Complex; the Corporation Yard Building; and the Backs Community Building.

The ongoing and future maintenance needs of these facilities vary based on their age and condition. The City has completed various renovations, repairs, and maintenance activities on an as needed basis. To fully understand the significant capital investment that these facilities and buildings represent and to maximize the useful life cycle of these assets, the City retained Roy Jorgensen and Associates to prepare a facility condition assessment and prepared a comprehensive report indentifying the current need of the City's aging facilities and the ongoing and future costs necessary to maintain. This action simply receives and files the Facility Condition Assessment.

RECOMMENDATION:

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

1. Receive and file the Facility Condition Assessment.

DISCUSSION:

The City owns, operates and maintains a variety of buildings and facilities located throughout the community. These facilities, which represent a significant asset to the City include, City Hall, Police Department, two fire stations, corporation yard, and various parks sites and community centers. Currently, these buildings and facilities are evaluated annually to determine maintenance, repair and renovation needs. Funding is then requested in the Facilities Division operating budget or in the annual Capital Improvement Program budget to address any identified deficiencies.

On October 18, 2011, the City Council awarded a professional services agreement to Roy Jorgensen and Associates (Jorgensen) to perform a condition assessment of most City facilities and buildings. This assessment included an evaluation of architectural and structural components, interior and exterior components, electrical, plumbing, and mechanical systems (HVAC and related components), roofing, life/fire and identify other conditions that may be potentially damaging or hazardous to public property or persons. Jorgensen conducted site visits between December 2011 and February 2012. The scope of work encompassed 14 buildings and/or facilities totaling approximately 90,000 square feet.

Item 4.a.
May 15, 2012

The facilities were assessed for deficiencies and each facility was assigned a condition code that reflects the overall usability. The condition codes ranged from 1 to 5, with 1 being bad and 5 being excellent. The condition codes for most of the facilities evaluated fell into the range of 2.4 to 2.9 which is considered "poor". There were a few exceptions including Champions Sports Complex, Bradford House Whitten Community Center and Gomez Community Center which were ranked from fair to good.

The current replacement value (CRV) for the facilities included in the report is approximately \$15,000,000. It is recommended that the City spend between 2% to 5% of the CRV annually for sustainable maintenance. This would require an allocation of \$300,000 to \$700,000 annually. The report identified that the City's current annual funding model of \$210,000 falls well below the required level of sustainable maintenance. The report also generated 201 deferred projects that totaled \$3,090,985 in estimated costs.

Staff will be utilizing the FCA report as a tool to establish a strategic capital replacement plan and to identify systems that require repair and or replacement. The report establishes a baseline for the facilities' conditions and is an initial tool for capital and expense planning. The present report is a living document that will require proper attention in order to remain a current snapshot of the City's facilities and to retain its value as a strategic planning tool. In future planning, staff will bring forth for City Council consideration projects that have been identified in the report as requiring attention.

Attached to this report are Sections I through III of the FCA report, which includes the Executive Summary, Introduction, General Overview of the report including the Methodology and System Descriptions. The complete report is available for public review at the City Clerk's Office. Staff is requesting the City Council receive and file the facility condition assessment report.

FINANCIAL IMPACT:

There is no direct impact from accepting the report. The City Council will need to prioritize its investment in maintenance repair and improvements as part of the upcoming budget process.

Prepared and Submitted by:



Eddie De La Torre
Management Analyst

Approved by:


Troy L. Butzlaff, ICMA-CM
City Administrator

Reviewed by:



Stephen D. Pischel
Director of Administrative and
Community Services



Facility Condition Assessment
City of Placentia



JORGENSEN
FACILITIES SERVICES

Roy Jorgensen Associates, Inc.
3735 Buckeystown Pike
Post Office Box 70
Buckeystown, Maryland 21717-0070

Mr. Eddie De La Torre
Management Analyst
City of Placentia
401 East Chapman Avenue
Placentia, California 92870

April 19, 2012

Mr. De La Torre:

Jorgensen Facilities Services is pleased to submit the following Facilities Condition Assessment report of the City of Placentia, conducted between December of 2011 and March of 2012.

The Condition Assessment was undertaken to provide the City with a baseline condition report in conjunction with a capital and expense prioritization and 20-year outlook plan of its facility portfolio. Opinions of probable cost have been segregated for years 1-3, 4-6, and outlying years 7-10, with additional waves of probable costs for years 11-20.

Critical programs of this type have become an accepted practice of forward-looking public and private sector institutions and businesses agencies that understand fully the significant capital investment represented by real estate and facilities, and that are concerned with how best to maximize their assets' useful life cycle and to conserve valuable capital.

It is Jorgensen's opinion that adoption of the prioritized plan contained in the accompanying report will serve the City of Placentia well as a road map for systematically addressing capital repairs and replacement and select expense line items for the next 20 years.

We appreciate this opportunity to be of service to the City of Placentia, and we gratefully acknowledge all of the cooperation extended to us.

Sincerely,



Jack S. Jorgensen
Vice President of National Operations
Jack_jorgensen@royjorgensen.com
www.royjorgensen.com

ROY JORGENSEN ASSOCIATES, INC.
Staff for the City of Encinitas, California FCA study:

- JACK JORGENSEN, Principal-in-Charge • RIDGE O'BRIEN, Asset Specialist
- TOBY PROFFER, Technical Specialist • ZEESHAN MOHAMMED, Asset Specialist
- JAMES SMITH, Senior Consultant • SARA HENNINGSGAARD, Asset Specialist



Table of Contents

Section I – Executive Summary	1
Section II - Introduction, General Overview of the Report, and Methodology	2
Section III - Systems Descriptions	7
Section IV - Opinions of Probable Cost	351
Section V – Qualifications and Limiting Conditions	362
Appendix A – Probable Cost Estimates	363
Appendix B – Equipment Inventory	523
Appendix C – Project Summary	528



Section I – Executive Summary



Section I – Executive Summary

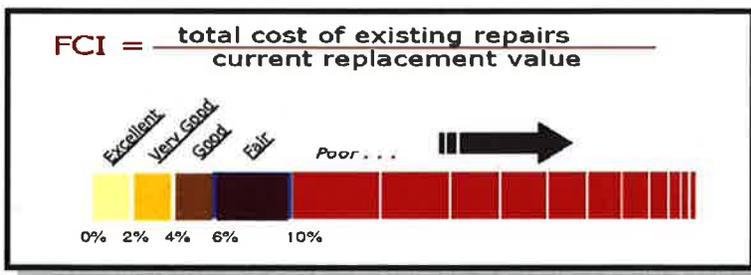
Between December of 2011 and February of 2012, Jorgensen conducted facility condition assessment data collection at the City of Placentia. The scope of the work encompassed 14 sites totaling approximately 90,000 square feet.

The City’s facilities were initially assessed for deficiencies, and each building was assigned a condition code that reflects the overall usability of the various building systems. The condition code is based on the reliability of the systems and reflects the first-hand observations of the Consultant and its knowledge of building systems. The condition codes possess, by nature, a subjective element. The condition codes for most of the City’s facilities falls into the range of 2.4 to 2.9 (“poor”). The exceptions are Champions Sports Complex (3.1, “fair”), Bradford House (3.8, “fair-good”), and Gomez Community Park (4.1, “good”).

Examination of the City’s current funding model shows that the current annual spend of approximately \$210,000 falls below required levels and is not sustainable. Given current industry-accepted spend rates and modeling of the City’s facility portfolio, the Consultant has suggested an annual spend of 2% to 5% of the current replacement value (CRV) of the City’s facilities. Based on the CRV of approximately \$15,000,000, the suggested annual spend should fall between \$300,000 and \$770,000.

The econometric model for the City of Placentia is further supplemented by the identification of deficiencies that resulted in the generation of some 201 projects that total \$3,090,985 in probable costs. These projects have been further prioritized according to their urgency and have been assigned to suggested funding years 1-3, to years 4-6, and to outlying years 7-10. The identified project work provides the near-term funding projections from the econometric model with a degree of granularity.

The Consultant’s opinions of these probable costs are based on a variety of methods that reflect the complex nature of the City’s facilities, the environment of the City of Placentia, and the local market conditions. Standard industry costing references often served as the starting point in developing budgetary estimates, though difficulty of access, compressed project schedules, and the generally high cost of contractor services all informed the final opinion of probable cost.



The Facility Condition Index (FCI) represents a standard means of assessing the relative condition of buildings, systems, and assets among geographically-dispersed sites. The metric is a ratio of the required repairs and project work to the building’s current replacement value (CRV). The resulting

percentage expresses the deficit (deferred repairs and maintenance) against the building’s value. The lower the FCI, the better is the building’s condition. The FCI for the City of Placentia’s facilities as a portfolio whole is approximately 20%, which corresponds to “poor” on the FCI scale.



Section II - Introduction, General Overview of the Report, and Methodology



Section II – Introduction, General Overview of the Report, and Methodology

The Facility Condition Assessment (FCA) is a key to establishing a strategic capital replacement plan and to identifying systems that require repair, renovation, repositioning, and replacement. In effect, the FCA answers the fundamental questions: how do I know what my facilities portfolio currently looks like, and how do I know what investments will be required in the future? The specific benefits of a Facility Condition Assessment are numerous and, among them, include the following:

- ✓ The results provide the objective basis for the deliberate allocation of financial resources to maintain the fixed asset portfolio, balancing risk and return.
- ✓ Done properly, the FCA provides senior executives with a non-technical perspective on the financial aspects of the impact of multiple capital and expense funding scenarios.
- ✓ The process provides an evaluation of facilities and establishes condition benchmarks.
- ✓ The field survey identifies potential issues requiring correction, thereby preventing premature deterioration, possible damage to adjacent assets, or total failure of the components.
- ✓ The cost estimates provide direct input into multi-year budgets for capital renewal, preventive maintenance, and repairs.
- ✓ The assessments extend asset lifecycles by identifying minor repair needs before they develop into more serious problems.
- ✓ The report provides a repository of photographic and descriptive records of the facilities and their conditions.

The accompanying FCA prepared for the City of Placentia is organized toward providing strategic facilities and financial planners with an objective method for comparing the associated conditions of the various buildings that comprise the facilities under the City's purview; a probable cost forecast for a ten-year outlook; and remaining life-cycle projections extending out to twenty years. The FCA provides managers with an essential tool to remain a strategically-oriented operation with a clearly articulated, long-range plan that directly supports the mission critical operations of the City.

Behind the accompanying high-level analyses lie detailed probable cost estimates that relate to individual capital repair and replacement and expense project work, photographic documentation of defects and general facility conditions, and a detailed equipment asset inventory with essential information on the type of equipment, locations and areas served, nameplate information, capacity, age, overall condition, and projected remaining life. Where applicable, the assessment team has also noted routine maintenance deficiencies.

The ***Systems Description*** (*Section III*) defines the numerical condition code criteria applied to each of the various facilities systems associated with each building (HVAC, electrical, roof, etc.). In addition to the numerical code, a high-level observational narrative is also applied to each building system, describing significant deficiencies and general conditions. An overall condition code also accompanies each building as a composite whole of the codes applied to the various associated systems calculated as an arithmetic average. These allow managers 1) to compare conditions of individual systems within a particular building as well as with other like systems within other buildings in the portfolio, and 2) to compare a composite building condition with that of any other building within the portfolio.



In sum, the condition codes provide an objective methodology for comparing various buildings and building systems within a portfolio and between portfolios employing the same established methodology and to target those building or building systems that, based on a low rating, may be of particular concern to the organization. Photographic documentation of general existing conditions and equipment/feature specific conditions are also contained in this section. The photographs of the mechanical equipment are also linked to the full version of the asset inventory for additional reference.

The *Opinions of Probable Costs* (Section IV) provides a discussion of the econometric model employed by the Consultant and the deficiencies and replacement opportunities identified by the survey team (Appendix C). These are prioritized by the urgency of the required remediation. Those line items that are assigned a higher level of urgency (priority 1 and 2, i.e., replacement within 6 years) are also associated with detailed probable cost project worksheets that appear in Appendix A. These present a prepared project scope and line-item costing developed from industry-standard resources and from Jorgensen's own experience as a performance contractor. Additional summary costing data are also provided for 20-year projections. The econometric model provides the City with an objectively-derived funding model that will sustain the City's facilities over a 20-year period.

The section on *Qualifications and Limiting Conditions* (Section V) is a repository of information regarding factors that may have impacted the site survey or the various associated calculations. These may include ongoing project work, refurbishments, or other extenuating circumstances.

The *Appendices* (A, B, and C) that follow the body of the report provide the ground-level detail that feeds the above-mentioned analytical Sections I-VI. Appendix A contains the detailed probable cost estimates for all priority 1 through 3 capital replacement/refurbishment costs. These sheets include available background to the proposed project, a preliminary scope, assumptions, photographic documentation of existing conditions, and a line-item cost estimate that attempts to incorporate known impacts.

Appendix B is a detailed list of mechanical assets with information that includes location, available name-plate information, what the unit serves, its condition, remaining useful life, and other relevant notes, among other descriptive attributes. As it appears in Appendix B, the asset inventory is abbreviated to accommodate the constraints imposed by the size of the printed page. An asset inventory with the full range of descriptive attributes has been provided under separate cover.

Appendix C is the Project Summary that lists all of the project work that was identified out of the field data collection. Each project is prioritized and given a unique identifier that will aid in the management of their completion by the City. The identified projects add a degree of granularity to the near-term years of the 20-year projection that is governed by the econometric model.

Finally, it should be born in mind that the present report is intended to provide a baseline for the facilities' conditions and as an initial outlook for capital and expense planning. Jorgensen can provide training to the City's facilities staff to periodically update the data and provide current information for strategic planners. The present report is, therefore, a living document that will require the proper attention in order for it to remain a current snapshot of the City's facilities and to retain its value as a strategic planning tool.



Data Collection and Methodology

The opinions and calculations that are provided in the present report are based on a combination of first-hand field inspections, review of key documentation provided by the City, and interviews with various stake-holders. Jorgensen facility professionals conducted field inspections of the facilities between November of 2011 and February of 2012 with attention to the mechanical equipment, electrical systems, building core and shell—at both the systems level and the component level. These inspections provided the raw data for the analyses that follow.

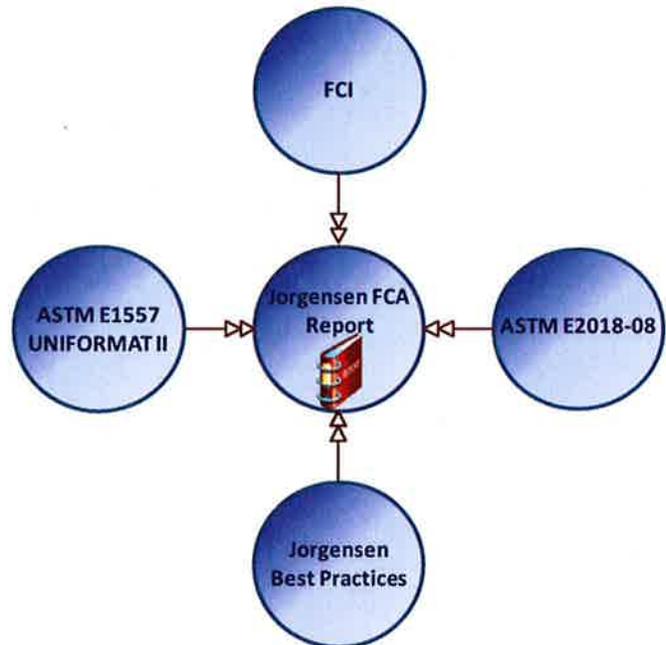
The manipulation of these data into Jorgensen’s FCA process fundamentally incorporates four key guiding features that provide the methodological structure and rigor. These are:

- ✓ ASTM E2018-08 “Standard Guide for Property Condition Assessments: Baseline Condition Assessment Process;”
- ✓ ASTM Standard E1557 “Standard Classification for Building Elements and Related Site Work,” also known as “UNIFORMAT II;”
- ✓ Facility Condition Index, and
- ✓ Jorgensen FCA Best Practices.

Two of these features are derived from ASTM (American Society for Testing and Materials – International). Among other things, ASTM provides sets of internationally recognized industry standard practices and is the largest and most readily recognized organization for producing standards.

Relevant herein is Standard E2018-08 “Standard Guide for Property Condition Assessments: Baseline Condition Assessment Process,” which pertains specifically to the facility condition assessment process, and which outlines the following objectives and ground rules for the baseline Facility Condition Assessment:

- (1) to define good commercial and customary practice for the [FCA] of primary commercial real estate improvements;
- (2) facilitate consistent and pertinent content in [FCA reports];
- (3) develop pragmatic and reasonable recommendations and expectations for site observations, document reviews and research associated with conducting [FCAs] and preparing [FCA reports];
- (4) establish reasonable expectations for [FCA reports];
- (5) assist in developing an industry baseline standard of care for appropriate observations and research; and
- (6) recommend protocols for consultants for communicating observations, opinions, and recommendations in a manner meaningful to the user.





Employing these guiding principles ensures that the FCA report represents a current industry best practice and that its results will be comparable to other such reports across the industry.

ASTM Standard E1557 “Standard Classification for Building Elements and Related Site Work,” also known as “UNIFORMAT II,” is also relevant here. UNIFORMAT II defines a standard classification for all building elements and related site work. The system relates to the specific facility elements included on the comprehensive baseline FCA. These include the following:

- ✓ Building Identification
- ✓ Gross Square Footage
- ✓ Date of Construction
- ✓ Type of Construction
- ✓ Functional Use
- ✓ Number of Floors
- ✓ Current Replacement Value

The inclusion of these standards into the baseline Facility Condition Assessment ensures that the findings and recommendations are consistent with a consensus set of “good commercial and customary practice in the United States of America” and provides a minimum level of information to develop pragmatic and reasonable recommendations and expectations for site observations, document reviews and research associated with the FCA.

The Facility Condition Index (FCI), developed by the National Association of Colleges and University Business Officers (NACUBO) represents another industry best practice. The FCI is a valuable tool for objectively



comparing geographically-dispersed facilities and is widely used not only among institutes of higher learning, but also throughout a variety of other industries and corporations, such as Toyota Motor Sales, Google, the University of Massachusetts Medical School and Hospital, Hoag Memorial Hospital, among many others.

Other Jorgensen Best Practices have been developed as a result of Jorgensen’s several decades of performing FCAs in the public and private sectors. Among these are the application of condition codes (see above *Systems Descriptions*) and an independent methodology for estimating remaining equipment life cycles that considers use, the associated micro-climate, and other impacting factors. Condition codes represent a method for rating the overall reliability of a piece of equipment, mechanical or electrical system, or core and shell system. The application is based on the observed presence of defects or on the frequency of reported failures.

The independent estimate of the remaining useful life, or “life-cycle re-set,” is based on a combination of first-hand observation of the operation of the mechanical equipment balanced with the Whitestone mean estimate for useful life expectancy drawn from the manufacturer.



Whereas Whitestone indicates that the equipment has far exceeded the mean estimated life span, first-hand observation of the equipment's operation, its observable condition, and reports of its reliability serve to inform Jorgensen's independent estimate for remaining useful life.

Combined with other standards and best practices, Jorgensen's methodology ensures that the present FCA provides the City with the highest quality and most methodologically rigorous studies that the industry currently offers.

Project Scope

The accompanying FCA report encompasses those facilities that are under the City's management. These include 14 sites totaling approximately 90,000 square feet of space:

- Bradford House***
- Champions Sports Complex***
- Civic Center Complex***
- Corporation Yard***
- Edwin T. Powell Building***
- Fire Station 1 (#34)***
- Fire Station 2 (#35)***
- George C. Koch Park***
- Gomez Community Center***
- Kramer Memorial Park, Backs Community Building***
- Kramer Memorial Park, Teen Center***
- McFadden Park***
- Parque de Los Vaqueros***
- Parque del Arroyo Verde***
- Tuffree Hill Park (Tynes Gymnasium)***



Section III - Systems Descriptions



Section III – Systems Descriptions

Systems Overview

The ASTM UNIFORMAT II is the baseline document for Jorgensen’s proprietary approach to organizing site features and equipment into an integrated system for inspection and survey. The facilities divide into a series of ten essential building systems, each of which is defined in the table below. The accumulation of these systems comprises the facility as a whole—apart from any user operations equipment. Where applicable, the field data collection teams gathered information on each of these essential systems. This data forms the basis of the high-level analyses that follow. The asset list that appears in *Appendix B* includes quantification and detailed qualification of the equipment.

System Element	Systems Descriptions
SITE	Site: Landscaping, irrigation systems, site utilities (i.e., gas mains, water and sewer mains, electrical service), rail spurs, and pavements adjacent to and constructed as part of the facility (i.e., sidewalks, parking lots, access roads) security and site lighting.
STRUC	Structure: Wall and column foundations, superstructure, slabs and floors including pits and covers. Structural mezzanine framing and slabs. Basement walls and damp-proofing.
EXT	Exterior: Non-structural exterior wall construction, steel stud and dryvit, face brick veneer, stone veneer, siding (metal, fiberglass, etc.). Exterior coatings, and sealants, windows, and doors. Louvers, grilles, screens, and awnings.
ROOF	Roofing: Insulation, vapor retarders, roof coverings, metal roofing, roof openings, skylights, gutters, and flashing.
HVAC	HVAC Systems: Heat, ventilating and air conditioning systems including controls; solar energy equipment, exhaust fans, or other mechanical equipment associated with indoor air quality.
ELEC	Electrical Systems: Electrical service and distribution within five feet of the facility, lighting, communications systems (phone, LAN), security and fire protection wiring and controls, UPS systems and lightning protection systems.



<i>System Element</i>	<i>Systems Descriptions</i>
PLUMB	<i>Plumbing Systems:</i> Water and sewer systems, including pumps and plumbing fixtures, fire protection piping and pumps, process piping systems (natural gas, compressed air, chilled water, medical gases, etc.).
CONV	<i>Conveyance Systems:</i> Elevators, escalators, cranes, hoists, wheelchair, dumbwaiter, turntable, or other lifting mechanisms.
INTF	<i>Interior Finishes:</i> Non-load bearing interior walls, all finishes on walls, ceilings, floors, stairways. Interior doors, windows, and millwork.
BUSE	<i>Business Unit Support Equipment:</i> Institutional and specialty equipment installed during construction (medical equipment, laboratory and kitchen equipment, vacuum tube delivery systems, trash compactors, incinerators, dock equipment, in ground lifts, walk-in freezers, grill hoods, etc.

Condition Codes Defined

The condition codes provide a convenient means of communicating the current condition and reliability of a given feature. Based on established criteria, condition codes have been assigned to individual equipment units (HVAC and PLUMB; see *Appendix B*) at the component-level and to all systems as a whole at the systems-level. As appears in the current section, the condition code references the overall condition of the system as a whole, rather than of a particular piece of equipment or portion of a system feature. Assessment of the mechanical assets at the component-level appears in the inventory contained in *Appendix B*.



Where systems-level condition codes have been applied to the HVAC and PLUMB (i.e., water heaters, pumps, etc.), the Consultant’s assessment leans on condition component-level codes applied to the individual mechanical units as a means of objectifying the assessment. The systems-level condition codes, however, do not necessarily represent strict arithmetic averages of equipment-level condition codes, but, rather, also take into account the unit’s size, areas served, and overall functionality of the system as additional evaluation factors.

The condition codes applied at the component-level and at the systems-level are defined below:

<i>Condition Code Definitions</i>		
Rating	Status	Description
5	Excellent	Condition and appearance are as new with no defects; only normal scheduled maintenance is required.
4	Good	Superficial wear and tear, minor defects, minor signs of deterioration to surface finishes are present, but the unit or system does not require major maintenance. No major defects exist. System functions normally.
3	Fair	Some minor repairs and some infrequent larger repair are required. The system is occasionally unable to function as intended. Deteriorated surface finishes require attention; services are functional, but deferred maintenance work may exist.
2	Poor	A significant number of major defects exist. Excessive wear and tear is clearly visible. The system is obsolete or does not fully functional or services are frequently failing. Repair parts are not easily obtainable. The unit or system may not meet all codes.
1	Bad	Major repair or replacement is required to restore function. System or asset has failed. Unsafe to use.



Systems Condition Codes by Building

The accompanying table shows the condition codes applied to each essential building system within each of the buildings. A weighted average of the codes is also included that is based on the value of each system as a percentage of the whole. The parametric models that these percentages reflect appear further below in *Section V* of the report. The summarized results allow one to compare the overall condition of a particular system associated with a particular building with that of any other building within the portfolio. Moreover, the overall conditions of each building may also be compared with one another. The application of the condition codes provides an added dimension to the high-level overview of the City’s facilities. The more detailed presentation of the buildings by individual system appears in the sub-section following this summary.

Building	Civic Center/Police Complex			Kraemer Memorial Park, Backs			Kramer Memorial Park, Teen Ctr			Bradford House		
System	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score
SITE	2.5	0.18	0.45	3.0	0.24	0.72	2.5	0.24	0.60	4.0	0.24	0.96
STRUC	3.0	0.11	0.33	3.0	0.17	0.51	3.0	0.17	0.51	3.5	0.17	0.60
EXT	3.0	0.08	0.24	2.5	0.07	0.18	2.5	0.07	0.18	4.0	0.07	0.28
ROOF	2.5	0.05	0.13	3.0	0.12	0.36	3.0	0.12	0.36	3.5	0.12	0.42
HVAC	2.5	0.12	0.30	2.0	0.13	0.26	2.0	0.13	0.26	4.0	0.13	0.52
ELEC	3.0	0.15	0.45	3.0	0.12	0.36	3.0	0.12	0.36	4.0	0.12	0.48
PLUMB	2.5	0.11	0.28	2.0	0.10	0.20	3.0	0.10	0.30	3.0	0.10	0.30
CONV	N/A	0.00	0.00	N/A	0.00	0.00	N/A	0.00	0.00	3.5	0.00	0.00
INTF	2.5	0.19	0.48	2.5	0.06	0.15	3.0	0.06	0.18	3.5	0.06	0.21
BUSE	N/A	0.00	0.00	N/A	0.00	0.00	N/A	0.00	0.00	N/A	0.00	0.00
Weighted Overall Score			2.6			2.7			2.7			3.8

Building	Parque del Arroyo Verde			Parque de los Vaqueros			Corporation Yard			Gomez Community Center		
System	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score
SITE	2.0	0.65	1.30	2.0	0.12	0.24	2.5	0.20	0.50	2.5	0.24	0.60
STRUC	3.0	0.11	0.33	2.0	0.60	1.20	3.0	0.19	0.57	4.0	0.17	0.68
EXT	3.0	0.00	0.00	2.5	0.10	0.25	2.5	0.12	0.30	3.5	0.07	0.25
ROOF	2.5	0.00	0.00	4.5	0.10	0.45	2.0	0.07	0.14	4.0	0.12	0.48
HVAC	N/A	0.00	0.00	N/A	0.03	0.15	2.5	0.10	0.25	N/A	0.13	0.65
ELEC	3.0	0.12	0.36	2.5	0.03	0.08	3.0	0.13	0.39	N/A	0.12	0.60
PLUMB	3.0	0.12	0.36	2.5	0.01	0.03	3.0	0.12	0.36	N/A	0.10	0.50
CONV	N/A	0.00	0.00	N/A	0.00	0.00	N/A	0.00	0.00	N/A	0.00	0.00
INTF	3.0	0.00	0.00	2.5	0.01	0.03	3.0	0.07	0.21	5.0	0.06	0.30
BUSE	N/A	0.00	0.00	2.0	0.00	0.00	2.5	0.00	0.00	N/A	0.00	0.00
Weighted Overall Score			2.4			2.4			2.7			4.1





Building	George C. Koch Park			Champions Sports Complex			Edwin T. Powell Building			Fire Station #1 (34)		
	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score
SITE	2.5	0.23	0.58	3.5	0.24	0.84	3.0	0.24	0.72	2.0	0.12	0.24
STRUC	2.5	0.17	0.43	3.5	0.17	0.60	2.0	0.17	0.34	3.0	0.19	0.57
EXT	2.5	0.07	0.18	3.5	0.07	0.25	2.0	0.07	0.14	2.5	0.07	0.18
ROOF	2.0	0.11	0.22	2.5	0.12	0.30	2.5	0.12	0.30	3.0	0.09	0.27
HVAC	1.5	0.13	0.20	2.0	0.13	0.26	2.5	0.13	0.33	3.0	0.19	0.57
ELEC	3.0	0.12	0.36	3.0	0.12	0.36	3.0	0.12	0.36	3.0	0.14	0.42
PLUMB	3.0	0.11	0.33	3.0	0.10	0.30	2.5	0.10	0.25	3.0	0.10	0.30
CONV	N/A	0.00	0.00	N/A	0.00	0.00	N/A	0.00	0.00	N/A	0.00	0.00
INTF	2.0	0.06	0.12	3.0	0.06	0.18	3.0	0.06	0.18	3.0	0.10	0.30
BUSE	N/A	0.00	0.00	3.0	0.00	0.00	3.0	0.00	0.00	3.0	0.00	0.00
Weighted Overall Score			2.4			3.1			2.6			2.8

Building	Fire Station #2 (35)			Tuffree Hill Park			McFadden Park		
	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score	Cond. Code	Weight	Wt. Score
SITE	2.5	0.12	0.30	3.0	0.18	0.54	2.5	0.24	0.60
STRUC	3.0	0.19	0.57	3.0	0.13	0.39	3.5	0.17	0.60
EXT	3.0	0.07	0.21	3.0	0.10	0.30	3.0	0.07	0.21
ROOF	2.5	0.09	0.23	2.0	0.16	0.32	3.5	0.12	0.42
HVAC	3.0	0.19	0.57	2.0	0.19	0.38	3.5	0.13	0.46
ELEC	3.0	0.14	0.42	3.0	0.11	0.33	4.0	0.12	0.48
PLUMB	3.0	0.10	0.30	3.0	0.08	0.24	3.5	0.10	0.35
CONV	N/A	0.00	0.00	N/A	0.00	0.00	N/A	0.00	0.00
INTF	3.0	0.10	0.30	2.0	0.05	0.10	3.0	0.06	0.18
BUSE	3.0	0.00	0.00	4.0	0.00	0.00	3.0	0.00	0.0
Weighted Overall Score			2.9			2.6			3.3

Most of the facilities within the Placentia portfolio of surveyed sites fall into the range of poor-fair overall condition (i.e., between the scores of 2 and 3). Exceptions to this include the Bradford House, the Gomez Community Center, and McFadden Park, which reflect overall scores between 3 and 4, or fair to good.

The detailed, site-by-site systems descriptions and summary narratives, as well as photographic documentation of the conditions, appear in the sub-sections below.





Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF ADMINISTRATIVE SERVICES/COMMUNITY SERVICES

DATE: MAY 15, 2012

SUBJECT: DESIGNATION OF VOTING DELEGATE FOR THE 2012 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

FISCAL
IMPACT: N/A

SUMMARY:

The League of California Cities 2012 Annual Conference is scheduled for September 5 - 7, 2012. As part of the Annual Conference, a Business Meeting is conducted. To participate in this meeting each city is required to designate a delegate. This action will appoint one (1) delegate and one (1) alternate to vote on the City's behalf at the Annual League Conference Business Meeting.

RECOMMENDATION:

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

1. Appoint one delegate to represent the City at the League of California Cities Annual Conference 2012; and
2. Appoint an alternate to represent the City at the League of California Cities Annual Conference 2012.

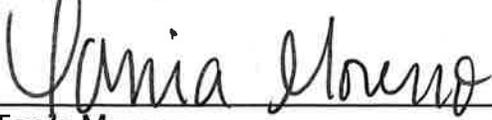
DISCUSSION:

The League of California Cities bylaws require that each respective City designate a delegate to vote on its behalf at the Annual League Conference Business Meeting. Such designation must be approved by the City Council and confirmation of the designation is to be provided to the League in advance of the Conference. The City may also appoint up to two alternate voting delegates, one of which may vote in the event that the designated voting delegate is unable to serve.

Item 4.b.
May 15, 2012

A copy of the League of California Cities letter to the City of Placentia is attached along with a copy of the form which must be completed and returned to the League by August 15, 2012.

Prepared by:



Tania Moreno
Deputy City Clerk

Reviewed and approved:



Troy L. Butzlaff, ICMA-CM
City Administrator

Reviewed and approved:



Stephen D. Pischel
Director of Administrative Services/
Community Services

Attachments:

Correspondence from League of California Cities
Voting Delegate/Alternate Form

Council Action Advised by August 3, 2012

May 3, 2012

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 5 - 7, San Diego**

The League's 2012 Annual Conference is scheduled for September 5 - 7 in San Diego. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 7, at the San Diego Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, August 15, 2012. This will allow us time to establish voting delegate/alternates' records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one person must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up

-over-



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Annual Conference Voting Procedures 2012 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2012 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Wednesday, August 15, 2012. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Wednesday, August 15th, to:

League of California Cities
ATTN: Mary McCullough
1400 K Street
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: mmccullough@cacities.org
(916) 658-8247