



CITY OF COSTA MESA

REGULAR CITY COUNCIL AND HOUSING AUTHORITY*

Agenda

Tuesday, September 17, 2024

6:00 PM

**City Council Chambers
77 Fair Drive**

***Note: All agency memberships are reflected in the title "Council Member"**
5:00 P.M. Closed Session

The City Council meetings are presented in a hybrid format, both in-person at City Hall and as a courtesy virtually via Zoom Webinar. If the Zoom feature is having technical difficulties or experiencing any other critical issues, and unless required by the Brown Act, the meeting will continue in person.

TRANSLATION SERVICES AVAILABLE / SERVICIOS DE TRADUCCIÓN DISPONIBLE
Please contact the City Clerk at (714) 754-5225 to request language interpreting services for City meetings. Notification at least 48 hours prior to the meeting will enable the City to make arrangements.

Favor de comunicarse con la Secretaria Municipal al (714) 754-5225 para solicitar servicios de interpretación de idioma para las juntas de la Ciudad. Se pide notificación por lo mínimo 48 horas de anticipación, esto permite que la Ciudad haga los arreglos necesarios.

Members of the public can view the City Council meetings live on COSTA MESA TV (SPECTRUM CHANNEL 3 AND AT&T U-VERSE CHANNEL 99) or http://costamesa.granicus.com/player/camera/2?publish_id=10&redirect=true and online at [youtube.com/costamesatv](https://www.youtube.com/c/costamesatv).

Closed Captioning is available via the Zoom option in English and Spanish.

As a courtesy, the public may participate via the Zoom option.

Zoom Webinar: (For both 5:00 p.m. and 6:00 p.m. meetings)

Please click the link below to join the webinar:

[https://us06web.zoom.us/j/81879579049?](https://us06web.zoom.us/j/81879579049?pwd=_XoNBT2uciL7zrDsFj4A9Q9srLgExg.bQEU-le6VvXjPDeL)

[pwd=_XoNBT2uciL7zrDsFj4A9Q9srLgExg.bQEU-le6VvXjPDeL](https://us06web.zoom.us/j/81879579049?pwd=_XoNBT2uciL7zrDsFj4A9Q9srLgExg.bQEU-le6VvXjPDeL)

Or sign into Zoom.com and “Join a Meeting”

Enter Webinar ID: 818 7957 9049/ Password: 608584

- If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
- Select “Join Audio via Computer.”
- The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
- During the Public Comment Period, use the “raise hand” feature located in the participants’ window and wait for city staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

Participate via telephone: (For both 5:00 p.m. and 6:00 p.m. meetings)

Call: 1 669 900 6833 Enter Webinar ID: 818 7957 9049/ Password: 608584

During the Public Comment Period, press *9 to add yourself to the queue and wait for city staff to announce your name/phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

Note, if you have installed a zoom update, please restart your computer before participating in the meeting.

Additionally, members of the public who wish to make a written comment on a specific agenda item, may submit a written comment via email to the City Clerk at cityclerk@costamesaca.gov. Comments received by 12:00 p.m. on the date of the meeting will be provided to the City Council, made available to the public, and will be part of the meeting record.

Please know that it is important for the City to allow public participation at this meeting. If you are unable to participate in the meeting via the processes set forth above, please contact the City Clerk at (714) 754-5225 or cityclerk@costamesaca.gov and staff will attempt to accommodate you. While the City does not expect there to be any changes to the above process for participating in this meeting, if there is a change, the City will post the information as soon as possible to the City’s website.

Note that records submitted by the public will not be redacted in any way and will be posted online as submitted, including any personal contact information. All pictures, PowerPoints, and videos submitted for display at a public meeting must be previously reviewed by staff to verify appropriateness for general audiences. This includes items submitted for the overhead screen during the meeting. Items submitted for the overhead screen should be 1 page and provided to the City Clerk prior to the start of the meeting. No links to YouTube videos or other streaming services will be accepted, a direct video file will need to be emailed to staff prior to each meeting in order to minimize complications and to play the video without delay. The video must be one of the following formats, .mp4, .mov or .wmv. Only one file may be included per speaker for public comments, for both videos and pictures. Please e-mail to the City Clerk at cityclerk@costamesaca.gov NO LATER THAN 12:00 Noon on the date of the meeting. If you do not receive confirmation from the city prior to the meeting, please call the City Clerks office at 714-754-5225.

Note regarding agenda-related documents provided to a majority of the City Council after distribution of the City Council agenda packet (GC §54957.5): Any related documents provided to a majority of the City Council after distribution of the City Council Agenda Packets will be made available for public inspection. Such documents will be posted on the city's website and will be available at the City Clerk's office, 77 Fair Drive, Costa Mesa, CA 92626.

All cell phones and other electronic devices are to be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to conduct a phone conversation.

Free Wi-Fi is available in the Council Chambers during the meetings. The network username available is: CM_Council. The password is: cmcouncil1953.

As a LEED Gold Certified City, Costa Mesa is fully committed to environmental sustainability. A minimum number of hard copies of the agenda will be available in the Council Chambers. For your convenience, a binder of the entire agenda packet will be at the table in the foyer of the Council Chambers for viewing. Agendas and reports can be viewed on the City website at <https://costamesa.legistar.com/Calendar.aspx>. Las agendas y los informes se pueden ver en español en el sitio web de la Ciudad en <https://www.costamesaca.gov/trending/current-agendas/spanish-city-council-agendas>.

In compliance with the Americans with Disabilities Act, Assistive Listening headphones are available and can be checked out from the City Clerk. If you need special assistance to participate in this meeting, please contact the City Clerk at (714) 754-5225. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II].

En conformidad con la Ley de Estadounidenses con Discapacidades (ADA), aparatos de asistencia están disponibles y podrán ser prestados notificando a la Secretaria Municipal. Si necesita asistencia especial para participar en esta junta, comuníquese con la oficina de la Secretaria Municipal al (714) 754-5225. Se pide dar notificación a la Ciudad por lo mínimo 48 horas de anticipación para garantizar accesibilidad razonable a la junta. [28 CFR 35.102.35.104 ADA Title II].

CLOSED SESSION - 5:00 P.M.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS Members of the public are welcome to address the City Council only on those items on the Closed Session agenda. Each member of the public will be given a total of three minutes to speak on all items on the Closed Session agenda.

CLOSED SESSION ITEMS:

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Pursuant to California Government Code Section 54956.8
Fairview Developmental Center; APN: 420-012-16
Property: 2501 Harbor Blvd., Costa Mesa, CA 92626
Agency Negotiators: Lori Ann Farrell Harrison, City Manager
Negotiating Parties: State of California
Under Negotiation: Price and Terms of Payment

REGULAR MEETING OF THE CITY COUNCIL AND HOUSING AUTHORITY

SEPTEMBER 17, 2024 – 6:00 P.M.

JOHN STEPHENS
Mayor

JEFFREY HARLAN
Mayor Pro Tem - District 6

ANDREA MARR
Council Member - District 3

MANUEL CHAVEZ
Council Member - District 4

LOREN GAMEROS
Council Member - District 2

ARLIS REYNOLDS
Council Member - District 5

DON HARPER
Council Member - District 1

KIMBERLY HALL BARLOW
City Attorney

LORI ANN FARRELL HARRISON
City Manager

CALL TO ORDER

NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE

MOMENT OF SOLEMN EXPRESSION

[Per Council Policy 000-12, these presentations are made by community volunteers stating their own views. The City Council disclaims any intent to endorse or sponsor the views of any speaker.]

ROLL CALL

CITY ATTORNEY CLOSED SESSION REPORT

PRESENTATIONS:

1. Recognition of Arts of Jiu Jit Su Athletes
2. Proclamation: Hispanic Heritage Month 2024

PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA

Comments on Consent Calendar items may also be heard at this time.
Comments are limited to 3 minutes, or as otherwise directed.

COUNCIL MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS

Each council member is limited to 3 minutes. Additional comments will be heard at the end of the meeting.

1. Council Member Reynolds
2. Council Member Chavez
3. Council Member Gameros
4. Council Member Harper
5. Council Member Marr
6. Mayor Pro Tem Harlan
7. Mayor Stephens

REPORT – CITY MANAGER

REPORT – CITY ATTORNEY

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and will be acted upon in one motion. There will be no separate discussion of these items unless members of the City Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for discussion.

1. [**PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL 24-325 ORDINANCES AND RESOLUTIONS**](#)

RECOMMENDATION:

City Council and Housing Authority approve the reading by title only and waive further reading of Ordinances and Resolutions.

2. [**READING FOLDER**](#) [**24-328**](#)

RECOMMENDATION:

City Council receive and file Claims received by the City Clerk and authorize staff to reject any and all Claims: Jennifer Nieto, Irvine Company-Enclave.

3. **ADOPTION OF WARRANT RESOLUTION** **24-334**

RECOMMENDATION:

City Council approve Warrant Resolution No. 2723.

Attachments: [Summary Check Register 08-15-24](#)
[Summary Check Register 08-23-24](#)
[Summary Check Register 08-29-24](#)

4. **MINUTES** **24-331**

RECOMMENDATION:

City Council approve the minutes of the Special meeting of April 19, 2024, the Study Session meeting of June 11, 2024, and the Regular meeting of September 3, 2024.

Attachments: [1. 04-19-2024 Draft Minutes](#)
[2. 06-11-2024 Draft Minutes](#)
[3. 09-03-2024 Draft Minutes](#)

5. **MOBILE VIDEO SYSTEM (MVS) REPLACEMENT AND PURCHASE 24-340
WITH AXON ENTERPRISE, INC.**

RECOMMENDATION:

Staff recommends the City Council:

1. Authorize the purchase of a mobile video system (MVS) from Axon Enterprise, Inc. (Axon) through a proposed Omnia Partners Cooperative Agreement Contract #3544-21-4615 in the amount of \$6,949,522 to be paid in 10 annual installments of approximately \$733,300 in year one, and \$690,700 years two through ten, to replace the Police Department's current MVS.
2. Authorize a 1.5% contingency in the amount of \$104,243 for unforeseen costs relating to the replacement of the police department's current MVS.
3. Authorize the City Manager and City Attorney to execute any and all documents related to the Axon Enterprise agreement, in a form approved by the City Attorney.

Attachments: [1. Costa Mesa PD - \(176\) Unlimited w add-ons \(50\) Fleet 3 w ALPR \(4\) Interview Room - OMNIA](#)
[2. Costa Mesa PD \(CA\)-Omnia Piggyback](#)

6. [ACCEPTANCE OF THE PLACENTIA AVENUE, WEST 19TH STREET, 24-338 AND EAST 17TH STREET PAVEMENT REHABILITATION, BICYCLE FACILITY, AND STRIPING IMPROVEMENTS PROJECT, CITY PROJECT NO. 22-08](#)

RECOMMENDATION:

Staff recommends the City Council:

1. Accept the work performed by All American Asphalt, Inc., 400 East Sixth Street, Corona, California 92879 for the Placentia Avenue, West 19th Street, and East 17th Street Pavement Rehabilitation, Bicycle Facility, and Striping Improvements Project, City Project No. 22-08., and authorize the City Clerk to file the Notice of Completion.
2. Authorize the City Manager to release the retention monies thirty-five (35) days after the Notice of Completion filing date; release the Labor and Material Bond seven (7) months after the filing date; and release the Faithful Performance Bond one (1) year after the filing date.

Attachments: [1. Location Map](#)
[2. Final Cost Summary](#)

7. [RESPONSES TO ORANGE COUNTY GRAND JURY REPORT -24-341 E-BIKES FRIEND OR FOE](#)

RECOMMENDATION:

Staff recommends the City Council approve the draft responses to Findings 1-3 and Recommendations 1-3 in the Orange County Grand Jury (OCGJ) Report titled "E-Bikes Friend or Foe."

Attachments: [1. OC Grand Jury Report](#)
[2. CA Penal Code Sections 933 and 933.05](#)
[3. City's Draft Responses to OC Grand Jury Report](#)

AT THIS TIME COUNCIL WILL ADDRESS ANY ITEMS PULLED FROM THE CONSENT CALENDAR

-----**END OF CONSENT CALENDAR**-----

PUBLIC HEARINGS: NONE.

(Pursuant to Resolution No. 05-55, Public Hearings begin at 7:00 p.m.)

OLD BUSINESS:

1. [**CITY COUNCIL SECOND READING AND ADOPTION OF ORDINANCE 24-337 TO INCREASE CITY COUNCIL COMPENSATION**](#)

RECOMMENDATION:

Staff recommends the City Council give second reading to and adopt, Ordinance No. 2024-XX increasing the City Council compensation effective after the general election, with the new City Council in December 2024.

Attachments: [1. Council Compensation Ordinance](#)

NEW BUSINESS:

1. [APPROVAL OF SIDE LETTER WITH THE COSTA MESA CITY 24-351 EMPLOYEES ASSOCIATION REGARDING THE TELECOMMUNICATIONS BUREAU AND UPDATES TO THE POLICE DEPARTMENT HIRING AND REFERRAL INCENTIVE PROGRAM](#)

RECOMMENDATION:

Staff recommends the City Council:

1. Approve and Adopt the Side Letter with the City Employees Association.
2. Approve and Adopt Resolution Number 2024-XX renaming Communications classifications and updating pay rates.
3. Approve and Adopt Resolution Number 2024-XX establishing the Reserve Senior Public Safety Dispatcher.
4. Approve the certified Fiscal Impact Analysis.
5. Authorize the City Manager and members of the City's Negotiation Team to execute the Side Letter documents.
6. Approve an appropriation increase of \$319,000 in the FY 2024/2025 Budget for year one of the one-time incentives for the retention and retroactive overtime costs and the new Hiring and Referral Incentive Program for Police Officers and Dispatchers.
7. Approve an appropriation increase of \$270,650 in the FY 2024/2025 Budget for recurring costs due to compensation adjustments for the Public Safety Dispatchers.

Attachments: [1. Side Letter](#)
[2. CMCEA Resolution](#)
[3. Part Time Resolution](#)
[4. Fiscal Analysis](#)

2. [AMENDMENTS TO PROFESSIONAL SERVICE AGREEMENTS WITH 24-339
MERCY HOUSE & BRACKEN'S KITCHEN FOR SERVICES AT THE
COSTA MESA BRIDGE SHELTER](#)

RECOMMENDATION:

Staff recommends the City Council:

1. Approve Amendment No. 2 to the Professional Services Agreement with Mercy House, increasing the compensation by \$197,894 for a new annual not-to-exceed amount of \$2,383,180.
2. Approve Amendment No. 4 to the Professional Services Agreement with Bracken's Kitchen, increasing the compensation by \$91,250 for a new annual not-to-exceed amount of \$492,750.
3. Authorize the City Manager and City Clerk to execute all agreements and any amendments to the agreements.

Attachments: [1. CM-CMO, PSA Mercy House Shelter Operator Amendment.
No. 2](#)
[2. CM-CMO, PSA Bracken's Kitchen Amendment No. 4](#)

**ADDITIONAL COUNCIL/BOARD MEMBER COMMITTEE REPORTS, COMMENTS, AND
SUGGESTIONS**

ADJOURNMENT



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-325

Meeting Date: 9/17/2024

TITLE:

PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL ORDINANCES AND RESOLUTIONS

RECOMMENDATION:

City Council and Housing Authority approve the reading by title only and waive further reading of Ordinances and Resolutions.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-328

Meeting Date: 9/17/2024

TITLE:

READING FOLDER

DEPARTMENT: City Manager's Office/City Clerk's Division

RECOMMENDATION:

City Council receive and file Claims received by the City Clerk and authorize staff to reject any and all Claims: Jennifer Nieto, Irvine Company-Enclave.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-334

Meeting Date: 9/17/2024

TITLE:

ADOPTION OF WARRANT RESOLUTION

DEPARTMENT: FINANCE DEPARTMENT

PRESENTED BY: CAROL MOLINA, FINANCE DIRECTOR

CONTACT INFORMATION: CAROL MOLINA, FINANCE DIRECTOR AT (714) 754-5243

RECOMMENDATION:

City Council approve Warrant Resolution No. 2723.

BACKGROUND:

In accordance with Section 37202 of the California Government Code, the Director of Finance or their designated representative hereby certify to the accuracy of the following demands and to the availability of funds for payment thereof.

FISCAL REVIEW:

Funding Payroll Register No. 24-17 On Cycle for \$3,796,962.09 and No. 24-18 On Cycle for \$3,735,056.08, and City operating expenses for \$3,364,538.55.

Bank: CITY
Cycle: AWKLY

| Payment Ref | Cancel Date | Status | Remit To | Remit ID | Payment Date | Payment Amt |
|---|-------------|--------|------------|------------|--------------|--------------|
| 0249326 | 8/15/2024 | V | Sean Barte | 0000030842 | 07/19/24 | (4,000.00) |
| Line Description: Did not received payment. | | | | | | |
| TOTAL | | | | | | (\$4,000.00) |

✓ 10,000.00
✓ 727,650.39
✓ 1,891.24
0.00
(4,000.00)
✓ 467,433.16
1,202,974.79

Bank: CITY
Cycle: AWKLY

| <u>Payment Ref</u> | <u>Date</u> | <u>Status</u> | <u>Remit To</u> | <u>Remit ID</u> | <u>Payment Amt</u> |
|--------------------|-------------|---------------|---|-----------------|--------------------|
| 0249680 | 08/16/24 | O | Southern California Edison Company <i>Line Description: Overflow</i> | 0000004088 | 0.00 |
| TOTAL | | | | | 0.00 |

Bank: CITY
Cycle: AMNUAL

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|-----------------------------|------------|-------------|
| 0249665 | 08/13/24 | P | US Postmaster | 0000004377 | 10,000.00 |
| | | | Line Description: Bulk Mail | | |
| TOTAL | | | | | \$10,000.00 |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|-------------------|--------------------------------|------------|-------------|
| 0249666 | 08/16/24 | P | CDW Government Inc | 0000005402 | 41,861.81 |
| | | Line Description: | iPADs | | |
| | | | Credit iPADs | | |
| | | | Cables | | |
| | | | Keyboard | | |
| | | | Laptops | | |
| | | | Laptops & Docking Stations | | |
| | | | Tripp UPS | | |
| | | | LaserJet Printer | | |
| | | | Soundbar | | |
| | | | Laptop | | |
| | | | Laptop, Docking Station & Moni | | |
| | | | Laptop, Docking Station & Moni | | |
| | | | Laptop, Docking Station & Moni | | |
| 0249667 | 08/16/24 | P | Commline, Inc | 0000030492 | 40,661.27 |
| | | Line Description: | Upfit six (6) PD Ford Explorer | | |
| 0249668 | 08/16/24 | P | Community Legal Aid SoCal | 0000030258 | 56,204.90 |
| | | Line Description: | 2023-24 4th Qtr Grant | | |
| | | | 2023-24 3rd Qtr Grant | | |
| 0249669 | 08/16/24 | P | Consolidated Office Systems | 0000018680 | 44,289.53 |
| | | Line Description: | Sales Tax 7.75% | | |
| | | | Shipping Fee | | |
| | | | Labor | | |
| | | | Project Mgmt Fee | | |
| | | | Labor | | |
| | | | Versteel flip top tables w/cas | | |
| | | | Long Power Infeed Cords-Black | | |
| | | | Versteel Flip Top Tables | | |
| | | | Project Mgmt Fee | | |
| | | | Sales Tax 7.75% | | |
| | | | Shipping Fee | | |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|-------------------|-------------------------------------|------------|-------------|
| 0249670 | 08/16/24 | P | CoreLogic Information Solutions Inc | 0000004774 | 24,191.68 |
| | | Line Description: | Bulk Data Fee | | |
| 0249671 | 08/16/24 | P | Ken Grody Ford | 0000030478 | 63,109.85 |
| | | Line Description: | Replacement Van for Unit #140 | | |
| | | | Document Prep Fee | | |
| | | | Tire-Battery Fee | | |
| | | | Sales Tax 7.75% | | |
| | | | Change Order No. 1 - HVAC up f | | |
| 0249672 | 08/16/24 | P | La Quinta Costa Mesa | 0000030047 | 28,896.00 |
| | | Line Description: | DGL 2/6-2/12/24 | | |
| | | | DGL 1/30-2/5/24 | | |
| | | | DGL 1/23-1/29/24 | | |
| | | | DGL 1/26-1/22/24 | | |
| | | | DGL 1/9-1/15/24 | | |
| | | | MS/MV 12/23-12/26 | | |
| | | | Dunn Gina Lynn 12/12-1/2/24 | | |
| | | | Terriquez Alma Gabriela 11/14- | | |
| | | | DGL 3/13-2/19/24 | | |
| | | | KC 5/29-6/11/24 | | |
| | | | KC 5/5-5/28/24 | | |
| | | | PM 5/14-5/28/24 | | |
| | | | MLM 5/14-5/28/24 | | |
| | | | PM 5/2-5/14/24 | | |
| | | | MLM 5/3-5/14/24 | | |
| | | | PM 4/17-5/2/24 | | |
| | | | MLM 5/3-5/3/24 | | |
| | | | DGL 4/2-4/9/24 | | |
| | | | DGL 2/20-2/27/24 | | |
| 0249673 | 08/16/24 | P | Liebert Cassidy Whitmore | 0000002960 | 15,747.00 |
| | | Line Description: | LEGAL SERVICES - PD April 24 | | |
| | | | LEGAL SERVICES - HR | | |
| | | | LEGAL SERVICES - HR | | |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|---|------------|-------------|
| . | | | Line Description: LEGAL SERVICES - HR LEGAL SERVICES - HR LEGAL SERVICES - HR | | |
| 0249674 | 08/16/24 | P | Michael Baker International Inc | 0000024229 | 40,042.50 |
| | | | Line Description: Kick-Off Meeting&Project Descr | | |
| 0249675 | 08/16/24 | P | Nico Hospitality LLC | 0000028926 | 22,160.20 |
| | | | Line Description: Arnold Boyle 6/21-6/24/24 Rene Balvin 1/19-1/20/2204 Sarah Fretty 4/1-4/17/2024 Hernan Calderon 4/1-5/1/2024 Gabriela Salazarespinoza 4/1-5 Cherriesse Magana 4/1-5/1/2024 Mina Kahkeshani 4/1-5/1/2024 | | |
| 0249676 | 08/16/24 | P | Norwood Management LLC | 0000029243 | 27,318.00 |
| | | | Line Description: Lease Agreement-Rent Aug 2024 Lease Agreement-Rent July 2024 | | |
| 0249677 | 08/16/24 | P | Pinnacle Petroleum, Inc | 0000029315 | 46,131.54 |
| | | | Line Description: Unleaded Fuel PD Unleaded Fuel Corp Yard | | |
| 0249678 | 08/16/24 | P | SHI International Corp | 0000016007 | 15,984.90 |
| | | | Line Description: WEB SECURITY ESSENTIAL TECHNICAL SUPPORT RE | | |
| 0249679 | 08/16/24 | P | Southern California Edison Company | 0000004088 | 20,791.33 |
| | | | Line Description: 3175 Airway 7/11-8/8/24 1587 Sunflower 7/10-8/7/24 1990 Placentia 7/8-8/5/24 152 Baker Ped 7/11-8/8/24 | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--------------------------------|------------|-------------|
| | | | Line Description: | | |
| | | | 707 W 18th 7/9-8/6/24 | | |
| | | | 711 W 18th 7/9-8/6/24 | | |
| | | | 734 James 7/9-8/6/24 | | |
| | | | 740 James 7/9-8/6/24 | | |
| | | | 744 James 7/9-8/6/24 | | |
| | | | 745 W 19th 7/3-8/4/24 | | |
| | | | 2293 Canyon 7/9-8/6/24 | | |
| | | | 744 James A 7/9-8/6/24 | | |
| | | | 717&721 James 7/9-8/6/24 | | |
| | | | 2590 Placentia B 7/9-8/6/24 | | |
| | | | 350 Bristol Ped 7/11-8/8/24 | | |
| | | | Vet Hall 7/9-8/6/24 | | |
| | | | Balearic Ctr 7/9-8/6/24 | | |
| | | | Street Lights July 24 | | |
| | | | St Lights Loan ID 8690 July 24 | | |
| | | | 1940 Placentia 7/9-8/6/24 | | |
| | | | 3190 Airport Loop 7/11-8/8/24 | | |
| | | | 567 W 18th 7/3-8/4/24 | | |
| | | | Arlington Ped Xing 7/11-8/8/24 | | |
| | | | Shalimar Park 7/10-8/7/24 | | |
| | | | 745 W 18th 7/9-8/6/24 | | |
| 0249681 | 08/16/24 | P | The Home Depot Credit Services | 0000002560 | 22,375.15 |
| | | | Line Description: | | |
| | | | Maint Equipment | | |
| | | | Maint Auto | | |
| | | | Tools-Bldg Maint | | |
| | | | Hardware Supp-Graffiti Abateme | | |
| | | | General Supp-Graffiti Abatemen | | |
| | | | Auto Part/Supp-Fleet Equip Mai | | |
| | | | Tools- Fire Response/Control | | |
| | | | General Supp-Signs/Markings | | |
| | | | Maint Equip-Signs/Markings | | |
| | | | Maint Equip-Graffiti Abtmt | | |
| | | | Electrical Supp-Bldg Maint | | |
| | | | Maint Equip-PD Tech/Maint | | |
| | | | Plumbing Supp-Bldg Maint | | |
| | | | Maint Equip-Street Maint | | |
| | | | Hardware Supp-Park Maint | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|---|------------|-------------|
| | | | Line Description: Hardware Supp-Bldg Maint Repair Auto Maint Tools-Signs/Markings General Supp-Bldg Maint | | |
| 0249682 | 08/16/24 | P | Via Seating | 0000030755 | 26,813.72 |
| | | | Line Description: VIA Rest Series Nesting Chair Sales Tax 7.75% Nesting Chair w/Gray frame fin Sales Tax 7.75% VIA Reset Series Nesting Chair | | |
| 0249683 | 08/16/24 | P | ARC | 0000022726 | 629.76 |
| | | | Line Description: ARTVenture Banners Artwork Labels | | |
| 0249684 | 08/16/24 | P | AT & T Mobility | 0000001107 | 94.08 |
| | | | Line Description: Comm Cell Phones 6/12-7/11/24 | | |
| 0249685 | 08/16/24 | P | AT & T Teleconference Services | 0000001107 | 472.24 |
| | | | Line Description: Teleconference June 24 | | |
| 0249686 | 08/16/24 | P | AY Nursery | 0000001142 | 6,287.21 |
| | | | Line Description: City Plants Purchase | | |
| 0249687 | 08/16/24 | P | Animal Care Equipment & Services | 0000005378 | 107.00 |
| | | | Line Description: Sales Tax 7.75% Shipping Fee Use & Sales Tax Payable Skunk Trap | | |
| 0249688 | 08/16/24 | P | Anthony Massaro | 0000030893 | 3,800.00 |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|---|------------|-------------|
| | | | Line Description: Refund Permit PMCP-24-0004 | | |
| 0249689 | 08/16/24 | P | Bestway Laundry Solutions | 0000001257 | 365.57 |
| | | | Line Description: Equipment Reair for Jail | | |
| 0249690 | 08/16/24 | P | Bob Hall & Associates | 0000027193 | 6,990.00 |
| | | | Line Description: Recruitment Consultant | | |
| 0249691 | 08/16/24 | P | BrightView Landscape Services Inc | 0000026055 | 8,967.00 |
| | | | Line Description: Irrigation Repair-Jun 2024 | | |
| 0249692 | 08/16/24 | P | Bureau Veritas North America Inc | 0000016616 | 2,270.31 |
| | | | Line Description: Plan Check Svc-Jun 2024 | | |
| 0249693 | 08/16/24 | P | CAPE | 0000001569 | 50.00 |
| | | | Line Description: 24-25 Mbrshp Renewal-Trujillo | | |
| 0249694 | 08/16/24 | P | CBE | 0000015149 | 772.36 |
| | | | Line Description: Copier Maint 6/5-7/4/24 Copier Maint 6/5-7/4/24 Copier Maint 6/5-7/4/24 Copier Maint 6/5-7/4/24 Copier Maint 5/20-6/19/24 Copier Maint 9/20-10/19/23 | | |
| 0249695 | 08/16/24 | P | Catherine Lynn Kazmark | 0000029454 | 319.00 |
| | | | Line Description: IT Remodeling Design/Planning | | |
| 0249696 | 08/16/24 | P | County of Orange | 0000007209 | 5,389.74 |
| | | | Line Description: Radio Repair-May 2024 Radio Repair-May 2024 | | |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | Line Description: Radio Repair-June 2024 | | |
| 0249697 | 08/16/24 | P | County of Orange | 0000003486 | 1,129.32 |
| | | | Line Description: Teletype Svc-July 2024 | | |
| 0249698 | 08/16/24 | P | D & R Office Works Inc | 0000029056 | 8,923.12 |
| | | | Line Description: OFFICE FURNITURE SALES TAX (7.75%) DELIVERY & INSTALLATION | | |
| 0249699 | 08/16/24 | P | Division of the State Architect | 0000021296 | 786.60 |
| | | | Line Description: Disability Access Ed Fee | | |
| 0249700 | 08/16/24 | P | Eagle Print Dynamics | 0000026736 | 2,982.34 |
| | | | Line Description: Patriotic Shirts | | |
| 0249701 | 08/16/24 | P | Ecolab Pest Elimination | 0000024420 | 1,432.92 |
| | | | Line Description: Pest Control-Jul 2024 | | |
| 0249702 | 08/16/24 | P | FALCK MOBILE HEALTH CORP. | 0000019807 | 1,875.00 |
| | | | Line Description: Surge Unit-Jun 2024 | | |
| 0249703 | 08/16/24 | P | FailSafe Testing LLC | 0000030417 | 4,325.00 |
| | | | Line Description: Aerial Inspections & Testing | | |
| 0249704 | 08/16/24 | P | Fastenal Company | 0000011159 | 750.48 |
| | | | Line Description: Warehouse Stock | | |
| 0249705 | 08/16/24 | P | Federal Technology Solutions Inc | 0000024174 | 4,397.80 |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | Line Description: Network Drop Relocation-5th Fl | | |
| 0249706 | 08/16/24 | P | Fit First LLC | 0000030889 | 637.00 |
| | | | Line Description: Instructor Payment-Spring 24 | | |
| 0249707 | 08/16/24 | P | Fuel Pros Inc | 0000026476 | 750.00 |
| | | | Line Description: DO Inspection | | |
| | | | Monthly DO Inspection | | |
| | | | Monthly DO Inspection | | |
| 0249708 | 08/16/24 | P | Galls LLC | 0000002297 | 92.39 |
| | | | Line Description: Uniforms-Peralta | | |
| 0249709 | 08/16/24 | P | Graybar Electric Company Inc | 0000002397 | 1,790.29 |
| | | | Line Description: Supplies for Comm | | |
| | | | Parts for Comm | | |
| | | | Supplies for Comm | | |
| 0249710 | 08/16/24 | P | Happy Pho | 0000030890 | 140.00 |
| | | | Line Description: Refund invoice #24042299517 | | |
| 0249711 | 08/16/24 | P | Hirsch Pipe & Supply Company Inc | 0000026475 | 307.12 |
| | | | Line Description: Plumbing Supplies | | |
| | | | Plumbing Supplies | | |
| | | | Plumbing Supplies | | |
| 0249712 | 08/16/24 | P | Irvine Ranch Water District | 0000005112 | 2,230.04 |
| | | | Line Description: 308 University 7/8-8/7/24 | | |
| | | | 258 Brentwood 7/8-8/7/24 | | |
| | | | 261 Monte Vista 7/8-8/7/24 | | |
| | | | 2603 Elden 7/8-8/6/24 | | |
| | | | 106 Del Mar 7/8-8/7/24 | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
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| | | | Line Description: . 170 Del Mar 7/8-8/6/24 220 23rd 7/8-8/7/24 | | |
| 0249713 | 08/16/24 | P | Jaycee Lim | 0000030892 | 3,800.00 |
| | | | Line Description: Refund Permit PMCP-24-0014 | | |
| 0249714 | 08/16/24 | P | Jennifer Maniaci | 0000030899 | 1,986.54 |
| | | | Line Description: Property Damage Stimnt-3/14/24 | | |
| 0249715 | 08/16/24 | P | Kateryna Nwate | 0000030888 | 390.00 |
| | | | Line Description: Instructor Payment-Spring 24 | | |
| 0249716 | 08/16/24 | P | Kelly Spicers Stores | 0000029500 | 427.90 |
| | | | Line Description: Paper | | |
| 0249717 | 08/16/24 | P | Keyser Marston Associates Inc | 0000002824 | 4,041.25 |
| | | | Line Description: Housing Consulting Svc-May 24 Housing Consulting-Jun 2024 | | |
| 0249718 | 08/16/24 | P | Leadership Tomorrow | 0000013028 | 3,000.00 |
| | | | Line Description: Leadership Tomorrow Program | | |
| 0249719 | 08/16/24 | P | MMASC | 0000010997 | 550.00 |
| | | | Line Description: REGISTRATION-Annual Conference | | |
| 0249720 | 08/16/24 | P | Manufactured Home Inspection, INC. | 0000030219 | 10,750.00 |
| | | | Line Description: Rehab Grant-1845 Monrovia Ave | | |
| 0249721 | 08/16/24 | P | Mid SoCal Area AA | 0000030652 | 500.00 |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | Line Description: Refund Rec Dep 2008046.002 | | |
| 0249722 | 08/16/24 | P | Mobile Home Improvement | 0000015213 | 4,355.00 |
| | | | Line Description: Rehab Grant Prog. 1845 Montrov | | |
| 0249723 | 08/16/24 | P | NeWave Construction Inc | 0000024108 | 12,425.00 |
| | | | Line Description: Patio Cover @ PD | | |
| 0249724 | 08/16/24 | P | Petty Cash Fund Narc Program | 0000001833 | 10,000.00 |
| | | | Line Description: Replenish SID Expense Fund | | |
| 0249725 | 08/16/24 | P | Premier Security Services Inc | 0000002633 | 1,701.00 |
| | | | Line Description: Annual Security Services | | |
| 0249726 | 08/16/24 | P | Quadient Inc | 0000028798 | 5,588.15 |
| | | | Line Description: Flex Freed Insert | | |
| | | | Postage Meter | | |
| 0249727 | 08/16/24 | P | SCA of CA, LLC | 0000029971 | 3,299.00 |
| | | | Line Description: Monthly Pressure Washing April | | |
| 0249728 | 08/16/24 | P | Sean Bartee | 0000030842 | 4,000.00 |
| | | | Line Description: Refund Permit EENC-24-0145 | | |
| | | | Refund Permit EENC-24-0145 | | |
| 0249729 | 08/16/24 | P | Sean Simon | 0000029869 | 60.00 |
| | | | Line Description: Basketball Referee-8/7/24 | | |
| 0249730 | 08/16/24 | P | Shaw HR Consulting Inc | 0000021706 | 11,415.00 |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
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| | | | Line Description: Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations Reasonable Accomodations | | |
| 0249731 | 08/16/24 | P | Southside Towing | 0000014300 | 4,465.00 |
| | | | Line Description: Towing Services Towing Services Towing Services Towing Services Towing Services Towing Services Towing Services Towing Services Towing Services Towing Services Towing Services Towing Services Towing Services Towing Services Towing Services | | |
| 0249732 | 08/16/24 | P | Sparkletts | 0000015725 | 815.35 |
| | | | Line Description: Water Delivers Svcs - Dev. Svc Water Delivery Svcs - HR June Water Delivery Svcs - Parks Water Delivery Svcs - Finance Water Delivery Svcs - City Cle Water Delivery Svcs - City Cou Water Delivery Svcs - Public W | | |
| 0249733 | 08/16/24 | P | Staples Advantage | 0000024532 | 9,655.72 |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | Line Description: Office Supplies- HR Office Supplies-PD Office Supplies-IT Office Supplies-DS Office Supplies-Parks Office Supplies-Building Safet Office Supplies-Engineering Office Supplies- Parks Offcie Supplies-Finance Office Supplies-PS Admin Office Supplies-Planning Office Supplies-Auto Maint Office Supplies-City Clerk | | |
| 0249734 | 08/16/24 | P | Tecta America | 0000003718 | 1,911.00 |
| | | | Line Description: NHCC-Repaired Open Pipe Bridge Shelter-Roof Repair | | |
| 0249735 | 08/16/24 | P | Terrell Thorogood | 0000030424 | 60.00 |
| | | | Line Description: Basketball Referee-8/7/24 | | |
| 0249736 | 08/16/24 | P | The Counseling Team International | 0000026352 | 1,200.00 |
| | | | Line Description: Pre Employment Psych Evals Pre Employment Psych Evals Pre Employment Psych Evals | | |
| 0249737 | 08/16/24 | P | UL Verification Services Inc | 0000030396 | 3,500.00 |
| | | | Line Description: Air Quality Check | | |
| 0249738 | 08/16/24 | P | USI Inc | 0000005890 | 963.29 |
| | | | Line Description: LAMINATING MATERIALS July | | |
| 0249739 | 08/16/24 | P | UniFirst Holdings Inc | 0000030616 | 633.30 |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | Line Description: Weekly CMBS Cleaning 5/13 Weekly CMBS Cleaning 5/6 Weekly CMBS Cleaning 4/29 Weekly CMBS Cleaning 5/20/2024 Weekly CMBS Cleaning 5/27 Weekly CMBS Cleaning 6/3/24 Weekly CMBS Cleaning 6/10 Weekly CMBS Cleaning 6/17/2024 Weekly CMBS Cleaning 6/24 | | |
| 0249740 | 08/16/24 | P | United Site Services of California Inc | 0000015552 | 324.00 |
| | | | Line Description: June Fence Rental Remaining \$ | | |
| 0249741 | 08/16/24 | P | Verizon Wireless | 0000008717 | 8,727.27 |
| | | | Line Description: PD Cell Phones 6/16-7/15/2024 REPLACEMENT IPADS WIRELESS PHONE 6/18-7/17 REPLACEMENT IPADS 6/18-7/17 WIRELESS PHONE6/18-7/17 WIRELESS PHONE 6/18-7/17 PWs | | |
| 0249742 | 08/16/24 | P | Vulcan Materials Company | 0000007403 | 289.30 |
| | | | Line Description: Asphalt Potholes Sidewalk Ramp Asphalt Potholes Sidewalk Ramp | | |
| 0249743 | 08/16/24 | P | Well Done Building & Design | 0000030891 | 3,987.22 |
| | | | Line Description: Refund Permit BPCR-24-0200 | | |
| 0249744 | 08/16/24 | P | West Coast Fence Co | 0000021495 | 635.00 |
| | | | Line Description: Multiple Repairs Jack Hammett | | |
| 0249745 | 08/16/24 | P | Wex Bank | 0000014258 | 2,358.80 |
| | | | Line Description: Fuel 7/7-8/6/24 | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|-------------------|--|------------|--------------|
| 0249746 | 08/16/24 | P | Williams Data Management | 0000018803 | 522.27 |
| | | Line Description: | DATA STORAGE | | |
| 0249747 | 08/16/24 | P | Yunex LLC | 0000029573 | 3,670.96 |
| | | Line Description: | Bristol & Hotel Way-Ped Hangin Fairview & Southcoast-Pole Hit | | |
| TOTAL | | | | | \$727,650.39 |

Bank: CITY
Cycle: APAY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|---|--------------------------------|------------|-------------|
| 0249748 | 08/16/24 | P | CalPERS Long-Term Care Program | 0000006287 | 85.42 |
| | | Line Description: Payroll Deduction 24-17 | | | |
| 0249749 | 08/16/24 | P | Pamela Lilly | 0000025324 | 750.00 |
| | | Line Description: Payroll Deduction 24-17 | | | |
| 0249750 | 08/16/24 | P | State of California | 0000001546 | 330.47 |
| | | Line Description: Payroll Deduction 24-17 | | | |
| 0249751 | 08/16/24 | P | State of California | 0000001546 | 130.94 |
| | | Line Description: Payroll Deduction 24-17 | | | |
| 0249752 | 08/16/24 | P | State of California | 0000001546 | 594.41 |
| | | Line Description: Payroll Deduction 24-17 | | | |
| TOTAL | | | | | \$1,891.24 |

Bank: DDP1
Cycle: ADDEP1

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| 018284 | 08/16/24 | P | Amanda Kim | 0000030668 | 553.85 |
| | | | <i>Line Description:</i> Payroll Deduction 24-17 | | |
| 018285 | 08/16/24 | P | Beau G Osborne | 0000029889 | 24.00 |
| | | | <i>Line Description:</i> Active Shooter Response | | |
| 018286 | 08/16/24 | P | CHC: Creating Healthier Communities | 0000008015 | 10.00 |
| | | | <i>Line Description:</i> Payroll Deduction 24-17 | | |
| 018287 | 08/16/24 | P | Carlos Diaz | 0000013277 | 16.00 |
| | | | <i>Line Description:</i> Public Info Officer/Media Rel | | |
| 018288 | 08/16/24 | P | Christopher Greeley | 0000026152 | 24.00 |
| | | | <i>Line Description:</i> Active Shooter Response | | |
| 018289 | 08/16/24 | P | Costa Mesa Employees Association | 0000006284 | 4,335.01 |
| | | | <i>Line Description:</i> Payroll Deduction 24-17 | | |
| 018290 | 08/16/24 | P | Costa Mesa Executive Club | 0000006286 | 150.00 |
| | | | <i>Line Description:</i> Payroll Deduction 24-17 | | |
| 018291 | 08/16/24 | P | Costa Mesa Firefighters Association | 0000001812 | 8,227.39 |
| | | | <i>Line Description:</i> Payroll Deduction 24-17 | | |
| 018292 | 08/16/24 | P | Costa Mesa Police Association | 0000001819 | 6,720.00 |
| | | | <i>Line Description:</i> Payroll Deduction 24-17 | | |
| 018293 | 08/16/24 | P | Costa Mesa Police Management Assn | 0000005082 | 315.00 |
| | | | <i>Line Description:</i> Payroll Deduction 24-17 | | |

Bank: DDP1
Cycle: ADDEP1

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| 018294 | 08/16/24 | P | Daniel Bruno | 0000029161 | 32.00 |
| | | | Line Description: Radar Operator | | |
| 018295 | 08/16/24 | P | Eloisa Peralta | 0000026154 | 607.50 |
| | | | Line Description: CHIA Conference | | |
| 018296 | 08/16/24 | P | Elsa Barajas | 0000030885 | 250.00 |
| | | | Line Description: CM Achievement Award Jul 2024 | | |
| 018297 | 08/16/24 | P | George Maridakis | 0000018528 | 80.00 |
| | | | Line Description: Supervisory Course | | |
| 018298 | 08/16/24 | P | Jerad Korte | 0000025077 | 16.00 |
| | | | Line Description: Public Info Officer/Media Relt | | |
| 018299 | 08/16/24 | P | Joe Lopez | 0000026113 | 500.00 |
| | | | Line Description: Clothing Allowance 2024-25 | | |
| 018300 | 08/16/24 | P | Jones Mayer | 0000014653 | 188,499.59 |
| | | | Line Description: #124309-IT | | |
| | | | #124302-FDC | | |
| | | | #124352-Peper | | |
| | | | #124289-Atalla | | |
| | | | #124290-Becker | | |
| | | | #124313-Nasiri | | |
| | | | #124314-Opioid | | |
| | | | #124315-Oshiro | | |
| | | | #124320-Querry | | |
| | | | #124322-Rivera | | |
| | | | #124292-Carrera | | |
| | | | #124303-Finance | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|--------------------------|------|--------|-----------------------------|----------|-------------|
| <i>Line Description:</i> | | | | | |
| | | | #124306-Housing | | |
| | | | #124308-Hurtado | | |
| | | | #124312-Murtaugh | | |
| | | | #124323-Schaefer | | |
| | | | #124293-Cervantes | | |
| | | | #124304-Fire Dept | | |
| | | | #124305-Hernandez | | |
| | | | #124321-Risk Mgnt | | |
| | | | #124295-City Clerk | | |
| | | | #124300-DBO Invest | | |
| | | | #124319-Public Svc | | |
| | | | #124351-Letigation | | |
| | | | #124318-Police Dept | | |
| | | | #124280-1963 Wallace | | |
| | | | #124282-374 Woodland | | |
| | | | #124286-806 Towne St | | |
| | | | #124297-City Manager | | |
| | | | #124299-City Council | | |
| | | | #124281-2162 Maple St | | |
| | | | #124287-960 Union Ave | | |
| | | | #124288-AAA Marindale | | |
| | | | #124294-City Attorney | | |
| | | | #124277-1095 Sea Bluff | | |
| | | | #124285-786 Salimar Dr | | |
| | | | #124296-City Clerk/PRR | | |
| | | | #124311-Lehman/Freeman | | |
| | | | #124278-153 Del Mar Ave | | |
| | | | #124284-599 W Wilson St | | |
| | | | #124301-Development Svc | | |
| | | | #124307-Human Resources | | |
| | | | #124298-Code Enforcement | | |
| | | | #124310-Jamboree Housing | | |
| | | | #124279-1858 Newport Blvd | | |
| | | | #124283-544 Bernard Appeal | | |
| | | | #124291-Bernard/Charles St | | |
| | | | #124316-Park&Community Svc | | |
| | | | #124317-Planning Commission | | |
| | | | #123753-IT | | |
| | | | #123744-FDC | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|------|-------------------|------------------------|----------|-------------|
| | | Line Description: | #123759-Moyer | | |
| | | | #123764-Olive | | |
| | | | #123730-Atalla | | |
| | | | #123731-Becker | | |
| | | | #123747-Garten | | |
| | | | #123752-Urtado | | |
| | | | #123755-Leaman | | |
| | | | #123761-Nasiri | | |
| | | | #123766-Opioid | | |
| | | | #123718-Wallace | | |
| | | | #123733-Carrera | | |
| | | | #123745-Finance | | |
| | | | #123750-Housing | | |
| | | | #123775-Tippett | | |
| | | | #123760-Murtaugh | | |
| | | | #123773-Schaefer | | |
| | | | #123841-Jahanbin | | |
| | | | #123734-Cervantes | | |
| | | | #123746-Fire Dept | | |
| | | | #123748-Hernandez | | |
| | | | #123771-Risk Mgnt | | |
| | | | #123736-City Clerk | | |
| | | | #123757-Litigation | | |
| | | | #123763-Ohio House | | |
| | | | #123770-Public Svc | | |
| | | | #123721-227 Mesa Dr | | |
| | | | #123738-City Manger | | |
| | | | #123769-Police Dept | | |
| | | | #123740-City Council | | |
| | | | #123735-City Attorney | | |
| | | | #123742-DBO Invest CM | | |
| | | | #123726-786 Salimar Dr | | |
| | | | #123728-AAA Martindale | | |
| | | | #123729-Animal Control | | |
| | | | #123737-City Clerk/PRR | | |
| | | | #123749-High Seas Writ | | |
| | | | #123751-Human Resource | | |
| | | | #123756-Lehman.Freeman | | |
| | | | #123765-One Metro West | | |

Bank: DDP1
Cycle: ADDEP1

| <u>Payment Ref</u> | <u>Date</u> | <u>Status</u> | <u>Remit To</u> | <u>Remit ID</u> | <u>Payment Amt</u> |
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| <i>Line Description:</i> | | | | | |
| | | | #123774-SoCal Recovery | | |
| | | | #123716-153 Del Mar Ave | | |
| | | | #123725-599 W Wilson St | | |
| | | | #123743-Development Svc | | |
| | | | #123722-374 Woodland Ave | | |
| | | | #123739-Code Enforcement | | |
| | | | #123754-Jamboree Housing | | |
| | | | #123714-1095 Sea Bluff Dr | | |
| | | | #123717-1858 Newport Blvd | | |
| | | | #123732-Bernard/Charles S | | |
| | | | #123723-440 Fair Dr/14179NP | | |
| | | | #123768-Planning Commission | | |
| | | | #123741-D'Alessio Investment | | |
| | | | #123767-Park & Community Svc | | |
| | | | #123753-IT | | |
| | | | #123758-Mood | | |
| | | | #123762-Niles | | |
| | | | #123842-Peper | | |
| | | | #123730-Atalla | | |
| | | | #123731-Becker | | |
| | | | #123761-Nasiri | | |
| | | | #123772-Rivera | | |
| | | | #123718-Wallace | | |
| | | | #123733-Carrera | | |
| | | | #123745-Finance | | |
| | | | #123752-Hurtado | | |
| | | | #123760-Murtaugh | | |
| | | | #123773-Schaefer | | |
| | | | #123841-Jahanbin | | |
| | | | #123734-Cervantes | | |
| | | | #123746-Fire Dept | | |
| | | | #123748-Hernandez | | |
| | | | #123771-Risk Mgnt | | |
| | | | #123736-City Clerk | | |
| | | | #123757-Litigation | | |
| | | | #123770-Public Svc | | |
| | | | #123738-City Manger | | |
| | | | #123769-Police Dept | | |
| | | | #123740-City Council | | |

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Cycle: ADDEP1

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | <i>Line Description:</i> #123720-2162 Maple St #123727-960 Union Ave #123724-544 Bernard St #123728-AAA Martindale #123737-City Clerk/PRR #123751-Human Resource #123716-153 Del Mar Ave #123725-599 W Wilson St #123743-Development Svc #123754-Jamboree Housing #123714-1095 Sea Bluff Dr #123715-1269 & 1273 Baker #123732-Bernard/Charles St #123767-Park & Community Svc | | |
| 018301 | 08/16/24 | P | Kathleen Sapida | 0000029556 | 140.18 |
| | | | <i>Line Description:</i> Adv School Resource Officer | | |
| 018302 | 08/16/24 | P | Laura Davis | 0000012465 | 24.00 |
| | | | <i>Line Description:</i> Active Shooter Response | | |
| 018303 | 08/16/24 | P | Mark A Martinez | 0000017462 | 295.00 |
| | | | <i>Line Description:</i> CFED Conf & Expo | | |
| 018304 | 08/16/24 | P | Mark Working | 0000030369 | 24.00 |
| | | | <i>Line Description:</i> Drug Abuse Recognition | | |
| 018305 | 08/16/24 | P | Matthew Richie | 0000026628 | 32.00 |
| | | | <i>Line Description:</i> Radar Operator | | |
| 018306 | 08/16/24 | P | Mikelle Daily | 0000029937 | 123.08 |
| | | | <i>Line Description:</i> Construction Law Books | | |

Bank: DDP1
Cycle: ADDEP1

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|---|------------|--------------|
| 018307 | 08/16/24 | P | Monica Elisarraraz <i>Line Description:</i> Women Leaders in Law Enf Conf | 0000029328 | 185.00 |
| 018308 | 08/16/24 | P | Nick Wilson <i>Line Description:</i> Public Info Officer/Media ReIn | 0000025711 | 16.00 |
| 018309 | 08/16/24 | P | Reena Leffingwell <i>Line Description:</i> Sexual Assault 4 Dispatchers NRTC Conf | 0000021326 | 336.36 |
| 018310 | 08/16/24 | P | Shawn Mousavi <i>Line Description:</i> CA Traffic Eng License Exam Re | 0000030816 | 1,000.00 |
| 018311 | 08/16/24 | P | Thomas Scott <i>Line Description:</i> CHIA Conference | 0000026255 | 607.50 |
| 018312 | 08/16/24 | P | Travel Costa Mesa <i>Line Description:</i> BIA Receipts July 2024 | 0000024750 | 254,289.70 |
| TOTAL | | | | | \$467,433.16 |

Bank: DDP1
Cycle: ADDEP1

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| 018316 | 08/23/24 | O | US Bank <i>Line Description: Overflow</i> | 0000002228 | 0.00 |
| 018317 | 08/23/24 | O | US Bank <i>Line Description: Overflow</i> | 0000002228 | 0.00 |
| 018318 | 08/23/24 | O | US Bank <i>Line Description: Overflow</i> | 0000002228 | 0.00 |
| 018319 | 08/23/24 | O | US Bank <i>Line Description: Overflow</i> | 0000002228 | 0.00 |
| 018320 | 08/23/24 | O | US Bank <i>Line Description: Overflow</i> | 0000002228 | 0.00 |
| 018321 | 08/23/24 | O | US Bank <i>Line Description: Overflow</i> | 0000002228 | 0.00 |
| TOTAL | | | | | 0.00 |

✓ 248,242.87
0.00
✓ 1,259,613.37
✓ 280,801.28
1,788,657.52

Bank: DDP1
Cycle: ADDEP1

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--|-----------------|------------|-------------|
| 018313 | 08/23/24 | P | Kathleen Sapida | 0000029556 | 185.00 |
| | | Line Description: Women Leaders in Law Enf Conf | | | |
| 018314 | 08/23/24 | P | Monique Lopez | 0000030886 | 45.30 |
| | | Line Description: Adult Correctional Officer Trn | | | |
| 018315 | 08/23/24 | P | US Bank | 0000002228 | 248,012.57 |
| | | Line Description: CEAOC Monthly Meeting Lunch | | | |
| | | Business Meeting | | | |
| | | Office Supplies Admin | | | |
| | | Office Supplies Transportation | | | |
| | | CEAOC August Meeting Luncheon | | | |
| | | Monthly Fee-LAT,CC,OCR | | | |
| | | CNG Fuel Unit 340 | | | |
| | | Business Meeting | | | |
| | | 2024 Membership Dues | | | |
| | | HVAC Cleaning Supplies | | | |
| | | Refreshment-Staff | | | |
| | | Refreshments-Employee Picnic | | | |
| | | Stock Pressure Switch | | | |
| | | Coffee-CMO | | | |
| | | Event Supplies | | | |
| | | Office Supplies | | | |
| | | Microphone Adapter | | | |
| | | City Council Meal-7/16/24 | | | |
| | | Promo Items-Raiders Event | | | |
| | | Refreshment-July 3rd Event | | | |
| | | Remarkable Monthly Fee (3) | | | |
| | | Food Containers-Council Mtgs | | | |
| | | Stock Fleet Tools | | | |
| | | Shop Tool-35 Gallon Cady Fuel | | | |
| | | Monthly Fee-New York Times | | | |
| | | Stock-1/2 AC Hose | | | |
| | | 517 Cushion Upholstory | | | |
| | | Stock 1/2 Steel Menders | | | |
| | | Stock- SPDT 40A Relay | | | |

| Payment Ref | Date | Status | Remit To | Remit ID | | Payment Amt |
|-------------|------|-------------------|--------------------------------|----------|--|-------------|
| | | Line Description: | Stocks Fleet Parts/Tools | | | |
| | | | Staples-Office Supplies | | | |
| | | | Mesa Water | | | |
| | | | Office Supplies | | | |
| | | | Membership CMTA | | | |
| | | | Finance Dept Meeting | | | |
| | | | Water Bottles | | | |
| | | | Rideshare-Client | | | |
| | | | iCloud Monthly Fee | | | |
| | | | Everlance Membership | | | |
| | | | Staples-Office Supplies | | | |
| | | | Amazon Prime Monthly Fee | | | |
| | | | BHBH GT-Furniture/Supplies | | | |
| | | | Working Dinner Meeting | | | |
| | | | Certfication Program-Ash | | | |
| | | | Moving Van Fees | | | |
| | | | BHBH GT-Outdoor Shed-Shelter | | | |
| | | | Monthly Charge | | | |
| | | | Monthly Charges | | | |
| | | | Office Equipment | | | |
| | | | Dept Meeting FY End | | | |
| | | | Webinar Registration | | | |
| | | | Econ Forecast Registration | | | |
| | | | Intermediate Gov Registration | | | |
| | | | MA Working Breakfast Meetingq | | | |
| | | | OC Chapter Meeting Registratio | | | |
| | | | Rater Meal | | | |
| | | | Job Posting | | | |
| | | | Rater Meal | | | |
| | | | Retirement Plates | | | |
| | | | New Employee Meet&Greet | | | |
| | | | Cecilia Meeting-Anna McGill | | | |
| | | | Frames-CC Presentation Award | | | |
| | | | PI Comm-Urban Land Institute | | | |
| | | | Job Posting | | | |
| | | | Executive Recruitment | | | |
| | | | Meet & Greet | | | |
| | | | Credit Meet & Greet | | | |
| | | | Executive Recruitment | | | |

| Payment Ref | Date | Status | Remit To | Remit ID | | Payment Amt |
|-------------|------|-------------------|--------------------------------|----------|--|-------------|
| | | Line Description: | Travel-ICMA Conf | | | |
| | | | ICMA Memb Fee-Cecilia | | | |
| | | | ReMarkable Monthly Fee | | | |
| | | | New Employee Meet&Greet | | | |
| | | | Lodging Dep-24 ICMA Conf | | | |
| | | | MMA Conf Reg-Alma/Lidian | | | |
| | | | CCMF Yrly Memb Fee-Cecilia | | | |
| | | | Work Lunch-LoriAnn/Cecilia | | | |
| | | | OCBC/CSUF 30th Conf-Cecilia | | | |
| | | | 24 ICMA Conf Reg-Cecilia/Alma | | | |
| | | | Credit-Cecilia's Class Cancel | | | |
| | | | OCCMA Reg-LoriAnn,Cecilia,Alma | | | |
| | | | Work Lunch-Flag Raising Ceremo | | | |
| | | | Recycling Bins | | | |
| | | | June-OC Div Mtg Reg | | | |
| | | | Avaya Phones-New Offices | | | |
| | | | CAO Overnigght Check Delivery | | | |
| | | | STAR Awards Entries-CMTV | | | |
| | | | Food-Physical Agility Testing | | | |
| | | | Animal Svs-QR Stickers | | | |
| | | | Boarding | | | |
| | | | Dog Food | | | |
| | | | 256GB Flash Drive-SIU Evidence | | | |
| | | | Final Pay-July 4 Dinner-Staff | | | |
| | | | 1 Year Membership Renewal | | | |
| | | | Planning Commission Business M | | | |
| | | | Registration for Best Practice | | | |
| | | | Online Subs | | | |
| | | | Food-July 3rd | | | |
| | | | National Night Promo | | | |
| | | | Phone Cases | | | |
| | | | Pomotional Items | | | |
| | | | 2 Digital Wall Clocks | | | |
| | | | Business Meeting | | | |
| | | | APA Membership | | | |
| | | | 2024 Municipal Mng Assoc. | | | |
| | | | Cannabis Cloud Base Storage | | | |
| | | | Diagramming Applicatin TESSA | | | |
| | | | Bluetooth Speaker Conf Microph | | | |

| Payment Ref | Date | Status | Remit To | Remit ID | | Payment Amt |
|-------------|------|-------------------|--------------------------------|----------|--|-------------|
| | | Line Description: | Memory Foam Office Seat Cushio | | | |
| | | | USB Adapter | | | |
| | | | Coffee Supplies | | | |
| | | | Office Supplies | | | |
| | | | Office Supplies-Heater | | | |
| | | | Software Subs | | | |
| | | | Desk Organizer | | | |
| | | | Office Supplies | | | |
| | | | External Hard Drive | | | |
| | | | Online Learning Subs | | | |
| | | | Credit-Desk Organizer | | | |
| | | | On-Line Learning Subs | | | |
| | | | On-Line Learning Subs | | | |
| | | | Annual Membership | | | |
| | | | Airfare to MISAC Conf | | | |
| | | | Baggage Fee for Flight | | | |
| | | | MISAC Conference Registration | | | |
| | | | Monthly Fee for Online Meeting | | | |
| | | | Water-Conf Room Mtg | | | |
| | | | Employee Recognition Frames | | | |
| | | | HP Laserjet Enterprises Printe | | | |
| | | | Water-Conf Room Mtg | | | |
| | | | Desktop Organizer-Monitors | | | |
| | | | Employee Recognition Walkout | | | |
| | | | Canva Pro-Annual Subscription | | | |
| | | | Screen Protector | | | |
| | | | CAT6 A Cable Qty 95 | | | |
| | | | Mounts for Dispatch | | | |
| | | | July Fee for Queing System | | | |
| | | | Headsets/Cleanser | | | |
| | | | Headset Replacement Parts | | | |
| | | | City Logo Attire For Staff | | | |
| | | | Insect Traps for Ops and Admin | | | |
| | | | Boxes for Remodel Leftover Pts | | | |
| | | | Portable Battery Pack | | | |
| | | | Laundry Supplies-Jail | | | |
| | | | Drinks/Ice-July 4th-PD Staff | | | |
| | | | Fuel for Rental Overhead | | | |
| | | | Fuel for Rental Overhead | | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|------|-------------------|--------------------------------|----------|-------------|
| | | Line Description: | Lunch-Badin Fire | | |
| | | | Dinner-Travel Day Basin Fire | | |
| | | | Tuition-APCO State Conf-2 ppl | | |
| | | | Office Desk Pad | | |
| | | | Coffee-Command Staff Meeting | | |
| | | | Annual Fire Cheifs Demo Derby | | |
| | | | Fuel-Cal Cities Qtrly Board Me | | |
| | | | Cert Certificate Holders | | |
| | | | Cert Class Meeting Snacks | | |
| | | | Water & Gatorade for Sta 2&3 | | |
| | | | Subs-Chief Stefano | | |
| | | | Sta 4 Classroom Supplies | | |
| | | | Dining | | |
| | | | Lodging | | |
| | | | Strike Team Travel Meal | | |
| | | | Strike Team Travel Lodging | | |
| | | | Refund-Amazon | | |
| | | | Range Supplies | | |
| | | | Safety Signs-Range | | |
| | | | Tuition-PC 832-Gomez | | |
| | | | CAHN Memberships-5 people | | |
| | | | Tuition-CHIA Conf-Foxwell | | |
| | | | BoreTech C4 Carbon Remover | | |
| | | | Pistol Light without Laser | | |
| | | | CAHN Training Conf-4 people | | |
| | | | Lodging-Civilian Leadership | | |
| | | | Tuition-Crash Data Retrieval | | |
| | | | Tuition-Crash Reconstruction | | |
| | | | Lodging-DRE Instructor School | | |
| | | | Tuition-Adv ACE-V App-Pacheco | | |
| | | | Bore Tech BTCC C4 Carbon Remov | | |
| | | | Lodging-Sherman Block-Luczkiev | | |
| | | | Registration | | |
| | | | Vehicle Chargers | | |
| | | | Tuition-Simunition Instructor | | |
| | | | Fuel-Basin Fire | | |
| | | | Chow-Travel to Basin Fire | | |
| | | | Tuition-ICS 400-Tripp | | |
| | | | Tuition-PC 290 Tracking-2 ppl | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|------|-------------------|-------------------------------|----------|-------------|
| | | Line Description: | Batteries for B9 | | |
| | | | Fuel Traveling Basin Fire | | |
| | | | Coffee/Meals-Talbert Fire | | |
| | | | EOC Drill-Snacks/Supplies | | |
| | | | CMFR Patches | | |
| | | | Prime Membership | | |
| | | | Flip Book Annual Subs | | |
| | | | File Sharing Membership | | |
| | | | Membership Chief Stefano | | |
| | | | Shower Liner/Curtains Sta 6 | | |
| | | | Car Rental for Wildland Fire | | |
| | | | Events Material | | |
| | | | Apple Credit | | |
| | | | iCloud/Adobe Monthly Fee | | |
| | | | Misc Supplies-MCV | | |
| | | | Traffic Radar Box-Repair | | |
| | | | Traffic Supplies-MCV Fair | | |
| | | | Ice-Employee Recognition | | |
| | | | Table Covers-Events | | |
| | | | Stylus Pen-E-Notes | | |
| | | | Candy-July 3rd Event | | |
| | | | Tables/Chairs/Padded Chair | | |
| | | | Tool Supplies-Fields | | |
| | | | Event Food Supplies | | |
| | | | Office Supplies-Fields | | |
| | | | HDMI Cables-NHCC | | |
| | | | Packing Tape-NHCC | | |
| | | | Oven-Senior Center | | |
| | | | Craft Supp-Movies in Park | | |
| | | | Utility Cart-NHCC | | |
| | | | Coffee Svc Supp-NHCC | | |
| | | | Activity/Craft Supp-Movies in | | |
| | | | Rec Supplies | | |
| | | | Office Furniture | | |
| | | | Refridgerator-SC | | |
| | | | Safety/Health Supplies | | |
| | | | Municipal Mgmt Membership | | |
| | | | Event Supplies | | |
| | | | Office Supplies | | |

Bank: DDP1
Cycle: ADDEP1

| <u>Payment Ref</u> | <u>Date</u> | <u>Status</u> | <u>Remit To</u> | <u>Remit ID</u> | <u>Payment Amt</u> |
|--------------------|-------------|---------------|--------------------------------|-----------------|--------------------|
| | | | <i>Line Description:</i> | | |
| | | | Software-Magazine | | |
| | | | Teen Center Equipment | | |
| | | | Refund | | |
| | | | Teen Center Equipment | | |
| | | | Swimoutlet Membership Fee | | |
| | | | Office Equipment | | |
| | | | Pre-Meeting Food | | |
| | | | Silverware Organizer-Meetings | | |
| | | | Pre-meeting Food | | |
| | | | FVP Small Tools | | |
| | | | FVP Small Tools | | |
| | | | Small Tools | | |
| | | | Small Tools | | |
| | | | Accidental Charge | | |
| | | | Credit-Accidental Charge | | |
| | | | Rec Equip-LEAP | | |
| | | | Maint Equip-BCC | | |
| | | | Health Items-LEAP | | |
| | | | Office Equip-LEAP | | |
| | | | Art&Craft Supp-LEAP | | |
| | | | Prime Video Subscription Renta | | |
| | | | Supplies-Presentations | | |
| | | | Refreshment-Veterans Group | | |
| | | | Spotify/Cricut Monthly Fee | | |
| | | | Rec Equip | | |
| | | | Event Supplies | | |
| | | | Parkink Subscription | | |
| | | | Event Supplies | | |
| | | | Refund | | |
| | | | Teen-Supp/Equip/Furniture/H2O | | |
| | | | VIP Area Supp-July 3rd Event | | |
| | | | Rec Equip-Prog Admin | | |
| | | | Subscript-Prog Admin | | |
| | | | Rec Equip-Day Camp | | |
| | | | Rec Equip-Mobile Rec | | |
| | | | Office Supp-Mobile Rec | | |
| | | | Rec Equip-Youth Sports | | |
| | | | Excusrion Fee-Day Camp 7/11/24 | | |
| | | | Excursion Fee-Day Camp 7/18/24 | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|------|-------------------|--------------------------------|----------|-------------|
| | | Line Description: | July 3rd Event-Refreshements | | |
| | | | Refreshment-Concerts in Park | | |
| | | | Rec Equip | | |
| | | | Rec Equip-Community Gardens | | |
| | | | Supp-Independence Day Event | | |
| | | | Food-Summer Prog Staff | | |
| | | | Excursion Summer Day Camp | | |
| | | | Supp/Food-Concerts in Park | | |
| | | | Rec Equip-Community Gardens | | |
| | | | Entertainment/Food/Supp-July 3 | | |
| | | | Fraudulent Charges | | |
| | | | Portable Charger-Cell Phone Ex | | |
| | | | Storage Bins-Take Home Vehicle | | |
| | | | Drone Reg-FAA | | |
| | | | Speakers-Drone | | |
| | | | Fraudulent Charges | | |
| | | | Food-Drone Practice | | |
| | | | Food/Supp-ROCKS | | |
| | | | Rec Equip-ROCKS | | |
| | | | Excursions-ROCKS | | |
| | | | Safety Items-ROCKS | | |
| | | | Arst&Craft Supp-ROCKS | | |
| | | | Office Supplies-ROCKS | | |
| | | | Drawing Supplies-ROCKS | | |
| | | | Fraudulent Charge | | |
| | | | Fraudulent Charge | | |
| | | | Arts&Crafts-Day Camp | | |
| | | | Rec Equipment-Day Camp | | |
| | | | Excursion Fees-Day Camp | | |
| | | | Office Supplies-Day Camp | | |
| | | | Food-Veterans Social Group | | |
| | | | Excursion Fee | | |
| | | | Office Supplies | | |
| | | | Sm Tools/Equip-DRC | | |
| | | | Food/Supp-Teen Camp | | |
| | | | Sm Tools/Equip-Teen Camp | | |
| | | | Rec Equip | | |
| | | | Excursions | | |
| | | | Office Supplies | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|------|-------------------|--------------------------------|----------|--------------|
| | | Line Description: | Credit-Excursion | | |
| | | | Sm Tools/Equip-DRC | | |
| | | | Food/Supp-Teen Camp | | |
| | | | Promo Items-Wristbands | | |
| | | | SC Events&Entertainment | | |
| | | | Excursions Beach Parking | | |
| | | | Rec Equip-DAC Summer Luau | | |
| | | | Certifications-Aquatic Staff | | |
| | | | Small Tools-DAC | | |
| | | | Office Supplies-DRC | | |
| | | | Movie Licenses-Special Events | | |
| | | | Rec Equip-DAC-Luau,Movie Night | | |
| | | | Registration Form-Subscription | | |
| | | | Refreshment-Congregate Lunch | | |
| | | | Refreshment/Supp-July 3rd Even | | |
| | | | Supplies-Camera | | |
| | | | Raffles-Mothers Day | | |
| | | | Supplies-Craft Classes | | |
| | | | Supplies-Movies in Park | | |
| | | | Supplies-Special Events | | |
| | | | Refreshment/Supp-July 3rd Even | | |
| | | | Teen Center Equipment | | |
| | | | Planters-Senior Center | | |
| | | | Zebra Athletics | | |
| | | | Vendor-Field Equipment | | |
| | | | Lunch Mtg-Arts Commissioner | | |
| | | | Center Office Decor | | |
| | | | Supp-July 3rd Event | | |
| | | | Office Decor/Patio Lock Replac | | |
| | | | Independence Day Food | | |
| | | | Centenarian Celebration Refres | | |
| | | | Sp Event Equip-Lions Park | | |
| | | | Rec Equip-DAC | | |
| | | | CDL Test-Teen Staff | | |
| | | | Event Equip-Teen Center | | |
| | | | Special Event Movie License | | |
| TOTAL | | | | | \$248,242.87 |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|---|------------|-------------|
| 0249753 | 08/23/24 | P | Advantage Color Graphics | 0000025397 | 20,963.11 |
| | | | Line Description: Spotlight Rec Guide-Fall 2024 | | |
| 0249754 | 08/23/24 | P | BrightView Landscape Services Inc | 0000026055 | 204,688.25 |
| | | | Line Description: Landscape Maint Svc-Jul 2024 | | |
| 0249755 | 08/23/24 | P | CDW Government Inc | 0000005402 | 26,137.16 |
| | | | Line Description: COMPUTER EQUIPMENT | | |
| | | | Sales Tax 7.75% | | |
| | | | HP Laserjet Pro | | |
| | | | SOFTWARE LICENSE / MAINTENANCE | | |
| | | | ELECTRONIC EQUIPMENT | | |
| 0249756 | 08/23/24 | P | Cabco Yellow Inc | 0000028576 | 69,714.00 |
| | | | Line Description: Medical Transptn-June 2024 | | |
| | | | Sr Mobility Prog-Apr 2024 | | |
| | | | Medical Transptn-Apr 2024 | | |
| | | | Medical Transptn-Mar 2024 | | |
| | | | Sr Mobility Prog-June 2024 | | |
| 0249757 | 08/23/24 | P | Charter Communications | 0000011202 | 19,221.71 |
| | | | Line Description: Corp Yard Network Svs | | |
| | | | City Hall Internet Svs | | |
| | | | Fire Sta #1 Network Svs | | |
| | | | Fire Sta #2 Network Svs | | |
| | | | Fire Sta #3 Network Svs | | |
| | | | Fire Sta #4 Network Svs | | |
| | | | Fire Sta #6 Network Svs | | |
| | | | Parks Admin Network Svs | | |
| | | | Bridge Shelter Video Svs | | |
| | | | CH Basement Internet Svs | | |
| | | | PD Warehouse Network Svs | | |
| | | | Senior Center Network Svs | | |
| | | | Bridge Shelter Network Svs | | |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | <i>Line Description:</i> Bridge Shelter Public WiFi SCP Substation Network Svs Code Enforcement Network Svs Parks @ Corp Yard Public WiFi Fire Sta #4 Internet/Video Svs Senior Center Internet/Video S City Hall Public WiFi City Hall Network Svs West Side Substation Network S City Hall Video Svs CH Hub Network Svs NHCC Public WiFi NHCC Network Svs DRC Internet Svs DRC Network Svs BCC Network Svs PD Public WiFi PD Video Svs Library Public WiFi | | |
| 0249758 | 08/23/24 | P | City Net | 0000029222 | 32,074.75 |
| | | | <i>Line Description:</i> Outreach Srvs June 2024 | | |
| 0249759 | 08/23/24 | P | D & R Office Works Inc | 0000029056 | 22,859.60 |
| | | | <i>Line Description:</i> LABOR-RELOCATE ADDITIONAL ITEMS DELIVERY & INSTALLATION SALES TAX (7.75%) OFFICE FURNITURE OFFICE FURNITURE SALES TAX (7.75%) DELIVERY & INSTALLATION OFFICE FURNITURE SALES TAX (7.75%) DELIVERY & INSTALLATION LABOR-RELOCATE ADDITIONAL ITEMS | | |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|-------------------|--|------------|-------------|
| 0249760 | 08/23/24 | P | Endemic Environmental Services Inc | 0000021277 | 30,240.00 |
| | | Line Description: | FVP Wetland Maint 47/1-7/15/24 FVP Wetland Maint 7/16-7/31/24 | | |
| 0249761 | 08/23/24 | P | FALCK MOBILE HEALTH CORP. | 0000019807 | 191,825.50 |
| | | Line Description: | Ambulance Svc 7/16-7/31/21 Ambulance Svc 7/1-7/15/24 | | |
| 0249762 | 08/23/24 | P | IGM Technology Corp | 0000029367 | 27,155.00 |
| | | Line Description: | Gravity Software Sep 2024-25 | | |
| 0249763 | 08/23/24 | P | LINA | 0000015623 | 34,015.33 |
| | | Line Description: | LTD Ins Prem Aug 24 Voluntary Life Ins Prem Aug 24 Active Life/AD&D Ins Prem Aug Retiree Life Ins Prem Aug 24 | | |
| 0249764 | 08/23/24 | P | Mercy House | 0000003138 | 336,486.93 |
| | | Line Description: | MH Rental Q4 | | |
| 0249765 | 08/23/24 | P | Orange County Treasurer Tax Collector | 0000003489 | 23,929.75 |
| | | Line Description: | AFIS Fee-Jul 2024 Prkng Citation July 2024 | | |
| 0249766 | 08/23/24 | P | Priceless Pet Rescue | 0000026000 | 40,000.00 |
| | | Line Description: | Animal Shelter Adoption Aug24 | | |
| 0249767 | 08/23/24 | P | The Intersect Group, LLC | 0000030170 | 15,447.79 |
| | | Line Description: | Temp Alexis L Week End 7/18 Temp Dustin C Week End 7/18 | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|-------------------|---|------------|-------------|
| | | Line Description: | Temp Dusin C Week End 7/26 Temp Alexis L Week End 7/25 Temp Alexis L Week End 8/8 Temp Dustin C Week End 8/1 Temp Alexis L Week End 8/1 Temp Dustin C Week End 8/9 Temp Alexis L Week End 7/11 Temp Aleixs L Week End 7/3 Temp Dusin C Week End 7/3 Temp Dusin C Week End 7/12 | | |
| 0249768 | 08/23/24 | P | Waxie Sanitary Supply | 0000004480 | 17,858.31 |
| | | Line Description: | Sanitary Supplies Sanitary Supplies Sanitary Supplies | | |
| 0249769 | 08/23/24 | P | West Coast Arborists Inc | 0000004498 | 38,804.45 |
| | | Line Description: | Tree Maint Srvs 7/1-7/15/24 | | |
| 0249770 | 08/23/24 | P | AT & T | 0000001107 | 3,504.80 |
| | | Line Description: | Smallwood Park Wakeham Park Estancia Park Outgoing Trunk Line DID Trunk Line PD Emergency Line TeWinkle Park Cool Line for PD DRC Alarm IT Computer Room 800 Mhz Radio Link | | |
| 0249771 | 08/23/24 | P | All Traffic Solutions Inc | 0000025936 | 444.69 |
| | | Line Description: | Solar Panel, Power Cord, Cable | | |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|-------------------|----------------------------------|------------|-------------|
| 0249772 | 08/23/24 | P | Animal Care Equipment & Services | 0000005378 | 53.00 |
| | | Line Description: | Sales Tax 7.75% | | |
| | | | Gloves | | |
| | | | Sale & Use Tax Payable | | |
| 0249773 | 08/23/24 | P | Avaya Inc | 0000009044 | 6,614.09 |
| | | Line Description: | Maint 1/1/24-12/31/24 | | |
| | | | Maint 1/1/24-12/31/24 | | |
| | | | Maint 1/1/24-12/31/24 | | |
| | | | Maint 1/1/24-12/31/24 | | |
| | | | Maint 1/1/24-12/31/24 | | |
| | | | Maint 1/1/24-12/31/24 | | |
| | | | Maint 1/1/24-12/31/24 | | |
| | | | Maint 1/1/24-12/31/24 | | |
| 0249774 | 08/23/24 | P | BC Traffic Specialist | 0000022225 | 5,608.45 |
| | | Line Description: | Delivery Charge | | |
| | | | Sales Tax 7.75% | | |
| | | | Message Board Rental for 7/4/2 | | |
| 0249775 | 08/23/24 | P | Builtall | 0000030419 | 11,297.69 |
| | | Line Description: | Retention Proj #22-09 | | |
| 0249776 | 08/23/24 | P | Certified Transportation Service | 0000015380 | 2,259.88 |
| | | Line Description: | Shuttle Svc-7/30/24 | | |
| 0249777 | 08/23/24 | P | Clearview AI Inc | 0000029702 | 5,495.00 |
| | | Line Description: | Facial Recognition Software-In | | |
| 0249778 | 08/23/24 | P | Costa Mesa Lock & Key | 0000001817 | 301.77 |
| | | Line Description: | Shelter Remove Stuck Key | | |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | <i>Line Description:</i> Park Master Duplicate Keys Lock & Key Services | | |
| 0249779 | 08/23/24 | P | County of Orange | 0000007209 | 451.43 |
| | | | <i>Line Description:</i> Radio Repair-Nov 23 | | |
| 0249780 | 08/23/24 | P | Demetrius Mayhand | 0000030111 | 90.00 |
| | | | <i>Line Description:</i> Basketball Referee-8/19/24 | | |
| 0249781 | 08/23/24 | P | ECKERSALL LLC | 0000025412 | 990.00 |
| | | | <i>Line Description:</i> Sr GIS Analyst 5/16-6/30/24 | | |
| 0249782 | 08/23/24 | P | EEC Environmental | 0000030666 | 11,760.28 |
| | | | <i>Line Description:</i> Aboveground Storage Tank | | |
| 0249783 | 08/23/24 | P | ERC Roofing & Waterproofing | 0000030077 | 3,687.00 |
| | | | <i>Line Description:</i> Retention FS #6 Roofing Proj | | |
| 0249784 | 08/23/24 | P | Enercalc Inc | 0000029320 | 1,545.00 |
| | | | <i>Line Description:</i> SEL Annual Subscription | | |
| 0249785 | 08/23/24 | P | Entrust Janitorial LLC | 0000030309 | 1,025.00 |
| | | | <i>Line Description:</i> Janitorial Svcs @ 3190 Airport | | |
| 0249786 | 08/23/24 | P | Farhan Chowdhury | 0000030269 | 60.00 |
| | | | <i>Line Description:</i> Basketball Referee-8/14/24 | | |
| 0249787 | 08/23/24 | P | Galls LLC | 0000002297 | 2,563.29 |
| | | | <i>Line Description:</i> Uniform-Trevino | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | Line Description: Uniform-Gomez Uniform-Yanik Uniform-Davis Uniform-Harbert Uniforvm-Decker Uniform-Pacheco | | |
| 0249788 | 08/23/24 | P | Hinderliter De Llamas & Associates | 0000002537 | 14,833.95 |
| | | | Line Description: Sales Tax Sale Tax Audit Jul-Sep 2024 | | |
| 0249789 | 08/23/24 | P | James A Brown | 0000024426 | 918.00 |
| | | | Line Description: BCJ240 Procedures in Justice BCJ230 Criminal Investigation | | |
| 0249790 | 08/23/24 | P | James Snordan | 0000029974 | 60.00 |
| | | | Line Description: Basketball Referee-8/14/24 | | |
| 0249791 | 08/23/24 | P | Kellys Pool Service | 0000013443 | 270.00 |
| | | | Line Description: Pool Maintenance Svc-Aug 24 | | |
| 0249792 | 08/23/24 | P | Knorr Systems Inc | 0000005036 | 2,597.50 |
| | | | Line Description: Pool Chemical Pool Chemical Pool Chemical Pool Chemical Pool Chemical | | |
| 0249793 | 08/23/24 | P | Loomis | 0000019082 | 860.10 |
| | | | Line Description: ARMORED CAR SERVICES July 24 | | |
| 0249794 | 08/23/24 | P | McMaster Carr Supply Company | 0000003118 | 1,397.73 |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | Line Description: Stock-Wear Resistant Web Sling | | |
| 0249795 | 08/23/24 | P | MetLife Legal Plans Inc | 0000014707 | 4,371.00 |
| | | | Line Description: MetLife Legal Aug 2024 | | |
| 0249796 | 08/23/24 | P | Mike Raahauges Shooting Enterprises | 0000006853 | 75.00 |
| | | | Line Description: Range Fees for SWAT July 2024 | | |
| 0249797 | 08/23/24 | P | Noah Holland Torgeson | 0000030405 | 300.00 |
| | | | Line Description: DJ SERVICES-8/9/24 | | |
| 0249798 | 08/23/24 | P | Power Products Unlimited Inc | 0000021904 | 2,958.44 |
| | | | Line Description: Motorola Radio Batteries | | |
| | | | Sales Tax 7.75% | | |
| | | | Shipping Fee | | |
| 0249799 | 08/23/24 | P | SAP America Inc | 0000028709 | 3,303.17 |
| | | | Line Description: SAP MAINTENANCE AND SUPPORT | | |
| 0249800 | 08/23/24 | P | Santa Monica UCLA Medical Center | 0000027179 | 1,029.00 |
| | | | Line Description: Victim Physical | | |
| 0249801 | 08/23/24 | P | Sean Simon | 0000029869 | 60.00 |
| | | | Line Description: Basketball Referee 8/21/24 | | |
| 0249802 | 08/23/24 | P | Southern California Edison Company | 0000004088 | 530.11 |
| | | | Line Description: 2944 Bristol 7/17-8/14/24 | | |
| | | | 1040 Paularino 7/18-8/15/24 | | |
| | | | 1560 Adams 7/15-8/12/24 | | |
| | | | 2612 Harbor PED 7/17-8/14/24 | | |
| | | | 360 Ogle 7/12-8/11/24 | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|-------------------|--|------------|----------------|
| | | Line Description: | Prez Park 7/15-8/12/24 410 Merrimac PED 7/12-8/11/24 | | |
| 0249803 | 08/23/24 | P | Southern California Shredding Inc | 0000025605 | 185.00 |
| | | Line Description: | On-Site Shredding July 2024 On-Site Shredding Services HR | | |
| 0249804 | 08/23/24 | P | State of California Dept of Justice | 0000001534 | 490.00 |
| | | Line Description: | Livescan | | |
| 0249805 | 08/23/24 | P | Terrell Thorogood | 0000030424 | 180.00 |
| | | Line Description: | Basketball Referee-8/12/24 Basketball Referee-8/19/24 | | |
| 0249806 | 08/23/24 | P | The Counseling Team International | 0000026352 | 400.00 |
| | | Line Description: | Pre Employment Psych Evals | | |
| 0249807 | 08/23/24 | P | Time Warner Cable | 0000011202 | 31.74 |
| | | Line Description: | Cable Services-City Hall | | |
| 0249808 | 08/23/24 | P | US Bank | 0000002228 | 7,305.54 |
| | | Line Description: | Payroll Deduction 24-16 | | |
| 0249809 | 08/23/24 | P | Verizon Wireless | 0000008717 | 8,284.08 |
| | | Line Description: | Subnet Broadband 6/18-7/17/24 WIRELESS PHONE 6/18-7/17/24 | | |
| TOTAL | | | | | \$1,259,613.37 |

Bank: CITY
Cycle: AMNUAL

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|---|----------|--------|-------------|------------|--------------|
| 0249810 | 08/23/24 | P | Mercy House | 0000003138 | 280,801.28 |
| Line Description: CMBS Operations June 2024 | | | | | |
| TOTAL | | | | | \$280,801.28 |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Cancel Date | Status | Remit To | Remit ID | Payment Date | Payment Amt |
|---|-------------|--------|-----------------------------|------------|--------------|---------------|
| 0249600 | 8/29/2024 | V | Daivd See | 0000030879 | 08/09/24 | (3,800.00) |
| Line Description: Altered payee name. Payment returned. | | | | | | |
| 0249669 | 8/29/2024 | V | Consolidated Office Systems | 0000018680 | 08/16/24 | (44,289.53) |
| Line Description: Fraudulent chec. Altered payee name. | | | | | | |
| TOTAL | | | | | | (\$48,089.53) |

✓ 351,562.48
✓ 608.08
✓ (3,800.00)
✓ (44,289.53)
✓ 26,359.67
✓ 20,832.65
✓ 21,632.89

372,906.24

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|---|----------|--------|-----------------------------------|------------|-------------|
| 0249811 | 08/30/24 | P | Affant Communication | 0000013540 | 49,141.55 |
| <i>Line Description:</i> Network Maint 8/1/24-7/31/25 | | | | | |
| 0249812 | 08/30/24 | P | Consolidated Office Systems | 0000018680 | 44,289.53 |
| <i>Line Description:</i> Labor | | | | | |
| Long Power Infeed Cords-Black | | | | | |
| Versteel Flip Top Tables | | | | | |
| Project Mgmt Fee | | | | | |
| Sales Tax 7.75% | | | | | |
| Shipping Fee | | | | | |
| Labor | | | | | |
| Long Power Infeed Cords-Black | | | | | |
| Versteel Flip Top Tables | | | | | |
| Project Mgmt Fee | | | | | |
| Sales Tax 7.75% | | | | | |
| Shipping Fee | | | | | |
| Shipping Fee | | | | | |
| Sales Tax 7.75% | | | | | |
| Project Mgmt Fee | | | | | |
| Versteel flip top tables w/cas | | | | | |
| Labor | | | | | |
| Shipping Fee | | | | | |
| Sales Tax 7.75% | | | | | |
| Project Mgmt Fee | | | | | |
| Versteel flip top tables w/cas | | | | | |
| Labor | | | | | |
| 0249813 | 08/30/24 | P | Pinnacle Petroleum, Inc | 0000029315 | 24,525.35 |
| <i>Line Description:</i> Unleaded Fuel PD | | | | | |
| 0249814 | 08/30/24 | P | Vigilant LLC | 0000024878 | 23,100.00 |
| <i>Line Description:</i> CYBERDNA ALERTING & SUBSCRIPTI | | | | | |
| 0249815 | 08/30/24 | P | Wetlands and Wildlife Care Center | 0000030237 | 15,875.00 |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | Line Description: Wildlife Intakes 4/1-6/30/24 | | |
| 0249816 | 08/30/24 | P | AT & T | 0000001107 | 117.70 |
| | | | Line Description: Internet-Fleet Svs 8/15-9/14/2 | | |
| 0249817 | 08/30/24 | P | AT & T | 0000001107 | 2,031.46 |
| | | | Line Description: 2310 Placentia Irrigation | | |
| | | | Balearic Center Fax | | |
| | | | Local Usage | | |
| | | | Senior Center Elevator | | |
| | | | Lions Park | | |
| | | | Senior Center Fire Alarm Syste | | |
| | | | Fire Sta#1 Fire Alarm System | | |
| | | | Senior Center Fire Alarm Syste | | |
| 0249818 | 08/30/24 | P | AT & T | 0000001107 | 166.15 |
| | | | Line Description: 911 Cama Trunks 8/14-9/13/24 | | |
| 0249819 | 08/30/24 | P | AVNI Enterprises Inc | 0000030676 | 3,213.54 |
| | | | Line Description: Parts for Fire Apparatus on an | | |
| | | | Parts for Fire Apparatus on an | | |
| | | | Parts for Fire Apparatus on an | | |
| | | | Parts for Fire Apparatus on an | | |
| | | | Parts for Fire Apparatus on an | | |
| | | | Parts for Fire Apparatus on an | | |
| 0249820 | 08/30/24 | P | Amber Gregg, Inc dba Community Catalyst | 0000030590 | 8,000.00 |
| | | | Line Description: Affordable Housing Ordinance | | |
| 0249821 | 08/30/24 | P | Angel Auto Spa LLC | 0000027465 | 3,574.97 |
| | | | Line Description: CMPD Car Wash-Jul 2024 | | |
| | | | City Car Wash-Jul 2024 | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| 0249822 | 08/30/24 | P | BC Traffic Specialist | 0000022225 | 937.46 |
| | | | Line Description: Safety Barricades | | |
| 0249823 | 08/30/24 | P | Beginners Edge Sports Training LLC | 0000027270 | 3,837.60 |
| | | | Line Description: Instructor Payment-Summer 24 | | |
| 0249824 | 08/30/24 | P | Blue Cosmo | 0000026920 | 684.92 |
| | | | Line Description: Satellite Phone Svcs-Aug 2024 | | |
| 0249825 | 08/30/24 | P | Buxton | 0000027731 | 4,175.44 |
| | | | Line Description: Economic Dev Package - SCOUT T | | |
| 0249826 | 08/30/24 | P | CBE | 0000015149 | 3.22 |
| | | | Line Description: Copier Maint 6/20-7/19/24 | | |
| 0249827 | 08/30/24 | P | California Barricade Rentals Inc | 0000008704 | 5,161.43 |
| | | | Line Description: Traffic Equipment Rental | | |
| 0249828 | 08/30/24 | P | Costa Mesa Lock & Key | 0000001817 | 581.56 |
| | | | Line Description: Locksmith Svc Lock & Key Svc | | |
| 0249829 | 08/30/24 | P | David Etnire | 0000030919 | 150.00 |
| | | | Line Description: Basketball Referee-8/12/24 Basketball Referee 8/21/24 | | |
| 0249830 | 08/30/24 | P | Dell Marketing LP | 0000001963 | 5,703.51 |
| | | | Line Description: Sales Tax 7.75% | | |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | Line Description: Precision 3680 Tower | | |
| 0249831 | 08/30/24 | P | Demetrius Mayhand | 0000030111 | 90.00 |
| | | | Line Description: Basketball Referee 8/26/24 | | |
| 0249832 | 08/30/24 | P | Elysian Arts & Events, LLC | 0000030538 | 3,002.35 |
| | | | Line Description: Instructor Payment-Summer 24 | | |
| 0249833 | 08/30/24 | P | Endemic Environmental Services Inc | 0000021277 | 1,710.00 |
| | | | Line Description: Environmental Study @ Fairview | | |
| 0249834 | 08/30/24 | P | Fed Ex | 0000002190 | 8.78 |
| | | | Line Description: Ground Delivery | | |
| 0249835 | 08/30/24 | P | Galls LLC | 0000002297 | 3,131.54 |
| | | | Line Description: Safety Vest-Bradbury | | |
| | | | Uniform-Munoz | | |
| | | | Uniform-Wirtzer | | |
| | | | Uniform-Damato | | |
| | | | Uniform-Elisarrarz | | |
| 0249836 | 08/30/24 | P | Grainger | 0000002393 | 3,933.43 |
| | | | Line Description: Tools | | |
| | | | Tools | | |
| | | | Tools | | |
| | | | Tools | | |
| | | | Hardware | | |
| | | | Hardware | | |
| | | | Hardware | | |
| | | | Hardware | | |
| | | | Hardware | | |
| | | | Diaphragm Pump | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|-------------------|--|------------|-------------|
| 0249837 | 08/30/24 | P | Irv Seaver Motorcycles | 0000010272 | 1,294.00 |
| | | Line Description: | Helmet Credit Helmet-Gomez Helmet-Rosado Helmet-Rosado | | |
| 0249838 | 08/30/24 | P | Long Beach BMW | 0000015745 | 2,249.42 |
| | | Line Description: | 623-Run in Service Shop Supply 628-Run in Service | | |
| 0249839 | 08/30/24 | P | Los Angeles Times | 0000003000 | 7,915.71 |
| | | Line Description: | Legal Publications July 24 Classified Listings Online | | |
| 0249840 | 08/30/24 | P | McFadden Accessories | 0000030917 | 598.13 |
| | | Line Description: | Chrysler Pacifica Keys-#766 | | |
| 0249841 | 08/30/24 | P | Merrimac Energy Group | 0000021566 | 11,945.98 |
| | | Line Description: | Diesel Fuel Fire Sta#2 Diesel Fuel Fire Sta#5 Diesel Fuel FireSta #6 Diesel Fuel Fire Sta#1 Diesel Fuel CorpYard | | |
| 0249842 | 08/30/24 | P | Mesa Hose & Supply | 0000003146 | 701.96 |
| | | Line Description: | Hoses-#520 Hoses | | |
| 0249843 | 08/30/24 | P | Nicholas Thaler Ph D ABPP | 0000030920 | 6,500.00 |
| | | Line Description: | Fit for Duty Exam-Safety | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| 0249844 | 08/30/24 | P | Orange County Museum of Art | 0000017995 | 10,000.00 |
| | | | Line Description: OCMA WORKSHOP TICKETS | | |
| 0249845 | 08/30/24 | P | Pacific Chorale | 0000025719 | 9,000.00 |
| | | | Line Description: TICKETS | | |
| 0249846 | 08/30/24 | P | Pacific Medical Waste | 0000029793 | 191.55 |
| | | | Line Description: Biohazard Disposal July 2024 | | |
| 0249847 | 08/30/24 | P | Pat Hill | 0000002532 | 455.00 |
| | | | Line Description: Instructor Payment-Summer 24 | | |
| 0249848 | 08/30/24 | P | Paulette Suiter | 0000026820 | 91.00 |
| | | | Line Description: Instructor Payment-Summer 24 | | |
| 0249849 | 08/30/24 | P | Performance Truck Repair Inc | 0000030587 | 999.63 |
| | | | Line Description: 526-Starter | | |
| 0249850 | 08/30/24 | P | Philharmonic Society of Orange County | 0000030547 | 9,004.00 |
| | | | Line Description: TICKETS | | |
| 0249851 | 08/30/24 | P | Prudential Overall Supply | 0000025480 | 396.40 |
| | | | Line Description: PD Towel Svc-July 2024 | | |
| 0249852 | 08/30/24 | P | Quadient Inc | 0000028798 | 8,658.31 |
| | | | Line Description: Quadient Credit August 24 | | |

Bank: CITY
Cycle: AWKLY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| 0249853 | 08/30/24 | P | Samuel Helm | 0000030913 | 1,980.72 |
| | | | Line Description: Refund Ambulance Fee | | |
| 0249854 | 08/30/24 | P | Scott Fazekas & Associates Inc | 0000003961 | 8,763.51 |
| | | | Line Description: Consulting Plan Check Srvs | | |
| 0249855 | 08/30/24 | P | Sean Simon | 0000029869 | 90.00 |
| | | | Line Description: Basketball Referee 8/26/24 | | |
| 0249856 | 08/30/24 | P | See's Development Advisors | 0000030879 | 3,800.00 |
| | | | Line Description: Refund Permit PMCP-24-0007 | | |
| | | | Refund Permit PMCP-24-0007 | | |
| 0249857 | 08/30/24 | P | Skyhawks Sports Academy LLC | 0000004040 | 1,019.20 |
| | | | Line Description: Instructor Payment-Summer 24 | | |
| 0249858 | 08/30/24 | P | So Cal Sandbags Inc | 0000024349 | 4,451.88 |
| | | | Line Description: Infield Mix for Ballfield Reno | | |
| 0249859 | 08/30/24 | P | South Coast Emergency Vehicle Services | 0000003643 | 3,839.93 |
| | | | Line Description: Stock-Seat Belts | | |
| 0249860 | 08/30/24 | P | Southern California Edison Company | 0000004088 | 4,480.55 |
| | | | Line Description: Medians 6/8-7/6/24 | | |
| | | | FS#1 7/23-8/20/24 | | |
| | | | 3190 Airport Loop 8/9-8/19/24 | | |
| | | | 555 1/2 Paularino 7/24-8/21/24 | | |
| | | | 735 Baker 7/23-8/20/24 | | |
| | | | Medians-Billing Corrections | | |
| | | | St Light Loan ID 8690 | | |
| | | | 3120 Manistee 7/24-8/21/24 | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|-------------------|---|------------|-------------|
| 0249861 | 08/30/24 | P | Southern California Gas Company | 0000004092 | 3,574.70 |
| | | Line Description: | NHCC 7/18-8/19/24 Pool 7/18-8/19/24 Sr Ctr 7/18-8/19/24 DRC 7/18-8/19/24 721 James 7/18-8/19/24 717 James 7/18-8/19/24 3175 Airway 7/9-8/8/24 FS#2 7/22-8/21/24 BCC 7/23-8/22/24 Comm 7/19-8/20/24 2310 Placentia 7/19-8/20/24 2300 Placentia 2 7/19-8/20/24 PD 7/19-8/20/24 FS#4 7/19-8/20/24 FS#1 7/23-8/22/24 FS#5 7/19-8/20/24 567 W 18th 7/18-8/19/24 FS#3 7/18-8/19/24 | | |
| 0249862 | 08/30/24 | P | Talimar Systems Inc | 0000025939 | 1,322.91 |
| | | Line Description: | Cubicle Remodels, Partitions & | | |
| 0249863 | 08/30/24 | P | The Intersect Group, LLC | 0000030170 | 2,553.28 |
| | | Line Description: | Temp Dustin C Week End 8/15 Temp Alexis L Week End 8/15 | | |
| 0249864 | 08/30/24 | P | The Lincoln National Life Insurance Co | 0000030039 | 12,865.16 |
| | | Line Description: | Accident Ins Aug 2024 Critical Illness Aug 2024 | | |
| 0249865 | 08/30/24 | P | Townsend Public Affairs Inc | 0000021510 | 6,500.00 |
| | | Line Description: | Legislative Consulting Aug 24 | | |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|--------------|
| 0249866 | 08/30/24 | P | Tropical Acai & Juicery | 0000029628 | 1,875.00 |
| | | | Line Description: Health & Wellness 9/16/24 | | |
| 0249867 | 08/30/24 | P | US Postal Service | 0000004376 | 10,000.00 |
| | | | Line Description: Postage Meter | | |
| 0249868 | 08/30/24 | P | USI Inc | 0000005890 | 481.64 |
| | | | Line Description: LAMINATING MATERIALS Aug | | |
| 0249869 | 08/30/24 | P | Verizon Wireless | 0000008717 | 3,404.09 |
| | | | Line Description: WIRELESS PHONE 7/18-7/17/24 | | |
| | | | WIRELESS PHONE 7/18-8/17/24 | | |
| 0249870 | 08/30/24 | P | Vulcan Materials Company | 0000007403 | 1,934.49 |
| | | | Line Description: Asphalt | | |
| | | | Asphalt | | |
| | | | Asphalt | | |
| | | | Asphalt | | |
| | | | Asphalt | | |
| | | | Asphalt | | |
| | | | Asphalt | | |
| 0249871 | 08/30/24 | P | Waxie Sanitary Supply | 0000004480 | 531.44 |
| | | | Line Description: Sanitary Supply | | |
| | | | Sanitary Supply | | |
| 0249872 | 08/30/24 | P | West Coast Dance Arts | 0000021602 | 946.40 |
| | | | Line Description: Instructor Payment-Summer 24 | | |
| TOTAL | | | | | \$351,562.48 |

Bank: CITY
Cycle: APAY

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|--|----------|--------|--------------------------------|------------|-------------|
| 0249873 | 08/30/24 | P | CalPERS Long-Term Care Program | 0000006287 | 85.42 |
| <i>Line Description:</i> Payroll Deduction 24-18 | | | | | |
| 0249874 | 08/30/24 | P | State of California | 0000001546 | 522.66 |
| <i>Line Description:</i> Payroll Deduction 24-18 | | | | | |
| TOTAL | | | | | \$608.08 |

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|---|------------|-------------|
| 018322 | 08/30/24 | P | Anna Acosta | 0000030861 | 20.98 |
| | | | Line Description: Dept Meeting | | |
| 018323 | 08/30/24 | P | Anthony Melendez | 0000026153 | 115.50 |
| | | | Line Description: Gang Conference | | |
| 018324 | 08/30/24 | P | Ariana Pacheco | 0000029994 | 81.09 |
| | | | Line Description: Examination of Simultaeous | | |
| 018325 | 08/30/24 | P | Bryce Beck | 0000030898 | 416.00 |
| | | | Line Description: EVOC | | |
| 018326 | 08/30/24 | P | Candyce McMorris | 0000026552 | 276.50 |
| | | | Line Description: K9 Cop Working Dog Conf | | |
| 018327 | 08/30/24 | P | Chad Pregizer | 0000020226 | 250.00 |
| | | | Line Description: Paramedic License Renewal | | |
| 018328 | 08/30/24 | P | Diego Palemonte | 0000030916 | 53.00 |
| | | | Line Description: Class C Drviers License Fee | | |
| 018329 | 08/30/24 | P | Dustin Fay | 0000027733 | 333.00 |
| | | | Line Description: Drug Recognition Expert | | |
| 018330 | 08/30/24 | P | Eloisa Peralta | 0000026154 | 185.00 |
| | | | Line Description: Women Leadership in Law Enf | | |
| 018331 | 08/30/24 | P | Enterprise Rent A Car | 0000002131 | 5,754.62 |
| | | | Line Description: Undercover Rental Car | | |

Bank: DDP1
Cycle: ADDEP1

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| | | | Line Description: Undercover Rental Car | | |
| | | | Undercover Rental Car | | |
| | | | Undercover Rental Car | | |
| 018332 | 08/30/24 | P | Guyon Foxwell | 0000029370 | 1,250.00 |
| | | | Line Description: College TuitionReimb Jul-Aug24 | | |
| 018333 | 08/30/24 | P | Jason Santos | 0000026332 | 310.50 |
| | | | Line Description: Auto Theft Investigation Semin | | |
| 018334 | 08/30/24 | P | Jasper Luque | 0000030897 | 150.00 |
| | | | Line Description: Medical Clearance | | |
| | | | Law of Arrest | | |
| 018335 | 08/30/24 | P | Jeremy Hermes | 0000030915 | 56.47 |
| | | | Line Description: Adv Counter Terroism | | |
| 018336 | 08/30/24 | P | Jesse Chartier | 0000023836 | 276.50 |
| | | | Line Description: K9 Cop Working Dog Conf | | |
| 018337 | 08/30/24 | P | Jones Mayer | 0000014653 | 16,377.59 |
| | | | Line Description: #124380-Mood | | |
| | | | 124381-Munoz | | |
| | | | #124372-AAA Martindale | | |
| | | | #124377-DBO Invest | | |
| | | | #124378-Harnandez | | |
| | | | #124376-Cervantes | | |
| | | | #124382-Murtaugh | | |
| | | | #124384-Niles | | |
| | | | #124373-Atalla | | |
| | | | #124374-Becker | | |
| | | | #124383-Nasiri | | |
| | | | #124386-Querry | | |

Bank: DDP1
Cycle: ADDEP1

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|---|------------|-------------|
| | | | Line Description: #124387-Rivera #124375-Carrera #124379-Hurtado #124385-Pderson | | |
| 018338 | 08/30/24 | P | Jose Soto | 0000029602 | 115.50 |
| | | | Line Description: Gang Conference | | |
| 018339 | 08/30/24 | P | Madison Bowman | 0000030896 | 32.00 |
| | | | Line Description: Radar Operator | | |
| 018340 | 08/30/24 | P | Natalie Sanchez | 0000029997 | 64.91 |
| | | | Line Description: Civilian Leadership Institute | | |
| 018341 | 08/30/24 | P | Sally Ortiz | 0000026155 | 185.00 |
| | | | Line Description: Women Leadership in Law Enf | | |
| 018342 | 08/30/24 | P | Silvia Kennerson | 0000009041 | 31.51 |
| | | | Line Description: Paper Plates | | |
| 018343 | 08/30/24 | P | Zachary Robertson | 0000030914 | 24.00 |
| | | | Line Description: Standardized Field Sobriety | | |
| TOTAL | | | | | \$26,359.67 |

Bank: DDP1
Cycle: AEOM

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|--|------------|-------------|
| 018344 | 08/30/24 | P | Alan F Kent | 0000006393 | 2,174.79 |
| | | | Line Description: 1% Supplemental Pay Aug 24 | | |
| 018345 | 08/30/24 | P | Beckee Cost | 0000016309 | 946.08 |
| | | | Line Description: 1% Supplemental Pay Aug 24 | | |
| 018346 | 08/30/24 | P | Chris Morris | 0000007439 | 2,500.00 |
| | | | Line Description: Monthly LTD Payment-Aug 24 | | |
| 018347 | 08/30/24 | P | Danny Hogue | 0000006802 | 1,137.03 |
| | | | Line Description: 1% Supplemental Pay Aug 24 | | |
| 018348 | 08/30/24 | P | Darlene Bell | 0000005602 | 580.54 |
| | | | Line Description: 1% Supplemental Pay Aug 24 | | |
| 018349 | 08/30/24 | P | David A Dye | 0000002065 | 260.90 |
| | | | Line Description: 1% Supplemental Pay Aug 24 | | |
| 018350 | 08/30/24 | P | Edward Dryzmala | 0000006686 | 1,377.28 |
| | | | Line Description: 1% Supplemental Pay Aug 24 | | |
| 018351 | 08/30/24 | P | Gale Tuso | 0000017460 | 233.08 |
| | | | Line Description: 1% Supplemental Pay Aug 24 | | |
| 018352 | 08/30/24 | P | George J Yezbick Jr | 0000005045 | 1,164.00 |
| | | | Line Description: 1% Supplemental Pay Aug 24 | | |
| 018353 | 08/30/24 | P | Harlan Pauley | 0000003569 | 232.12 |
| | | | Line Description: 1% Supplemental Pay Aug 24 | | |

Bank: DDP1
Cycle: AEOM

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--|--------------------|------------|-------------|
| 018354 | 08/30/24 | P | James M Miller | 0000007440 | 2,500.00 |
| | | Line Description: Montly LTD Payment-Aug 24 | | | |
| 018355 | 08/30/24 | P | Kathleen Zuorski | 0000025225 | 504.52 |
| | | Line Description: 1% Supplemental Pay Aug 24 | | | |
| 018356 | 08/30/24 | P | Linda Boylan | 0000023340 | 57.98 |
| | | Line Description: 1% Supplemental Pay Aug 24 | | | |
| 018357 | 08/30/24 | P | Matthew J Collett | 0000001720 | 856.58 |
| | | Line Description: 1% Supplemental Pay Aug 24 | | | |
| 018358 | 08/30/24 | P | Paul A Cappuccilli | 0000007705 | 1,214.50 |
| | | Line Description: 1% Supplemental Pay Aug 24 | | | |
| 018359 | 08/30/24 | P | Phil Dickens | 0000005801 | 511.76 |
| | | Line Description: 1% Supplemental Pay Aug 24 | | | |
| 018360 | 08/30/24 | P | Richard J Johnson | 0000005620 | 1,255.66 |
| | | Line Description: 1% Supplemental Pay Aug 24 | | | |
| 018361 | 08/30/24 | P | Thomas J Lazar | 0000002925 | 1,703.25 |
| | | Line Description: 1% Supplemental Pay Aug 24 | | | |
| 018362 | 08/30/24 | P | William H Bechtel | 0000001224 | 1,622.58 |
| | | Line Description: 1% Supplemental Pay Aug 24 | | | |
| TOTAL | | | | | \$20,832.65 |

Bank: DDP1
Cycle: ADDEP1

| Payment Ref | Date | Status | Remit To | Remit ID | Payment Amt |
|-------------|----------|--------|---|------------|-------------|
| 018363 | 08/30/24 | P | Alicia Defuria | 0000029278 | 1,280.64 |
| | | | Line Description: Adv Disability 8/23-8/31/24 | | |
| 018364 | 08/30/24 | P | Amanda Kim | 0000030668 | 553.85 |
| | | | Line Description: Payroll Deduction 24-18 | | |
| 018365 | 08/30/24 | P | CHC: Creating Healthier Communities | 0000008015 | 10.00 |
| | | | Line Description: Payroll Deduction 24-18 | | |
| 018366 | 08/30/24 | P | Costa Mesa Employees Association | 0000006284 | 4,371.01 |
| | | | Line Description: Payroll Deduction 24-18 | | |
| 018367 | 08/30/24 | P | Costa Mesa Executive Club | 0000006286 | 155.00 |
| | | | Line Description: Payroll Deduction 24-18 | | |
| 018368 | 08/30/24 | P | Costa Mesa Firefighters Association | 0000001812 | 8,227.39 |
| | | | Line Description: Payroll Deduction 24-18 | | |
| 018369 | 08/30/24 | P | Costa Mesa Police Association | 0000001819 | 6,720.00 |
| | | | Line Description: Payroll Deduction 24-18 | | |
| 018370 | 08/30/24 | P | Costa Mesa Police Management Assn | 0000005082 | 315.00 |
| | | | Line Description: Payroll Deduction 24-18 | | |
| TOTAL | | | | | \$21,632.89 |



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-331

Meeting Date: 9/17/2024

TITLE:

MINUTES

DEPARTMENT: City Manager's Office/City Clerk's Division

RECOMMENDATION:

City Council approve the minutes of the Special meeting of April 19, 2024, the Study Session meeting of June 11, 2024, and the Regular meeting of September 3, 2024.



SPECIAL MEETING - STRATEGIC PLANNING RETREAT APRIL 19, 2024 – 9:00 A.M. - MINUTES

Call to Order - The Special City Council meeting was called to order by Mayor Stephens at 9:00 a.m.

Roll Call

Present: Council Member Chavez, Council Member Gameros, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Absent: Council Member Harper.

Pledge of Allegiance – Led by Mayor Stephens.

Welcome and Introductions - Mayor Stephens.

Public Comments

Chris McEvoy spoke on Measure K, development in the City, and Council representation.

Juana Trejo spoke on the Residential Tenant Protection Ordinance and on evictions.

Roberto, Resilience Orange County, spoke on protections for tenants, a rental registry, and publishing the agenda's sooner.

Speaker thanked Council on behalf of the cannabis industry, spoke on improving customer service at City Hall, and on the 60-page administrative regulations.

Strategic Planning Session

The Strategic Planning Workshop was led by Kendall Flint from DKS Associates. The City Council, in collaboration with the City's leadership team, discussed and identified key objectives and tactics to implement for the 2024 Strategic Plan. Top priorities focused on affordable housing, enhancing customer service, improving City facilities and infrastructure, increasing access to open space, long-term fiscal sustainability, and economic development opportunities. During the workshop the City Council updated the Strategic Plan goals as follows:

- Recruit and retain high-quality staff.
- Strengthen the public's safety and improve the quality of life.
- Maintain and enhance the City's **infrastructure**, facilities, equipment and technology.
- Diversify, stabilize, and increase housing to reflect community needs.

- Achieve long-term fiscal sustainability.
- Advance environmental sustainability and climate resiliency.
- **Provide outstanding customer service, both internally and externally.**

Lunch 12:00 p.m. – 12:45 p.m.

The City Council provided feedback and direction to revisit the 2024 Strategic Plan at a future meeting for additional study and adoption.

Adjournment – The Mayor Adjourned the meeting at 2:59 p.m.

Minutes adopted on this 17th day of September, 2024.

John Stephens, Mayor

ATTEST:

Brenda Green, City Clerk



SPECIAL MEETING OF THE CITY COUNCIL AND HOUSING AUTHORITY JUNE 11, 2024 – 5:00 P.M. - MINUTES

CALL TO ORDER –The Study Session meeting was called to order by Mayor Stephens at 5:01 p.m.

ROLL CALL

Present: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds (Arrived 5:10 p.m.), Mayor Pro Tem Harlan, and Mayor Stephens.

Absent: None.

SPECIAL ITEM:

1. DISCUSSION AND POTENTIAL ACTION ON PROPOSED 2024 STRATEGIC PLAN GOALS AND OBJECTIVES/TACTICS

Introduction by Ms. Reyes, Deputy City Manager and presentation by Ms. Jakher, Assistant to the City Manager and Ms. Farrell Harrison, City Manager.

Public Comment:

Cynthia McDonald spoke on broken links to the report on the website, performance measures, the 311 App, TESSA, Strategic Plan goals, community workshops, transparency, accountability, an ethics policy, and posting the staff presentation to the website.

ACTION:

Council Member Harper spoke on the police and fire data, and that he would like to see actual data and specific performance measures from other departments, spoke on the flock camera system, would like additional breakdown on crimes reported, and on calls for service.

Council Member Chavez, spoke on traffic collisions and safety, recruiting and retaining staff, enhanced customer service, the goal of establishing a housing division, an internal assessment of City facilities and parks, and future revenues for long-term fiscal sustainability.

Mayor Pro Tem Harlan, spoke on affordable housing and the goal of a potential housing division, the distinction between performance measures and workload indicators and identifying specific metrics for each goal.

Mayor Stephens spoke on the potential creation of a housing committee, customer service and the expectations, and on metrics and benchmarks of the items discussed in the strategic plan.

Council Member Marr inquired on the purpose of a housing committee, spoke on sustainable practices, customer service and responsiveness, and the role of City Council and expectations.

Council Member Reynolds spoke on refining the outcomes the City Council is trying to achieve, requested more specifics in the plan, clarified that bicyclists and pedestrians are not the main factor to injury collisions, spoke on items she thought would have been covered in the plan, and spoke against a housing committee.

Council Member Gameros spoke on the comprehensive report, performance measures, workload indicators, and areas of the strategic plan that need to be further defined.

The City Council discussed key metrics provided by the departments, discussed the differences between workload indicators and performance measures, and how the metrics could be incorporated into the budget process and the strategic planning process. Direction was given to revisit the item at a future meeting for additional study and adoption.

ADJOURNMENT – Mayor Stephens adjourned the meeting at 6:41 p.m.

Minutes adopted on this 17th day of September, 2024.

John Stephens, Mayor

ATTEST:

Brenda Green, City Clerk

DRAFT



REGULAR CITY COUNCIL AND HOUSING AUTHORITY TUESDAY, SEPTEMBER 3, 2024 - MINUTES

CALL TO ORDER –The Closed Session meeting was called to order by Mayor Stephens at 4:03 p.m.

ROLL CALL

Present: Council Member Chavez, Council Member Gameros, Council Member Marr (Arrived 4:04 p.m.), Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.
Absent: Council Member Harper.

PUBLIC COMMENTS – NONE.

CLOSED SESSION ITEMS:

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to California Government Code Section 54956.9 (d)(1)

Name of Case: Murtaugh v. City of Costa Mesa

Orange County Superior Court Case No. 30-2022-01295556-CU-PO-CJC

2. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to California Government Code Section 54957.6 (a)

Agency Designated Representative: Lori Ann Farrell Harrison, City Manager

Name of Employee Organization: Costa Mesa City Employees Association (CMCEA).

City Council recessed at 4:05 p.m. for Closed Session.

Closed Session adjourned at 5:00 p.m.

CALL TO ORDER - The Regular City Council and Housing Authority meeting was called to order by Mayor Stephens at 6:00 p.m.

NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE – A video was played of the National Anthem and the mayor led the Pledge of Allegiance.

MOMENT OF SOLEMN EXPRESSION – Led by Pastor Matthew Hambrick, Costa Mesa First United Methodist Church.

ROLL CALL

Present: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Absent: None.

CITY ATTORNEY CLOSED SESSION REPORT – No reportable action.

PRESENTATIONS: NONE.

PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA

Vicki Johnson spoke in opposition to Costa Mesa joining the Orange County Power Authority.

Roberto Herrera, Resilience Orange County, spoke on improvements needed to the alleyway on Plumer Street, spoke on organizing a trash day on Center Street, spoke on traffic safety improvements at Placentia Avenue and Center Street, requested Spanish YouTube, requested to publish agendas sooner, and requested funding for legal services for tenants facing evictions.

Jay Humphrey spoke on transparency on agenda items and providing the questions from the public.

Christian Lopez, Tenants Rights Organizer, Resilience Orange County, spoke on supporting tenants rights.

Speaker, spoke on enforcement for the permit parking program, spoke against a crosswalk at Center Street, and spoke against the adopted Cannabis Ordinance.

Juano Trejo, Health Promoter in Orange County, spoke in support of improvements to the alleyway on Plumer Street and the crosswalk on Placentia Avenue, thanked City Council for the community events, spoke in support of the GRIP program, and spoke in support of programs for children.

Speaker, spoke in support of repairing the alleyway on Plumer Street, requested a crosswalk at Center Street and Placentia Avenue, and requested more police patrols around Plumer Street.

Speaker, spoke in support of repairing the alleyway on Plumer Street and requested a crosswalk at Center Street and Placentia Avenue.

Marta Castro spoke in support of repairing the alleyway on Plumer Street and requested a crosswalk at Center Street and Placentia Avenue.

Speaker, spoke in support of repairing the alleyway on Plumer Street and requested a crosswalk at Center Street and Placentia Avenue.

Speaker, spoke in support of repairing the alleyway on Plumer Street and requested a crosswalk at Center Street and Placentia Avenue.

Speaker, spoke in support of repairing the alleyway on Plumer Street and requested a crosswalk at Center Street and Placentia Avenue.

Speaker, spoke in support of repairing the alleyway on Plumer Street, requested a crosswalk at Center Street and Placentia Avenue, and requested more signs to remind owners to pick up dog waste.

Lynn Redman, Costa Mesa, spoke on Fairview Park and the mustard grass.

COUNCIL MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS

Council Member Marr spoke on alleyway improvements and public rights of way being maintained.

Council Member Reynolds spoke on alleyway and sidewalk improvements, spoke in support of live Spanish translation on YouTube, spoke on receiving agendas earlier, spoke on providing support for tenants, spoke on the Placentia Avenue and Center Street intersection and supports traffic calming measures, spoke on the Fairview Park Master Plan workshop on September 4th at the Senior Center and requested to make the video and/or staff presentation available to the public, spoke on an energy programs event on September 21st on energy efficiency and financial assistance, spoke on a Hispanic Heritage Month Event and a Costa Mesa Historical Society bike ride event both on September 28th, and requested a list of community events be placed at the end of the agendas.

Council Member Chavez spoke on a meeting with the residents regarding the Plumer Street alleyway improvements, spoke in support of a crosswalk at Placentia Avenue and Center Street, and spoke on the positive working relationship between City employees and the community.

Council Member Gameros spoke on being available to meet with constituents, spoke on alleyway improvements on Plumer Street, and spoke on preventing heat exhaustion.

Council Member Harper spoke on donating his four years of City Council compensation to the following charities: Working Wardrobes, Orange Coast Christian Learning Centers, and the Slammers Soccer Organization, and stated he will donate \$50,000 to each and will match fellow council members donations up to \$15,000.

Mayor Pro Tem Harlan acknowledged city staff on Labor Day, spoke on attending a meeting hosted by the County of Orange regarding bike lane improvements near University Avenue, Mesa Drive, and Santa Ana Avenue, and spoke on the annual Kaiser Woodland Pickleball Social on September 7th.

Mayor Stephens spoke on the alleyway on Plumer Street and spoke on alleyway improvements throughout the City, spoke on attending a dump day in District 3 hosted by Love Costa Mesa and Labors of Love, spoke on partnering with non-profits, spoke in support of a Love Costa Mesa event in District 2 from 8:30 a.m. to 12:00 p.m. (noon) helping the elderly and to visit LoveCostamesa.org for more information, spoke on the GRIP program in schools, spoke on the kickoff of the Street Medicine Program, spoke on more signage regarding dog waste, and spoke on the Festival of Children event.

REPORT – CITY MANAGER – NONE.

REPORT – CITY ATTORNEY – NONE.

CONSENT CALENDAR

MOVED/SECOND: Council Member Marr/Council Member Chavez

MOTION: Approve the Consent Calendar except for item number 6.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: Mayor Stephens recused himself on items #3 and #8 due to campaign contributions received from Ware Disposal and Everett Dorey LLP and Council Member Gameros recused himself on item #3 the Warrant Resolution due to his wife being employed by Priceless Pet Rescue.

Motion carried: 7-0

1. PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL ORDINANCES AND RESOLUTIONS

ACTION:

City Council and Housing Authority approved the reading by title only and waived further reading of Ordinances and Resolutions.

2. READING FOLDER

ACTION:

City Council received and filed Claims received by the City Clerk: Carlos Agramonte Cesar, James Abeltin, Sydni Cain, Monticello Community Association, Jeffrey Moore.

3. ADOPTION OF WARRANT RESOLUTION

Mayor Stephens recused himself on this item due to campaign contributions received from Ware Disposal and Everett Dorey LLP and Council Member Gameros recused himself due to his wife being employed by Priceless Pet Rescue.

ACTION:

City Council approved Warrant Resolution No. 2722.

4. MINUTES

ACTION:

City Council approved the minutes of the regular meeting of August 6, 2024.

5. DESIGNATION OF VOTING DELEGATE AND ALTERNATES FOR THE 2024 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

ACTION:

City Council designated City Manager Lori Ann Farrell Harrison as Costa Mesa's voting delegate and both Assistant City Manager Cecilia Gallardo-Daly and Deputy City Manager Alma Reyes as the alternates for the 2024 League of California Cities Annual Conference.

7. AWARD OF PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR COSTA MESA COMMUNICATIONS CENTER PROJECT

ACTION:

1. City Council approved a Professional Services Agreement (PSA) for two years with two one-year renewals in the amount of \$178,304 to ITZEN Architects, Inc., 1800 N. Bristol St., Santa Ana, CA 92706 for architectural and engineering design services.
2. Authorized a ten percent (10%) contingency in the amount of \$17,800 for unforeseen costs related to the project.
3. Authorized the City Manager and City Clerk to execute the PSA and any future amendments to the agreement.

8. AMENDMENT NO. 1 TO NON-EXCLUSIVE FRANCHISE AGREEMENT(S) FOR DISCARDED MATERIALS MANAGEMENT FOR MULTI-FAMILY AND COMMERCIAL GENERATORS AND FOR PROVIDING TEMPORARY SOLID WASTE HANDLING SERVICES

Mayor Stephens recused himself on this item due to a campaign contribution received from Ware Disposal.

ACTION:

1. City Council approved the language of Amendment No. 1 to the Non-Exclusive Franchise Agreements for Discarded Materials Management for Multi-Family and Commercial Generators and for providing Temporary Solid Waste Handling Services allowing customers increased flexibility to opt out of hauler service agreements.
2. Authorized the Public Works Director to execute Amendment No. 1 to the Non-Exclusive Franchise Agreements with each of the seven waste haulers, in substantial form as set forth in Attachment No. 2.

9. RESPONSES TO ORANGE COUNTY GRAND JURY REPORT - TALKING TRASH: RECYCLABLES AND ORGANIC WASTE

ACTION:

City Council approved the responses to Findings 1-9 and Recommendations 1-7 in the Orange County (OC) Grand Jury Report titled "Talking Trash: Recyclables and Organic Waste."

10. RESPONSE TO 2023-2024 ORANGE COUNTY GRAND JURY REPORT “LAW ENFORCEMENT’S RESPONSE TO MENTAL HEALTH CALLS FOR SERVICE”

ACTION:

City Council approved and filed the response letter to the 2023-2024 Orange County Grand Jury (OCGJ) Report “Law Enforcement’s Response to Mental Health Calls for Service”.

ITEMS PULLED FROM THE CONSENT CALENDAR

6. BIENNIAL REVIEW OF CITY’S CONFLICT OF INTEREST CODE

Public Comment:

Jay Humphrey, Costa Mesa, requested the City Council adopt an ethics policy.

MOVED/SECOND: Council Member Chavez/Council Member Marr

MOTION: Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

ACTION:

City Council approved Resolution No. 2024-40 revising the list of designated positions in the City’s Conflict of Interest Code.

-----**END OF CONSENT CALENDAR**-----

PUBLIC HEARINGS: NONE.

OLD BUSINESS:

1. **SECOND READING OF AN ORDINANCE APPROVING THE FIRST AMENDMENT (DA-20-05) TO DEVELOPMENT AGREEMENT (DA-94-01) BETWEEN THE CITY OF COSTA MESA AND THE INTERINSURANCE EXCHANGE OF THE AUTOMOBILE CLUB ALLOWING FOR A 20-YEAR TIME EXTENSION THAT WOULD EXPIRE OCTOBER 31, 2044; AMENDING PROVISIONS PERTAINING TO THE RATE AND METHODOLOGY FOR CALCULATING TRAFFIC IMPACT FEES; AND, AMENDING PROVISIONS RELATED TO THE SETBACK OF A FUTURE PARKING STRUCTURE; FOR A PROPERTY LOCATED AT 3333 FAIRVIEW ROAD**

Presentation by Mr. Aldana, Assistant Planner.

Public Comments: None.

MOVED/SECOND: Council Member Chavez/Council Member Harper

MOTION: Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Harper, Council Member Marr, Council Member Reynolds, Mayor Pro Tem Harlan, and Mayor Stephens.

Nays: None.

Absent: None.

Abstain: None.

Motion carried: 7-0

ACTION:

1. City Council found, pursuant to CEQA Guidelines Section 15162, that the project is within the scope of the June 20, 1994-certified Final Environmental Impact Report (EIR) #1045 (State Clearing House No. 94021036) for the Auto Club Expansion project. The effects of the project were examined in the 1994 FEIR, and all feasible mitigation measures and alternatives developed in the 1994 FEIR are incorporated into this project, and no new mitigation measures are required. Therefore, the 1994 FEIR for the Automobile Club Expansion project is determined to be adequate to serve as the environmental documentation for this project, that no further environmental review is required, and that all requirements of CEQA are satisfied.
2. Gave second reading to and adopted, by title only, Ordinance 2024-10 approving the First Amendment (DA-20-05) to the Automobile Club of Southern California Development Agreement (DA-94-01) to allow for a 20-year time extension that would expire October 31, 2044; amending provisions pertaining to the rate and methodology for calculating traffic impact fees; and amending provisions related to the setback of a future parking structure.

NEW BUSINESS:

1. GENERAL PLAN AMENDMENT (PSCR-24-0004) SCREENING FOR A PROPOSED RESIDENTIAL DEVELOPMENT ON A 6.125 ACRE SITE LOCATED AT 3150 BEAR STREET

Presentation by Mr. Yeager, Associate Planner.

Johanna Hanes, representing MLC Holdings Inc., spoke on the item and responded to questions from City Council.

Ex Parte Communications:

Mayor Stephens met with the applicant.

Council Members Gameros met with the applicant.

Public Comments:

Jay Humphrey, Costa Mesa, expressed concerns on parking by Shiffer Park, increase in traffic on Bear Street, pedestrian traffic, inquired on impact fees, and the location of the affordable housing units.

Speaker, spoke on impacts to the community, density, parking impacts, and spoke on pricing.

Angely Andrade Vallarta spoke in support of the project.

Discussion ensued on density, pricing, parking requirements, deed restricted properties, open space and parks, impact fees, density bonuses, a development agreement, the facades, the architecture of the stacked units, the distribution of very low income units, noise mitigations next to the freeway, the inclusion of sidewalks, a designated dog area, mixed use developments, tree coverage, pedestrian access, improvements to Shiffer Park, improving safe walkability, higher density, a left turn signalized intersection, and supporting home ownership.

ACTION:

City Council provided feedback regarding the applicants requested General Plan Amendment associated with the proposed development of 146 residential units at 3150 Bear Street.

2. CITY COUNCIL FIRST READING OF ORDINANCE TO INCREASE CITY COUNCIL COMPENSATION

Presentation by Ms. Lee, Human Resources Manager.

Public Comment:

Speaker, spoke in opposition of the item.

MOVED/SECOND: Council Member Gameros/Council Member Marr

MOTION: Approve staff recommendation.

The motion carried by the following roll call vote:

Ayes: Council Member Chavez, Council Member Gameros, Council Member Marr, Council Member Reynolds, and Mayor Stephens.

Nays: Council Member Harper and Mayor Pro Tem Harlan.

Absent: None.

Abstain: None.

Motion carried: 5-2

ACTION:

City Council introduced for first reading, by title only, Ordinance No. 2024-11 increasing the City Council compensation effective after the general election, with the new City Council in December 2024.

ADDITIONAL COUNCIL/BOARD MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS – NONE.

ADJOURNMENT – Mayor Stephens adjourned the meeting at 8:50 p.m.

Minutes adopted on this 17th day of September, 2024.

John Stephens, Mayor

ATTEST:

Brenda Green, City Clerk

DRAFT



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-340

Meeting Date: 9/17/2024

TITLE:

MOBILE VIDEO SYSTEM (MVS) REPLACEMENT AND PURCHASE WITH AXON ENTERPRISE, INC.

DEPARTMENT: POLICE DEPARTMENT

PRESENTED BY: DAVID CASAREZ, LIEUTENANT

CONTACT INFORMATION: DAVID CASAREZ, 714-754-5354

RECOMMENDATION:

Staff recommends the City Council:

1. Authorize the purchase of a mobile video system (MVS) from Axon Enterprise, Inc. (Axon) through a proposed Omnia Partners Cooperative Agreement Contract #3544-21-4615 in the amount of \$6,949,522 to be paid in 10 annual installments of approximately \$733,300 in year one, and \$690,700 years two through ten, to replace the Police Department's current MVS.
2. Authorize a 1.5% contingency in the amount of \$104,243 for unforeseen costs relating to the replacement of the police department's current MVS.
3. Authorize the City Manager and City Attorney to execute any and all documents related to the Axon Enterprise agreement, in a form approved by the City Attorney.

BACKGROUND:

In July 2020, the Costa Mesa Police Department purchased the current mobile video system from WatchGuard Video Incorporated. The system included Body Worn Cameras (BWC) and an In-Car-Video System (IVS). The BWCs are used by officers to record interactions with the public, providing transparency and accountability, while the IVS captures video footage from police vehicles, documenting events during patrols and incidents. These components will be collectively referred to as the mobile video system (MVS) in this document.

The contract with WatchGuard spans 5 years, ending in 2025. Since the initial deployment of the WatchGuard MVS, there have been significant issues, especially with upload speeds and sharing of video evidence with the District Attorney's Office and other law enforcement agencies.

Despite efforts by WatchGuard's technicians, the upload speeds from the MVS remain substandard. This causes a vehicle's MVS storage to become full as it cannot offload the videos in a reasonable

time rendering the vehicle out of service for up to two days, especially on weekends.

A significant challenge with the system has been the inability to share video evidence with the District Attorney's Office or other law enforcement agencies leading to cumbersome processes taking several hours for just one case. The time and costs associated with personnel copying evidence for court were substantial, inefficient, and unreasonable. In August 2023, our Evidence Discovery Unit was approximately 821 cases behind due to the extraordinary time it took to download and share video.

At the end of 2023, Axon took the initiative and allowed us to use their proprietary server at no cost to share our digital evidence with the District Attorney's Office and other law enforcement agencies. As a result of Axon's cooperation, as of August 2024, our Evidence Discovery Unit is now only backlogged on 46 cases.

In order to improve overall efficiency and the timeliness of evidence submission to the District Attorney's Office, the Police Department plans to terminate the contract with WatchGuard Inc./Motorola Solutions prior to its end in 2025, as the contract allows.

ANALYSIS:

Axon Enterprise, Inc. (formerly TASER International) is an American company based in Scottsdale, Arizona, that develops technology and products for military, law enforcement, and civilian use. Since April 2005, the CMPD has owned and used conducted energy devices (CEDs) from Axon Enterprise Inc. (TASER International).

Orange County is home to 34 incorporated cities. Amongst them, 10 City police departments, the Orange County Sheriff's Department (which patrols 13 cities), and the District Attorney's Office utilize Axon as their provider for Mobile Video Systems (MVS).

Since July 2023, CMPD has been working with Axon to optimize a 10-year contract, ensuring that CMPD acquires only the necessary and desired equipment. Between March and August 2024, CMPD participated in a limited trial of the Axon Body 4 cameras (BWCs) and Fleet 3 (IVS) in the field. Prior to the start of the trial period, Axon conducted instructional meetings with members of the Command Staff, participating officers, and the court discovery team. Axon technicians, along with our telecommunications installers and I.T. personnel, installed the IVS units in CMPD vehicles and set up a BWC transfer/charging station near the briefing room. Throughout the trial period, informal meetings were held with the participating officers and court discovery team for feedback. They consistently praised Axon for its ease of use, durability, superior BWC mounting options, battery life, ease of recharging the BWC battery in the vehicle, instant video playback, and video/audio quality.

Axon currently has a cooperative agreement through Omnia Partners contract #3544-21-4615, that meets all requirements established by the City of Costa Mesa's Purchasing Policy and the State of California regarding regional, state, and national cooperative purchasing agreements.

This process ensures the city receives the lowest available pricing and satisfies the competitive bid process requirements. This agreement would be in effect for the entire 10-year contract period.

The estimated cost for year one (1) of the agreement is approximately \$733,266, while the annual payment costs for years two (2) through year ten of the agreement is approximately \$690,696. The estimated cost of the agreement is \$6,949,522, with an additional 1.5% (\$104,243) contingency for unforeseen costs, for a total of approximately \$7,053,765 over the full term of the agreement.

ALTERNATIVES:

City Council could decide not to authorize the purchase of the Axon Mobile Video System; however, the current system is at its end of life and the Department's ability to record and document contacts, events, and collect audio/video evidence would be compromised.

The City Council could request another assessment of mobile video systems; however, the Axon MVS provides a complete product with the latest technology available and is the system utilized by the Orange County District Attorney's Office thereby offering ease of use and integration.

FISCAL REVIEW:

Funding for year one (1) of this purchase is included in the Police Department's fiscal year 2024-25 adopted budget in the General Fund (Fund 101), as will be subsequent years' payments. The funds for the contingency will also be available in the Police Department's Fund 101 budget.

LEGAL REVIEW:

The City Attorney's Office has reviewed this agenda report and approved it as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council Goal:

- Strengthen the public's safety and improve the quality of life.
- Maintain and enhance the City's facilities, technology and equipment.

CONCLUSION:

Staff recommends the City Council:

1. Authorize the purchase of a mobile video system (MVS) from Axon Enterprise, Inc. (Axon) through the Omnia Partners Cooperative Agreement Contract # 3544-21-4615 in the amount of \$6,949,522 as part of a 10-year agreement to replace the Police Department's current MVS.
2. Authorize a 1.5% contingency in the amount of \$104,243 for unforeseen costs relating to the replacement of the police department's current MVS.
3. Authorize the City Manager and City Attorney to execute an agreement with Axon Enterprise, in a form approved by the City Attorney.



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-543431-45540.769AS

Issued: 09/05/2024

Quote Expiration: 09/23/2024

Estimated Contract Start Date: 01/01/2025

Account Number: 129892

Payment Terms: N30

Delivery Method:

| SHIP TO | BILL TO |
|---|---|
| Costa Mesa Police Dept.- CA 99 Fair Dr Costa Mesa, CA 92626-6520 USA | Costa Mesa Police Dept.- CA PO Box 1200 Costa Mesa CA 92628-1200 USA Email: |

| SALES REPRESENTATIVE | PRIMARY CONTACT |
|---|---|
| Allen Sliper Phone: Email: asliper@axon.com Fax: | David Casarez Phone: (714) 754-5280 Email: dcasarez@costamesaca.gov Fax: |

Quote Summary

| | |
|------------------------|----------------|
| Program Length | 120 Months |
| TOTAL COST | \$6,845,993.01 |
| ESTIMATED TOTAL W/ TAX | \$6,949,521.78 |

Discount Summary

| | |
|--------------------------|--------------|
| Average Savings Per Year | \$86,377.86 |
| TOTAL SAVINGS | \$863,778.57 |

Payment Summary

| Date | Subtotal | Tax | Total |
|----------|----------------|--------------|----------------|
| Dec 2024 | \$680,342.31 | \$10,352.88 | \$690,695.19 |
| Jan 2025 | \$42,570.00 | \$0.00 | \$42,570.00 |
| Dec 2025 | \$680,342.30 | \$10,352.88 | \$690,695.18 |
| Dec 2026 | \$680,342.30 | \$10,352.88 | \$690,695.18 |
| Dec 2027 | \$680,342.30 | \$10,352.88 | \$690,695.18 |
| Dec 2028 | \$680,342.30 | \$10,352.88 | \$690,695.18 |
| Dec 2029 | \$680,342.30 | \$10,352.88 | \$690,695.18 |
| Dec 2030 | \$680,342.30 | \$10,352.88 | \$690,695.18 |
| Dec 2031 | \$680,342.30 | \$10,352.88 | \$690,695.18 |
| Dec 2032 | \$680,342.30 | \$10,352.88 | \$690,695.18 |
| Dec 2033 | \$680,342.30 | \$10,352.85 | \$690,695.15 |
| Total | \$6,845,993.01 | \$103,528.77 | \$6,949,521.78 |

| | |
|------------------------|----------------|
| Quote Unbundled Price: | \$7,709,771.58 |
| Quote List Price: | \$7,270,960.38 |
| Quote Subtotal: | \$6,845,993.01 |

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

| Item | Description | Qty | Term | Unbundled | List Price | Net Price | Subtotal | Tax | Total |
|----------------------------|---|-----|------|-----------|------------|------------|----------------|-------------|----------------|
| Program | | | | | | | | | |
| BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | 120 | \$130.09 | \$110.46 | \$109.36 | \$2,309,584.73 | \$56,734.88 | \$2,366,319.61 |
| Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | 120 | \$173.43 | \$168.57 | \$166.88 | \$1,001,280.00 | \$29,548.07 | \$1,030,828.07 |
| InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | 120 | \$28.36 | \$27.62 | \$27.34 | \$6,561.60 | \$82.26 | \$6,643.86 |
| T00001 | AB4 FLEX POV TAP BUNDLE | 12 | 120 | \$4.61 | \$8.16 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| A la Carte Hardware | | | | | | | | | |
| 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | | | \$39.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | | | \$31.30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | | | \$245.55 | \$243.09 | \$972.36 | \$75.36 | \$1,047.72 |
| 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | | | \$132.00 | \$130.68 | \$522.72 | \$40.50 | \$563.22 |
| 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | | | \$243.31 | \$240.88 | \$963.52 | \$74.67 | \$1,038.19 |
| 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | | | \$397.51 | \$393.53 | \$1,574.12 | \$122.00 | \$1,696.12 |
| 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | | | \$685.49 | \$678.64 | \$2,714.56 | \$210.37 | \$2,924.93 |
| 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | | | \$243.31 | \$240.88 | \$963.52 | \$74.67 | \$1,038.19 |
| 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | | | \$992.92 | \$982.99 | \$3,931.96 | \$304.73 | \$4,236.69 |
| 50294 | AXON INTERVIEW - SERVER - LITE | 2 | | | \$3,722.47 | \$3,685.25 | \$7,370.50 | \$571.21 | \$7,941.71 |
| 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | | | \$3,286.23 | \$3,253.37 | \$13,013.48 | \$1,008.55 | \$14,022.03 |
| H00001 | AB4 Camera Bundle | 176 | | | \$849.00 | \$820.05 | \$144,328.80 | \$11,185.48 | \$155,514.28 |
| H00002 | AB4 Multi Bay Dock Bundle | 22 | | | \$1,638.90 | \$1,622.95 | \$35,704.90 | \$2,767.13 | \$38,472.03 |
| H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | | | \$249.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| A la Carte Software | | | | | | | | | |
| 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | 120 | | \$1,750.00 | \$1,732.50 | \$3,465.00 | \$268.54 | \$3,733.54 |
| 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | 120 | | \$1,500.00 | \$1,485.00 | \$5,940.00 | \$460.35 | \$6,400.35 |
| 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | 120 | | \$36.83 | \$33.15 | \$7,955.28 | \$0.00 | \$7,955.28 |
| 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | 120 | | \$31.50 | \$28.35 | \$13,608.00 | \$0.00 | \$13,608.00 |
| 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | 120 | | \$124.80 | \$123.55 | \$118,609.92 | \$0.00 | \$118,609.92 |
| 73618 | AXON COMMUNITY REQUEST | 176 | 120 | | \$12.12 | \$12.00 | \$253,415.36 | \$0.00 | \$253,415.36 |
| 73739 | AXON PERFORMANCE - LICENSE | 176 | 120 | | \$12.12 | \$12.00 | \$253,415.36 | \$0.00 | \$253,415.36 |
| 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | 120 | | \$12.12 | \$12.00 | \$253,415.36 | \$0.00 | \$253,415.36 |
| 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | 120 | | \$25.20 | \$12.12 | \$255,974.40 | \$0.00 | \$255,974.40 |
| 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | 120 | | \$74.40 | \$73.66 | \$441,936.00 | \$0.00 | \$441,936.00 |
| 73680 | AXON RESPOND PLUS - LICENSE | 176 | 120 | | \$23.99 | \$23.75 | \$501,601.76 | \$0.00 | \$501,601.76 |
| 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | 120 | | \$36.59 | \$36.22 | \$765,052.64 | \$0.00 | \$765,052.64 |
| ProLicense | Pro License Bundle | 12 | 120 | | \$48.47 | \$47.54 | \$68,457.36 | \$0.00 | \$68,457.36 |
| A la Carte Services | | | | | | | | | |
| 100159 | AXON FLEET 3 - SERVICES - ALPR API INTEGRATION | 1 | | | \$3,000.00 | \$2,970.00 | \$2,970.00 | \$0.00 | \$2,970.00 |
| 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | | | \$3,000.00 | \$2,970.00 | \$2,970.00 | \$0.00 | \$2,970.00 |

| | | | | | | | | |
|------------------------------|---|-----|-----|-------------|-------------|-----------------------|---------------------|-----------------------|
| 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | | \$7,450.00 | \$7,375.50 | \$29,502.00 | \$0.00 | \$29,502.00 |
| 85055 | AXON BODY - PSO - FULL SERVICE | 1 | | \$40,000.00 | \$39,600.00 | \$39,600.00 | \$0.00 | \$39,600.00 |
| 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | | \$50,000.00 | \$24,750.00 | \$49,500.00 | \$0.00 | \$49,500.00 |
| 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | 115 | \$12.00 | \$11.88 | \$240,451.20 | \$0.00 | \$240,451.20 |
| A la Carte Warranties | | | | | | | | |
| 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | 73 | \$29.98 | \$29.68 | \$8,666.60 | \$0.00 | \$8,666.60 |
| Total | | | | | | \$6,845,993.01 | \$103,528.77 | \$6,949,521.78 |

Delivery Schedule

Hardware

| Bundle | Item | Description | QTY | Shipping Location | Estimated Delivery Date |
|--|--------|--|-----|-------------------|-------------------------|
| AB4 Camera Bundle | 100147 | AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK | 5 | 1 | 12/01/2024 |
| AB4 Camera Bundle | 100147 | AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK | 176 | 1 | 12/01/2024 |
| AB4 Camera Bundle | 100466 | AXON BODY 4 - CABLE - USB-C TO USB-C | 194 | 1 | 12/01/2024 |
| AB4 Camera Bundle | 71026 | AXON BODY - MOUNT - MAGNET FLEXIBLE REINFORCED RAPIDLOCK | 194 | 1 | 12/01/2024 |
| AB4 FLEX POV HARDWARE BUNDLE | 100200 | AB4 FLEX POV MODULE | 12 | 1 | 12/01/2024 |
| AB4 FLEX POV HARDWARE BUNDLE | 100852 | AXON BODY 4 - C-CLIP - POV | 12 | 1 | 12/01/2024 |
| AB4 FLEX POV HARDWARE BUNDLE | 100853 | AXON BODY 4 - MOUNT - POV COLLAR | 14 | 1 | 12/01/2024 |
| AB4 FLEX POV HARDWARE BUNDLE | 100958 | AXON BODY 4 - FLEX POV MODULE CABLE 48 IN | 12 | 1 | 12/01/2024 |
| AB4 Multi Bay Dock Bundle | 100206 | AXON BODY 4 - 8 BAY DOCK | 22 | 1 | 12/01/2024 |
| AB4 Multi Bay Dock Bundle | 70033 | AXON - DOCK WALL MOUNT - BRACKET ASSY | 22 | 1 | 12/01/2024 |
| AB4 Multi Bay Dock Bundle | 71019 | AXON BODY - DOCK POWERCORD - NORTH AMERICA | 22 | 1 | 12/01/2024 |
| Fleet 3 Basic 10 Year | 11634 | AXON FLEET - CRADLEPOINT IBR900-1200M-B-NPS+5YR NETCLOUD | 50 | 1 | 12/01/2024 |
| Fleet 3 Basic 10 Year | 70112 | AXON SIGNAL - SIGNAL UNIT | 50 | 1 | 12/01/2024 |
| Fleet 3 Basic 10 Year | 71200 | AXON FLEET - AIRGAIN ANT - 5-IN-1 2LTE 2WIFI 1GNSS BL | 50 | 1 | 12/01/2024 |
| Fleet 3 Basic 10 Year | 72036 | AXON FLEET 3 - STANDARD 2 CAMERA KIT | 1 | 1 | 12/01/2024 |
| Fleet 3 Basic 10 Year | 72036 | AXON FLEET 3 - STANDARD 2 CAMERA KIT | 50 | 1 | 12/01/2024 |
| FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 72002 | AXON FLEET 3 - INTERIOR CAMERA INTERIOR MOUNT | 2 | 1 | 12/01/2024 |
| FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 72032 | AXON FLEET - CABLE - ETHERNET CAT6 20 FT | 2 | 1 | 12/01/2024 |
| FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 72037 | AXON FLEET 3 - INTERIOR CAMERA | 2 | 1 | 12/01/2024 |
| A la Carte | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | 1 | 12/01/2024 |
| A la Carte | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | 1 | 12/01/2024 |
| A la Carte | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | 1 | 12/01/2024 |
| A la Carte | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | 1 | 12/01/2024 |
| A la Carte | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | 1 | 12/01/2024 |
| A la Carte | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | 1 | 12/01/2024 |
| A la Carte | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | 1 | 12/01/2024 |
| A la Carte | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | 1 | 12/01/2024 |
| A la Carte | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | 1 | 12/01/2024 |
| A la Carte | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | 1 | 12/01/2024 |
| A la Carte | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | 1 | 12/01/2024 |
| BWC Unlimited with TAP 10YR | 73309 | AXON BODY - TAP REFRESH 1 - CAMERA | 181 | 1 | 06/01/2027 |
| BWC Unlimited with TAP 10YR | 73689 | AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY | 22 | 1 | 06/01/2027 |
| AB4 FLEX POV TAP BUNDLE | 100976 | AXON BODY - TAP REFRESH 1 - AB4 FLEX POV | 12 | 1 | 12/01/2029 |

Hardware

| Bundle | Item | Description | QTY | Shipping Location | Estimated Delivery Date |
|-----------------------------|-------|--|-----|-------------------|-------------------------|
| BWC Unlimited with TAP 10YR | 73310 | AXON BODY - TAP REFRESH 2 - CAMERA | 181 | 1 | 12/01/2029 |
| BWC Unlimited with TAP 10YR | 73688 | AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY | 22 | 1 | 12/01/2029 |
| Fleet 3 Basic 10 Year | 72040 | AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT | 50 | 1 | 12/01/2029 |
| Fleet 3 Basic 10 Year | 72040 | AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT | 1 | 1 | 12/01/2029 |
| BWC Unlimited with TAP 10YR | 73345 | AXON BODY - TAP REFRESH 3 - CAMERA | 181 | 1 | 06/01/2032 |
| BWC Unlimited with TAP 10YR | 73347 | AXON BODY - TAP REFRESH 3 - DOCK MULTI BAY | 22 | 1 | 06/01/2032 |
| BWC Unlimited with TAP 10YR | 73346 | AXON BODY - TAP REFRESH 4 - CAMERA | 181 | 1 | 12/01/2034 |
| BWC Unlimited with TAP 10YR | 73348 | AXON BODY - TAP REFRESH 4 - DOCK MULTI BAY | 22 | 1 | 12/01/2034 |

Software

| Bundle | Item | Description | QTY | Estimated Start Date | Estimated End Date |
|--|--------|--|-----|----------------------|--------------------|
| BWC Unlimited with TAP 10YR | 73686 | AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE) | 176 | 01/01/2025 | 12/31/2034 |
| BWC Unlimited with TAP 10YR | 73746 | AXON EVIDENCE - ECOM LICENSE - PRO | 176 | 01/01/2025 | 12/31/2034 |
| Fleet 3 Basic 10 Year | 80400 | AXON EVIDENCE - FLEET VEHICLE LICENSE | 50 | 01/01/2025 | 12/31/2034 |
| Fleet 3 Basic 10 Year | 80410 | AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED | 100 | 01/01/2025 | 12/31/2034 |
| FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 80410 | AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED | 2 | 01/01/2025 | 12/31/2034 |
| Pro License Bundle | 73683 | AXON EVIDENCE - STORAGE - 10GB A LA CARTE | 36 | 01/01/2025 | 12/31/2034 |
| Pro License Bundle | 73746 | AXON EVIDENCE - ECOM LICENSE - PRO | 12 | 01/01/2025 | 12/31/2034 |
| A la Carte | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | 01/01/2025 | 12/31/2034 |
| A la Carte | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL - PC | 4 | 01/01/2025 | 12/31/2034 |
| A la Carte | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | 01/01/2025 | 12/31/2034 |
| A la Carte | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | 01/01/2025 | 12/31/2034 |
| A la Carte | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | 01/01/2025 | 12/31/2034 |
| A la Carte | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | 01/01/2025 | 12/31/2034 |
| A la Carte | 73618 | AXON COMMUNITY REQUEST | 176 | 01/01/2025 | 12/31/2034 |
| A la Carte | 73680 | AXON RESPOND PLUS - LICENSE | 176 | 01/01/2025 | 12/31/2034 |
| A la Carte | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | 01/01/2025 | 12/31/2034 |
| A la Carte | 73739 | AXON PERFORMANCE - LICENSE | 176 | 01/01/2025 | 12/31/2034 |
| A la Carte | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | 01/01/2025 | 12/31/2034 |
| A la Carte | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | 01/01/2025 | 12/31/2034 |

Services

| Bundle | Item | Description | QTY |
|-----------------------|--------|---|-----|
| Fleet 3 Basic 10 Year | 73391 | AXON FLEET 3 - DEPLOYMENT PER VEHICLE - NOT OVERSIZED | 50 |
| Fleet 3 Basic 10 Year | 73392 | AXON FLEET 3 - INSTALLATION - UPGRADE (PER VEHICLE) | 50 |
| A la Carte | 100159 | AXON FLEET 3 - SERVICES - ALPR API INTEGRATION | 1 |
| A la Carte | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 |
| A la Carte | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 |
| A la Carte | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 |
| A la Carte | 85055 | AXON BODY - PSO - FULL SERVICE | 1 |
| A la Carte | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 |

Warranties

| Bundle | Item | Description | QTY | Estimated Start Date | Estimated End Date |
|-------------------------|--------|--|-----|----------------------|--------------------|
| AB4 FLEX POV TAP BUNDLE | 100945 | AXON BODY 4 - EXT WARRANTY - FLEX POV MODULE | 12 | 12/01/2025 | 12/31/2034 |

Warranties

| Bundle | Item | Description | QTY | Estimated Start Date | Estimated End Date |
|--|-------|---|-----|----------------------|--------------------|
| BWC Unlimited with TAP 10YR | 80464 | AXON BODY - TAP WARRANTY - CAMERA | 176 | 12/01/2025 | 12/31/2034 |
| BWC Unlimited with TAP 10YR | 80464 | AXON BODY - TAP WARRANTY - CAMERA | 5 | 12/01/2025 | 12/31/2034 |
| BWC Unlimited with TAP 10YR | 80465 | AXON BODY - TAP WARRANTY - MULTI BAY DOCK | 22 | 12/01/2025 | 12/31/2034 |
| Fleet 3 Basic 10 Year | 80379 | AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT | 50 | 12/01/2025 | 12/31/2034 |
| Fleet 3 Basic 10 Year | 80495 | AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT | 50 | 12/01/2025 | 12/31/2034 |
| Fleet 3 Basic 10 Year | 80495 | AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT | 1 | 12/01/2025 | 12/31/2034 |
| FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 80385 | AXON FLEET 3 - EXT WARRANTY - INTERIOR CAMERA | 2 | 12/01/2025 | 12/31/2034 |
| A la Carte | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | 12/01/2025 | 12/31/2031 |

Shipping Locations

| Location Number | Street | City | State | Zip | Country |
|-----------------|------------|------------|-------|------------|---------|
| 1 | 99 Fair Dr | Costa Mesa | CA | 92626-6520 | USA |

Payment Details

Dec 2024

| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
|------------------------|--------------|---|-----|---------------------|--------------------|---------------------|
| Annual Payment 1 | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | \$76,505.26 | \$0.00 | \$76,505.26 |
| Annual Payment 1 | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 1 | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 1 | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | \$24,045.12 | \$0.00 | \$24,045.12 |
| Annual Payment 1 | 73618 | AXON COMMUNITY REQUEST | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 1 | 73680 | AXON RESPOND PLUS - LICENSE | 176 | \$50,160.18 | \$0.00 | \$50,160.18 |
| Annual Payment 1 | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 1 | 73739 | AXON PERFORMANCE - LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 1 | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | \$297.00 | \$0.00 | \$297.00 |
| Annual Payment 1 | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | \$4,950.00 | \$0.00 | \$4,950.00 |
| Annual Payment 1 | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | \$25,597.44 | \$0.00 | \$25,597.44 |
| Annual Payment 1 | BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | \$230,958.41 | \$5,673.47 | \$236,631.88 |
| Annual Payment 1 | H00001 | AB4 Camera Bundle | 176 | \$14,432.88 | \$1,118.55 | \$15,551.43 |
| Annual Payment 1 | H00002 | AB4 Multi Bay Dock Bundle | 22 | \$3,570.49 | \$276.71 | \$3,847.20 |
| Annual Payment 1 | H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 1 | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | (\$0.09) | \$0.00 | (\$0.09) |
| Annual Payment 1 | ProLicense | Pro License Bundle | 12 | \$6,845.74 | \$0.00 | \$6,845.74 |
| Annual Payment 1 | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 1 Fleet | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | \$44,193.61 | \$0.00 | \$44,193.61 |
| Annual Payment 1 Fleet | Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | \$100,128.00 | \$2,954.81 | \$103,082.81 |
| Annual Payment 1 Fleet | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | \$656.26 | \$8.23 | \$664.49 |
| Annual Payment 1 IR | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | \$594.00 | \$46.04 | \$640.04 |
| Annual Payment 1 IR | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | \$1,360.80 | \$0.00 | \$1,360.80 |
| Annual Payment 1 IR | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | \$346.50 | \$26.85 | \$373.35 |
| Annual Payment 1 IR | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | \$795.53 | \$0.00 | \$795.53 |
| Annual Payment 1 IR | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | \$11,861.02 | \$0.00 | \$11,861.02 |
| Annual Payment 1 IR | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | \$157.41 | \$12.20 | \$169.61 |
| Annual Payment 1 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 1 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 1 IR | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | \$271.46 | \$21.04 | \$292.50 |
| Annual Payment 1 IR | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | \$737.05 | \$57.12 | \$794.17 |
| Annual Payment 1 IR | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | \$393.20 | \$30.47 | \$423.67 |
| Annual Payment 1 IR | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | \$1,301.35 | \$100.86 | \$1,402.21 |
| Annual Payment 1 IR | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | \$866.66 | \$0.00 | \$866.66 |
| Annual Payment 1 IR | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | \$97.24 | \$7.54 | \$104.78 |
| Annual Payment 1 IR | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | \$52.27 | \$4.05 | \$56.32 |
| Annual Payment 1 IR | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | \$2,950.20 | \$0.00 | \$2,950.20 |
| Total | | | | \$680,342.31 | \$10,352.88 | \$690,695.19 |

Jan 2025

| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
|--------------------------|--------|--|-----|--------------------|---------------|--------------------|
| Annual Payment 1 | 100159 | AXON FLEET 3 - SERVICES - ALPR API INTEGRATION | 1 | \$2,970.00 | \$0.00 | \$2,970.00 |
| Annual Payment 1 | 85055 | AXON BODY - PSO - FULL SERVICE | 1 | \$39,600.00 | \$0.00 | \$39,600.00 |
| Invoice Upon Fulfillment | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Total | | | | \$42,570.00 | \$0.00 | \$42,570.00 |

Dec 2025

| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
|------------------------|--------------|---|-----|---------------------|--------------------|---------------------|
| Annual Payment 2 | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | \$76,505.26 | \$0.00 | \$76,505.26 |
| Annual Payment 2 | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 2 | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 2 | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | \$24,045.12 | \$0.00 | \$24,045.12 |
| Annual Payment 2 | 73618 | AXON COMMUNITY REQUEST | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 2 | 73680 | AXON RESPOND PLUS - LICENSE | 176 | \$50,160.18 | \$0.00 | \$50,160.18 |
| Annual Payment 2 | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 2 | 73739 | AXON PERFORMANCE - LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 2 | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | \$297.00 | \$0.00 | \$297.00 |
| Annual Payment 2 | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | \$4,950.00 | \$0.00 | \$4,950.00 |
| Annual Payment 2 | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | \$25,597.44 | \$0.00 | \$25,597.44 |
| Annual Payment 2 | BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | \$230,958.46 | \$5,673.47 | \$236,631.93 |
| Annual Payment 2 | H00001 | AB4 Camera Bundle | 176 | \$14,432.88 | \$1,118.55 | \$15,551.43 |
| Annual Payment 2 | H00002 | AB4 Multi Bay Dock Bundle | 22 | \$3,570.49 | \$276.71 | \$3,847.20 |
| Annual Payment 2 | H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 2 | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | (\$0.09) | \$0.00 | (\$0.09) |
| Annual Payment 2 | ProLicense | Pro License Bundle | 12 | \$6,845.74 | \$0.00 | \$6,845.74 |
| Annual Payment 2 | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 2 Fleet | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | \$44,193.59 | \$0.00 | \$44,193.59 |
| Annual Payment 2 Fleet | Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | \$100,128.00 | \$2,954.81 | \$103,082.81 |
| Annual Payment 2 Fleet | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | \$656.26 | \$8.23 | \$664.49 |
| Annual Payment 2 IR | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | \$594.00 | \$46.04 | \$640.04 |
| Annual Payment 2 IR | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | \$1,360.80 | \$0.00 | \$1,360.80 |
| Annual Payment 2 IR | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | \$346.50 | \$26.85 | \$373.35 |
| Annual Payment 2 IR | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | \$795.53 | \$0.00 | \$795.53 |
| Annual Payment 2 IR | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | \$11,860.98 | \$0.00 | \$11,860.98 |
| Annual Payment 2 IR | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | \$157.41 | \$12.20 | \$169.61 |
| Annual Payment 2 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 2 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 2 IR | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | \$271.46 | \$21.04 | \$292.50 |
| Annual Payment 2 IR | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | \$737.05 | \$57.12 | \$794.17 |
| Annual Payment 2 IR | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | \$393.20 | \$30.47 | \$423.67 |
| Annual Payment 2 IR | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | \$1,301.35 | \$100.86 | \$1,402.21 |
| Annual Payment 2 IR | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | \$866.66 | \$0.00 | \$866.66 |
| Annual Payment 2 IR | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | \$97.24 | \$7.54 | \$104.78 |
| Annual Payment 2 IR | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | \$52.27 | \$4.05 | \$56.32 |
| Annual Payment 2 IR | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | \$2,950.20 | \$0.00 | \$2,950.20 |
| Total | | | | \$680,342.30 | \$10,352.88 | \$690,695.18 |

Dec 2026

| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
|------------------|--------|---|-----|-------------|--------|-------------|
| Annual Payment 3 | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | \$76,505.26 | \$0.00 | \$76,505.26 |
| Annual Payment 3 | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 3 | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | \$0.00 | \$0.00 | \$0.00 |

| Dec 2026 | | | | | | |
|------------------------|--------------|---|-----|---------------------|--------------------|---------------------|
| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
| Annual Payment 3 | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | \$24,045.12 | \$0.00 | \$24,045.12 |
| Annual Payment 3 | 73618 | AXON COMMUNITY REQUEST | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 3 | 73680 | AXON RESPOND PLUS - LICENSE | 176 | \$50,160.18 | \$0.00 | \$50,160.18 |
| Annual Payment 3 | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 3 | 73739 | AXON PERFORMANCE - LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 3 | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | \$297.00 | \$0.00 | \$297.00 |
| Annual Payment 3 | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | \$4,950.00 | \$0.00 | \$4,950.00 |
| Annual Payment 3 | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | \$25,597.44 | \$0.00 | \$25,597.44 |
| Annual Payment 3 | BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | \$230,958.46 | \$5,673.47 | \$236,631.93 |
| Annual Payment 3 | H00001 | AB4 Camera Bundle | 176 | \$14,432.88 | \$1,118.55 | \$15,551.43 |
| Annual Payment 3 | H00002 | AB4 Multi Bay Dock Bundle | 22 | \$3,570.49 | \$276.71 | \$3,847.20 |
| Annual Payment 3 | H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 3 | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | (\$0.09) | \$0.00 | (\$0.09) |
| Annual Payment 3 | ProLicense | Pro License Bundle | 12 | \$6,845.74 | \$0.00 | \$6,845.74 |
| Annual Payment 3 | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 3 Fleet | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | \$44,193.59 | \$0.00 | \$44,193.59 |
| Annual Payment 3 Fleet | Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | \$100,128.00 | \$2,954.81 | \$103,082.81 |
| Annual Payment 3 Fleet | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | \$656.26 | \$8.23 | \$664.49 |
| Annual Payment 3 IR | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | \$594.00 | \$46.04 | \$640.04 |
| Annual Payment 3 IR | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | \$1,360.80 | \$0.00 | \$1,360.80 |
| Annual Payment 3 IR | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | \$346.50 | \$26.85 | \$373.35 |
| Annual Payment 3 IR | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | \$795.53 | \$0.00 | \$795.53 |
| Annual Payment 3 IR | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | \$11,860.98 | \$0.00 | \$11,860.98 |
| Annual Payment 3 IR | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | \$157.41 | \$12.20 | \$169.61 |
| Annual Payment 3 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 3 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 3 IR | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | \$271.46 | \$21.04 | \$292.50 |
| Annual Payment 3 IR | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | \$737.05 | \$57.12 | \$794.17 |
| Annual Payment 3 IR | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | \$393.20 | \$30.47 | \$423.67 |
| Annual Payment 3 IR | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | \$1,301.35 | \$100.86 | \$1,402.21 |
| Annual Payment 3 IR | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | \$866.66 | \$0.00 | \$866.66 |
| Annual Payment 3 IR | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | \$97.24 | \$7.54 | \$104.78 |
| Annual Payment 3 IR | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | \$52.27 | \$4.05 | \$56.32 |
| Annual Payment 3 IR | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | \$2,950.20 | \$0.00 | \$2,950.20 |
| Total | | | | \$680,342.30 | \$10,352.88 | \$690,695.18 |

| Dec 2027 | | | | | | |
|------------------|--------------|---|-----|--------------|------------|--------------|
| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
| Annual Payment 4 | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | \$76,505.26 | \$0.00 | \$76,505.26 |
| Annual Payment 4 | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 4 | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 4 | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | \$24,045.12 | \$0.00 | \$24,045.12 |
| Annual Payment 4 | 73618 | AXON COMMUNITY REQUEST | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 4 | 73680 | AXON RESPOND PLUS - LICENSE | 176 | \$50,160.18 | \$0.00 | \$50,160.18 |
| Annual Payment 4 | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 4 | 73739 | AXON PERFORMANCE - LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 4 | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | \$297.00 | \$0.00 | \$297.00 |
| Annual Payment 4 | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | \$4,950.00 | \$0.00 | \$4,950.00 |
| Annual Payment 4 | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | \$25,597.44 | \$0.00 | \$25,597.44 |
| Annual Payment 4 | BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | \$230,958.46 | \$5,673.47 | \$236,631.93 |
| Annual Payment 4 | H00001 | AB4 Camera Bundle | 176 | \$14,432.88 | \$1,118.55 | \$15,551.43 |
| Annual Payment 4 | H00002 | AB4 Multi Bay Dock Bundle | 22 | \$3,570.49 | \$276.71 | \$3,847.20 |

| Dec 2027 | | | | | | |
|------------------------|-------------|--|-----|---------------------|--------------------|---------------------|
| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
| Annual Payment 4 | H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 4 | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | (\$0.09) | \$0.00 | (\$0.09) |
| Annual Payment 4 | ProLicense | Pro License Bundle | 12 | \$6,845.74 | \$0.00 | \$6,845.74 |
| Annual Payment 4 | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 4 Fleet | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | \$44,193.59 | \$0.00 | \$44,193.59 |
| Annual Payment 4 Fleet | Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | \$100,128.00 | \$2,954.81 | \$103,082.81 |
| Annual Payment 4 Fleet | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | \$656.26 | \$8.23 | \$664.49 |
| Annual Payment 4 IR | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | \$594.00 | \$46.04 | \$640.04 |
| Annual Payment 4 IR | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | \$1,360.80 | \$0.00 | \$1,360.80 |
| Annual Payment 4 IR | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | \$346.50 | \$26.85 | \$373.35 |
| Annual Payment 4 IR | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | \$795.53 | \$0.00 | \$795.53 |
| Annual Payment 4 IR | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | \$11,860.98 | \$0.00 | \$11,860.98 |
| Annual Payment 4 IR | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | \$157.41 | \$12.20 | \$169.61 |
| Annual Payment 4 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 4 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 4 IR | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | \$271.46 | \$21.04 | \$292.50 |
| Annual Payment 4 IR | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | \$737.05 | \$57.12 | \$794.17 |
| Annual Payment 4 IR | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | \$393.20 | \$30.47 | \$423.67 |
| Annual Payment 4 IR | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | \$1,301.35 | \$100.86 | \$1,402.21 |
| Annual Payment 4 IR | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | \$866.66 | \$0.00 | \$866.66 |
| Annual Payment 4 IR | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | \$97.24 | \$7.54 | \$104.78 |
| Annual Payment 4 IR | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | \$52.27 | \$4.05 | \$56.32 |
| Annual Payment 4 IR | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | \$2,950.20 | \$0.00 | \$2,950.20 |
| Total | | | | \$680,342.30 | \$10,352.88 | \$690,695.18 |

| Dec 2028 | | | | | | |
|------------------------|--------------|---|-----|--------------|------------|--------------|
| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
| Annual Payment 5 | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | \$76,505.26 | \$0.00 | \$76,505.26 |
| Annual Payment 5 | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 5 | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 5 | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | \$24,045.12 | \$0.00 | \$24,045.12 |
| Annual Payment 5 | 73618 | AXON COMMUNITY REQUEST | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 5 | 73680 | AXON RESPOND PLUS - LICENSE | 176 | \$50,160.18 | \$0.00 | \$50,160.18 |
| Annual Payment 5 | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 5 | 73739 | AXON PERFORMANCE - LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 5 | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | \$297.00 | \$0.00 | \$297.00 |
| Annual Payment 5 | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | \$4,950.00 | \$0.00 | \$4,950.00 |
| Annual Payment 5 | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | \$25,597.44 | \$0.00 | \$25,597.44 |
| Annual Payment 5 | BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | \$230,958.46 | \$5,673.47 | \$236,631.93 |
| Annual Payment 5 | H00001 | AB4 Camera Bundle | 176 | \$14,432.88 | \$1,118.55 | \$15,551.43 |
| Annual Payment 5 | H00002 | AB4 Multi Bay Dock Bundle | 22 | \$3,570.49 | \$276.71 | \$3,847.20 |
| Annual Payment 5 | H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 5 | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | (\$0.09) | \$0.00 | (\$0.09) |
| Annual Payment 5 | ProLicense | Pro License Bundle | 12 | \$6,845.74 | \$0.00 | \$6,845.74 |
| Annual Payment 5 | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 5 Fleet | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | \$44,193.59 | \$0.00 | \$44,193.59 |
| Annual Payment 5 Fleet | Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | \$100,128.00 | \$2,954.81 | \$103,082.81 |
| Annual Payment 5 Fleet | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | \$656.26 | \$8.23 | \$664.49 |
| Annual Payment 5 IR | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | \$594.00 | \$46.04 | \$640.04 |
| Annual Payment 5 IR | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | \$1,360.80 | \$0.00 | \$1,360.80 |
| Annual Payment 5 IR | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | \$346.50 | \$26.85 | \$373.35 |
| Annual Payment 5 IR | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | \$795.53 | \$0.00 | \$795.53 |

Dec 2028

| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
|---------------------|-------|---|-----|---------------------|--------------------|---------------------|
| Annual Payment 5 IR | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | \$11,860.98 | \$0.00 | \$11,860.98 |
| Annual Payment 5 IR | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | \$157.41 | \$12.20 | \$169.61 |
| Annual Payment 5 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 5 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 5 IR | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | \$271.46 | \$21.04 | \$292.50 |
| Annual Payment 5 IR | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | \$737.05 | \$57.12 | \$794.17 |
| Annual Payment 5 IR | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | \$393.20 | \$30.47 | \$423.67 |
| Annual Payment 5 IR | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | \$1,301.35 | \$100.86 | \$1,402.21 |
| Annual Payment 5 IR | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | \$866.66 | \$0.00 | \$866.66 |
| Annual Payment 5 IR | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | \$97.24 | \$7.54 | \$104.78 |
| Annual Payment 5 IR | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | \$52.27 | \$4.05 | \$56.32 |
| Annual Payment 5 IR | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | \$2,950.20 | \$0.00 | \$2,950.20 |
| Total | | | | \$680,342.30 | \$10,352.88 | \$690,695.18 |

Dec 2029

| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
|------------------------|--------------|---|-----|--------------|------------|--------------|
| Annual Payment 6 | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | \$76,505.26 | \$0.00 | \$76,505.26 |
| Annual Payment 6 | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 6 | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 6 | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | \$24,045.12 | \$0.00 | \$24,045.12 |
| Annual Payment 6 | 73618 | AXON COMMUNITY REQUEST | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 6 | 73680 | AXON RESPOND PLUS - LICENSE | 176 | \$50,160.18 | \$0.00 | \$50,160.18 |
| Annual Payment 6 | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 6 | 73739 | AXON PERFORMANCE - LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 6 | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | \$297.00 | \$0.00 | \$297.00 |
| Annual Payment 6 | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | \$4,950.00 | \$0.00 | \$4,950.00 |
| Annual Payment 6 | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | \$25,597.44 | \$0.00 | \$25,597.44 |
| Annual Payment 6 | BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | \$230,958.46 | \$5,673.47 | \$236,631.93 |
| Annual Payment 6 | H00001 | AB4 Camera Bundle | 176 | \$14,432.88 | \$1,118.55 | \$15,551.43 |
| Annual Payment 6 | H00002 | AB4 Multi Bay Dock Bundle | 22 | \$3,570.49 | \$276.71 | \$3,847.20 |
| Annual Payment 6 | H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 6 | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | (\$0.09) | \$0.00 | (\$0.09) |
| Annual Payment 6 | ProLicense | Pro License Bundle | 12 | \$6,845.74 | \$0.00 | \$6,845.74 |
| Annual Payment 6 | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 6 Fleet | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | \$44,193.59 | \$0.00 | \$44,193.59 |
| Annual Payment 6 Fleet | Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | \$100,128.00 | \$2,954.81 | \$103,082.81 |
| Annual Payment 6 Fleet | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | \$656.26 | \$8.23 | \$664.49 |
| Annual Payment 6 IR | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | \$594.00 | \$46.04 | \$640.04 |
| Annual Payment 6 IR | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | \$1,360.80 | \$0.00 | \$1,360.80 |
| Annual Payment 6 IR | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | \$346.50 | \$26.85 | \$373.35 |
| Annual Payment 6 IR | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | \$795.53 | \$0.00 | \$795.53 |
| Annual Payment 6 IR | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | \$11,860.98 | \$0.00 | \$11,860.98 |
| Annual Payment 6 IR | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | \$157.41 | \$12.20 | \$169.61 |
| Annual Payment 6 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 6 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 6 IR | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | \$271.46 | \$21.04 | \$292.50 |
| Annual Payment 6 IR | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | \$737.05 | \$57.12 | \$794.17 |
| Annual Payment 6 IR | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | \$393.20 | \$30.47 | \$423.67 |
| Annual Payment 6 IR | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | \$1,301.35 | \$100.86 | \$1,402.21 |
| Annual Payment 6 IR | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | \$866.66 | \$0.00 | \$866.66 |
| Annual Payment 6 IR | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | \$97.24 | \$7.54 | \$104.78 |
| Annual Payment 6 IR | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | \$52.27 | \$4.05 | \$56.32 |

| Dec 2029 | | | | | | |
|---------------------|-------|---|-----|---------------------|--------------------|---------------------|
| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
| Annual Payment 6 IR | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | \$2,950.20 | \$0.00 | \$2,950.20 |
| Total | | | | \$680,342.30 | \$10,352.88 | \$690,695.18 |

| Dec 2030 | | | | | | |
|------------------------|--------------|---|-----|---------------------|--------------------|---------------------|
| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
| Annual Payment 7 | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | \$76,505.26 | \$0.00 | \$76,505.26 |
| Annual Payment 7 | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 7 | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 7 | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | \$24,045.12 | \$0.00 | \$24,045.12 |
| Annual Payment 7 | 73618 | AXON COMMUNITY REQUEST | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 7 | 73680 | AXON RESPOND PLUS - LICENSE | 176 | \$50,160.18 | \$0.00 | \$50,160.18 |
| Annual Payment 7 | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 7 | 73739 | AXON PERFORMANCE - LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 7 | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | \$297.00 | \$0.00 | \$297.00 |
| Annual Payment 7 | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | \$4,950.00 | \$0.00 | \$4,950.00 |
| Annual Payment 7 | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | \$25,597.44 | \$0.00 | \$25,597.44 |
| Annual Payment 7 | BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | \$230,958.46 | \$5,673.47 | \$236,631.93 |
| Annual Payment 7 | H00001 | AB4 Camera Bundle | 176 | \$14,432.88 | \$1,118.55 | \$15,551.43 |
| Annual Payment 7 | H00002 | AB4 Multi Bay Dock Bundle | 22 | \$3,570.49 | \$276.71 | \$3,847.20 |
| Annual Payment 7 | H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 7 | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | (\$0.09) | \$0.00 | (\$0.09) |
| Annual Payment 7 | ProLicense | Pro License Bundle | 12 | \$6,845.74 | \$0.00 | \$6,845.74 |
| Annual Payment 7 | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 7 Fleet | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | \$44,193.59 | \$0.00 | \$44,193.59 |
| Annual Payment 7 Fleet | Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | \$100,128.00 | \$2,954.81 | \$103,082.81 |
| Annual Payment 7 Fleet | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | \$656.26 | \$8.23 | \$664.49 |
| Annual Payment 7 IR | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | \$594.00 | \$46.04 | \$640.04 |
| Annual Payment 7 IR | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | \$1,360.80 | \$0.00 | \$1,360.80 |
| Annual Payment 7 IR | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | \$346.50 | \$26.85 | \$373.35 |
| Annual Payment 7 IR | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | \$795.53 | \$0.00 | \$795.53 |
| Annual Payment 7 IR | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | \$11,860.98 | \$0.00 | \$11,860.98 |
| Annual Payment 7 IR | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | \$157.41 | \$12.20 | \$169.61 |
| Annual Payment 7 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 7 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 7 IR | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | \$271.46 | \$21.04 | \$292.50 |
| Annual Payment 7 IR | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | \$737.05 | \$57.12 | \$794.17 |
| Annual Payment 7 IR | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | \$393.20 | \$30.47 | \$423.67 |
| Annual Payment 7 IR | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | \$1,301.35 | \$100.86 | \$1,402.21 |
| Annual Payment 7 IR | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | \$866.66 | \$0.00 | \$866.66 |
| Annual Payment 7 IR | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | \$97.24 | \$7.54 | \$104.78 |
| Annual Payment 7 IR | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | \$52.27 | \$4.05 | \$56.32 |
| Annual Payment 7 IR | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | \$2,950.20 | \$0.00 | \$2,950.20 |
| Total | | | | \$680,342.30 | \$10,352.88 | \$690,695.18 |

| Dec 2031 | | | | | | |
|------------------|--------|---|-----|-------------|--------|-------------|
| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
| Annual Payment 8 | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | \$76,505.26 | \$0.00 | \$76,505.26 |
| Annual Payment 8 | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 8 | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 8 | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | \$24,045.12 | \$0.00 | \$24,045.12 |
| Annual Payment 8 | 73618 | AXON COMMUNITY REQUEST | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |

Dec 2031

| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
|------------------------|--------------|---|-----|---------------------|--------------------|---------------------|
| Annual Payment 8 | 73680 | AXON RESPOND PLUS - LICENSE | 176 | \$50,160.18 | \$0.00 | \$50,160.18 |
| Annual Payment 8 | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 8 | 73739 | AXON PERFORMANCE - LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 8 | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | \$297.00 | \$0.00 | \$297.00 |
| Annual Payment 8 | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | \$4,950.00 | \$0.00 | \$4,950.00 |
| Annual Payment 8 | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | \$25,597.44 | \$0.00 | \$25,597.44 |
| Annual Payment 8 | BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | \$230,958.46 | \$5,673.47 | \$236,631.93 |
| Annual Payment 8 | H00001 | AB4 Camera Bundle | 176 | \$14,432.88 | \$1,118.55 | \$15,551.43 |
| Annual Payment 8 | H00002 | AB4 Multi Bay Dock Bundle | 22 | \$3,570.49 | \$276.71 | \$3,847.20 |
| Annual Payment 8 | H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 8 | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | (\$0.09) | \$0.00 | (\$0.09) |
| Annual Payment 8 | ProLicense | Pro License Bundle | 12 | \$6,845.74 | \$0.00 | \$6,845.74 |
| Annual Payment 8 | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 8 Fleet | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | \$44,193.59 | \$0.00 | \$44,193.59 |
| Annual Payment 8 Fleet | Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | \$100,128.00 | \$2,954.81 | \$103,082.81 |
| Annual Payment 8 Fleet | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | \$656.26 | \$8.23 | \$664.49 |
| Annual Payment 8 IR | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | \$594.00 | \$46.04 | \$640.04 |
| Annual Payment 8 IR | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | \$1,360.80 | \$0.00 | \$1,360.80 |
| Annual Payment 8 IR | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | \$346.50 | \$26.85 | \$373.35 |
| Annual Payment 8 IR | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | \$795.53 | \$0.00 | \$795.53 |
| Annual Payment 8 IR | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | \$11,860.98 | \$0.00 | \$11,860.98 |
| Annual Payment 8 IR | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | \$157.41 | \$12.20 | \$169.61 |
| Annual Payment 8 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 8 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 8 IR | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | \$271.46 | \$21.04 | \$292.50 |
| Annual Payment 8 IR | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | \$737.05 | \$57.12 | \$794.17 |
| Annual Payment 8 IR | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | \$393.20 | \$30.47 | \$423.67 |
| Annual Payment 8 IR | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | \$1,301.35 | \$100.86 | \$1,402.21 |
| Annual Payment 8 IR | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | \$866.66 | \$0.00 | \$866.66 |
| Annual Payment 8 IR | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | \$97.24 | \$7.54 | \$104.78 |
| Annual Payment 8 IR | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | \$52.27 | \$4.05 | \$56.32 |
| Annual Payment 8 IR | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | \$2,950.20 | \$0.00 | \$2,950.20 |
| Total | | | | \$680,342.30 | \$10,352.88 | \$690,695.18 |

Dec 2032

| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
|------------------|--------------|---|-----|--------------|------------|--------------|
| Annual Payment 9 | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | \$76,505.26 | \$0.00 | \$76,505.26 |
| Annual Payment 9 | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 9 | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 9 | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | \$24,045.12 | \$0.00 | \$24,045.12 |
| Annual Payment 9 | 73618 | AXON COMMUNITY REQUEST | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 9 | 73680 | AXON RESPOND PLUS - LICENSE | 176 | \$50,160.18 | \$0.00 | \$50,160.18 |
| Annual Payment 9 | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 9 | 73739 | AXON PERFORMANCE - LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 9 | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | \$297.00 | \$0.00 | \$297.00 |
| Annual Payment 9 | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | \$4,950.00 | \$0.00 | \$4,950.00 |
| Annual Payment 9 | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | \$25,597.44 | \$0.00 | \$25,597.44 |
| Annual Payment 9 | BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | \$230,958.46 | \$5,673.47 | \$236,631.93 |
| Annual Payment 9 | H00001 | AB4 Camera Bundle | 176 | \$14,432.88 | \$1,118.55 | \$15,551.43 |
| Annual Payment 9 | H00002 | AB4 Multi Bay Dock Bundle | 22 | \$3,570.49 | \$276.71 | \$3,847.20 |
| Annual Payment 9 | H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 9 | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | (\$0.09) | \$0.00 | (\$0.09) |

| Dec 2032 | | | | | | |
|------------------------|-------------|--|-----|---------------------|--------------------|---------------------|
| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
| Annual Payment 9 | ProLicense | Pro License Bundle | 12 | \$6,845.74 | \$0.00 | \$6,845.74 |
| Annual Payment 9 | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 9 Fleet | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | \$44,193.59 | \$0.00 | \$44,193.59 |
| Annual Payment 9 Fleet | Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | \$100,128.00 | \$2,954.81 | \$103,082.81 |
| Annual Payment 9 Fleet | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | \$656.26 | \$8.23 | \$664.49 |
| Annual Payment 9 IR | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | \$594.00 | \$46.04 | \$640.04 |
| Annual Payment 9 IR | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | \$1,360.80 | \$0.00 | \$1,360.80 |
| Annual Payment 9 IR | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | \$346.50 | \$26.85 | \$373.35 |
| Annual Payment 9 IR | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | \$795.53 | \$0.00 | \$795.53 |
| Annual Payment 9 IR | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | \$11,860.98 | \$0.00 | \$11,860.98 |
| Annual Payment 9 IR | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | \$157.41 | \$12.20 | \$169.61 |
| Annual Payment 9 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 9 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.47 | \$103.82 |
| Annual Payment 9 IR | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | \$271.46 | \$21.04 | \$292.50 |
| Annual Payment 9 IR | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | \$737.05 | \$57.12 | \$794.17 |
| Annual Payment 9 IR | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | \$393.20 | \$30.47 | \$423.67 |
| Annual Payment 9 IR | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | \$1,301.35 | \$100.86 | \$1,402.21 |
| Annual Payment 9 IR | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | \$866.66 | \$0.00 | \$866.66 |
| Annual Payment 9 IR | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | \$97.24 | \$7.54 | \$104.78 |
| Annual Payment 9 IR | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | \$52.27 | \$4.05 | \$56.32 |
| Annual Payment 9 IR | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | \$2,950.20 | \$0.00 | \$2,950.20 |
| Total | | | | \$680,342.30 | \$10,352.88 | \$690,695.18 |

| Dec 2033 | | | | | | |
|-------------------------|--------------|---|-----|--------------|------------|--------------|
| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
| Annual Payment 10 | 100165 | AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED | 176 | \$76,505.26 | \$0.00 | \$76,505.26 |
| Annual Payment 10 | 100775 | AXON BODY 4 - MAGNETIC DISCONNECT CABLE | 176 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 10 | 11507 | AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE | 130 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 10 | 11642 | AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT | 176 | \$24,045.12 | \$0.00 | \$24,045.12 |
| Annual Payment 10 | 73618 | AXON COMMUNITY REQUEST | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 10 | 73680 | AXON RESPOND PLUS - LICENSE | 176 | \$50,160.18 | \$0.00 | \$50,160.18 |
| Annual Payment 10 | 73682 | AXON EVIDENCE - AUTO TAGGING LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 10 | 73739 | AXON PERFORMANCE - LICENSE | 176 | \$25,341.54 | \$0.00 | \$25,341.54 |
| Annual Payment 10 | 79999 | AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE | 1 | \$297.00 | \$0.00 | \$297.00 |
| Annual Payment 10 | 80190 | AXON EVIDENCE - CHANNEL SERVICES | 2 | \$4,950.00 | \$0.00 | \$4,950.00 |
| Annual Payment 10 | 85760 | AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE | 176 | \$25,597.44 | \$0.00 | \$25,597.44 |
| Annual Payment 10 | BWCUwTAP10Yr | BWC Unlimited with TAP 10YR | 176 | \$230,958.46 | \$5,673.65 | \$236,632.11 |
| Annual Payment 10 | H00001 | AB4 Camera Bundle | 176 | \$14,432.88 | \$1,118.53 | \$15,551.41 |
| Annual Payment 10 | H00002 | AB4 Multi Bay Dock Bundle | 22 | \$3,570.49 | \$276.74 | \$3,847.23 |
| Annual Payment 10 | H00004 | AB4 FLEX POV HARDWARE BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 10 | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | (\$0.09) | \$0.00 | (\$0.09) |
| Annual Payment 10 | ProLicense | Pro License Bundle | 12 | \$6,845.74 | \$0.00 | \$6,845.74 |
| Annual Payment 10 | T00001 | AB4 FLEX POV TAP BUNDLE | 12 | \$0.00 | \$0.00 | \$0.00 |
| Annual Payment 10 Fleet | 80401 | AXON FLEET 3 - ALPR LICENSE - 1 CAMERA | 50 | \$44,193.59 | \$0.00 | \$44,193.59 |
| Annual Payment 10 Fleet | Fleet3B10Yr | Fleet 3 Basic 10 Year | 50 | \$100,128.00 | \$2,954.78 | \$103,082.78 |
| Annual Payment 10 Fleet | InteriorCam | FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE | 2 | \$656.26 | \$8.19 | \$664.45 |
| Annual Payment 10 IR | 50037 | AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC | 4 | \$594.00 | \$45.99 | \$639.99 |
| Annual Payment 10 IR | 50039 | AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL | 4 | \$1,360.80 | \$0.00 | \$1,360.80 |
| Annual Payment 10 IR | 50041 | AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER | 2 | \$346.50 | \$26.89 | \$373.39 |
| Annual Payment 10 IR | 50043 | AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER | 2 | \$795.53 | \$0.00 | \$795.53 |
| Annual Payment 10 IR | 50045 | AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED | 8 | \$11,860.98 | \$0.00 | \$11,860.98 |
| Annual Payment 10 IR | 50114 | AXON INTERVIEW - CAMERA - COVERT SENSOR | 4 | \$157.41 | \$12.20 | \$169.61 |

Dec 2033

| Invoice Plan | Item | Description | Qty | Subtotal | Tax | Total |
|----------------------|-------|---|-----|---------------------|--------------------|---------------------|
| Annual Payment 10 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.44 | \$103.79 |
| Annual Payment 10 IR | 50118 | AXON INTERVIEW - MIC - WIRED (STANDARD MIC) | 4 | \$96.35 | \$7.44 | \$103.79 |
| Annual Payment 10 IR | 50218 | AXON INTERVIEW - CAMERA - COVERT MAIN UNIT | 4 | \$271.46 | \$21.01 | \$292.47 |
| Annual Payment 10 IR | 50294 | AXON INTERVIEW - SERVER - LITE | 2 | \$737.05 | \$57.13 | \$794.18 |
| Annual Payment 10 IR | 50298 | AXON INTERVIEW - CAMERA - OVERT DOME | 4 | \$393.20 | \$30.50 | \$423.70 |
| Annual Payment 10 IR | 50322 | AXON INTERVIEW - TOUCH PANEL PRO | 4 | \$1,301.35 | \$100.81 | \$1,402.16 |
| Annual Payment 10 IR | 50448 | AXON INTERVIEW - EXT WARRANTY | 4 | \$866.66 | \$0.00 | \$866.66 |
| Annual Payment 10 IR | 74056 | AXON INTERVIEW - TOUCH PANEL WALL MOUNT | 4 | \$97.24 | \$7.50 | \$104.74 |
| Annual Payment 10 IR | 74116 | AXON INTERVIEW - ENCLOSURE - FLUSH MOUNT | 4 | \$52.27 | \$4.05 | \$56.32 |
| Annual Payment 10 IR | 85170 | AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM) | 4 | \$2,950.20 | \$0.00 | \$2,950.20 |
| Total | | | | \$680,342.30 | \$10,352.85 | \$690,695.15 |

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Contract Omnia Contract 3544-21-4615 is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

9/5/2024



INTENT TO PIGGYBACK OFF COOPERATIVE PROCUREMENT

Omnia - The University of Nebraska Contract Number: 3544-21-4615

This agreement (“the Agreement”) is hereby made this ____ day of _____, 2024, by the Costa Mesa Police Department (“Agency”) and Axon Enterprise, Inc. (“Axon”). Collectively, Agency and Axon are the “Parties.”

WHEREAS, the Agency is desirous of having Axon provide products and services, as herein described; and

WHEREAS, Axon and Omnia Partners agreed to utilize The University of Nebraska Contract Number: 3544-21-4615 as for the Omnia Cooperative Contract (“Omnia Contract”) which is incorporated herein by reference; and

WHEREAS, Axon has agreed to provide goods and services within the scope of the Omnia Contract to the Agency at the same prices in Omnia Contract; and

WHEREAS, the goods and/or services required by the Agency and that the Agency seeks to obtain from Axon are within the scope of the Omnia Contract; and

WHEREAS, it is the purpose of this Agreement to describe the formal rights and obligations of the parties;

NOW, THEREFORE, WITNESSETH that, for the consideration herein indicated, and in consideration of the mutual promises and covenants set forth in this Agreement, the Parties Agree as follows:

1. The Parties intend to utilize the Omnia Contract for the goods and services detailed in Quote Q-543431-45540.769AS (the “Quote”) attached hereto as Exhibit A.
2. The term of this Agreement shall begin upon the date of last signature and shall continue until all subscriptions hereunder have expired or have been terminated. In the event the term of the subscriptions extends past the termination or expiration of the Omnia Contract, the terms and conditions of the Omnia Contract shall remain in full force and effect as it applies to the Quote and will continue in effect for such order until the term of that Quote expires or the order is cancelled or terminated in accordance with the terms of this Agreement.

This Agreement, together with the Omnia Contract, constitutes the entire agreement between the parties relating to the subject matter of this Agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

This Agreement may be executed by the Parties by facsimile and in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

Each representative identified below declares they have been expressly authorized to execute this Agreement as of the date of signature.

Axon Enterprise, Inc.

Agency

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-338

Meeting Date: 9/17/2024

TITLE:

ACCEPTANCE OF THE PLACENTIA AVENUE, WEST 19TH STREET, AND EAST 17TH STREET PAVEMENT REHABILITATION, BICYCLE FACILITY, AND STRIPING IMPROVEMENTS PROJECT, CITY PROJECT NO. 22-08

DEPARTMENT: PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

CONTACT INFORMATION: SEUNG YANG, P.E., CITY ENGINEER, (714) 754-5335

RECOMMENDATION:

Staff recommends the City Council:

1. Accept the work performed by All American Asphalt, Inc., 400 East Sixth Street, Corona, California 92879 for the Placentia Avenue, West 19th Street, and East 17th Street Pavement Rehabilitation, Bicycle Facility, and Striping Improvements Project, City Project No. 22-08., and authorize the City Clerk to file the Notice of Completion.
2. Authorize the City Manager to release the retention monies thirty-five (35) days after the Notice of Completion filing date; release the Labor and Material Bond seven (7) months after the filing date; and release the Faithful Performance Bond one (1) year after the filing date.

BACKGROUND:

On January 17, 2023, the City Council awarded a construction contract to All American Asphalt, Inc. for the Placentia Avenue, West 19th Street, and East 17th Street Pavement Rehabilitation, Bicycle Facility, and Striping Improvements Project, City Project No. 22-08.

The scope of work for the project consisted of street rehabilitation, slurry seal, active transportation improvements, bicycle facility markings, and bike lane enhancements including the installation of K-71 bollards, and parkway and median improvements. As part of this project, the newly installed bicycle lanes are consistent with the City's Active Transportation Plan (ATP).

The street rehabilitation improvements included Placentia Avenue from Adams Avenue to the southerly City limits south of 16th Street, West 19th Street from Parkcrest Drive to Pomona Avenue, including bicycle facility markings from Pomona Avenue to Park Avenue, and East 17th Street from Newport Boulevard to west of Fullerton Avenue. A location map showing which streets have been rehabilitated is shown as Attachment 1.

In addition to this project, additional improvements include the construction of a new raised crosswalk at Pomona Avenue and Sterling Avenue, and a new sidewalk installed at West 19th Street from Placentia Avenue to Federal Avenue.

ANALYSIS:

The work required by the contract documents was completed on August 9, 2024 to the satisfaction of the City Engineer. The final contract cost amounted to \$2,942,305.75. A summary of the final costs is included as Attachment 2.

A summary of the costs is as follows:

| | |
|-----------------------------|-----------------------|
| Original Contract Amount: | \$2,745,547.20 |
| Final Quantity Adjustments: | \$ 196,758.55 |
| Final Contract Cost: | \$2,942,305.75 |

Additional costs related to final quantity adjustments, in the amount of 196,758.55, were due to changes to the construction scope, and are within the authorized contingency amount.

As of this date, there are no stop notices filed against the monies due to All American Asphalt, Inc.



Placentia Ave.



West 19th St.



West 19th St. New Sidewalk



**Pomona Ave. and Sterling Ave.
Raised Crosswalk**

ALTERNATIVES:

This item is administrative in nature and there are no alternatives to be considered.

FISCAL REVIEW:

This project was funded from Measure “M2” Fairshare Fund (Fund 416), Capital Improvement Fund (Fund 401), Traffic Impact Fees Fund (Fund 214), and Air Quality Improvement Fund (Fund 203).

LEGAL REVIEW:

The City Attorney’s Office has reviewed this agenda report and approves it as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This project worked toward achieving the following City Council goal:

- Strengthen the Public’s Safety and Improve the Quality of Life.

CONCLUSION:

Staff recommends the City Council:

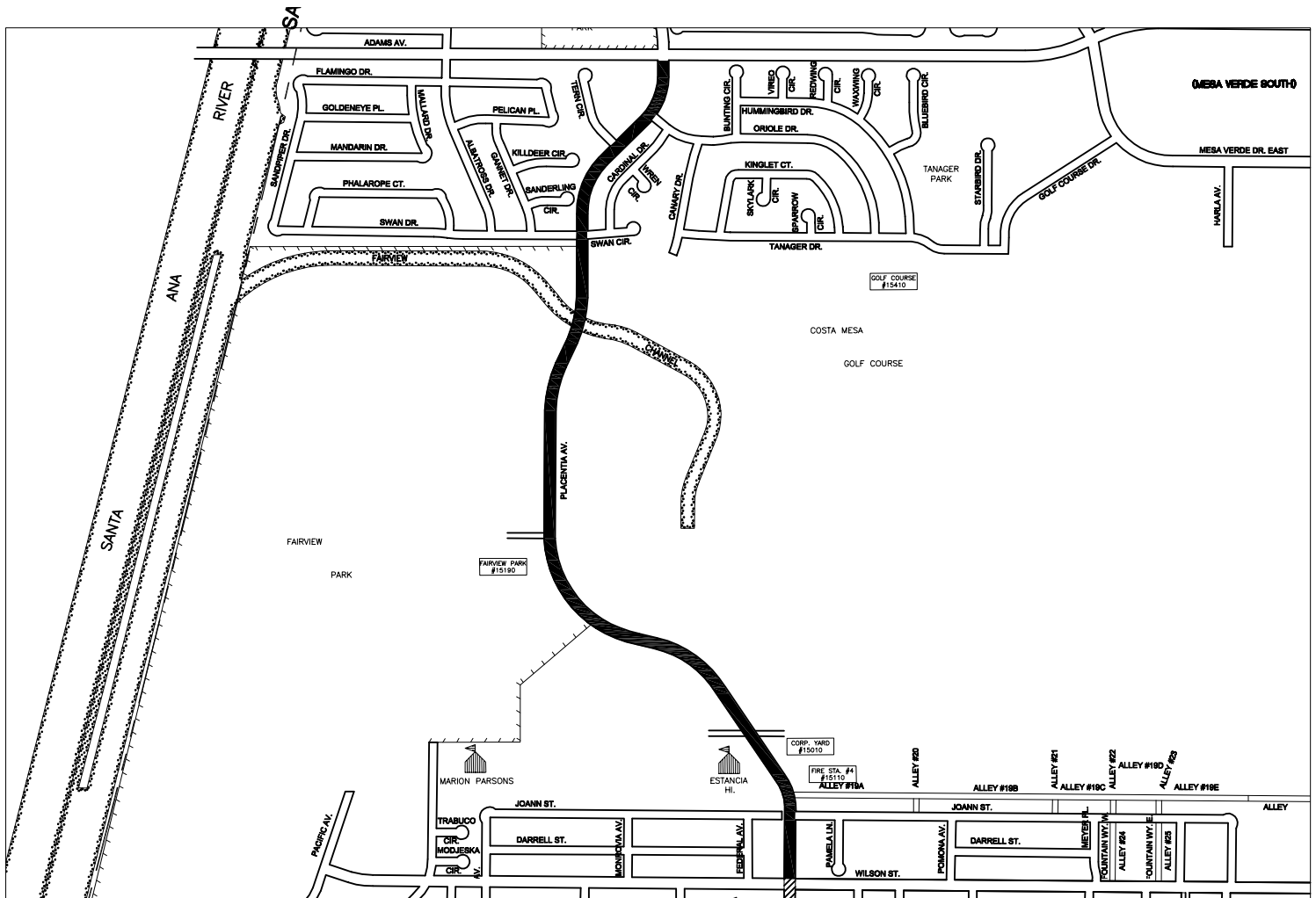
1. Accept the work performed by All American Asphalt, Inc., 400 East Sixth Street, Corona, California 92879 for the Placentia Avenue, West 19th Street, and East 17th Street Pavement Rehabilitation, Bicycle Facility, and Striping Improvements Project, City Project No. 22-08, and authorize the City Clerk to file the Notice of Completion.
2. Authorize the City Manager to release the retention monies thirty-five (35) days after the Notice of Completion filing date; release the Labor and Material Bond seven (7) months after the filing date; and release the Faithful Performance Bond one (1) year after the filing date.



CITY OF COSTA MESA

Public Services/Engineering

ATTACHMENT 1



PLACENTIA AVE, W. 19TH ST, AND E. 17TH ST PAVEMENT REHABILITATION, BICYCLE FACILITY, AND STRIPING IMPROVEMENTS PROJECT #22-08 - AS BUILT

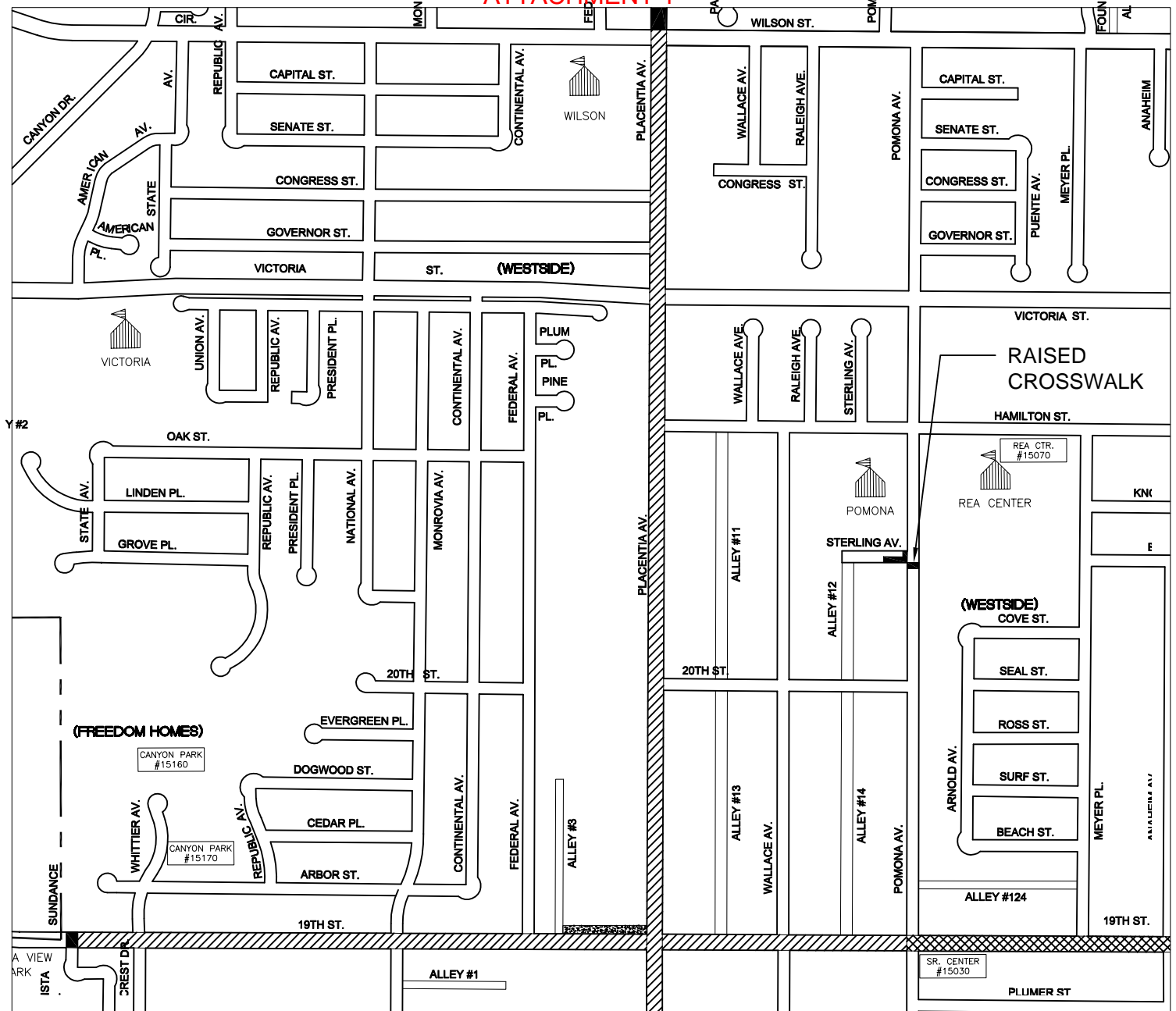
- STREET REHABILITATION LOCATIONS
- SLURRY LOCATIONS



CITY OF COSTA MESA

Public Services/Engineering

ATTACHMENT 1



PLACENTIA AVE, W. 19TH ST, AND E. 17TH ST PAVEMENT REHABILITATION, BICYCLE FACILITY, AND STRIPING IMPROVEMENTS PROJECT #22-08 -AS BUILT

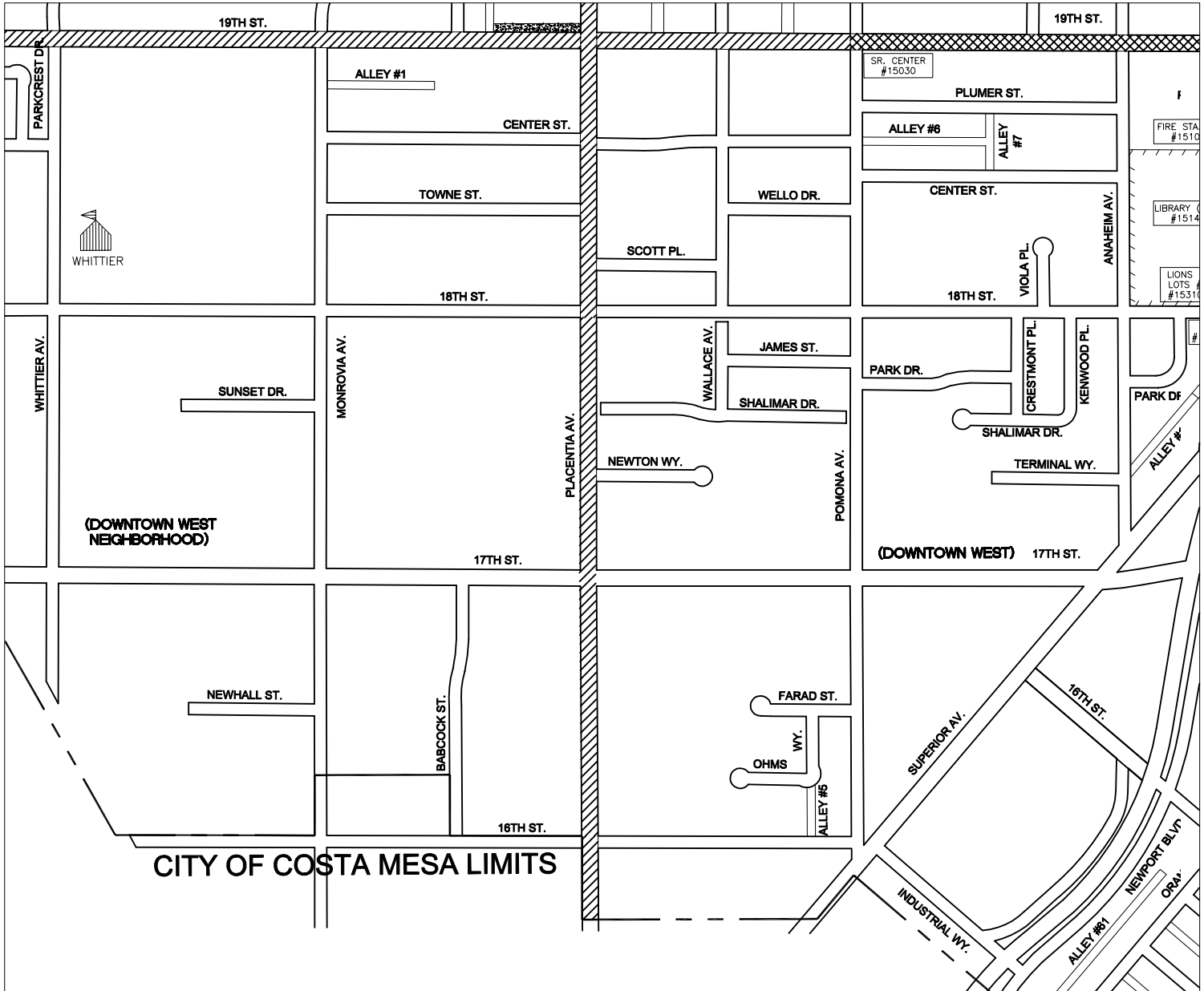
- STREET REHABILITATION LOCATIONS
- SLURRY LOCATIONS
- NEW SIDEWALK LOCATIONS



CITY OF COSTA MESA

Public Services/Engineering

ATTACHMENT 1



PLACENTIA AVE, W. 19TH ST, AND E. 17TH ST PAVEMENT REHABILITATION, BICYCLE FACILITY, AND STRIPING IMPROVEMENTS PROJECT #22-08 - AS BUILT

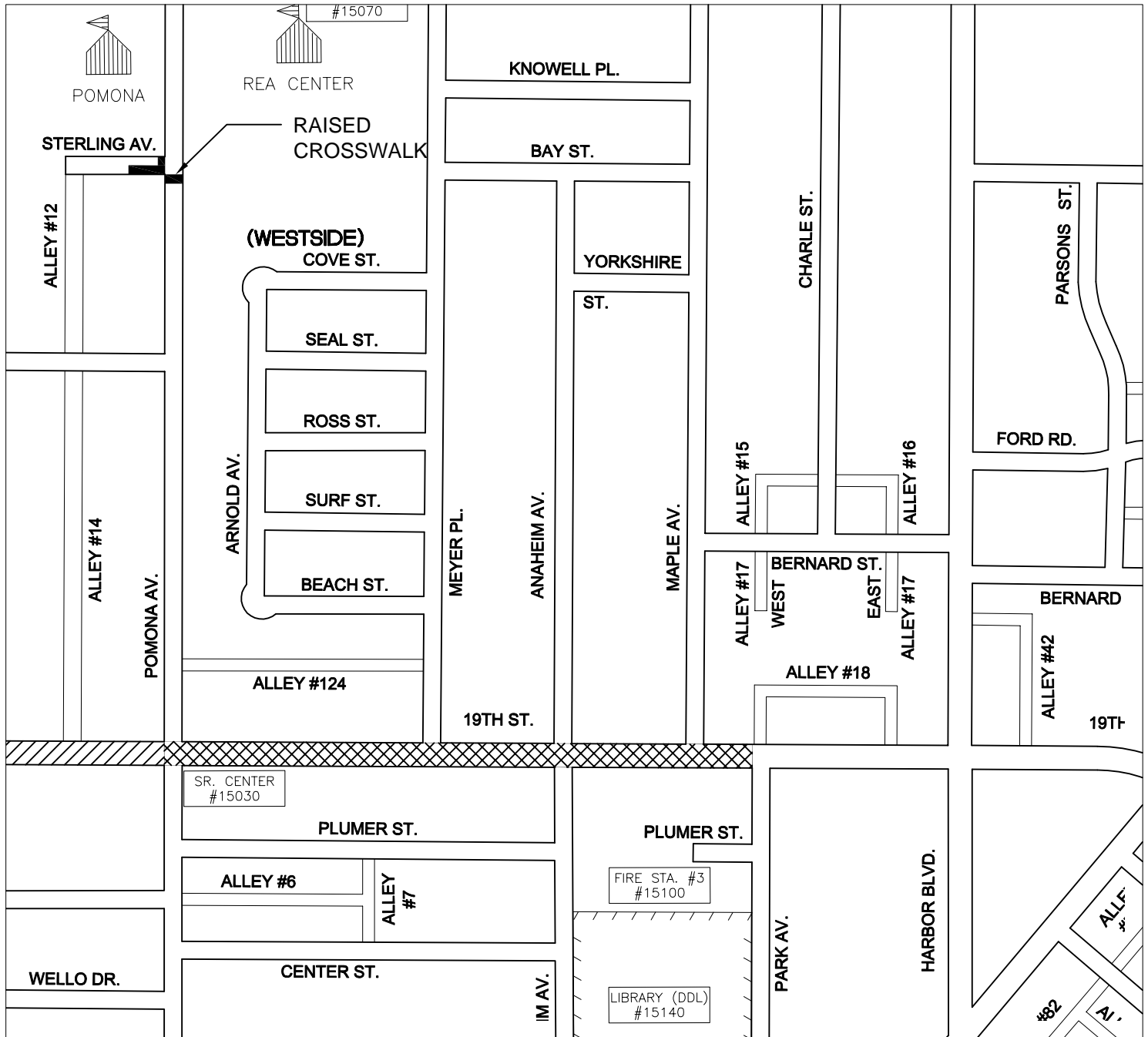
-  STREET REHABILITATION LOCATIONS
-  SLURRY LOCATIONS
-  NEW SIDEWALK LOCATIONS



CITY OF COSTA MESA

Public Services/Engineering

ATTACHMENT 1



PLACENTIA AVE, W. 19TH ST, AND E. 17TH ST PAVEMENT REHABILITATION, BICYCLE FACILITY, AND STRIPING IMPROVEMENTS PROJECT #22-08 - AS BUILT

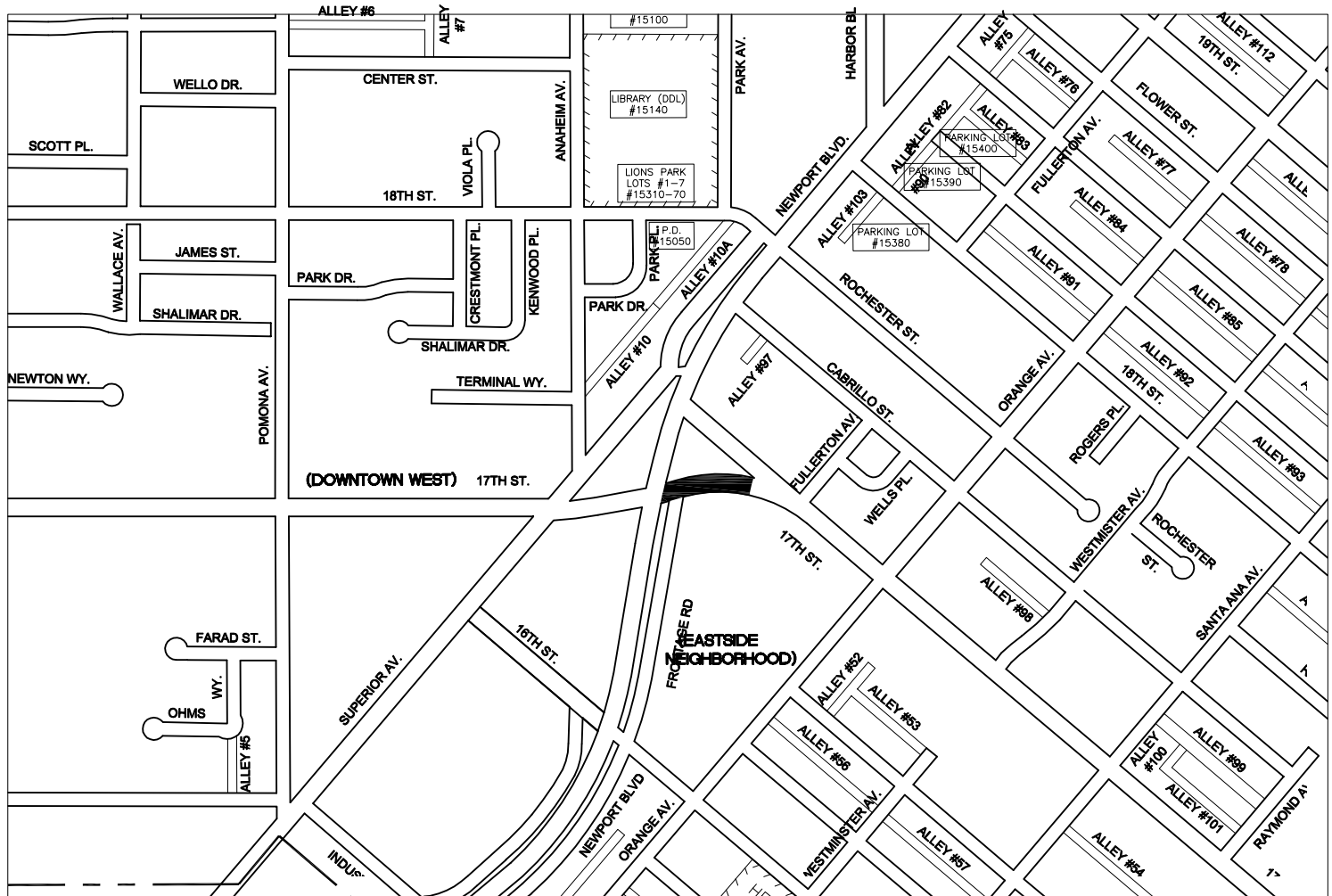
- STREET REHABILITATION LOCATIONS
- SLURRY LOCATIONS
- BICYCLE FACILITY AND STRIPING IMPROVEMENT LOCATIONS ONLY



CITY OF COSTA MESA

Public Services/Engineering

ATTACHMENT 1



PLACENTIA AVE, W. 19TH ST, AND E. 17TH ST PAVEMENT REHABILITATION, BICYCLE FACILITY, AND STRIPING IMPROVEMENTS PROJECT #22-08 - AS BUILT

-  STREET REHABILITATION LOCATIONS
-  SLURRY LOCATIONS

ATTACHMENT 2

CITY OF COSTA MESA

PROJECT: PLACENTIA AVE, W. 19TH ST, & E. 17TH ST. PAVEMENT REHABILITATION, BICYCLE FACILITY, AND STRIPING IMPROVEMENTS
City Project No. 22-08

| ITEM NO | BID QUANTITY | | DESCRIPTION | UNIT PRICE | PREVIOUS QUANTITY | | QUANTITY THIS ESTIMATE | | TOTAL QUANTITY TO DATE | PREVIOUS AMOUNT | AMOUNT THIS EST | TOTAL TO DATE | CONTRACT PRICE |
|---------|--------------|--------|---|--------------|-------------------|--------|------------------------|--------|------------------------|-----------------|-----------------|---------------|----------------|
| 1 | 1 | LS | Mobilization and Project Scheduling | \$158,262.20 | 100.00 | % | 0.00 | % | 100.00 | \$158,262.20 | \$0.00 | \$158,262.20 | \$158,262.20 |
| 2 | 1 | FA | Additional Work Items | \$75,000.00 | 0.00 | FA | 0.00 | FA | 0.00 | \$0.00 | \$0.00 | \$0.00 | \$75,000.00 |
| 2.01 | 1 | FA | CO1: 814-840 W. 19th St Conc. Sidewalk | \$46,963.50 | 1.00 | FA | 0.00 | FA | 1.00 | \$46,963.50 | \$0.00 | \$46,963.50 | \$0.00 |
| 2.04 | 1 | FA | CO1: 814-840 W. 19th St Conc. Sidewalk | \$23,224.69 | 1.00 | FA | 0.00 | FA | 1.00 | \$23,224.69 | \$0.00 | \$23,224.69 | \$0.00 |
| 2.02 | 1 | FA | CO2: Pomona Ave & Sterling Ave. Raised Crosswalk | \$122,089.10 | 1.00 | FA | 0.00 | FA | 1.00 | \$122,089.10 | \$0.00 | \$122,089.10 | \$0.00 |
| 2.03 | 1 | FA | CO2: Pomona Ave & Sterling Ave. Raised Crosswalk | \$29,186.45 | 1.00 | FA | 0.00 | FA | 1.00 | \$29,186.45 | \$0.00 | \$29,186.45 | \$0.00 |
| 2.05 | 1 | FA | CO2: Pomona Ave & Sterling Ave. Signing & Striping | \$8,586.00 | 1.00 | FA | 0.00 | FA | 1.00 | \$8,586.00 | \$0.00 | \$8,586.00 | \$0.00 |
| 2.06 | 1 | FA | CO3: Striping Plan Revisions | \$39,201.75 | 1.00 | FA | 0.00 | FA | 1.00 | \$39,201.75 | \$0.00 | \$39,201.75 | \$0.00 |
| 2.07 | 1 | FA | CO4: Placentia Ave & Victoria St AC repairs, Striping | \$34,495.00 | 1.00 | FA | 0.00 | FA | 1.00 | \$34,495.00 | \$0.00 | \$34,495.00 | \$0.00 |
| 3 | 1 | LS | Temporary Traffic Control | \$50,100.00 | 100.00 | % | 0.00 | % | 100.00 | \$50,100.00 | \$0.00 | \$50,100.00 | \$50,100.00 |
| 4 | 35 | EA | Adjust and Reset Existing Survey Monuments and Ties | \$733.00 | 0.00 | EA | 23.00 | EA | 23.00 | \$0.00 | \$16,859.00 | \$16,859.00 | \$25,655.00 |
| 5 | 424,500 | S.F. | Project A1: Placentia Avenue (from Adams Ave. to Wilson St.) Cold Mill (2-inch Minimum Depth) | \$0.37 | 464,088.00 | S.F. | 0.00 | S.F. | 464,088.00 | \$171,712.56 | \$0.00 | \$171,712.56 | \$157,065.00 |
| 6 | 5,350 | TONS | 2-inch Asphalt Rubber Hot Mix (ARHM) Asphalt Concrete (AC) Pavement Overlay | \$120.50 | 6,172.00 | TONS | 0.00 | TONS | 6,172.00 | \$743,726.00 | \$0.00 | \$743,726.00 | \$644,675.00 |
| 7 | 8 | EA | Adjust Manhole Covers to Grade | \$1,260.00 | 8.00 | EA | 0.00 | EA | 8.00 | \$10,080.00 | \$0.00 | \$10,080.00 | \$10,080.00 |
| 8 | 15 | EA | Adjust Water Valves to Grade | \$787.50 | 19.00 | EA | 0.00 | EA | 19.00 | \$14,962.50 | \$0.00 | \$14,962.50 | \$11,812.50 |
| 9 | 14 | EA | Install Type "F" or modified Type "F" Traffic Signal Loops | \$399.00 | 11.00 | EA | 0.00 | EA | 11.00 | \$4,389.00 | \$0.00 | \$4,389.00 | \$5,586.00 |
| 10 | 25 | EA | Install Type "E" Traffic Signal Loops | \$355.00 | 22.00 | EA | 0.00 | EA | 22.00 | \$7,810.00 | \$0.00 | \$7,810.00 | \$8,875.00 |
| 11 | 221 | EA | Procure and Install Green K71 Self Re-erecting Flexible Marker Posts (includes All Appurtenant Parts and Equipment to Properly Install these K71 Marker Posts) | \$278.25 | 221.00 | EA | 0.00 | EA | 221.00 | \$61,493.25 | \$0.00 | \$61,493.25 | \$61,493.25 |
| 11A | 45 | EA | Procure Green K-71 Self Re-erecting Flexible Marker Posts (includes All Appurtenant Parts and Equipment) that will be Used as Spares and Stored in the City's Corporation Yard | \$210.00 | 45.00 | EA | 0.00 | EA | 45.00 | \$9,450.00 | \$0.00 | \$9,450.00 | \$9,450.00 |
| 12 | 1 | LS | Signing and Striping: Install Lane Markings, Striping, Pavement Legends, Blue Raised Pavement Markers (BRPMs), Raised Pavement Markers (RPMs), and All Thermoplastic Markings, including Green Thermoplastic Markings as Shown on Signing & Striping Plan | \$122,797.50 | 100.00 | % | 0.00 | % | 100.00 | \$122,797.50 | \$0.00 | \$122,797.50 | \$122,797.50 |
| 13 | 450 | E.L.T. | Project A2: Placentia Avenue (from Wilson St. to W. 16th St.) Slurry Seal Type II with 2.5% Latex, including Organic Weed Kill | \$388.15 | 466.00 | E.L.T. | 0.00 | E.L.T. | 466.00 | \$180,877.90 | \$0.00 | \$180,877.90 | \$174,667.50 |
| 14 | 1 | L.S. | Crack Seal | \$26,880.00 | 1.00 | L.S. | 0.00 | L.S. | 1.00 | \$26,880.00 | \$0.00 | \$26,880.00 | \$26,880.00 |
| 15 | 0 | - | ITEM DELETED | \$0.00 | 0.00 | - | 0.00 | - | 0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 16A | 26 | TONS | Remove Existing Decorative Crosswalk at Placentia Ave. & W. 20th St. Replace with 6-inch Asphalt Concrete (AC) Surface Course Pavement Mill & Overlay | \$419.00 | 60.00 | TONS | 0.00 | TONS | 60.00 | \$25,140.00 | \$0.00 | \$25,140.00 | \$10,894.00 |
| 16B | 780 | S.F. | Cold Mill (2-inch Minimum Depth) | \$10.80 | 325.00 | S.F. | 0.00 | S.F. | 325.00 | \$3,510.00 | \$0.00 | \$3,510.00 | \$8,424.00 |
| 17A | 95 | TONS | Remove Existing Brick Paver Crosswalks at Placentia Ave. & W. 19th St. (all Four Legs of the Intersection). Replace with 4-inch Asphalt Concrete (AC) Surface Course Pavement Mill & Overlay | \$419.00 | 122.00 | TONS | 0.00 | TONS | 122.00 | \$51,118.00 | \$0.00 | \$51,118.00 | \$39,805.00 |
| 17B | 3,750 | S.F. | Cold Mill (4-inch Minimum Depth) | \$20.70 | 3,691.00 | S.F. | 0.00 | S.F. | 3,691.00 | \$76,403.70 | \$0.00 | \$76,403.70 | \$77,625.00 |
| 18 | 1 | L.S. | Signing and Striping: Install Lane Markings, Striping, Pavement Legends, Blue Raised Pavement Markers (BRPMs), Raised Pavement Markers (RPMs), and All Thermoplastic Markings, including Green Thermoplastic Markings as Shown on Signing & Striping Plan | \$142,537.50 | 1.00 | L.S. | 0.00 | L.S. | 1.00 | \$142,537.50 | \$0.00 | \$142,537.50 | \$142,537.50 |
| 19 | 3 | EA | Install modified Type "F" Traffic Signal Loops | \$399.00 | 3.00 | EA | 0.00 | EA | 3.00 | \$1,197.00 | \$0.00 | \$1,197.00 | \$1,197.00 |
| 20 | 1 | L.S. | Remove Existing and Install Flashing In-Roadway Lights across Placentia Ave. at W. 20th St., includes Street Pavement Work around the In- Roadway Lights | \$64,501.50 | 1.00 | L.S. | 0.00 | L.S. | 1.00 | \$64,501.50 | \$0.00 | \$64,501.50 | \$64,501.50 |

ATTACHMENT 2

CITY OF COSTA MESA

PROJECT: PLACENTIA AVE, W. 19TH ST, & E. 17TH ST. PAVEMENT REHABILITATION, BICYCLE FACILITY, AND STRIPING IMPROVEMENTS
City Project No. 22-08

| ITEM NO | BID QUANTITY | | DESCRIPTION | UNIT PRICE | PREVIOUS QUANTITY | | QUANTITY THIS ESTIMATE | | TOTAL QUANTITY TO DATE | | PREVIOUS AMOUNT | AMOUNT THIS EST | TOTAL TO DATE | CONTRACT PRICE | |
|----------------|--------------|--------|---|--------------|-------------------|--------|------------------------|--------|------------------------|--------|-----------------|-----------------|---------------|----------------|----------------|
| 21A | 1,000 | TONS | Project B: West 19th Street (from Sundance Dr. to Park Ave.) Digouts – Remove & Reconstruct Asphalt Concrete (AC) 6-inch Minimum Depth | \$225.00 | 1,251.00 | TONS | 0.00 | TONS | 1,251.00 | TONS | \$281,475.00 | \$0.00 | \$281,475.00 | \$225,000.00 | |
| 21B | 1,900 | CY | Digouts – Crushed Miscellaneous Base (CMB), including Excavation | \$110.70 | 0.00 | CY | 0.00 | CY | 0.00 | CY | \$0.00 | \$0.00 | \$0.00 | \$210,330.00 | |
| 22 | 200 | E.L.T. | Slurry Seal Type II with 2.5% Latex, including Organic Weed Kill | \$475.15 | 166.00 | E.L.T. | 0.00 | E.L.T. | 166.00 | E.L.T. | \$78,874.90 | \$0.00 | \$78,874.90 | \$95,030.00 | |
| 23 | 1 | L.S. | Crack Seal | \$13,440.00 | 1.00 | L.S. | 0.00 | L.S. | 1.00 | L.S. | \$13,440.00 | \$0.00 | \$13,440.00 | \$13,440.00 | |
| 24A | 110 | TONS | 2-inch Asphalt Concrete (AC) Surface Course Pavement Mill & Overlay | \$173.00 | 166.51 | TONS | 0.00 | TONS | 166.51 | TONS | \$28,806.23 | \$0.00 | \$28,806.23 | \$19,030.00 | |
| 24B | 8000 | S.F. | Cold Mill (2-inch Minimum Depth) | \$2.20 | 9,522.00 | S.F. | 0.00 | S.F. | 9,522.00 | S.F. | \$20,948.40 | \$0.00 | \$20,948.40 | \$17,600.00 | |
| 25 | 1 | L.S. | Signing and Striping: Install Lane Markings, Striping, Pavement Legends, Blue Raised Pavement Markers (BRPMs), Raised Pavement Markers (RPMs), and All Thermoplastic Markings, including Green Thermoplastic Markings | \$149,310.00 | 1.00 | L.S. | 0.00 | L.S. | 1.00 | L.S. | \$149,310.00 | \$0.00 | \$149,310.00 | \$149,310.00 | |
| 26 | 1 | EA | Adjust Manhole Covers to Grade | \$1,260.00 | 1.00 | EA | 0.00 | EA | 1.00 | EA | \$1,260.00 | \$0.00 | \$1,260.00 | \$1,260.00 | |
| 27 | 9 | EA | Adjust Water Valves to Grade | \$787.50 | 13.00 | EA | 0.00 | EA | 13.00 | EA | \$10,237.50 | \$0.00 | \$10,237.50 | \$7,087.50 | |
| 28 | 37,400 | S.F. | Project C: (E. 17th St) Cold Mill (2-inch Minimum Depth) | \$0.71 | 32,812.00 | S.F. | 0.00 | S.F. | 32,812.00 | S.F. | \$23,296.52 | \$0.00 | \$23,296.52 | \$26,554.00 | |
| 29 | 455 | TONS | 2-inch Asphalt Rubber Hot Mix (ARHM) Asphalt Concrete (AC) Pavement Overlay | \$171.25 | 415.44 | TONS | 0.00 | TONS | 415.44 | TONS | \$71,144.10 | \$0.00 | \$71,144.10 | \$77,918.75 | |
| 30 | 3 | EA | Adjust Water Valves to Grade | \$787.50 | 0.00 | EA | 3.00 | EA | 3.00 | EA | \$0.00 | \$2,362.50 | \$2,362.50 | \$2,362.50 | |
| 31 | 6 | EA | Install Type "F" Traffic Signal Loops | \$399.00 | 6.00 | EA | 0.00 | EA | 6.00 | EA | \$2,394.00 | \$0.00 | \$2,394.00 | \$2,394.00 | |
| 32 | 10 | EA | Install Type "E" Traffic Signal Loops | \$355.00 | 11.00 | EA | 0.00 | EA | 0.00 | EA | \$3,905.00 | \$0.00 | \$3,905.00 | \$3,550.00 | |
| 33 | 1 | L.S. | Signing and Striping: Install Lane Markings, Striping, Pavement Legends, Blue Raised Pavement Markers (BRPMs), and Raised Pavement Markers (RPMs) per Existing Layout | \$7,297.50 | 1.00 | L.S. | 0.00 | L.S. | 1.00 | L.S. | \$7,297.50 | \$0.00 | \$7,297.50 | \$7,297.50 | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| TOTAL CONTRACT | | | | | | | | | | | | \$2,923,084.25 | \$19,221.50 | \$2,942,305.75 | \$2,745,547.20 |



CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 24-341

Meeting Date: 9/17/2024

TITLE:

RESPONSES TO ORANGE COUNTY GRAND JURY REPORT - E-BIKES FRIEND OR FOE

DEPARTMENT: PUBLIC WORKS DEPARTMENT /TRANSPORTATION
SERVICES DIVISION

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

CONTACT INFORMATION: BRETT ATENCIO THOMAS, ACTIVE TRANSPORTATION
COORDINATOR, (714) 754-5343

RECOMMENDATION:

Staff recommends the City Council approve the draft responses to Findings 1-3 and Recommendations 1-3 in the Orange County Grand Jury (OCGJ) Report titled "E-Bikes Friend or Foe."

BACKGROUND:

On June 13, 2024, the City received a copy of the 2023-2024 OC Grand Jury Report titled "E-Bikes Friend or Foe" (Attachment 1). As the use of electric bicycles (e-bikes) has increased throughout the county, the report provides an investigation and analysis into e-bike regulation, education, and safety, focused on what pertinent regulations, if any, have been adopted by Orange County cities. The report seeks to press Orange County cities to actively seek common-sense rules for e-bikes to ensure their safe operation among conventional bicycles, pedestrians, and motor vehicles.

The OCGJ investigation and analysis included interviews and surveys of major retail bike shops, the Orange County Transportation Authority (OCTA), the Orange County Sheriff's Department, and several cities throughout the county including Costa Mesa. Through the interviews and surveys, the OCGJ report found that there is a wide variation of rules on e-bikes and limited information regarding reporting of e-bike incidents, injuries, and basic rules of the road for e-bikes.

Following the investigation and analysis, the OCGJ arrived at three (3) principal findings, and three (3) principal recommendations. In accordance with California Penal Code Sections 933 and 933.05 (Attachment 2), the 2023-2024 OC Grand Jury requires responses to the three (3) Findings and three (3) Recommendations outlined in the report by September 19, 2024 (90 days after the OCGJ Report's public release on June 20, 2024).

ANALYSIS:

The City has been proactive as the proliferation of e-bikes has been acutely felt in Southern California cities such as Costa Mesa. The Costa Mesa City Council approved the development of a Bicycle Safety Education Program focusing on e-bike safety and usage at its November 7, 2023, meeting.

Since early 2024, staff from the City Attorney's Office, Costa Mesa Police Department, and Public Works worked collaboratively with the Active Transportation Committee to develop proposed revisions to the Costa Mesa Municipal Code (CMMC) as it pertains to conventional and electric bicycles. Subsequently, the City Council adopted ordinances to amend Chapters 2 and 3 of Title 4 (Bicycles) and Chapters 1 through 21 of Title 10 (Motor Vehicle Traffic) of the CMMC on July 16, 2024.

Staff has prepared a draft response letter (Attachment 3) to the three (3) OCGJ Report Findings and three (3) OCGJ Report Recommendations. The responses outline the City's accomplishments and provide a path forward for e-bike regulations and safety within the community.

Below is the City of Costa Mesa's response to the Findings within the Grand Jury Report:

- 1) **The majority of Orange County's 34 cities do not have ordinances or policies in place, which makes it difficult to address the safe operation and regulation of E-bikes leading to confusion.** The City agrees with this finding; however, it takes the view that many cities are different in form and culture, requiring the need for ordinances and policies that are specifically tailored to the community.
- 2) **Due to the increasing incidence of E-bike injuries and deaths, there is a need for consistent and accurate tracking by law enforcement and first responders, which does not exist now.** The City agrees with this finding; however, it will take a State mandate from the California Highway Patrol and changes to the Collision Investigation Manual (CIM) to properly track electric bicycle collisions statewide for comparison purposes.
- 3) **Training and education on E-bike use and safety varies from city to city causing confusion amongst bike riders.** The City agrees with this finding; however, training and education should also have specific aspects designed to account for attributes that are unique to the community.

Below is the City of Costa Mesa's response to the Recommendations made within the Grand Jury Report:

- 1) **Each Orange County city should have specific policies that define the rules of the road for use of E-bikes in their communities by December 1, 2014.** At the July 16, 2024 City Council Meeting, the Council approved Municipal Code updates that outline rules of the road for individuals riding electric bicycles.

- 2) **Each Orange County city should have a mechanism in place to report accidents, injuries and deaths involving E-bikes by December 1, 2024.** The Costa Mesa Police Department has established an internal means to track electric bicycle collisions. However, it will take a State mandate from the California Highway Patrol and changes to the Collision Investigation Manual (CIM) to properly track electric bicycle collisions statewide for comparison purposes.
- 3) **Each Orange County city should research and develop outreach and education programs regarding the safe operation of E-bikes for their residents by December 1, 2024.** The City currently has a Bicycle Safety Education Program in place that provides training on electric bicycle operation to adults and children throughout the community. One class was held at an elementary school, and one all ages community event was held. Thirty additional events are planned and funded.

ALTERNATIVES:

The City Council may decline to approve the proposed responses. However, failure to provide responses by the September 19, 2024 deadline will result in violation of California Penal Code Sections 933 and 933.05. Staff does not recommend this option. The City Council could propose modifications to the responses. Staff will incorporate City Council recommendations in our response to OC Grand Jury.

FISCAL REVIEW:

There is no fiscal impact to the City for the approval of the recommended action.

LEGAL REVIEW:

The City Attorney's Office has reviewed the draft responses and approves them as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item works toward achieving the following City Council goal:

- Strengthen the public's safety and improve the quality of life.

CONCLUSION:

Staff recommends the City Council approve the draft responses to Findings 1-3 and Recommendations 1-3 in the OC Grand Jury Report titled "E-Bike Friend or Foe."



ORANGE COUNTY GRAND JURY

700 CIVIC CENTER DRIVE WEST • SANTA ANA, CALIFORNIA 92701 • 714/834-3320
www.ocgrandjury.org • FAX 714/834-5555

June 13, 2024

The Honorable John Stephens
 City of Costa Mesa
 77 Fair Drive
 Costa Mesa, CA 92626

CONFIDENTIAL

Dear Mayor Stephens:

Enclosed is a copy of the 2023-2024 Orange County Grand Jury report, *E-bikes Friend or Foe*. Pursuant to *Penal Code* 933.05(f), a copy of the report is being provided to you at least two working days prior to its public release. Please note that under that subsection, "No officer, agency, department, or governing body of a public agency shall disclose any contents of the report *prior to the public release of the final report*." (Emphasis added.) It is **required** that you provide a response to each of the findings and recommendations of this report directed to your office in compliance with *Penal Code* 933.05(a) and (b), a copy is enclosed.

Please distribute this report to your governing body.

For each Grand Jury recommendation accepted and not implemented, provide a schedule for future implementation. In addition, by the end of March of each subsequent year, please report on the progress being made on each recommendation accepted but not completed. These annual reports should continue until all recommendations are implemented.

Please mail the response to the recommendations to Maria Hernandez, Presiding Judge of the Superior Court, 700 Civic Center Drive West, Santa Ana, CA 92701, with a separate copy mailed to the Orange County Grand Jury, 700 Civic Center Drive West, Santa Ana, CA 92701, no later than **90 days** after the public release date, **June 20, 2024**, in compliance with *Penal Code* 933, copy enclosed. The due date then is **September 19, 2024**.

Should additional time for responding to this report be necessary for further analysis, *Penal Code* 933.05(b)(3) permits an extension of time up to six months from the public release date. Such extensions should be advised in writing, with the information required in *Penal Code* 933.05(b)(3), to the Presiding Judge of the Superior Court, with a separate copy of the request to the Grand Jury.

We tentatively plan to issue the public release on **June 20, 2024**. Upon public release, the report will be available on the Grand Jury website at www.ocgrandjury.org.

Very truly yours,

Michael J. Vertengia, Foreperson
 2023-2024 ORANGE COUNTY GRAND JURY

MJV:jm

Enclosures: Grand Jury Report
 Penal Code 933, 933.05

Cc: Lori Ann Farrell Harrison, City Manager



E-bikes Friend or Foe



GRAND JURY 2023-2024

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SUMMARY

The use of electric bicycles (E-bikes) has increased as our communities look to new and novel ways to commute and to reduce our reliance on automobiles. E-bikes are a cost-effective alternative. However, they bring higher risks of accidents and injuries when compared to conventional bicycles. The public deserves education and safety regulations to mitigate this concern.

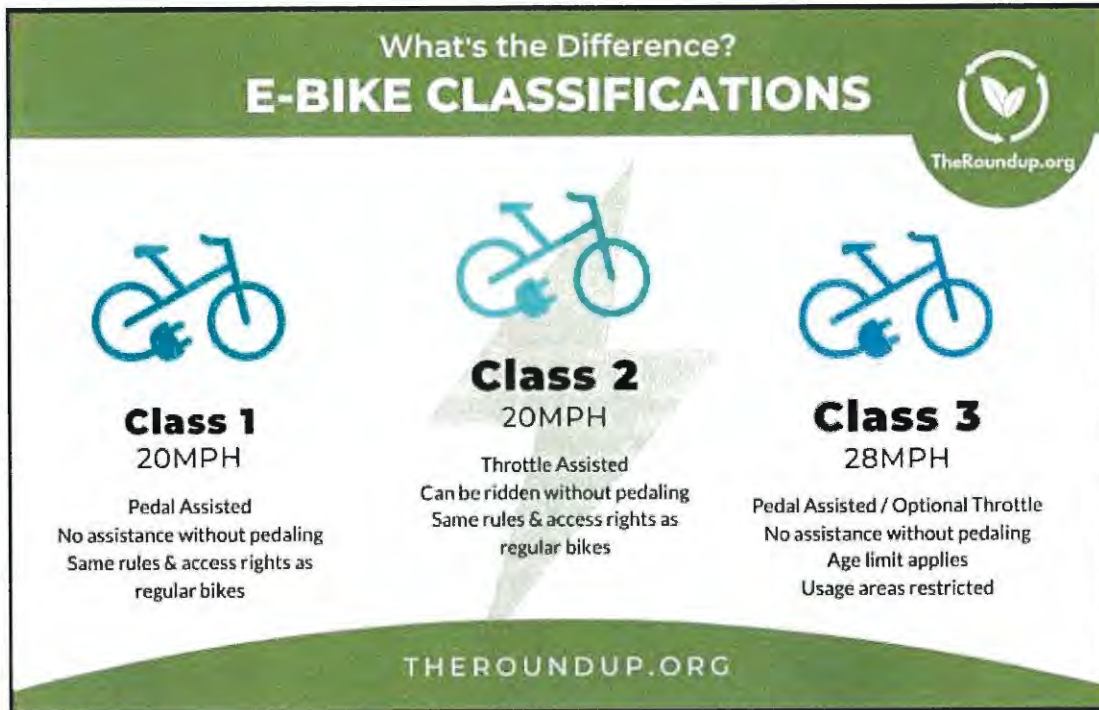
The 2023-2024 Orange County Grand Jury (OCGJ) investigation into E-bike regulation, education, and safety focused on what, if any, pertinent regulations have been adopted by Orange County cities. The OCGJ investigation revealed that outside of the California Vehicle Code, the 34 cities, 13 of which are contract cities with the Orange County Sheriff's Department (OCSD), vary significantly in their regulation, safety (accidents, fatalities, etc.), enforcement, and education on E-bikes. The Orange County Transportation Authority (OCTA) oversees E-bike safety, education, and public outreach for all unincorporated areas. OCTA holds quarterly meetings with all 34 cities in the county to discuss transportation issues including E-bike regulation, safety, education, and enforcement.

There is an urgent need to have consistent ordinances for the regulation and enforcement of safe E-bike use in all cities, school districts, parks, and unincorporated areas. Currently, there are significant differences in policy across cities. The recent surge in E-bike usage calls for immediate action to strengthen city oversight of this issue. This report will highlight the differences between cities' approaches and make recommendations to attain realistic and practical policies for their respective jurisdictions.

BACKGROUND

The modern E-bike was introduced in the 1990s as a pedal assist bike with a battery-powered motor. The OCGJ focused on the 3 classes of E-bikes (see table below).

In most cases, it is hard to tell the difference between a Class 1, 2, or 3 E-bike, as there may be no apparent distinction to the naked eye. It is important that Orange County residents understand the different classes of E-bikes, how fast they can go, and any applicable restrictions or regulations that govern their use. This is particularly pertinent as automobile and bus commuters must now share the road with E-bike riders.



The ease of use, relatively low price, and convenience of E-bikes have led to their proliferation throughout Orange County. It is estimated that the sales of E-bikes rose by 145% during 2020-to-2021 (World Economic Forum March 12, 2021).

However, along with the proliferation of E-bikes have come inevitable issues regarding their use, including:

- riding on sidewalks
- riding against traffic
- speeding
- bike vs pedestrian collisions
- bike vs motorized vehicle conflicts
- the ability to make unauthorized modifications to the electric motors which allows the E-bikes to exceed their maximum intended speed

There are also issues regarding E-bike rider injuries in accidents, which can be more serious than injuries of riders in bicycle accidents (US Consumer Product Safety Commission October 17, 2023). According to the OCGJ survey sent to city mayors, many do not track or have awareness of the incidence and prevalence of E-bike injuries and fatalities in their respective cities.

The OCGJ sent a survey to all Orange County cities to learn each city's policies, availability of safety education, and enforcement of E-bikes. The responses from the cities that answered indicate a wide variety of differences - with some cities having robust training, enforcement measures, and methods of socializing E-bike use in their communities.

The OCGJ recognizes that there cannot be a "one size fits all" approach to the regulation of E-bikes, as all cities in Orange County are unique and have different needs. For example, a large beachside city will have its own unique policies as compared to smaller inland cities. The rapidly expanding use of E-bikes compels cities to ensure a safe environment for riders of E-bikes and all citizens of Orange County.

REASON FOR THE STUDY

As E-bike sales have increased by almost 145% worldwide (World Economic Forum Mar. 12, 2021) over the past 2 years, the regulation of their use does not seem to have kept up. Accidents and incidents with E-bikes are on the rise, as are complaints from citizens of Orange County about E-bike riders (Voice of OC Sept. 2023). Accordingly, the OCGJ determined that an investigation into E-bikes was needed to bring public awareness to the safe use of E-bikes and the importance of having city-relevant "rules of the road" in place.

This report seeks to press Orange County cities to actively seek common-sense rules for E-bikes to ensure their safe operation among conventional bicycles, pedestrians, and vehicles.

METHOD OF STUDY

Information from this investigation was collected and verified through multiple sources and statements made during interviews and includes extensive research of current online and print articles regarding E-bikes in Orange County. The OCGJ conducted the following activities:

- In-person interviews of representatives from:
 - A major retail bike shop that sells both E-bikes and standard bicycles
 - The Orange County Transportation Authority
 - The Orange County Sheriff's Department
 - The Central Newport Beach Community Association
- In-person attendance and online viewing of several city council meetings
- In-person attendance at a training session hosted by a local city
- Review of proposed State legislation that failed, passed, or is in committee

- Direct observance of E-bike riders, where they are riding, use of protective gear, passengers, dangerous maneuvers, etc.
- An online survey was distributed to the mayors of 34 cities in Orange County. Unincorporated areas/divisions were not included in this survey. Mayors and/or representatives from 22 cities responded to this survey

INVESTIGATION AND ANALYSIS

Through interviews and surveys, the OCGJ determined that there is wide variation of rules on E-bikes and limited information regarding the reporting of E-bike incidents, accidents, injuries, and basic rules of the road for E-bikes.

Several news outlets (newspapers, magazines, television, online forums) have published stories about E-bikes. While many acknowledge the benefits of E-bikes, they also detail significant issues for cities to address.

Speeding, unsafe, or reckless operation, riders under 18 years of age not wearing helmets and toddlers riding on the back or front without proper child safety seats present common E-bike regulation and enforcement challenges for law enforcement.

Orange County Transportation Authority

OCTA has published on their website a comprehensive list of regulations listed by city regarding bicycles and E-bikes. As with the OCGJ survey, there are several different rules for E-bike riders dependent on what city they are riding in due to the differences in cities such as availability of bike lanes and the speed at which E-bikes are permitted to travel.

Orange County Sheriff's Department

OCSD enforces the California Vehicle Code (CVC) Section 312.5 regarding electric bicycles. In addition, the Sheriff's Department works closely with OCTA to provide E-bike outreach and education to the residents of Orange County. The OCSD Training Bulletin 23-01, issued January 4, 2023, provides the current E-bike enforcement criteria for Sheriff's Deputies.

Cities Survey

OCGJ sent a list of survey questions to all city mayors in Orange County regarding policies in their cities with respect to E-bikes. Of the 34 surveys sent, 22 were completed and returned to the Grand Jury. A sampling of the survey results follows:



E-bikes Friend or Foe

- **Do you track injuries/deaths from E-bike accidents, injuries, fatalities?**

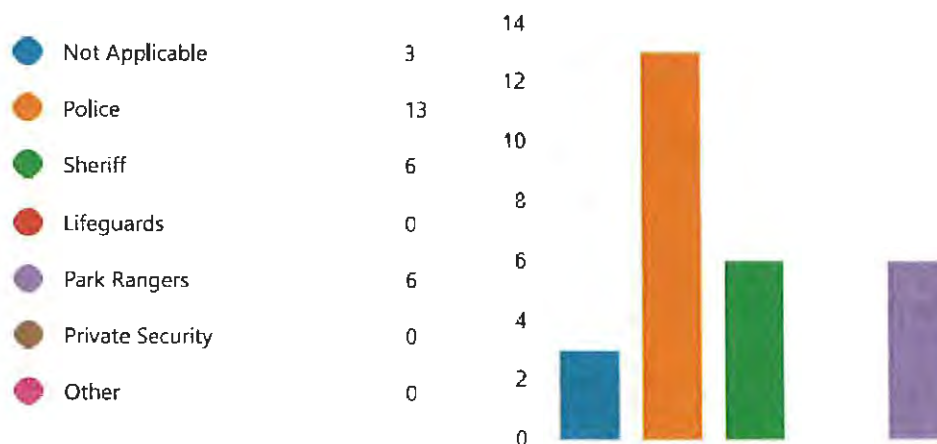


Tracking of E-bike injuries, deaths, property damage and battery fires, 11 of the 22 cities answered that they tracked these items on E-bikes.

The entity responsible for tracking these items varied within each city among law enforcement organizations, city government offices, and local hospitals. There is no standard way to compile and publish accident/incident information on E-bikes.

To properly track trends in E-bike operation, a robust incident and accident tracking mechanism must be in place. Items that need to be tracked include but are not limited to class of E-bike involved, estimated speed of the E-bike, direction of travel, age of the rider, whether helmets were used, and any injuries sustained. In the process of accident reporting, most police agencies do not distinguish whether the bicycle involved was a conventional bike or an E-bike.

- **In your city, who, if anyone, is authorized to enforce infractions? Please select all that apply:**



E-bikes Friend or Foe

Of the 22 cities that completed the survey, 100% indicated that some form of law enforcement was the agency authorized to enforce/cite infractions for E-bike riders. Police Departments, OCSD, or Park Rangers were the organizations authorized for E-bike enforcement.

- **In your city, are E-bikes allowed:**



| | YES | NO | UNKNOWN |
|-----------------|-----|----|---------|
| SIDEWALKS | 10 | 8 | 4 |
| BIKE LANES | 21 | 0 | 1 |
| PARK TRAILS | 13 | 5 | 4 |
| SCHOOL CAMPUSES | 8 | 2 | 12 |
| VEHICLE LANES | 16 | 0 | 6 |
| HIGHWAYS | 9 | 5 | 8 |

10 cities indicated that E-bikes were authorized on sidewalks, 4 cities answered unknown, and the remaining cities answered that E-bikes were prohibited from sidewalks.

21 cities indicated that E-bikes were authorized in bike lanes with one city responding as unknown.

13 cities indicated that E-bikes are allowed on park trails, 5 cities indicated that E-bikes were prohibited from using park trails, and 4 cities indicated that park trail policy for E-bikes was unknown.

16 cities indicated that E-bikes were authorized in vehicle lanes and 6 cities answered unknown.

5 cities answered no, 8 cities answered unknown, and 9 cities indicated that E-bikes were allowed on highways.

Riding on sidewalks was found to be a contentious issue. One city cited California Assembly Bill 825 (which would have barred local agencies from prohibiting bike use on sidewalks but has since been vetoed) as a reason not to prohibit E-bikes on sidewalks.

When there is no defined bike lane, E-bike riders will ride on sidewalks as a matter of safety. E-bikes, depending on the class, can go up to 28 miles per hour, which is typically faster than a conventional bicycle and much faster than a walking pedestrian.

E-bikes Friend or Foe

Although most current laws give the bicyclist and pedestrians the right of way, the reaction time for an E-bike rider going over 10 miles per hour on the sidewalk generally does not give the rider adequate opportunity to avoid pedestrians walking on the sidewalk or cars coming out of driveways.

- **Does your city have posted speed limits for E-bikes?**

| | |
|---------|----|
| Yes | 0 |
| No | 22 |
| Unknown | 0 |

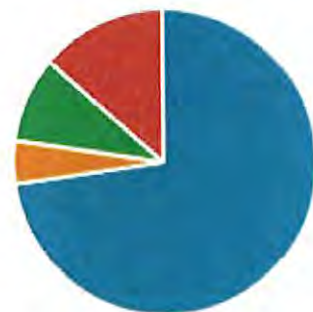


100% of the cities that answered the OCGJ survey indicated that they do not post speed limits for E-bikes. No reasons were cited as to why they are not posted for E-bikes even though their top speed can be as high as 28 miles per hour or faster if the rider disables speed restrictive devices thus allowing the E-bike to almost double its speed.

There are obvious issues involving where to place speed limit signs for E-bikes. They are allowed to travel in bike lanes, on sidewalks, and in some jurisdictions even allowed to ride in opposition to traffic.

- **In your city, are E-bikes expected to travel in the same direction or opposite direction from street traffic?**

| | |
|--------------------|----|
| Same direction | 16 |
| Opposite direction | 1 |
| Both directions | 2 |
| Unknown | 3 |

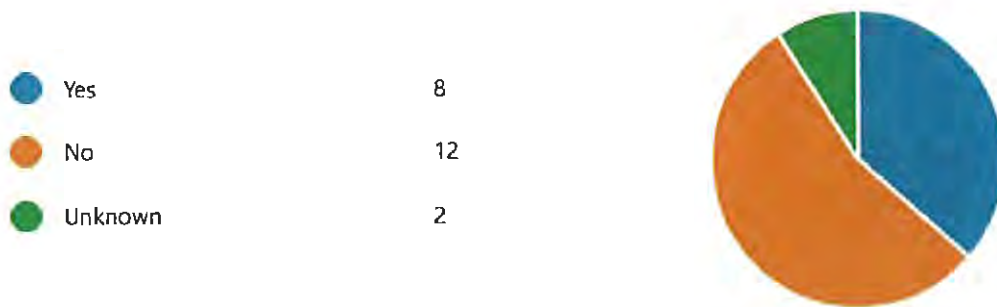


E-bikes Friend or Foe

Some cities have authorized E-bikes to ride against the flow of traffic. As stated in the OCTA website (in a section entitled “Wrong Way Riding”), riding against traffic is inherently dangerous due to:

- Oncoming cars approach at a much higher speed
- Drivers cannot see E-bike riders when turning left
- E-bike rider is unable to make right turns
- Traffic signals cannot be seen

• Is safety training offered by the city for E-bike riders?

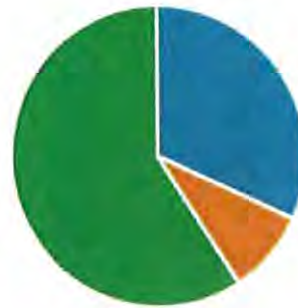


Safety education and/or training for E-bike riders is available only sporadically and is, in most cases, optional. As noted in the survey, only 8 cities indicated that safety training was offered. The Orange County Register published a story (OC Register Jan 3, 2024) about a San Juan Capistrano resident who has taken on educating new E-bike riders as a result of her son being injured on an E-bike. An OCGJ visit to a local retailer of E-bikes found there was no formal training for E-bike purchasers or riders, and the only information to purchasers of E-bikes was a pamphlet. The Huntington Beach Police Department has a safety class every other month which focuses on E-bike safety. OCTA holds safety “bike rodeos” for E-bike riders. These are a few examples of the education available for E-bike riders, but none is mandatory prior to purchasing or riding an E-bike. Therefore, grass-roots efforts are another important step in promoting education and safety.

The OCGJ interviewed a member of the Central Newport Beach Community Association as to their concerns about education, safety, and enforcement regarding E-bikes. The Association has been active in monitoring E-bike use, specifically on the Balboa peninsula. Its focus has been on a perceived lack of enforcement of existing ordinances and the CVC on streets and the beach boardwalk. Along with education and safety training, the Association prefers active enforcement using radar guns, tickets, and increased law enforcement presence.

- **Do the schools/school districts in your city offer safety information and/or certification for student E-bike users on campus?**

| | |
|---------|----|
| Yes | 7 |
| No | 2 |
| Unknown | 13 |



There are 28 school districts spread across the 34 cities of Orange County. Cities were asked whether schools in their jurisdictions offer safety information to student E-bike riders. Of the 22 cities that responded to the survey, 7 answered yes and 2 answered no. The concerning number that leaps to the eye is that 13 survey respondents stated that they were unaware of their school district's participation in E-bike regulation. At the time of this report, the 5 districts (per district website) that currently require safety training and registration are:

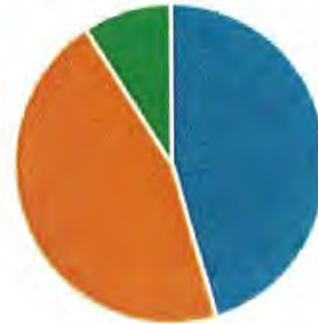
- Capistrano Unified
- Los Alamitos Unified
- Huntington Beach Union
- Irvine Unified
- Ocean View

- **Are there any other persons/groups that might be able to provide meaningful or relevant information regarding E-bikes to the Grand Jury?**

At least 6 cities referred this question to the OCSD. 6 others referred this question to their own police department. Interestingly, at least 6 suggested that their jurisdictional park rangers (if these are in place in their city) would be able to answer the question.

- Is there outreach by the city being conducted to inform your community of any regulations and safety training?

| | |
|---------|----|
| Yes | 10 |
| No | 10 |
| Unknown | 2 |

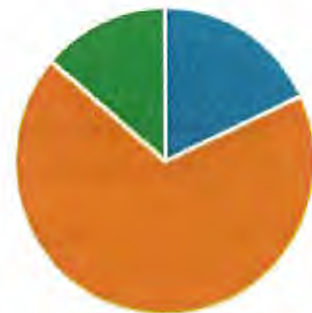


Of the 34 cities in Orange County, 22 responded to this question: 10 cities said "yes," 10 cities said "no," and 2 cities indicated "unknown."

An example of outreach is the City of Irvine's Police Department. The outreach has several elements which includes High Visibility Enforcement (HVE) operations to issue administrative citations to juveniles violating vehicle codes on E-bikes. It also hosts E-bike safety courses, E-bike rodeos, and community presentations on E-bike safety. There are also plans for Public Safety in collaboration with the Irvine Unified School District to implement a parking permit program which will require students riding E-bikes to school to attend workshops on E-bike safety before being issued a parking permit to park their E-bike on campus.

- Does your city regulate the use of E-bikes?

| | |
|---------|----|
| Yes | 4 |
| No | 15 |
| Unknown | 3 |



E-bikes Friend or Foe

There were 15 cities who responded that they do not regulate E-bikes or their usage. The OCGJ felt that this statistic, on its own, warranted further investigation and, possibly, further action by such cities.



GENERAL COMMENTS FROM SURVEY RESPONDENTS

"I personally promote safe e-bike texts on local Facebook groups... about 16,000 members. I promote e-bike safety every council meeting."

"State and local legislation is lagging far behind e-bike technology and there is a lot of confusion amongst e-bike users and police regarding what is lawful and what is unlawful when it comes to e-bikes."

"Thank you for looking into this. I am a relatively new mayor and although I consider e-Bikes an issue, we have so many other issues that are taking priority. I would like to see e-Bikes banned from all trails that were previously used for bicycles and pedestrians only. They function more like scooters than bicycles."

"E-bikes and bike safety, in general, are very big topics in the community right now and our Police Department is currently doing A LOT to address these items. Besides conducting weekly High Visibility Enforcement (HVE) operations, IPD's traffic staff oftentimes issue administrative citations to juveniles who commit vehicle code violations on their bicycles, including E-bikes and E-scooters. In fact, approximately 50% of our administrative citations are issued to E-bike and E-scooter operators. Rather than paying a fine similar to conventional traffic citations, our administrative citations require the juvenile to attend a 2-hour long bike safety course with a parent or guardian on the weekend at City Hall."

E-bikes Friend or Foe

"Our city will soon be meeting with reps from OCSD in reference to providing additional educational tools for e-bike riders. I have made contact with our local elected officials in reference to securing funds for e-bike enforcement and education."

"The issue with E-bike safety is an active project in our traffic safety unit. Currently we are looking at any municipal codes which will assist with safety for e-bike riders and motorists."

COMMENDATIONS

The following agencies contributed to the OCGJ's investigation into the use of E-bikes in Orange County:

- Orange County Transportation Authority has taken a leadership role in outreach and education to all 34 Orange County cities
- Orange County Sheriff's Department has been very proactive in keeping up with the everchanging rules of the road for E-bikes
- Central Newport Beach Community Association provided important data and various studies on E-bike usage in Newport Beach

FINDINGS

In accordance with California Penal Code Sections 933 and 933.05, the 2023-2024 Grand Jury requires (or, as noted requests) responses from each agency affected by the findings presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court. Based on its investigation titled "E-bikes- Friend or Foe," the 2023-2024 Orange County Grand Jury has arrived at three principal findings, as follows:

- F1. The majority of Orange County's 34 cities do not have ordinances or policies in place, which makes it difficult to address the safe operation and regulation of E-bikes leading to confusion.
- F2. Due to the increasing incidence of E-bike injuries and deaths, there is a need for consistent and accurate tracking by law enforcement and first responders, which does not exist now.
- F3. Training and education on E-bike use and safety varies from city to city causing confusion amongst bike riders.

RECOMMENDATIONS

In accordance with California Penal Code Sections 933 and 933.05, the 2023-2024 Grand Jury requires responses from each agency affected by the recommendations presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court.

Based on its investigation described herein, the 2023-2024 Orange County Grand Jury makes the following recommendations:

- R1. Each Orange County city should have specific policies that define the rules of the road for use of E-bikes in their communities by December 1, 2024.
- R2. Each Orange County city should have a mechanism in place to report accidents, injuries and deaths involving E-bikes by December 1, 2024.
- R3. Each Orange County city should research and develop outreach and education programs regarding the safe operation of E-bikes for their residents by December 1, 2024.

RESPONSES

California Penal Code Section 933 requires the governing body of any public agency which the Grand Jury has reviewed, and about which it has issued a final report, to comment to the Presiding Judge of the Superior Court on the findings and recommendations pertaining to matters under the control of the governing body. Such comment shall be made no later than 90 days after the Grand Jury publishes its report (filed with the Clerk of the Court). Additionally, in the case of a report containing findings and recommendations pertaining to a department or agency headed by an elected County official shall comment on the findings and recommendations pertaining to the matters under that elected official's control within 60 days to the Presiding Judge with an information copy sent to the Board of Supervisors.

Furthermore, California Penal Code Section 933.05 specifies the manner in which such comment(s) are to be made as follows:

- (a) As to each Grand Jury finding, the responding person or entity shall indicate one of the following:
 - (1) The respondent agrees with the finding.
 - (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

- (b) As to each Grand Jury recommendation, the responding person or entity shall report one of the following actions:
- (1) The recommendation has been implemented, with a summary regarding the implemented action.
 - (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
 - (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the Grand Jury report.
 - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation, therefore.
- (c) If a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

REQUIRED RESPONSES

Comments to the Presiding Judge of the Superior Court in compliance with Penal Code Section 933.05 are required from:

Findings – 90 Day Response Required

City Councils of:

| | |
|-------------|------------|
| Aliso Viejo | F1, F2, F3 |
| Anaheim | F1, F2, F3 |
| Brea | F1, F2, F3 |

E-bikes Friend or Foe

| | |
|------------------------|------------|
| Buena Park | F1, F2, F3 |
| Costa Mesa | F1, F2, F3 |
| Cypress | F1, F2, F3 |
| Dana Point | F1, F2, F3 |
| Fountain Valley | F1, F2, F3 |
| Fullerton | F1, F2, F3 |
| Garden Grove | F1, F2, F3 |
| Huntington Beach | F1, F2, F3 |
| Irvine | F1, F2, F3 |
| La Habra | F1, F2, F3 |
| La Palma | F1, F2, F3 |
| Laguna Beach | F1, F2, F3 |
| Laguna Hills | F1, F2, F3 |
| Laguna Niguel | F1, F2, F3 |
| Laguna Woods | F1, F2, F3 |
| Lake Forest | F1, F2, F3 |
| Los Alamitos | F1, F2, F3 |
| Mission Viejo | F1, F2, F3 |
| Newport Beach | F1, F2, F3 |
| Orange | F1, F2, F3 |
| Placentia | F1, F2, F3 |
| Rancho Santa Margarita | F1, F2, F3 |
| San Clemente | F1, F2, F3 |

E-bikes Friend or Foe

| | |
|---------------------|------------|
| San Juan Capistrano | F1, F2, F3 |
| Santa Ana | F1, F2, F3 |
| Seal Beach | F1, F2, F3 |
| Stanton | F1, F2, F3 |
| Tustin | F1, F2, F3 |
| Villa Park | F1, F2, F3 |
| Westminster | F1, F2, F3 |
| Yorba Linda | F1, F2, F3 |

Recommendations – 90 Day Response Required

City Councils of:

| | |
|------------------|------------|
| Aliso Viejo | R1, R2, R3 |
| Anaheim | R1, R2, R3 |
| Brea | R1, R2, R3 |
| Buena Park | R1, R2, R3 |
| Costa Mesa | R1, R2, R3 |
| Cypress | R1, R2, R3 |
| Dana Point | R1, R2, R3 |
| Fountain Valley | R1, R2, R3 |
| Fullerton | R1, R2, R3 |
| Garden Grove | R1, R2, R3 |
| Huntington Beach | R1, R2, R3 |
| Irvine | R1, R2, R3 |
| La Habra | R1, R2, R3 |

E-bikes Friend or Foe

| | |
|------------------------|--------------|
| La Palma | R1, R2, R3 - |
| Laguna Beach | R1, R2, R3 |
| Laguna Hills | R1, R2, R3 |
| Laguna Niguel | R1, R2, R3 |
| Laguna Woods | R1, R2, R3 |
| Lake Forest | R1, R2, R3 |
| Los Alamitos | R1, R2, R3 |
| Mission Viejo | R1, R2, R3 |
| Newport Beach | R1, R2, R3 |
| Orange | R1, R2, R3 |
| Placentia | R1, R2, R3 |
| Rancho Santa Margarita | R1, R2, R3 |
| San Clemente | R1, R2, R3 |
| San Juan Capistrano | R1, R2, R3 |
| Santa Ana | R1, R2, R3 |
| Seal Beach | R1, R2, R3 |
| Stanton | R1, R2, R3 |
| Tustin | R1, R2, R3 |
| Villa Park | R1, R2, R3 |
| Westminster | R1, R2, R3 |
| Yorba Linda | R1, R2, R3 |

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[01%20Enforcement%20and%20Handling%20of%20Electric%20Bicycles%2C%20Motorcycles%20and%20Motorized%20Scooters_Redacted.pdf](https://www.ocsheriff.gov/sites/ocsd/files/2023-01/Bulletin%2023-01%20Enforcement%20and%20Handling%20of%20Electric%20Bicycles%2C%20Motorcycles%20and%20Motorized%20Scooters_Redacted.pdf)

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GLOSSARY

| | |
|--------|---|
| CNBCA | Central Newport Beach Community Association |
| CVC | California Vehicle Code |
| E-bike | Electric bicycle |
| HVE | High Visibility Enforcement |
| OCGJ | Orange County Grand Jury |
| OCSD | Orange County Sheriff's Department |
| OCTA | Orange County Transportation Authority |

APPENDICES

APPENDIX 1

Current County of Orange E-Bike Laws - Unincorporated Areas ¹

- All E-bikes are required to have a label that describes classification, top assisted speed, and motor wattage.
- Helmets are recommended for all E-bike users. If you are under 18, it's required!
- It is illegal to carry passengers on your E-bike unless your bike has an extra permanent seat or when using a child safety seat.
- E-bikes shall not be operated in excess of their designed speed or the speed limit, whichever is lower, on the road, and in no event in excess of 10 miles per hour on paved trails.
- E-bike shall not be operated in excess of 5 miles per hour on sidewalk.
- Riding on the road against the flow of traffic is prohibited.

¹ Orange County Public Works. 2024. "E-bike Safety in the County of Orange." Accessed May 22, 2024. <https://www.ocgov.com>.

APPENDIX 2

California Vehicle Code Section 312.5 as of December 23, 2023

An electric bicycle is a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts. Three classes of electric bicycles have been established:

- Class 1: A low speed pedal-assisted electric bicycle equipped with a motor which provides assistance only when the rider is pedaling and ceases to provide assistance when a speed of 20 mph is reached.
- Class 2: A low speed throttle-assisted electric bicycle equipped with a motor used exclusively to propel the bicycle and NOT capable of providing assistance when a speed of 20 mph is reached.
- Class 3: A low speed pedal-assisted electric bicycle equipped with a speedometer, and a motor which provides assistance only when the rider is pedaling and ceases to provide assistance when a speed of 28 mph is reached.

The operator of a Class 3 electric bicycle:

- **Must** be 16 years old or older.
- **Must** wear a bicycle safety helmet.
- **Must not** transport passengers.
- **May** ride an electric bicycle in a bicycle lane **if** authorized by local authority or ordinance.

All electric bicycle classes are exempt from the motor vehicle financial responsibility, driver's license, and license plate requirements (CVC § 24016).

APPENDIX 3

California Assembly Bills

Listed below are some of the bills introduced into the State legislature, as published by LegiScan, that have a variety of proposed regulations regarding E-bikes. This is by no means a comprehensive list, and in the interest of brevity we do not include the text of each bill.

AB 458 10/08/2023 Chaptered-Regulation of insurance requirements for businesses renting micro mobility vehicles, a category which includes E-bikes.

AB 1773 04/01/2024 In committee-Where E-bikes are permitted to operate.

AB 1774 04/09/2024. This bill would prohibit a person from selling a product or device that can modify the speed capability of an electric bicycle such that it no longer meets the definition of an electric bicycle.

AB 2234 04/01/2024 In committee: The bill will require anyone over the age of 12 without a valid driver's license to take an online e-bike safety training course and pass a written test to prove they understand traffic safety rules. Those without a valid driver's license must have a state-issued ID to operate an E-bike.

SB 295 06/16/2023 In committee. Allows Public Agency authority to regulate E-bikes, et. al. on public property.

SB 381 10/13/2023 Chaptered-Comprehensive study of E-bikes.

SB 1271 04/11/2024. This bill would clarify that an electric bicycle is a bicycle equipped with fully operable pedals and an electric motor with continuous rated mechanical power of not more than 750 watts. The bill would, if an electric bicycle is capable of operating in multiple modes, require a manufacturer and distributor to include on the label the classification number of the highest classes of which it is capable of operating. Also requires lab accreditation of micro mobility batteries.

APPENDIX 4

County of Orange Ordinance No. 18-002

AN ORDINANCE OF THE COUNTY OF ORANGE, CALIFORNIA AMENDING SECTION 2-5-29(n) OF THE CODIFIED ORDINANCES OF THE COUNTY OF ORANGE, REGARDING PROHIBITED MOTORIZED WHEELED CONVEYANCES.

The Board of Supervisors of the County of Orange ordains as follows:

SECTION 1. Section 2-5-29(n) of the Codified Ordinances of the County of Orange is hereby amended to read as follows:

Sec. 2-5-29.- Vehicle regulation.

(n) Motorized Wheeled Conveyance prohibited. No person shall operate or drive any electric or combustible motorized skateboard, scooter, dirt bike, mini bike, mini motor bike, mini motorcycle, go-kart, go-ped, all-terrain vehicle, quad runner, dune buggy or any similar electric or combustible motorized conveyance in any park, beach or recreational area, with the exception of Class 1 and Class 2 electric bicycles, as defined by the California Vehicle Code, on those regional paved, off-road bikeways designated for such use by the Director of OC Parks, with the approval of the Board of Supervisors.

California Penal Code Sections §933 and §933.05

(Note: To reduce grand jury requests for additional response information, the grand Jury has bolded those words in §933.05 which should be appropriately included in a response.)

933. (a) Each grand jury shall submit to the presiding judge of the superior court a final report of its findings and recommendations that pertain to county government matters during the fiscal or calendar year. Final reports on any appropriate subject may be submitted to the presiding judge of the superior court at any time during the term of service of a grand jury. A final report may be submitted for comment to responsible officers, agencies, or departments, including the county board of supervisors, when applicable, upon finding of the presiding judge that the report is in compliance with this title. For 45 days after the end of the term, the foreperson and his or her designees shall, upon reasonable notice, be available to clarify the recommendations of the report.
- (b) One copy of each final report, together with the responses thereto, found to be in compliance with this title shall be placed on file with the clerk of the court and remain on file in the office of the clerk. The clerk shall immediately forward a true copy of the report and the responses to the State Archivist who shall retain that report and all responses in perpetuity.
- (c) No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices. One copy shall be placed on file with the applicable grand jury final report by, and in the control of the currently impaneled grand jury, where it shall be maintained for a minimum of five years.
- (d) As used in this section "agency" includes a department.

- 933.05. (a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:
- (1) The respondent agrees with the finding.
 - (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
- (b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:
- (1) The recommendation has been implemented, with a summary regarding the implemented action.
 - (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
 - (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
 - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
- (c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.
- (d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
- (e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.
- (f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of

California Penal Code Sections §933 and §933.05

933.

(a) Each grand jury shall submit to the presiding judge of the superior court a final report of its findings and recommendations that pertain to county government matters during the fiscal or calendar year. Final reports on any appropriate subject may be submitted to the presiding judge of the superior court at any time during the term of service of a grand jury. A final report may be submitted for comment to responsible officers, agencies, or departments, including the county board of supervisors, when applicable, upon finding of the presiding judge that the report is in compliance with this title. For 45 days after the end of the term, the foreperson and his or her designees shall, upon reasonable notice, be available to clarify the recommendations of the report.

(b) One copy of each final report, together with the responses thereto, found to be in compliance with this title shall be placed on file with the clerk of the court and remain on file in the office of the clerk. The clerk shall immediately forward a true copy of the report and the responses to the State Archivist who shall retain that report and all responses in perpetuity.

(c) No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices. One copy shall be placed on file with the applicable grand jury final report by, and in the control of the currently impaneled grand jury, where it shall be maintained for a minimum of five years.

(d) As used in this section "agency" includes a department.

933.05.

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

(1) The respondent agrees with the finding.

(2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, with a summary regarding the implemented action.

(2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.

(3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

(d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.

(e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.

(f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release

and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.



CITY OF COSTA MESA

CALIFORNIA 92628-1200

P.O. Box 1200

FROM THE OFFICE OF THE MAYOR

September 19, 2024

To: The Honorable Maria Hernandez

Presiding Judge of the Superior Court of Orange County
700 Civic Center Drive West
Santa Ana, CA 92701

From: Mayor John Stephens

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

Dear Honorable Judge Hernandez:

Below is the City of Costa Mesa's response to the Findings within the Grand Jury Report, E-bikes Friend or Foe, dated June 13, 2024.

- 1) The majority of Orange County's 34 cities do not have ordinances or policies in place, which makes it difficult to address the safe operation and regulation of E-bikes leading to confusion.** The City agrees with this finding; however, it takes the view that many cities are different in form and culture, requiring the need for ordinances and policies that are specifically tailored to the community.
- 2) Due to the increasing incidence of E-bike injuries and deaths, there is a need for consistent and accurate tracking by law enforcement and first responders, which does not exist now.** The City agrees with this finding; however, it will take a State mandate from the California Highway Patrol and changes to the Collision Investigation Manual (CIM) to properly track electric bicycle collisions statewide for comparison purposes.
- 3) Training and education on E-bike use and safety varies from city to city causing confusion amongst bike riders.** The City agrees with this finding; however, training and education should also have specific aspects designed to account for attributes that are unique to the community.

Below is the City of Costa Mesa's response to the Recommendations made within the Grand Jury Report, E-bikes Friend or Foe, dated June 13, 2024.

- 1) Each Orange County city should have specific policies that define the rules of the road for use of E-bikes in their communities by December 1, 2014.** At the July 16, 2024 City Council

Meeting, the Council approved Municipal Code updates that outline rules of the road for individuals riding electric bicycles.

- 2) **Each Orange County city should have a mechanism in place to report accidents, injuries and deaths involving E-bikes by December 1, 2024.** The Costa Mesa Police Department has established an internal means to track electric bicycle collisions. However, it will take a State mandate from the California Highway Patrol and changes to the Collision Investigation Manual (CIM) to properly track electric bicycle collisions statewide for comparison purposes.
- 3) **Each Orange County city should research and develop outreach and education programs regarding the safe operation of E-bikes for their residents by December 1, 2024.** The City currently has a Bicycle Safety Education Program in place that provides training on electric bicycle operation to adults and children throughout the community. One class was held at an elementary school, and one all ages community event has been held. Thirty additional events are planned and funded.

Should you have any questions or require further information, please do not hesitate to contact the City of Costa Mesa's Active Transportation Coordinator, Brett Atencio Thomas, at 714-754-5275 or brettatencio.thomas@costamesaca.gov.

Sincerely,

Mayor John Stephens
City of Costa Mesa

C Costa Mesa City Council
Lori Ann Farrell Harrison, City Manager
Raja Sethuraman, Public Works Director
Brett Atencio Thomas, Active Transportation Coordinator



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-337

Meeting Date: 9/17/2024

TITLE:

CITY COUNCIL SECOND READING AND ADOPTION OF ORDINANCE TO INCREASE CITY COUNCIL COMPENSATION

DEPARTMENT: CITY MANAGER'S OFFICE- HUMAN RESOURCES DIVISION

PRESENTED BY: KASAMA LEE, HUMAN RESOURCES MANAGER

CONTACT INFORMATION: KASAMA LEE, HUMAN RESOURCES MANAGER (714) 754-5169

RECOMMENDATION:

Staff recommends the City Council give second reading to and adopt, Ordinance No. 2024-XX increasing the City Council compensation effective after the general election, with the new City Council in December 2024.

BACKGROUND:

The City Council's current salary rate of \$904.40 per month was last set by Ordinance No. 09-5 in May 2009. The City Council approved a reduction in its salary by 5% in 2009 due to the impacts of the State budget on local government and economic conditions at the time.

California Government Code section 36516 was recently amended to allow city councils to enact an ordinance providing that each member of the city council receive a salary based on the population of the city. In cities with over 75,000 up to and including 150,000 in population, the city council salary may be set at up to \$1,900 per month. Prior to the amendment, this amount was set at \$600 per month. California Government Code section 36516(a)(4) previously allowed for up to a 5% increase per year from the date of the last adjustment. The code was recently amended to state:

"The salary of council members may be increased beyond the amount provided in this subdivision by an ordinance or by an amendment to an ordinance, but the amount of the increase shall not exceed the greater of either of the following:

- (A) An amount equal to 5 percent for each calendar year from the operative date of the last adjustment of the salary in effect when the ordinance or amendment is enacted.*
- (B) An amount equal to inflation since January 1, 2024, based upon the California Consumer Price Index, which shall not exceed 10 percent for each calendar year."*

The code also states that *"No ordinance shall be enacted or amended to provide automatic future increases in salary."*

At the September 3, 2024 City Council meeting, the City Council gave first reading to and introduced the City Council Ordinance increasing the City Council compensation.

The September 3, 2024 City Council report is linked below:

[CITY OF COSTA MESA - File #: 24-323 \(legistar.com\) <](https://costamesa.legistar.com/LegislationDetail.aspx?ID=6845951&GUID=0C904651-383A-45AC-92D2-B71A36EC755C&Options=&Search=>)

<https://costamesa.legistar.com/LegislationDetail.aspx?ID=6845951&GUID=0C904651-383A-45AC-92D2-B71A36EC755C&Options=&Search=>>

ANALYSIS:

Staff has prepared the necessary documents for City Council consideration of an increase to its compensation to \$1,492.26 per month. The Ordinance is being presented for second reading and final adoption.

California Government Code section 36156.5 states that: *“A change in compensation does not apply to a council member during the council member’s term of office. This prohibition shall not prevent the adjustment of the compensation of all members of a council serving staggered terms whenever one or more members of the city council becomes eligible for a salary increase by virtue of the council member beginning a new term of office.”*

City Council compensation adjustments can only be made effective following the next general election. If approved, the new City Council salary would go into effect when the new City Council terms begin after the next general election in 2024.

ALTERNATIVES:

The City Council may give second reading and adopt the ordinance as proposed, modify the Ordinance, or not adopt the Ordinance. If the City Council chooses to make substantive modifications to the Ordinance, the modified Ordinance would need to be brought back at a future meeting for second reading and adoption.

FISCAL REVIEW:

The proposed increase is estimated to be effective in December 2024, after the next general election in 2024. The pro-rated fiscal impact in FY 2024-25 is \$3,527.16 for six months per member. There are sufficient salary savings citywide to cover the increase.

LEGAL REVIEW:

The City Attorney’s Office has reviewed the ordinance and the report and approved them as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports City Council Goal:

- Recruit and Retain High Quality Staff

CONCLUSION:

Staff recommends the City Council give second reading to and adopt Ordinance No. 2024-XX increasing the City Council Compensation effective after the general election, with the new City Council in December 2024.

ORDINANCE NO. 2024-xx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA AMENDING TITLE 2, CHAPTER II, SECTION 2-21 OF THE COSTA MESA MUNICIPAL CODE INCREASING SALARIES OF CITY COUNCIL MEMBERS.

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY FIND AND DECLARE AS FOLLOWS:

WHEREAS, State law allows the Council to increase its salary; and

WHEREAS, the City Council salary has not been changed since May 2009; and

WHEREAS, the City Council desires to increase the Council salary to be effective upon the time a new Council Member assumes office.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

Section 2-21 of Title 2, Chapter II, of the Costa Mesa Municipal Code is hereby amended to read as follows:

2-21 Salaries. Each member of the Council shall be paid a salary of \$1492.26 per month for serving on the Council.

Section 2. Inconsistencies. Any provision of the Costa Mesa Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provisions of this Ordinance.

Section 3. Severability. If any chapter, article, section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance, or the application thereof to any person, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this Ordinance or its application to other persons. The City Council hereby declares that it would have adopted this Ordinance and each chapter, article, section, subsection, subdivision, sentence, clause, phrase or portion thereof,

irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, phrases, or portions of the application thereof to any person, be declared invalid or unconstitutional. No portion of this Ordinance shall supersede any local, State, or Federal law, regulation, or codes dealing with life safety factors.

Section 4. Effective Date. This Ordinance shall take effect thirty (30) days after its final passage, and will apply to all council members when the next council member is sworn into office.

Section 5. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in the manner required by law.

PASSED AND ADOPTED this ___ day of September, 2024.

John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

Brenda Green, City Clerk

Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing Ordinance No. 2024-xx was duly introduced for first reading at a regular meeting of the City Council held on the 3rd day of September, 2024, and that thereafter, said Ordinance was duly passed and adopted at a regular meeting of the City Council held on the ____ day of _____, 2024, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this ____ day of _____, 2024.

Brenda Green, City Clerk



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-351

Meeting Date: 9/17/2024

TITLE:

APPROVAL OF SIDE LETTER WITH THE COSTA MESA CITY EMPLOYEES ASSOCIATION REGARDING THE TELECOMMUNICATIONS BUREAU AND UPDATES TO THE POLICE DEPARTMENT HIRING AND REFERRAL INCENTIVE PROGRAM

DEPARTMENT: CITY MANAGER'S DEPARTMENT - HUMAN RESOURCES
DIVISION

PRESENTED BY: KASAMA LEE, HUMAN RESOURCES MANAGER

CONTACT INFORMATION: KASAMA LEE, HUMAN RESOURCES MANAGER (714) 754-5169

RECOMMENDATION:

Staff recommends the City Council:

1. Approve and Adopt the Side Letter with the City Employees Association.
2. Approve and Adopt Resolution Number 2024-XX renaming Communications classifications and updating pay rates.
3. Approve and Adopt Resolution Number 2024-XX establishing the Reserve Senior Public Safety Dispatcher.
4. Approve the certified Fiscal Impact Analysis.
5. Authorize the City Manager and members of the City's Negotiation Team to execute the Side Letter documents.
6. Approve an appropriation increase of \$319,000 in the FY 2024/2025 Budget for year one of the one-time incentives for the retention and retroactive overtime costs and the new Hiring and Referral Incentive Program for Police Officers and Dispatchers.
7. Approve an appropriation increase of \$270,650 in the FY 2024/2025 Budget for recurring costs due to compensation adjustments for the Public Safety Dispatchers.

BACKGROUND:

The Telecommunications Bureau in the Police Department provides citywide 911 and dispatch services to the City of Costa Mesa via a centralized, computer-aided Communications Dispatch Center that receives citizen requests for emergency fire, paramedics, and police services. The

Bureau also provides medical pre-arrival instructions using Emergency Medical Dispatch (EMD) procedures and provides a means of contact for emergency Public Services, Water District Services, Animal Services, and Orange Coast College Security outside of normal business hours. The Bureau is currently budgeted at 21 full-time communications employees in the classifications of Communications Officer, Senior Communications Officer and Communications Supervisor.

The Bureau currently has six full-time vacancies in addition to a number of employees currently out on leave or under work restrictions. In the past 12 years, the Bureau has hired 46 full-time employees, and of these 46 hires, only nine remain as full-time employees resulting in an 80% turnover rate. The high turnover is a result of employees converting to part-time status or leaving for other local agencies due to the high workload or inability to complete the probationary period due to the rigorous and complex training period.

ANALYSIS:

The City and the Costa Mesa City Employees Association (CMCEA) held several collaborative meetings to address recruitment and retention issues. The results of these meetings have been compiled in a proposed Side Letter of Agreement (Attachment I).

The following are the key provisions of the negotiated Side Letter of Agreement:

- Classification Updates - Renaming classifications from “Communications” to “Public Safety Dispatch” to coincide with job functions and industry standards and realigning job functions within the current classifications:
 - “Communications Officer” will be renamed to “Public Safety Dispatcher” and will be responsible for call-taking and Fire dispatch functions.
 - “Senior Communications Officer” will be renamed to “Senior Public Safety Dispatcher” and will be responsible for call-taking, Fire dispatch and Police dispatch functions.
 - “Communications Supervisor” will be renamed to “Public Safety Dispatch Supervisor.”
- Compensation Updates - Adding special training assignment pay and addressing compaction.
 - Creation of a training officer assignment and internal selection process and adding special assignment pay of 12.5% for all hours worked as a training officer.
 - Effective September 22, 2024 - 12.5% adjustment and removal of 5% move up pay for Public Safety Dispatch Supervisor (net 7.5% increase) to address compaction with the training officer.
- Retention Bonus - Adding a \$15,000 one-time retention bonus for current full-time employees.
 - \$7,500 paid upon Council approval
 - \$7,500 paid one year following initial payment
- Overtime - Adding an additional overtime benefit if staffing falls below 18 full-time, active, fully

trained employees.

- Effective June 18, 2023 - Additional ½ time at base rate for all hours worked above 60 physical hours.
- PT to FT Conversion - For employees who convert from PT to FT status.
 - Waiver of probationary period

In addition to the proposed CMCEA Side Letter, the staff is also recommending the following updates to part-time Communications staff:

- Creating a Reserve Senior Public Safety Dispatcher classification
- Adding special training assignment pay of 12.5% for all hours worked as a training officer similar to the full-time benefit.

In order to enhance our recruitment efforts, the Human Resources Division and the Police Department have also implemented a Hiring and Referral Incentive Program for Lateral Police Officers, Entry Level Police Recruits and Lateral and Entry Level Dispatchers. This is a two-year pilot program to attract entry level and lateral candidates to apply to the City of Costa Mesa. Many agencies in Orange County and other surrounding counties have implemented hiring incentives starting at \$5,000 - \$25,000 and even as high as \$40,000 and \$100,000 for Police Recruit/Police Officers. A few agencies have implemented hiring incentives for Public Safety Dispatchers. The program also incentivizes employees to refer applicants to the City for these hard-to-fill positions. The program includes the following incentives:

Lateral Police Officer Hiring Incentive - \$25,000

- 1st installment - \$7,500 upon hire
- 2nd installment - \$7,500 upon completion of Field Training Program
- 3rd installment - \$10,000 upon completion of probationary period

Entry Level Police Recruit/Non-Lateral Officer Hiring Incentive - \$10,000

- 1st installment - \$3,000 upon completion of academy (Recruit) or upon hire (Non-Lateral)
- 2nd installment - \$3,000 upon completion of Field Training Program
- 3rd installment - \$4,000 upon completion of probationary period

Lateral Public Safety Dispatcher Hiring Incentive - \$15,000

- 1st installment - \$5,000 upon hire
- 2nd installment - \$5,000 upon completion of one year of employment
- 3rd installment - \$5,000 upon completion of probationary period

Entry Level Public Safety Dispatcher Hiring Incentive - \$10,000

- 1st installment - \$5,000 upon hire
- 2nd installment - \$5,000 upon completion of probationary period

Employee Referral Incentive - \$2,000

- 1st installment - \$1,000 upon hire of referred applicant
- 2nd installment - \$1,000 upon referred applicant's completion of probationary period

Staff recommends the Council approve the pilot program for two years through fiscal year 25/26 and appropriate \$400,000 to include approximately \$300,000 in hiring incentives (for both entry level and lateral hires) for Police Officer/Recruit and \$100,000 in hiring incentives for Public Safety Dispatcher.

Approval of the proposed Side Letter and the Hiring and Referral Incentive Program will assist in attracting entry level and lateral candidates for the Police Officer and Dispatcher positions.

ALTERNATIVES:

The parties to the side letter agreement considered a variety of issues in the context of good faith negotiations in accordance with Government Code Section 3500, et seq. (Meyer-Milias-Brown Act). The Side Letter represents the successful conclusion of labor negotiations, and alternatives need not be considered as a result of collaborative efforts.

FISCAL REVIEW:

The estimated annual ongoing impact of the Public Safety Dispatch compensation adjustments are \$485,219. In FY 2024-25, the estimated pro-rated impact is \$270,650.

The cost of the one-time retention bonus for Dispatchers is \$105,000 in FY 2024-25. Staff is also requesting a one-time retroactive pay for overtime worked in excess of 60 hours in FY 2023-24 up to the most current payroll, of an estimated \$14,000. In addition, the proposed one-time Hiring and Referral Incentive Pilot Program is estimated to cost \$200,000 in FY 2024-25 covering hiring incentives for both Police Officers and Dispatch Positions. The total for these one-time costs in FY 2024-25 is \$319,000, for the first series of payments and the same amount for year two of the payments. The City Manager's Contingency funds for FY 2024-25 of \$500,000 and current Citywide salary savings are sufficient to support all of the recommended costs.

Future years' recurring costs will be included in each years' annual budget making process.

LEGAL REVIEW:

The City's special counsel, Liebert Cassidy Whitmore (LCW) and City Attorney's Office have reviewed the agreements and resolutions and this report and approved them as to form.

CITY COUNCIL GOALS AND PRIORITIES:

The proposed updates support the City's Strategic Plan Goals to recruit and retain high quality staff and strengthen the Public's Safety and Improve the Quality of Life.

CONCLUSION:

Staff recommends the City Council:

1. Approve and Adopt the Side Letter with the City Employees Association.
2. Approve and Adopt Resolution Number 2024-XX renaming Communications classifications and updating pay rates.
3. Approve and Adopt Resolution Number 2024-XX establishing the Reserve Senior Public Safety Dispatcher.
4. Approve the Fiscal Impact Analysis.
5. Authorize the City Manager and members of the City's Negotiation Team to execute the Side Letter documents.
6. Approve an appropriation increase of \$319,000 in the FY 2024/2025 for year one of the one-time incentives for the retention and retroactive overtime costs and the new Hiring and Referral Incentive Program.
7. Approve an appropriation increase of \$270,650 in the FY 2024/2025 for recurring costs due to compensation adjustments for the Police Department dispatch staff.

SIDE LETTER OF AGREEMENT

CITY OF COSTA

AND

THE COSTA MESA CITY EMPLOYEES ASSOCIATION

This Side Letter of Agreement (Agreement) between the City of Costa Mesa (City) and the Costa Mesa City Employees Association (Association) (collectively "Parties") is entered into with respect to the following:

WHEREAS, the Parties are currently parties to a Memorandum of Understanding (MOU) with a term that expires on June 30, 2025; and

WHEREAS, as a result of recruitment and retention issues in the Telecommunications Bureau, the parties have met and conferred for the purpose of restructuring classifications and updating compensation to assist in enhancing recruitment and retention efforts. This has resulted in the Parties agreeing to some modifications to their MOU; and

WHEREAS, the following memorializes the parties' agreement.

The Parties agree to the following modifications to their MOU effective the pay period beginning September 22, 2024 as reflected by the track changes to each of the articles below.

ARTICLE 3 - SALARIES AND WAGES

3.1 **BASE SALARY**

Employees covered by this MOU shall be compensated at the monthly base salary rates established for their classification under the Basic Pay Schedule per City Council resolution. An employee occupying a position in the classified service shall be compensated within the range established for his or her position as provided in Rule 6 of the Personnel Rules and Regulations. The minimum rate for the class generally shall apply to an employee upon his or her original appointment. Employees who are re-employed shall receive a rate within the range established for the class and agreed upon by the appointing authority and the employee prior to appointment.

Effective the pay period that begins on December 18, 2022 (with a pay date of January 6, 2023), two percent (2.0%) increase for all classifications subject to this MOU.

Effective the pay period that includes July 1, 2023, three percent (3%) increase for all classifications subject to this MOU.

Effective the pay period that includes July 1, 2024, three percent (3%) increase for all classifications subject to this MOU.

Effective the pay period that includes September 22, 2024, twelve and a half percent (12.5%) increase for the Public Safety Dispatch Supervisor classification.

3.4 RECRUITMENT AND RETENTION BONUS

Full-Time employees (i.e., employees scheduled to work forty (40) or more hours per week) in the classification of Public Safety Dispatcher, Senior Public Safety Dispatcher and Public Safety Dispatch Supervisor as of September 22, 2024 will be entitled to a one-time \$15,000 bonus. This bonus does not apply to employees hired on September 22, 2024 or later. The bonus will be paid in two installments: 1) 1st installment of \$7,500 will be paid with the pay period beginning September 22, 2024 and 2) 2nd installment of \$7,500 will be paid with the pay period beginning September 21, 2025. Employees must remain as an active full time employee (i.e., employees must remain in full-time status and cannot leave City employment) between September 22, 2024 and September 21, 2025 to be eligible for the second installment.

ARTICLE 4 – ADDITIONAL COMPENSATION

4.10 MOVE UP PAY

Eligible employees temporarily assigned to perform the work of a higher classification for a period of at least two weeks will be compensated at 5% above their current rate of pay for up to 90 days. After 90 days, either the position will be reclassified, the employee will be given an acting appointment, or the move-up duties will be removed from the employee's assignment. Time limits on move-up pay may be extended on an individual basis by prior written, mutual agreement by the City and CMCEA. An acting appointment will be made when the employee is performing all of the duties of the higher-level classification.

Move-up pay will be included in the calculation of the overtime rate when an employee earns overtime.

Effective the pay period that includes September 22, 2024, employees in the classification of Public Safety Dispatch Supervisor will no longer receive move-up pay on a regular basis. Public Safety Dispatch Supervisors may still be eligible to receive move-up pay on a temporary basis (i.e., when working in an upgraded position or classification for a limited duration).

The parties agree that to the extent permitted by law, the compensation for move up pay is special compensation for "classic member" employees and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(3) Temporary Upgrade Pay. This pay shall not be reported for "new members" as defined under PEPRA. However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

4.13 TRAINING ASSIGNMENT PAY TELECOMMUNICATIONS BUREAU

The Telecommunications Bureau will establish standards and a selection process to select and designate employees as Public Safety Dispatch Training Officers. The City will pay selected employees Public Safety Dispatch Training Officer assignment pay (12.5% of base salary) on an as needed basis. However, training assignments are routine and consistent. This assignment pay will be paid for those hours worked while the employee is assigned and scheduled to provide training.

The parties agree, to the extent permitted by law, the compensation in this section is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(4) and Section 571.1(b)(3) Training Premium. However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

ARTICLE 5 - CLASSIFICATION AND COMPENSATION

5.3 CLASSIFICATIONS IN THE TELECOMMUNICATIONS BUREAU

A. Communications Officer – Effective September 22, 2024, this classification will be re-titled to Public Safety Dispatcher.

B. Senior Communications Officer – Effective September 22, 2024, this classification will be re-titled to Senior Public Safety Dispatcher. This classification is distinguished from the Public Safety Dispatcher classification by the performance of duties related to police radio dispatching. Employees currently in the Public Safety Dispatcher classification will be reclassified to Senior Communications Officer once they meet the minimum qualifications of the Senior Public Safety Dispatcher classification.

C. Communications Supervisor – Effective September 22, 2024, this classification will be re-titled to Public Safety Dispatch Supervisor.

ARTICLE 6 – HOURS WORKED

6.1 OVERTIME

If an employee is required to work longer than the normal work week or shift, the employee shall be compensated for the overtime either (1) by being allowed one and one-half (1-1/2) times the amount of actual overtime hours worked, to be earned as compensatory time off ("comp time"), or (2) by payment for such overtime actually worked paid at time and one half. Overtime will be paid as follows: if actual hours worked exceed 40 hours in the defined workweek the employee shall be paid for those hours per the requirements of the Fair Labor Standards Act (FLSA) and paid at their regular rate of pay per the FLSA. If an employee works hours outside their regular shift, but the employee has not worked in excess of 40 hours in their workweek (because they took some form of leave) those hours are referred to as "contract overtime" and paid at 1.5 times the employee's base hourly rate of pay if the overtime is mandatory and 1.0 times the employee's base hourly rate of pay if the overtime was voluntary.

Effective June 18, 2023, if the total number of active, off probation Senior Public Safety Dispatchers and Public Safety Dispatch Supervisors falls below eighteen (18), employees in the Public Safety Dispatcher, Senior Public Safety Dispatcher and Public Safety Dispatch Supervisor classifications who actually work over 60 hours per week, will receive an additional half-time (0.5) the employee's base hourly rate of pay for the hours worked above 60 hours per week.

Paid leave shall not be considered hours worked for purposes of computing overtime eligibility.

ARTICLE 22 – CONVERSION TO FULL-TIME EMPLOYEE

Part Time employees in the Public Safety Dispatcher or Senior Public Safety Dispatcher classifications who are rehired to full-time status in the same classification will have their probationary period waived if they meet the following criteria:

1. Employees must have previously completed the probationary period for their classification.
2. There was no break in City service in the same classification over one year between their full-time and part-time employment.

Service as a part-time employee will not count towards City or Department full-time seniority.

REPRESENTATIVES OF THE COSTA MESA
CITY EMPLOYEES ASSOCIATION

ROBERT GONZALEZ
CMCEA President

RYAN BOHR
CMCEA Vice President

REPRESENTATIVES OF THE CITY OF
COSTA MESA

LORI ANN FARRELL HARRISON
City Manager

KASAMA LEE
Human Resources Manager

RESOLUTION NO. 2024-XX**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, AMENDING RESOLUTION NO. 2022-71 TO REVISE THE PAY RANGES FOR VARIOUS CLASSIFICATIONS OF EMPLOYEES REPRESENTED BY THE COSTA MESA CITY EMPLOYEES ASSOCIATION.**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, on November 15, 2022, the City Council adopted Resolutions No. 2022-69, 2022-70, and 2022-71 revising the pay ranges for job classifications represented by the Costa Mesa City Employees Association; and

WHEREAS, on March 21, 2023, the City Council adopted Resolution 2023-15 amending Resolutions No. 2022-69, 2022-70, and 2022-71 approving updates to various classifications; and

WHEREAS, on June 6, 2023, the City Council adopted Resolution 2023-27 to establish the new job classifications of Animal Services Supervisor and Cyber Security Analyst and to establish the pay ranges for the new classifications; and

WHEREAS, on June 20, 2023, the City Council adopted Resolution 2023-37 approving updates to various classifications; and

WHEREAS, on September 19, 2023, the City Council adopted Resolution 2023-45 to establish the new job classification of Code Enforcement Officer I and to establish the pay ranges for the new classification and approving updates to various classifications; and

WHEREAS, on April 16, 2024, the City Council adopted Resolution 2024-13 to establish the new job classification of Animal Services Coordinator, to establish the pay ranges for the new classification and approving updates to various classifications; and

WHEREAS, on June 5, 2024, the City Council adopted Resolution 2024-35 approving updates to various classifications; and

WHEREAS, the City Council further desires to rename the existing "Communications Officer" as the "Public Safety Dispatcher" classification; and

WHEREAS, the City Council further desires to rename the existing "Senior Communications Officer" as the "Senior Public Safety Dispatcher" classification; and

WHEREAS, the City Council further desires to rename the existing "Communications Supervisor" as the "Public Safety Dispatch Supervisor" classification; and

WHEREAS, the City Council further desires to amend Resolution 2022-71 to revise the pay ranges for the Public Safety Dispatch Supervisor classifications specified herein.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

SECTION 1. The existing “Communications Officer” classification is hereby renamed as the “Public Safety Dispatcher” classification.

SECTION 2. The existing “Senior Communications Officer” classification is hereby renamed as the “Senior Public Safety Dispatcher” classification.

SECTION 3. The existing “Communications Supervisor” classification is hereby renamed as the “Public Safety Dispatch Supervisor” classification.

SECTION 4. The following pay ranges and monthly rates of pay for the identified job classifications are hereby revised and placed under the Basic Salary Administration Plan effective the pay period that includes September 22, 2024. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

| Class Code | Class Title | Salary Plan | Grade | Step | | | | | | | |
|------------|---------------------|-------------|-------|----------|----------|-----------|-----------|-----------|-----------|-----------|---------|
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 0232 | Public Safety | CMC | 645 | \$7,850 | \$8,243 | \$8,655 | \$9,088 | \$9,542 | \$10,019 | \$10,520 | Monthly |
| | Dispatch Supervisor | | | \$94,200 | \$98,916 | \$103,860 | \$109,056 | \$114,504 | \$120,228 | \$126,240 | Annual |
| | | | | \$45.29 | \$47.56 | \$49.93 | \$52.43 | \$55.05 | \$57.80 | \$60.69 | Hourly |

SECTION 5. Except as modified by this Resolution, Resolutions No. 2022-69, 2022-70, 2022-71, 2023-15, 2023-27, 2023-37, 2023-45, 2024-13 and 2024-35 shall remain in full force and effect.

PASSED AND ADOPTED this 17th day of September, 2024.

John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

Brenda Green, City Clerk

Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, **BRENDA GREEN**, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 2024-XX and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 17th day of September, 2024, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 18th day of September, 2024.

Brenda Green, City Clerk

(SEAL)

RESOLUTION NO. 2024-XX**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA REVISING THE RATES OF PAY FOR PART-TIME CLASSIFICATIONS.**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, on June 18, 2019, the City Council adopted Resolution No. 19-33 revising the pay ranges for part-time job classifications; and

WHEREAS, on December 7, 2021, the City Council adopted Resolution No. 2021-52 revising pay ranges in the Community Services Leader and Lifeguard series; and

WHEREAS, on March 21, 2023, the City Council repealed and replaced Resolution No. 2021-52 with Resolution 2023-16 further revising pay ranges in the Community Services Leader and Lifeguard series; and

WHEREAS, on September 19, 2023, the City Council adopted Resolution No. 2023-48 revising pay ranges for and renaming the existing "Police Aide" as the "Police Cadet" classification; and

WHEREAS, on April 16, 2024, the City Council adopted Resolution No. 2024-12 revising pay ranges for Intern and establishing the new classification of Graduate Intern; and

WHEREAS, the City Council desires to amend Resolution No. 19-33 to establish the new classification of Reserve Senior Public Safety Dispatcher and establish the pay ranges for the new classification; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

SECTION 1. Section 1 of Resolution No. 19-33 is hereby amended to establish the new job classification of Reserve Senior Public Safety Dispatcher and to establish the pay ranges for the new job classification as set forth herein.

SECTION 2. The following pay ranges and hourly rates of pay for the identified job classifications are hereby established and placed under the Part-Time Salary Schedule effective the pay period that includes September 22, 2024. The hourly rate of pay may also be in increments between the hourly minimum and maximum pay step.

| Class Code | Class Title | Grade | Step | | | | | | | |
|------------|---|-------|---------|---------|---------|---------|---------|---------|---------|--------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 0230 | Reserve Senior Public Safety Dispatcher | 528 | \$35.71 | \$37.50 | \$39.38 | \$41.35 | \$43.42 | \$45.59 | \$47.87 | Hourly |

SECTION 3. The Telecommunications Bureau will establish standards and a selection process to select and designate employees as Public Safety Dispatch Training Officers. The City will pay selected employees Public Safety Dispatch Training Officer assignment pay (12.5% of base salary) on an as needed basis. However, training assignments are routine and consistent. This assignment pay will be paid only for those hours worked while the employee is assigned and scheduled to provide training.

SECTION 4. Except as modified by this Resolution, Resolutions No. 19-33, 2023-16, 2023-48, 2024-12 shall remain in full force and effect.

PASSED AND ADOPTED this 17th day of September, 2024.

John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

Brenda Green, City Clerk

Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, **BRENDA GREEN**, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 2024-XX and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 17th day of September, 2024, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 18th day of September, 2024.

Brenda Green, City Clerk

(SEAL)



Dispatch Division Compensation Adjustments

Fiscal Impact Summary

Ongoing Fiscal Impact

| | Description | Adjustment | FTE | Total Impact | FY 24/25 Pro-Rated | FY 25/26 YOY |
|------------------------------------|---|------------|-------|----------------|--------------------|----------------|
| 1 | Communications Supervisor Pay Increase | 12.50% | 4.00 | 70,853 | 53,139 | 17,713 |
| 2 | Full Time Communications Officer to Sr. Communications Officers | | 11.00 | 373,054 | | 186,527 |
| | Communication Officers eligible immediately (9 month Costing (4 FTE)) | | | | 101,742 | |
| | Communication Officers eligible immediately (6 month Costing (2 FTE)) | | | | 33,914 | |
| | Entry Level Not eligible for Senior Officer Classification (2) - Vacant | | | | - | |
| | Lateral eligible for Senior (3 FTE) - Vacant | | | | 50,871 | |
| | a. Training Assignment Pay | 12.50% | 2.00 | 25,340 | 19,005 | 6,335 |
| 3 | Communication Officer (PT) to Reserve Senior Communication Officer | | 6.00 | 15,972 | 11,979 | 3,993 |
| TOTAL ONGOING FISCAL IMPACT | | | | 485,218 | 270,650 | 214,568 |

One Time Fiscal Impact

| | Description | Adjustment | FTE | Payment 1: FY 24/25 | Payment 2: FY 25/26 |
|-------------------------------------|---|--|-------|---------------------|---------------------|
| 1 | Retention Bonus for all Dispatchers: 2-Year Program | \$7,500/FY for 2 FY | 14.00 | 105,000 | 105,000 |
| 2 | Overtime Pay Above 60 Hours - Retroactive Pay | Pay is half an hour paid out over 60 hours | 18.00 | 14,000 | 14,000 |
| 3 | Hiring Incentive Program: 2-Year Program | | - | 200,000 | 200,000 |
| TOTAL ONE-TIME FISCAL IMPACT | | | | 319,000 | 319,000 |



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-339

Meeting Date: 9/17/2024

TITLE:

AMENDMENTS TO PROFESSIONAL SERVICE AGREEMENTS WITH MERCY HOUSE & BRACKEN'S KITCHEN FOR SERVICES AT THE COSTA MESA BRIDGE SHELTER

DEPARTMENT: CITY MANAGER'S OFFICE

PRESENTED BY: NATE ROBBINS, NEIGHBORHOOD IMPROVEMENT MANAGER

CONTACT INFORMATION: NATE ROBBINS, NEIGHBORHOOD IMPROVEMENT
MANAGER, 714-754-5274

RECOMMENDATION:

Staff recommends the City Council:

1. Approve Amendment No. 2 to the Professional Services Agreement with Mercy House, increasing the compensation by \$197,894 for a new annual not-to-exceed amount of \$2,383,180.
2. Approve Amendment No. 4 to the Professional Services Agreement with Bracken's Kitchen, increasing the compensation by \$91,250 for a new annual not-to-exceed amount of \$492,750.
3. Authorize the City Manager and City Clerk to execute all agreements and any amendments to the agreements.

BACKGROUND:

Costa Mesa Bridge Shelter

In April 2021, the City of Costa Mesa (City) opened the 69-bed permanent Bridge Shelter (Shelter) located at 3175 Airway Avenue. In July 2023, the City Council voted to add sixteen (16) beds at the Shelter, increasing the total capacity to 85 guests. The Shelter provides interim housing and wrap-around services to approximately 220 individuals annually and, since opening its doors, has facilitated the placement of over 170 people into permanent housing.

Shelter Operations

In July 2021, the City executed a Shelter Operator Agreement with Mercy House to run the day-to-day operations at the Shelter at an annual cost of \$2,000,000 or \$28,986 per guest. In July 2023, Shelter capacity was increased to 85 beds and the Shelter Operator Agreement was amended, increasing the Not-To-Exceed (NTE) contract amount to \$2,185,286 per year or \$25,709 per guest.

Kitchen Operations

In April 2022, the City executed a Kitchen Operator Agreement with Bracken's Kitchen to operate the Shelter's commercial kitchen at an annual cost of \$328,500, or \$12.50 per guest, per day. In July 2023, Shelter capacity was increased to 85 beds and the Kitchen Operator Agreement was amended, increasing the NTE contract amount to \$401,500 per year. The per-person cost did not increase.

Behavioral Health Care

In March 2024, the City received an award of \$3,555,128 in Behavioral Health Bridge Housing (BHBH) funds from the Orange County Health Care Agency (OCHCA) to add fifteen (15) behavioral health beds and associated services, including a full-time case manager, at the Shelter. The term of the award is for over a two-year period from March 27, 2024, through June 30, 2026, which was established with a Memorandum of Understanding with OCHCA. These behavioral health beds are for exclusive use by Costa Mesa guests and bring the Shelter to its maximum allowable capacity of 100 individuals.

Increasing the shelter bed capacity from 85 to 100 requires amendments to the Shelter Operator and Kitchen Operator agreements to accommodate the increased cost of serving fifteen (15) additional guests.

ANALYSIS:

Shelter Operator Agreement Amendment

Mercy House, the Shelter operator, is proposing to operate the Shelter for up to 100 guests at an annual cost of \$2,383,180 or \$23,831 per guest. The annual increase of \$197,894 is the result of market rate salary adjustments, an average of +8% annually, for all Mercy House shelter staff, as well as increased staffing and operation costs to accommodate the 15 BHBH clients. Specifically, Mercy House is hiring additional logistics and safety coordination staff, and increasing the budgets related to security, client services and supplies, shuttle lease and maintenance, insurance, IT and communication needs, and volunteer expenses due to their increased costs of providing said services.

While case management of shelter guests is transitioning to the City, Mercy House will continue to be responsible for overall shelter operations, including janitorial, logistics, transportation, volunteer coordination, and security. This change is reflected in the updated Mercy House Scope of Work (Exhibit "A" of Attachment 1).

The proposed amendments to the scope allow the City to directly hire staff through its recruitment process, emphasizing the desired experience and skillset related to Shelter case management and providing consistency in staffing levels while ensuring Shelter guests will receive the highest level of care, positively impacting outcomes related to health, employment, and housing.

Kitchen Operator Agreement Amendment

The Shelter Kitchen Operator, Bracken's Kitchen, is proposing to operate the Shelter's kitchen for up to 100 guests at an annual cost of \$492,750 or \$13.50 per person, per day. Bracken's Kitchen is requesting an increase of \$91,250 to cover their cost to feed the additional 15 guests, procure high-quality food items, and staff the kitchen. This is the first cost increase requested by Bracken's Kitchen since executing the original Kitchen Operator Agreement in April 2022. These changes are reflected in the contract amendment (Attachment2).

Behavioral Health Bridge Housing Grant Funds

The City was awarded grant funding from the OCHCA to add 15 behavioral health beds and associated services at the Shelter. For the period July 1, 2024 through June 30, 2025, expenses eligible for reimbursement include up to \$570,001 for subcontracts for shelter operations and associated services, \$118,000 for services supplies, \$200,591 for staff salaries and benefits, including one Community Outreach worker dedicated to BHBH, and \$83,459 per year for indirect costs, for a projected annual reimbursement of \$972,051.

As outlined above, BHBH grant funds will be used to cover the cost increase of \$197,894 to amend the Shelter Operator Agreement, and \$91,250 to amend the Kitchen Operator Agreement.

ALTERNATIVES:

The City Council can choose to deny approval of the amendments and request staff to negotiate alternative cost proposals from Mercy House and Bracken's Kitchen.

FISCAL REVIEW:

There is no impact to the General Fund (Fund 101) as the increased costs associated with adding bed capacity at the Bridge Shelter and amendments to the Mercy House and Bracken's Kitchen contracts are offset by grant reimbursement in the Behavioral Health Bridge Housing Fund (Fund 229). Revenue and expense appropriations in the amount of \$972,051 are included in FY 2024-25 to cover the costs of the additional 15 behavioral health beds at the Shelter. This is a two-year fully reimbursable grant.

LEGAL REVIEW:

The City Attorney's office has reviewed this report and approved it as to form and has approved the proposed amendments to the relevant agreements.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council Goal:

- Diversify, Stabilize and Increase Housing to Reflect Community Needs
- Strengthen the Public's Safety and Improve the Quality of Life

CONCLUSION:

Staff recommends the City Council:

1. Approve Amendment No. 2 to the Professional Services Agreement with Mercy House, increasing the compensation by \$197,894 for a new annual not-to-exceed amount of \$2,383,180.
2. Approve Amendment No. 4 to the Professional Services Agreement with Bracken's Kitchen, increasing the compensation by \$91,250 for a new annual not-to-exceed amount of \$492,750.
3. Authorize the City Manager and City Clerk to execute all agreements and any amendments to the agreements.

**SECOND AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
AMONG THE CITY OF COSTA MESA,
THE COSTA MESA HOUSING AUTHORITY, AND
MERCY HOUSE LIVING CENTERS
FOR
SHELTER OPERATION SERVICES**

This Second Amendment ("Amendment") to a Professional Services Agreement for Shelter Operator Services is made and entered into this 30th day of June 2024 ("Effective Date"), by and among the CITY OF COSTA MESA, a municipal corporation, COSTA MESA HOUSING AUTHORITY ("Authority"), and MERCY HOUSE LIVING CENTERS ("Contractor"). City and Authority are collectively referred to herein as "City."

WHEREAS, City and Contractor entered into a professional services agreement for the provision of shelter operator services at the City's homeless shelter on June 15, 2021; and

WHEREAS, on June 29, 2023, the City and Contractor entered into Amendment One to increase Contractor's annual compensation by One Hundred Eighty-Five Thousand Two Hundred Eighty-Six Dollars (\$185,286.00) in consideration of the increased capacity at the shelter and to account for inflation, resulting in a maximum annual compensation in an amount not to exceed Two Million One Hundred Eighty Five Thousand Two Hundred Eighty Six Dollars (\$2,185,286.00); and

WHEREAS, City and Contractor desire to increase the Scope of Work and the not to exceed compensation from \$2,185,286.00 to Two Million Three Hundred Eighty-Three One Hundred Eighty Dollars (\$2,383,180.00) which is an increase of One Hundred Ninety Seven Thousand Eight Hundred Ninety Four Dollars (\$197,894.00); and

WHEREAS, Section 3.1 of the Agreement provides for an initial term through June 30, 2024, with the option to extend the Agreement for two (2) additional one (1) year periods at the option of the City; and

WHEREAS, City desires to exercise the first of two options to extend the term of the Agreement for one year, ending on June 30, 2025; and

WHEREAS, City and Contractor now desire to delete Exhibit "A" of the Agreement ("Scope of Work") in its entirety and replace it with the updated Scope of Work attached to this Amendment as Exhibit "A"; and

WHEREAS, City and Contractor now desire to delete Exhibit "B" of the Agreement ("Costa Mesa Bridge Shelter Management Operations and Procedures (MOP)") in its entirety and replace it with the updated MOP attached to this Amendment as Exhibit "B"; and

WHEREAS, City and Contractor now desire to delete Exhibit “C” of the Agreement (“Operations Budget”) in its entirety and replace it with the updated Operations Budget attached to this Amendment as Exhibit “C”; and

WHEREAS, City and Contractor intend and desire that this Amendment Number Two be retroactive to the Effective Date.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The foregoing recitals in this Amendment are hereby declared to be true and correct and are incorporated as if fully set forth herein.
2. This Amendment shall be retroactive to the Effective Date.
3. Section 2.1 of the Agreement is amended to increase Contractor’s annual compensation commencing on the Effective Date of this Amendment by One Hundred Ninety-Seven Thousand Eight Hundred Ninety-Four Dollars (\$197,894.00) in consideration of the increases in capacity/services at the shelter and to account for inflation. Contractor’s maximum annual compensation shall not exceed Two Million Three Hundred Eighty-Three Thousand One Hundred Eighty Dollars (\$2,383,180.00). Any unspent funds in a fiscal year may be carried over to a subsequent fiscal year during the term of this Agreement. Nothing herein shall allow the Contractor to keep unspent funds beyond the expiration or termination of this Agreement.
4. The term of this Agreement is extended for one (1) year, ending on June 30, 2025.
5. Exhibit “A” of the Agreement (“Scope of Work”) is deleted in its entirety and replaced with an updated Scope of Work attached to this Amendment as Exhibit “A.”
6. Exhibit “B” of the Agreement (Costa Mesa Bridge Shelter Management Operations and Procedures (MOP)) is deleted in its entirety and is replaced with the updated MOP attached to this Amendment as Exhibit “B.”
7. Exhibit “C” of the Agreement (“Operations Budget”) is deleted in its entirety and is replaced with the updated Operations Budget attached to this Amendment as Exhibit “C.”
8. All terms not defined herein shall have the same meaning and use as set forth in the Agreement, as amended.
9. All other terms, conditions, and provisions of the Agreement, as amended, shall remain in full force and effect.

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

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

CONTRACTOR

Signature

Date: _____

Name and Title

CITY OF COSTA MESA

Lori Ann Farrell Harrison
City Manager

Date: _____

COSTA MESA HOUSING AUTHORITY

Lori Ann Farrell Harrison
Executive Director

Date: _____

ATTEST:

Brenda Green
City Clerk

Date: _____

APPROVED AS TO FORM:

Kimberly Hall Barlow
City Attorney

Date: _____

APPROVED AS TO INSURANCE:

Ruth Wang
Risk Management

Date: _____

PURCHASING APPROVAL:

Carol Molina
Finance Director

Date: _____

EXHIBIT A
UPDATED SCOPE OF WORK

MERCYHOUSE

Founder and Chairman

Father Jerome T. Karcher

SHELTER OPERATOR – SCOPE OF WORK

The following outlines the responsibilities of Mercy House (Contractor) as operator of the Costa Mesa Bridge Shelter (Shelter).

Board of Directors

Raymond M. Bukaty
Gary R. Belz
Lisa Marcus
William E. Baker, Jr.
James Brooks
Mladen Buntich, Jr.
Daryl Cole
Thomas J. Conway
Tim Clyde
Jim Righheimer
Phillip R. Kaplan
Richard P. Lopez, Esq.
Rich Masterson
Jeremy Elkins
Linda Nguyen
Christie Pettus
Lisa Rumbaugh

Chief Executive Officer

Lawrence G. Haynes, Jr.

Outreach

Ontario Access Center
Street Outreach

Emergency Shelters

Assisi House
Buena Park Navigation Center
Bridges at Kraemer Place
Brundage Lane Navigation Center
Costa Mesa Bridge Shelter
HomeAid Family Care Center
Huntington Beach Navigation Center
New Hope
Oxnard Navigation Center
The ARCH

Permanent Housing

Begonia
Bethany Residence
Camp Anza
El Rancho Residential Services
Emmanuel Residence
Frederic Ozanam Residence
Francis
Guadalupe Residence
Homeless Prevention Program
Joseph Residence
Katharine Drexel Residences
Louis Martin Residence
Parkside
Permanent Supportive Housing
Rapid Rehousing
Regina Residence
San Miguel Residence
The Cove
The Orchard
Walden Glen
Westchester Park

Tax ID

33-0315864

Services

1. Program Manager - Contractor will provide management and oversight to daily operations of the shelter
 - Oversee Client Services
 - Coordinate calendar and services provided by partner agencies
 - Support all aspects of operations including direct client services when necessary
 - Oversee the collection and distribution of donations
 - Assist with monitoring facility security and maintenance
 - Ensure enforcement of our good neighbor policies
 - Assist with securing necessary resources
 - Oversee collection, input and distribution of intakes / summary sheets / reports
 - Provide support with community resources and referrals
 - Develop new partnerships with other agencies in order to enhance our current services
 - Manage program budget
 - Facilitate Resident Advisory Council and Partnership Meetings.
 - Manage and supervise support staff in all of their duties
 - Assist in various aspects of staff's duties
2. Site Lead – Contractor staff will directly oversee services and activities at the Costa Mesa Bridge Shelter.
 - Assist in the implementation of all shelter activities to ensure quality delivery of services.
 - Oversee all shelter activities including logistics and client intakes
 - Oversee distribution of services and all program services while on duty
 - Assist in the coordination of volunteers and support services
 - Oversee the organization of supplies and facilities needs
 - Support shelter staff during designated shifts
 - Assist in various aspects of staff's duties
 - Assist in coordinating and managing special group events and holiday events
 - Provide crisis/conflict intervention
 - Communicate any staff or shelter issues to Program Manager.
 - Coordinate supply and service needs
 - Assist with securing necessary resources
 - Assist with record keeping and reporting
 - Attend staff meetings and training workshops as needed
 - Assist with general duties (stocking supplies, copies, fax, phone calls, etc.)

We help people find their way back home.

P.O. Box 1905 ♥ Santa Ana, CA 92702 ♥ 714.836.7188 ♥ Fax 714.836.7901
mercyhouse.net

MERCY HOUSE

3. Janitorial and Logistics – Contractor shall keep the Shelter and surrounding property clean and free from trash and/or debris at all times. Specific duties are to:
 - Clean the Common Hall twice per day
 - Clean the male and female dorms once per week
 - Sort the clothing room once per week
 - Maintain a laundry schedule and ensure guests' bedding and clothing are cleaned a minimum of once per week
 - Keep office and break spaces clean and free from trash and debris at all times
 - Clean the pet area, smoking section, and back patio once per day
 - Sort the storage sheds on the back patio once per week
 - Keep the bathrooms clean at all times and perform a deep cleaning once per day between the hours of 9 pm and 6 am
4. Transportation - Contractor shall provide transportation services on and off the property to assist with the clients' housing plan through a shuttle service and a ride-share program. The shuttle service shall be available seven (7) days per week from 6 am to 7 pm. Ride-share should be used as a last resort and only in special circumstances when no other transportation options are available.
5. Security – Contractor shall execute a contract with a third-party vendor to provide on-site security 24 hours per day, 7 days per week. Security guards shall be trained in the skills needed to be successful in an emergency shelter setting such as de-escalation, conflict resolution, trauma-informed care, etc. Contractor shall provide a copy of all incident reports to City within 24 hours. Contractor shall perform or cause to be performed ½-mile radius patrols around the property to prevent loitering and other illicit behavior.
6. Kitchen - Contractor shall provide one (1) fully trained staff person per shift to assist with kitchen operations. Assigned staff shall possess a current Food Handler Certification and assist the Kitchen Operator before, during, and after meal services.
7. Staffing - Contractor shall maintain staffing levels sufficient to fulfill the requirements of this contract. Contractor shall provide staff with consistent, ongoing training to ensure proficiency in industry-recognized skills including de-escalation, trauma-informed care, motivational or strengths-based interviewing, etc.
8. Discipline – Contractor shall be responsible for administering disciplinary action to guests per the policies and procedures outlined in the Management Operations and Procedures (MOP), attached hereto as Exhibit B. All guest exits, except those involving health and safety and requiring immediate action, shall be approved by the City's Shelter Supervisor.

Reporting

1. Contractor shall submit monthly invoices for review and payment by City. Invoices shall only request reimbursement for completed payments and be accompanied by applicable backup documentation.
2. Contractor shall submit monthly accomplishment reports containing data and in a format approved by the City.

EXHIBIT B

**UPDATED COSTA MESA BRIDGE SHELTER
MANAGEMENT OPERATIONS AND PROCEDURES
(MOP)**

COSTA MESA BRIDGE SHELTER
MANAGEMENT OPERATIONS AND PROCEDURES (MOP)



UPDATED: SEPTEMBER 2024

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 3. Fire Prevention Procedures
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- K. Security Plan
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 2. Screening Procedure
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- B. Policies for Staff Training
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- C. Volunteer Policies
1. Selection, Screening, and Background Checks
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SECTION I. PURPOSE & INTRODUCTION

The purpose of the Management Operations and Procedures Plan (MOP) is to incorporate best practices for the Costa Mesa Bridge Shelter in collaboration with City of Costa Mesa, the Network for Homeless Solutions and the Shelter Operator, Mercy House Living Center. The MOP is a working document that embodies this collective approach to management, operations and procedures that reflects best practices and compliance with City, County and regional agreements. The Shelter Operator agrees to adhere to the contents herein, as a key component of the Scope of Work for operating the Bridge Shelter in Costa Mesa. This document also provides for open communication with community stakeholders and helps to facilitate a better understanding of the role of the Costa Mesa Bridge Shelter program within the broader county-wide system of care.

The City of Costa Mesa has committed significant resources to develop its comprehensive response to homelessness. While the Network for Homeless Solutions and its collaborative partnerships have developed strong response tools for street outreach, engagement, and volunteerism, adding the shelter component has been instrumental to its success over time. From April 2019 to April 2021, the Costa Mesa 50-bed temporary shelter achieved strong outcomes by placing 178 individuals into stable, permanent housing. The City's development of a permanent shelter at 3175 Airway Avenue expanded this effort and drastically enhanced the resources available to residents experiencing homelessness. A regional partnership with the neighboring City of Newport Beach and a Capital Improvement Grant from the County Continuum of Care (CoC) elevated resource integration and responses for the Central Service Planning Area, where the Shelter is located. The Bridge Shelter meets the critical needs of the most vulnerable people living on our streets and in our neighborhoods.

The MOP outlines emergency shelter services for homeless persons and best practices to maintain a safe and healthy environment for shelter clients and the community at large. The overall purpose of the program is to connect homeless persons to permanent housing opportunities and resources to promote housing stability and self-sufficiency. Components of the MOP align to national standards of The HEARTH Act (2009) as well as those of the Orange County Continuum of Care and the Orange County Regional System of Care, including the establishment of three Regional Service Planning Areas.

SECTION II. SHELTER ADMINISTRATION

A. Program Description

1. Population Served

Costa Mesa Bridge Shelter and Services

The proposed program will serve up to 100 shelter clients, with 25 shelter beds set aside for City of Newport Beach referrals at any given time while providing access to a range of programs and supportive services. To ensure that the shelter will meet the needs of the community in serving chronic and vulnerable homeless people, clients will be admitted with minimal, “low threshold” requirements so that chronic and vulnerable homeless people can easily enter and remain in shelter until they can secure stable treatment, family reunification and/or permanent housing.

Those accessing the Costa Mesa Bridge Shelter will include homeless single men and single women, age 18+. Special, alternate accommodations will be made for households that are couples or families with children who are experiencing homelessness. The Family Solutions Collaborative will accept and triage all family referrals. Couples will be referred to shelter programs with accommodations for couples.

Each client will be screened by law enforcement personnel for sex offender, arsonist and active felony warrant status before admission (screening will take place prior to arrival at the facility, as part of the bed reservation system), as detailed in the “Admission Criteria and Procedures” section of this document.

Bridge Housing Shelter Provision of Services

All Costa Mesa Bridge Shelter clients will have access to, and will be encouraged to, participate in services provided through the Costa Mesa Bridge Shelter. The City’s contracted professional shelter operator will be responsible for coordination of general shelter operations, including security, transportation, logistics, and janitorial. City staff assigned as Shelter Case Managers will be responsible for coordinating additional outside appointments necessary for their assigned shelter clients to achieve goals established in their respective housing plans.

2. Program Description

The Costa Mesa Bridge Shelter is designed to provide safe shelter, basic needs, and access to resources that move individuals out of homelessness and into permanent housing opportunities.

Access to Safe Shelter

The Costa Mesa Bridge Shelter will accommodate indoor, overnight sleeping for up-to 100 individuals per evening. Operations at the Costa Mesa Bridge Shelter are provided 24 hours a day, seven days a week, 365 days per year. To decrease the impact to the surrounding neighborhood, access to bed availability will be managed through a reservation-based system and only by referral from an authorized entity. No walk-ins/outs for the Costa Mesa Bridge Shelter are permitted; however, the Bridge Shelter has a Bike Program that allows authorized guests to ride on and off the property.

The Shelter Operator will provide on-site staff to track daily bed inventory and communicate daily bed vacancies to City Outreach staff, Costa Mesa Police Department (CMPD) and/or Costa Mesa Fire Department (CMFD), City of Newport Police Department, and City of Newport Beach Outreach staff upon request. Bed reservations will give preference to Costa Mesa Homeless Residents and Newport Beach Homeless Residents. Only non-residents from the Central Service Planning Area and who are referred by the Orange County Health Care Agency as CARE Court participants may be eligible to receive a bed reservation.

Only City of Costa Mesa outreach staff, CMPD, CMFD, Newport Beach Outreach, and Newport Beach Police Department can refer individuals to open beds at the Costa Mesa Bridge Shelter. Shelter Operator staff will keep a comprehensive log detailing bed reservations as well as other relevant information. City outreach and/or public safety staff will be responsible for the initial call-in information, while the Shelter Operator (Mercy House) staff will note actions which occurred after the original reservation is made.

It is imperative for the Shelter Operator to keep a comprehensive tracking sheet, which will note the following information:

1. Date
2. Time
3. Client name called in
4. Reservation (y/n)
5. Declined (y/n)
6. Arrival of client (y/n)
7. No beds available

Length of Stay

Consistent with national best practices and trends, the goal for length of stay should be 30 days or less; however, there is no set maximum length of stay. When a client has been a guest of the shelter for more than 180 days, they will be reviewed for an additional stay period every 30 days,

ensuring each client is supporting their progress toward housing stabilization. If a client exceeds these 30 days, an intensified housing location and exit plan strategy will be implemented. The program is designed to provide this support until a housing option becomes available. However, at any time a client may be exited from the shelter for safety or repeated shelter violations as outlined in the “Exit and Readmission Policies”. Additionally, City Case Managers will maintain a report to account for clients with lengths of stay exceeding 180 days and justification for extensions, on an individualized basis.

Sleeping Areas

Beds will consist of single beds. Each client will be assigned a bed and bedding for the length of their stay. Space will be divided to allow for separate sleeping areas for both men and women. Two (2) beds are available in a flexible sleeping room segregated from the dormitories. These beds may be used for those dealing with illness or for other temporary special needs.

Meals

Breakfast, lunch, dinner and snacks will be provided for all clients daily.

Hygiene Facilities

Hygiene facilities will be provided onsite for all clients. These will include restrooms, showers and laundry facilities. Clients will be encouraged to utilize these facilities as daily resources. Toiletries will be provided by the Shelter Operator to clients as needed. Accessible restrooms and showers are also provided onsite.

Transportation

No walk-up clients will receive Costa Mesa Bridge Shelter access. New clients and returning clients will receive direct transportation to and from the shelter daily. Dates and times for daily pick-ups are outlined in the “Transportation Policies “. With a hybrid approach, the Shelter Operator will utilize a ride share system for one-on-one appointments, and shuttle for group outings not to exceed 40 hours a week, Monday-Friday. Lastly, Shelter guests may take part in the Bike Program, which allows authorized guests to ride their bikes on and off the property. Shelter guests violating the rules of the Bike Program will have their authorization revoked indefinitely.

Security

The Shelter Operator will follow policies and procedures that promote utmost safety for clients, staff, volunteers, and the community. The Shelter Operator will also strive to provide an atmosphere that promotes community, stays alert for signs of conflict, and confronts harmful behaviors before they escalate. The security plan will include a multi-faceted approach involving securing all entrances, security searches of guests upon entry, confiscation of harmful

contraband, trained security personnel providing around-the-clock indoor and outdoor coverage. Other program elements that support security efforts include no walk-ups and no loitering policies, as well as daily ¼ mile patrols around the facility.

Storage

All clients will have access to personal storage space. Each client bed will have a small storage locker for personal valuables. A limited number of outdoor storage bins will be available to clients through a reservation process. Additionally, a refrigerated storage area will be available to clients with medication needs, with the assistance of shelter staff. Costa Mesa Bridge Shelter clients will be required to surrender contraband to the shelter staff, or they will be denied program entry.

Case Management Services

Upon entering the shelter, each client will be assigned to a Housing Navigator (a.k.a., Case Manager) employees by the City of Costa Mesa. The primary function of the Navigator is to work side-by-side with the client to eliminate barriers to, and create a pathway toward, medical care, employment, and permanent housing. Additionally, the Navigator is to provide resources and support to the client during their stay, including encouragement to access any and all services provided at the Costa Mesa Bridge Shelter. The Navigator will ensure that all clients are entered into the Coordinated Entry System, as the first line of housing engagement.

Together, the Housing Navigator and the client will complete a Housing Plan, which will guide their efforts toward securing permanent housing opportunities. Meeting weekly, the navigator will document the client's progress towards actions outlined in the Housing Plan.

Upon initial intake, the City appointed housing navigator will ensure each client has been entered into the County Homeless Management Information System (HMIS) and review all shelter guidelines for the Costa Mesa Bridge Shelter.

Daytime Program Activities

The Shelter Operator and City Case Managers will encourage clients to stay on-site during the day and to take advantage of the on-site services available to them. Daytime program activities include but are not limited to, the following:

1. Daily access to Housing Navigators and their specific Housing Plan
2. Full access to outside service providers through appointments
3. Life skills classes and workshops
4. Indoor and outdoor recreational activities
5. Access to onsite computer lab and study area

3. Services Provided

The Costa Mesa Bridge Shelter should incorporate a combination of basic needs services, as well as supportive services aimed at creating pathways into housing. The Costa Mesa Bridge Shelter shall include at a minimum the following baseline services:

| Service | Location | Provided by Shelter Operator or Service Partner(s) |
|--|---|--|
| Intake/Assessment/Case Management/Housing Navigation | Costa Mesa Bridge Shelter Program | City Case Managers |
| Crisis Evaluation – Mental Health | Costa Mesa Bridge Shelter Program | OCHCA/ CLCHC |
| On Site Centralized Intake/HMIS | Costa Mesa Bridge Shelter Program | City Case Managers |
| Domestic Violence Services | Costa Mesa Bridge Shelter Program | Domestic Violence Partner |
| Beds on Site | Costa Mesa Bridge Shelter Program | Shelter Operator |
| Health Clinic | Off-Site - Temp Costa Mesa Bridge Shelter | FQHC Provider Partner: SoS |
| Transportation Services and Assistance | Costa Mesa Bridge Shelter Program | Shelter Operator/ Service Partner |
| Computers/Email | Costa Mesa Bridge Shelter Program | Shelter Operator |
| Security | Costa Mesa Bridge Shelter Program | Shelter Operator |
| Meals/Food | Costa Mesa Bridge Shelter Program | Bracken's Kitchen/ Mercy House |
| Parking | Costa Mesa Bridge Shelter Program | Shelter Operator |
| Homeless Prevention/Diversion Assistance | Costa Mesa Bridge Shelter | City of Costa Mesa/ Mercy House |
| Drug and Alcohol Treatment (on/off site) | Costa Mesa Bridge Shelter/ Off-Site | Service Partner |
| Crisis Evaluation – Referral Plan | Costa Mesa Bridge Shelter Program | City of Costa Mesa/ Mercy House |

| | | |
|---|-----------------------------------|--|
| Services for Children | Not applicable | Referral to the Family Solutions Collaborative |
| Dining Hall | Costa Mesa Bridge Shelter Program | City of Costa Mesa/Mercy House |
| Employment/Job Placement | Costa Mesa Bridge Shelter Program | Service Partner |
| Substance Abuse Treatment (on/off site) | Costa Mesa Bridge Shelter Program | Service Partner |
| Mental Health Treatment (on/off) | Costa Mesa Bridge Shelter Program | OCHCA/ CLCHC |

It is also recommended that in addition to the baseline services listed above, the following services are encouraged to be included in the design and implementation of the Costa Mesa Bridge Shelter:

| Service | Location | Provided by Shelter Operator or Service Partner(s) |
|-------------------------------------|---------------------------|--|
| Recuperative Care Beds and Services | Off-Site | FQHC Provider |
| Recreational Activities | Costa Mesa Bridge Shelter | Shelter Operator/ Volunteer |
| Pet Kennel and Services | Costa Mesa Bridge Shelter | Shelter Operator/Service Partner |
| Clothing Donation and Distribution | Costa Mesa Bridge Shelter | Shelter Operator/ Volunteer |
| Electronic Charging Stations | Costa Mesa Bridge Shelter | Shelter Operator |
| Bike Repair Services | Costa Mesa Bridge Shelter | Service Partner |
| Hair Salon and Services | Costa Mesa Bridge Shelter | Shelter Operator/ Volunteer |

4. Coordinated Entry System Integration

The Housing Navigators will include in its staffing plan designated staff to conduct Diversion screening and prevent those with other resources from entering the homeless shelter system. Additional staff will be trained to complete on-site VI-SPDAT assessments. Navigators will also assist Costa Mesa Bridge Shelter clients in obtaining the necessary documentation to move forward in their housing connection process, once matched to permanent housing opportunities by the Coordinated Entry System Module in HMIS.

5. Target Goals/Expected Outcomes

The target goals and expected outcomes for the Costa Mesa Bridge Shelter will adhere to guidelines and expectations set forth by the U.S. Department of Housing and Urban Development's HEARTH Act as well as the Orange County Continuum of Care and Regional System of Care Initiatives.

The Costa Mesa Bridge Shelter should not be regarded as a singular program(s) but should provide Central Service Planning Area linkages within the broader Orange County Continuum of Care (CoC), helping to move the system towards higher a level of performance, a reduction in the number of persons who experience homelessness in our community and an increase in access to housing opportunities for chronically homeless individuals utilizing Costa Mesa Bridge Shelter services. The Costa Mesa Bridge Shelter will offer preferences to homeless residents who have long-term ties to the community. Indicators for measuring effective system performance should include the following key considerations:

- a. Reduction in Clients Experiencing Homelessness for the First Time: Are fewer people experiencing homelessness for the first-time? Are only people who have no safe, appropriate housing option being admitted to shelter?
- b. Overall Reduction in Number of Persons Who Experience Homelessness: Are overall rates of homelessness declining? Is street homelessness declining? Is chronic homelessness declining?
- c. Reduction in the Length of Time Persons Experience Homelessness: Do people stay homeless for shorter periods of time? A reasonably short length of time being homeless indicates system and program success in rapidly re-housing persons who are unhoused. It can also indicate efficiency related to turnover of beds, which is essential to meet system demand for Costa Mesa Bridge Shelter Program.
- d. Successful Resolution of Housing/Homeless Crisis: Do people resolve their housing/homeless crisis successfully by maintaining/obtaining permanent housing? Are people successfully connected to community-based supports?
- e. Reduction in Recidivism (subsequent return to homelessness): Are repeat occurrences of homelessness avoided or declining?

6. Program Components

The Costa Mesa Bridge Shelter Program will contain the following components and amenities:

- Sleeping Dormitory Area with separation between men and women
- Medical/First Aid Area

- Dining/Commons area
- Security Area
- Case management offices
- Administrative office
- Intake and Entry Area
- Kitchen
- Shower Areas
- Outdoor Recreational and Facilities Areas
- Outdoor Pet Kennel Area
- Flex Sleeping Area

B. Admission Criteria and Procedures

1. Client Rules & Guidelines

A prospective client must be able to perform all aspects of their care meeting their Activities of Daily Living (ADLs), follow all Costa Mesa Bridge Shelter rules and maintain appropriate behavior with consideration for all other clients of the shelter. All clients must review and sign a copy of the "Shelter Rules" document prior to entry (Attachment B).

All new clients will review and sign the Costa Mesa Bridge Shelter Expectations. After review of the listed expectations of the Costa Mesa Bridge Shelter Program, the client will be provided a signed copy for their records (Attachment C).

2. Identification Requirements

A form of official identification is required to verify identity; however, a client will not be denied access to shelter services without one, so long as their identity is verified by City staff prior to entry. Navigators will assist clients in obtaining a California ID, providing each client with a no-cost ID voucher.

3. Screening Requirements

No person who is a registered sex offender or arsonist will be allowed to access the Costa Mesa Bridge Shelter property (screening will take place prior to the arrival at the facility as part of the bed reservation system). Additionally, individuals with open felony warrants will not be allowed to access the Costa Mesa Bridge Shelter. This screening process will be vetted through the Costa Mesa and Newport Beach Police Departments before entry to the Bridge Shelter.

4. Bed Reservation System

To minimize neighborhood impact, all clients seeking to access the Costa Mesa Bridge Shelter and services will do so through the designated Intake and Bed Reservation Hotline (“hotline”) or the unsheltered population will be referred while on the street and seeking shelter.

A client interested in shelter will need to be vetted by City of Costa Mesa Outreach or Police Department, or City of Newport staff or Police Department. Clients will be screened for diversion and/or homeless prevention services. If they have an alternate, habitable location where they may stay, they will be diverted from occupying a shelter bed until their resources have been exhausted.

Clients meeting eligibility requirements will be assigned a bed reservation number and given instructions on transportation options and designated arrival time by the Shelter Operator and City staff.

The Shelter Operator is required to manage and update daily, a designated system for capturing bed inventory, reservations and vacancies. Shelter Operator staff are also charged with recording excused versus unexcused absences and recording client exits after 3 consecutive unexcused absences in 30 days. By 9am each morning, a new excel spreadsheet should be prepared by Shelter Operator staff noting current beds available, current list of excused versus unexcused absences, and an exit tracking log. These tracking logs will be reviewed by City staff at a minimum of once per week to ensure that there is an internal checks and balances to manage occupancy and referral coordination.

5. New Clients Entering the Costa Mesa Costa Mesa Bridge Shelter

New clients will be screened using the phone intake system and provided a reservation number and transported into the Costa Mesa Bridge Shelter arranged by City of Costa Mesa or City of Newport Beach.

Beds will be assigned based on availability and eligibility results. Shelter Operator will verify and assign beds daily.

If it is after hours, the individual can call the shelter operator to inquire as to bed availability. If the client knows ahead of time that they will not be returning to the shelter in the evening, they

should call their Navigator before 5pm to leave a detailed message with name and reason for an excused absence.

Clients will not be allowed to loiter in the neighborhood surrounding the Costa Mesa Bridge Shelter facility at any time. There will be strict enforcement of shelter client contract rules which could result in a permanent exit from the program if not followed. Ride Share or Van Shuttle drop-off/pick-up locations are an extension of the shelter; therefore, any violation such as loitering, constitutes a violation of the shelter rules which will be strictly enforced. Operator/Security will conduct random daily checks of ¼ mile radius around the shelter to enforce shelter rules and deter loitering.

Upon arrival, clients are required to go through a security screening process, complete necessary intake paperwork, and review Shelter Rules and Guest Expectations documents.

6. Day Leave and Returning Clients

The shuttle, Bike Program, and rideshare are the authorized means of transportation on and off the property. Clients arriving later than 7pm for special circumstances such as employment or discharge from the hospital, must communicate with their housing navigator their anticipated arrival time. No client will be allowed into the shelter after 10pm, unless their reason is approved by City or Shelter Operator staff. Lack of communication in the area could result in forfeiture of the bed reservation and subject to “Readmission Policy” protocols.

7. Hours of Operation

The Costa Mesa Bridge Shelter is open 24 hours, 365 days per year. These hours of operation will be in effect seven days per week, every week, regardless of holidays or weather.

| | |
|-------------------|--|
| 5:00 AM | Early Wake Up Call |
| 5:30 AM-8:00 AM | Breakfast served |
| 6:00 AM | Commons Area Open |
| 6:00 AM-10:00 PM | Pet Kennel area open |
| 7:00 AM | Second Wake Up Call |
| 10:00 AM- 4:00 PM | Computer/Technology Lab open (by appt. only) |
| 11:30 AM-1:30 PM | Lunch served |
| 3:00 PM-4:00 PM | Snack served |
| 6:00 PM-8:00 PM | Dinner served |
| 10:00 PM-6:00 AM | Lights Out in Sleeping Area |

C. Overflow Management

1. Coordinated Service Delivery Plan

It is imperative that a Coordinated Service Delivery Plan be implemented that includes assessment for the following diversion and redirection strategies:

a. Homeless Diversion

The City of Costa Mesa Outreach staff and City of Newport Beach staff will screen for Homeless Diversion prior to entry. The Shelter Operator will again review with the client potential Homeless Diversion services at intake to ensure that those with alternative resources will not be accessing the homeless system. Both City of Costa Mesa Outreach, City of Newport Beach Outreach and the Shelter Operator will either provide or partner with an agency that can offer successful diversion assistance.

b. Coordination with Family Solutions Collaborative

The Housing Navigator will work with the Family Solutions Collaborative to redirect families seeking shelter at the Costa Mesa Bridge Shelter. The City of Costa Mesa Outreach team and City of Newport Beach Outreach will work with families in need by assisting them in seeking alternate shelter through the Family Solutions Collaborative.

c. Coordination with Transitional and Bridge Housing Providers

The Mercy House staff will work with regional service providers to coordinate referrals to transitional and/or bridge housing vacancies. This form of housing will be utilized by returning clients who have been matched with a housing opportunity and will soon move into permanent housing. This strategy will increase the Costa Mesa Bridge Shelter bed turnover rate as clients are successfully matched to housing opportunities.

d. Coordination with Other Costa Mesa Bridge Shelter Providers

The Mercy House will partner with other emergency shelter program providers to redirect overflow to available regional shelter beds within the Central Service Planning Area of the County. Mercy House Navigators will re-direct clients to shelter providers based on the client's choice, proximity to work, housing and/or support networks.

2. Overflow Policies

The Bed Reservation System is designed to prevent and minimize overflow and capacity issues for the Costa Mesa Bridge Shelter. A daily bed utilization count will ensure that the 100-bed capacity will be maintained each evening to meet the greatest need for our homeless neighbors seeking shelter services.

D. Exit and Re-Admission

1. Exit and Readmission Policies

Clients will be considered to have exited the program when they voluntarily leave or are exited from the shelter for violations pertaining to safety or repeated shelter violations.

The Shelter Operator, City of Costa Mesa and City of Newport Beach staff should be balanced in their approach to program exits and readmission policies, as it pertains to rule violations and infractions. Such policies include considerations to maintain a safe and effective facility; safety for clients, volunteers, staff and the surrounding neighborhood; as well as demonstrate compassion toward homeless individuals who face increasingly vulnerable situations if forced to exit from a shelter situation to places not suitable for human habitation. Shelter staff will keep logs of “excused” versus “unexcused” absences to avoid unnecessary exits. Only Navigators and/or Neighborhood Improvement Manager, and/or her designee can approve excused absences. These excused absences will be promptly reported to shelter staff so that they are notated in appropriate logs.

Infractions will be subdivided into a multi-tiered system based on the severity/impact of the infraction on the program and other residents. The consequences for each tier level shall be fitting for the level of the infraction and its impact on the program.

As an example, a Tier 1 level may include “Basic Program Guideline Infractions” such as smoking in the bathrooms, not leaving sleeping area on time in the morning, cutting in line, etc. Tier 2 may include “moderate infractions” such as possessing alcohol on site, marijuana, client fighting (minor scuffles), disrespect toward volunteers, etc.

Once individuals have been admitted to the shelter, if they are found with Tier 2 infractions such as either marijuana or alcohol on their person, these substances are considered more minor offenses, and the guest will be given an action plan. The consequences depend on individualized circumstances. Three action plans of the same offense result in an immediate exit. Safety related violations, considered Tier 3, will constitute an immediate exit.

For noncompliance of rules in Tier 1 and Tier 2 levels, there will be increasing enforcement actions including verbal warnings and write-ups. After a compounded number of infractions in these tier levels, a client may be asked to leave, and staff will determine and give them the designated time

line for which they can be readmitted. Infractions at the Tier 3 level would be considered “major infractions” that include illegal drug use or possession, violent attacks/fights, possession of weapons, etc. The Shelter Operator maintains a zero-tolerance policy towards criminal activity including, but not limited to: violence & sexual misconduct, as well as drugs and medications used or possessed beyond the scope permitted in the “Health Policies”. These behaviors, when substantiated, are punishable by immediate exit upon first offense.

Clients who use the facility, programs, and services in violation of a specific rule will be responsible to adhere to stated consequences, up to and including law enforcement response for criminal conduct.

2. Exit Procedures

All exits will be evaluated by the Neighborhood Improvement Manager, or their designee, before final exit notices are given. When a client is asked to exit due to noncompliance with rules, including violence or criminal activity, security will escort the person off the property and the client will be transported to a self-directed location, out of the surrounding area. Guests who have been exited will be offered Lyft transportation to an area outside of the ¼ mile radius of the Costa Mesa Bridge Shelter, but within the Orange County limits. City of Newport Beach guests shall be transported to a location within Newport Beach city-limits unless an alternate location is approved by City staff.

3. Return Procedures

Costa Mesa Bridge Shelter guests who are exited from the program must wait a designated amount of time before returning. The length of time a guest must remain exited from the program will be considered on a case-by-case basis based on the cause of their most recent exit in compliance to the County’s Shelter Standard of Care.

Medical exceptions to the exit procedures must be reviewed and approved by the Shelter Operator in conjunction with the Neighborhood Improvement Manager of the City of Costa Mesa.

The City of Costa Mesa Outreach team will continue to provide outreach services to those guests who have exited from the Costa Mesa Bridge Shelter and request to continue their housing plan. Once former guests have reached the appropriate time for reentry, Outreach staff will evaluate their status and work on a plan towards reentry if the client desires to return to the Shelter.

Client exits can take place for a variety of reasons including, but not limited to, violent and/or aggressive behavior, noncompliance with the housing plan, and more than three (3) unexcused absences in 30 days. The following Exit Checklist must be completed by Mercy House prior to having the Neighborhood Improvement Manager or designee review for the client exit. This process provides credibility to the exit procedure and ensures that the exits are supported by objective facts.

Exit Checklist:

1. Has the shelter client been reviewed for exit, and completed an initial intake with their assigned housing navigator?
2. Does the shelter client have three or more unexcused absences during a 30-day period?
3. Does he/she understand the difference between excused versus unexcused absences? Has this been documented in the case files?
4. What phone number(s) were the shelter client provided for communication purposes? Navigator or shelter guest line? Were both phone numbers given to the client upon intake?
5. Were shelter phones operable during the absentee period when the client was trying to reach both their housing navigator and/or shelter staff?
6. Did the shelter client utilize an alternative method to inform personnel of an excused absence, such as an email, saying that they were going to be excused?
7. If the shelter client leaves immediately in the morning, making it impossible for the navigator to conduct an intake meeting, did the navigator leave a note on their bed informing the guest that they are required to meet with the navigator on a weekly basis to work on their housing plan or risk losing the shelter bed reservation?
8. Were there any other extenuating circumstances? Hospitalizations? Missed bus? No phone?
9. Has all the above been documented in the client case file and Homeless Outreach system?
10. Have you checked with other City housing navigators and/or Mercy House staff to ensure that he/she wasn't contacted instead of you?

Re-Entry After Exit Due To Unsafe Behavior

All shelter guests are subject to the 30/60/90-day procedures subject to the conditions stated above. However, should a client have repeatedly exhibited violent behavior while a guest at the shelter, both City of Costa Mesa and Mercy House Staff reserve the right to decline re-entry to the shelter pursuant to the above 30/60/90-day policy. Due to extenuating circumstances which might impact the safety of City and Mercy House staff as well as shelter guests, a meeting shall be held between all three parties to evaluate the suitability of the client for re-entry to the shelter. Additionally, both the City and Mercy House reserve the right to re-evaluate guest suitability at 30-day intervals to determine whether or not a safety risk still exists.

Holding Beds for Shelter Guests

Once a shelter guest exits the Program due to either a medical, mental health or substance abuse recovery opportunity, shelter staff may hold their bed up to 14 days after which time their bed will be released for new shelter client intakes. If the shelter client is gone from the shelter for a longer period, due to their medical, mental health and/or substance abuse needs, they are eligible for reentry if they wish to return to the shelter after a successful exit from the medical, mental health and/or substance abuse program. The client will be placed at the top of the interest list and placed in an Outreach or PD reserved bed when available.

Reassignment of Costa Mesa Bridge Shelter Clients

1. City staff will review each case prior to an exit in accordance with this document.
2. If an exit is deemed appropriate, City staff will attempt to connect the guest to a partnering agency.

E. Navigation Services Policy

Upon entering the shelter, each client will be assigned to a City Housing Navigator. The primary function of the Navigator is to work side-by-side with the client to eliminate barriers to health, employment, and housing. The time frame is individualized with the goal of 180-day maximum length of stay; however, the shelter client will be on a strict housing plan schedule, meeting with their Navigator on a weekly basis. Additionally, the Navigator is to provide resources and support to the client during their stay, including encouragement to access all services provided at the Costa Mesa Bridge Shelter.

The Navigator will ensure that all clients have a complete assessment and are entered into the Homeless Management Information System (HMIS) and placed on the Coordinated Entry List, as the first line of housing engagement. However, this will not be their only housing plan option. The Housing Navigator will continue to seek other housing and treatment opportunities, on an individualized basis.

Navigators will assist Costa Mesa Bridge Shelter clients with obtaining the necessary documentation such as: California Identification, Social Security card, or Birth Certificate as the first step to ending their homelessness.

Together the Navigator and the client will complete a Housing Plan which will guide their efforts toward securing permanent housing opportunities. Meeting weekly, the Navigator will document the client's progress towards actions outlined in the Housing Plan. Additionally, the Navigator will

work with clients to provide referrals to services in the Costa Mesa Bridge Shelter or any community referrals as necessary.

1. Documentation of Case Management Services and Data Security Policies

Upon client entry, the Housing Navigator will enter the new shelter guest into the HMIS database. Navigators will manage housing plans and outcomes that are recorded at exit and throughout participation in the program. When the client is exited from the Costa Mesa Bridge Shelter, the Housing Navigator will update HMIS with their current status. Paper files will be stored in a secure location at the Shelter.

The Housing Navigator will use HMIS as its primary database and ensure that every client completes and signs an Orange County HMIS Client Consent Form upon entry into the program. Navigators will ensure collection of all HUD Data standards as required by the HMIS system.

The City has policies in place that restrict computer access records and client information to authorized staff. All database and HMIS access will require passwords from authorized users, as required by the Orange County Continuum of Care policies for HMIS participation.

Disclosure of client information to other social service agencies may be permitted only with the client's written consent. Disclosure of records relating to clients may be released without the client's consent in certain circumstances, as required by law.

F. Daytime Program Policies

Clients participating in the Costa Mesa Bridge Shelter Program may, but are not required to, leave the facility during the day. City staff and the Shelter Operator will make every good-faith effort to encourage clients to stay on-site during the day and to take advantage of the on-site services provided to them. Access to bed areas will be limited throughout the day to encourage clients to become active participants of program resources and activities at the Costa Mesa Bridge Shelter.

Clients can leave the facility for work or personal appointments using the Costa Mesa Bridge Shelter transportation services.

Clients will have access to daytime services through the Costa Mesa Bridge Shelter's partner organizations and will be able to meet with their assigned Housing Navigator on a weekly basis. They will also have access to activities provided by shelter staff and volunteer organizations.

Clients are welcome to use the facility's recreational areas, lounge, computer lab, and designated outdoor spaces.

G. Costa Mesa Bridge Shelter Program Policies

1. Costa Mesa Bridge Shelter Clients

Access to the Costa Mesa Bridge Shelter's services are available to homeless clients that have completed the prescreening and intake process to enter the Program. Transportation to and from the Costa Mesa Bridge Shelter for these clients must be provided and coordinated by the shelter staff and/or service partner organizations.

All Costa Mesa Bridge Shelter clients are expected to follow the Shelter rules and maintain appropriate behavior with consideration for all staff and fellow residents. Rules of the Costa Mesa Bridge Shelter will be reviewed upon intake and acceptance to the program, in addition to being prominently displayed in lobby waiting areas. Those in violation of these rules may be exited from the site, suspended, or terminated from the program, depending on the severity of the offense.

2. Lead Agency Protocols

One of the roles of the Shelter Operator is to recruit and manage a group of partner agencies specialized in providing an array of supportive services beneficial to Costa Mesa Bridge Shelter clients.

The Shelter Operator will include in its staffing plan a Costa Mesa Bridge Shelter volunteer coordinator position. The duties of the Costa Mesa Bridge Shelter Volunteer Coordinator will be to recruit and encourage participation by outside service providers, maintain service provider room reservation schedule, and ensure the day-to-day operational functions of the Costa Mesa Bridge Shelter.

The Shelter Operator should ensure that the Costa Mesa Bridge Shelter has flexible hours to allow clients to participate before or after work, or alternatively, on the weekends. The Shelter Operator may also facilitate quarterly meetings through the formation of a Service Partner Collaborative.

3. Requirements for Service Provider Partners

All service providers who desire to offer direct services at the Costa Mesa Bridge Shelter will complete an application. Responsibilities of the Service Provider Partners will include, but are not limited to:

1. Set and maintain their own appointment schedule with clients.
2. Provide clients with access to transportation to fulfill their scheduled appointments, if needed.
3. Agree to share service outcome information.
4. Communicate room reservation conflicts with Costa Mesa Bridge Shelter Concierge in advance.
5. Respect, maintain and keep clean all areas of the Costa Mesa Bridge Shelter.
6. Respect and cooperate with Shelter Operator staff, other service providers and clients.
7. Participate in Service Partner Collaborative meetings and provide input to the improvement of the Costa Mesa Bridge Shelter Program.

H. Good Neighbor Policy - Community Coordination and Communication

1. Communication and Coordination with Neighborhood, Businesses and Public

The Shelter Operator is committed to communication with neighbors on an ongoing basis. As part of this commitment, the Shelter Operator will work with the City to facilitate community outreach efforts to ensure ongoing communication and proactive responses to any issues. These Community outreach efforts will provide opportunities to answer any questions that members of the surrounding community might have on the operations of the Costa Mesa Bridge Shelter Program. The City and Shelter Operator will provide information to the public including operational components, programmatic outcomes and performance, and engage in dialogue about any proposed changes to the program that may have a real or a perceived community impact.

The NHS Hotline is available 24/7. Community stakeholders may call this number for information about the site or to have any questions answered. The phone number will be retained as a resource for community members while the shelter is up and operational. All community complaints and/or inquiries about the Costa Mesa Bridge Shelter will be recorded and forwarded to the appropriate staff for prompt responses.

Visits by members of the community and tours of the facility will only be available by scheduling an appointment with City Staff. All requests must be submitted no less than 48 hours in advance and must be approved by the City Manager or designee. Approved shelter tours will only be given during normal business days (M-F), during the hours of 8:30 am - 4:30 pm.

All media inquiries regarding the City Bridge Shelter will be referred to the Neighborhood Improvement Manager. The Shelter Operator and City Management will work together to respond to media inquiries related to the Bridge Shelter program. The operator will notify the City regarding any and all media contacts regarding the Bridge Shelter, prior to releasing statements to the media related to the program.

2. Communication and Coordination with Local Police and Fire Departments

The Shelter Operator is committed to communicating and working collaboratively with local police and fire departments through all stages of program implementation - from facility design to program execution. The Shelter Operator will ensure that staff and security are trained to properly manage and respond to an array of difficult situations that may occur at the shelter, and use proper judgement to contact police and/or fire/paramedics to address health and safety issues.

The Shelter Operator will provide an array of services and support that will be beneficial to local police and fire departments. These services include, but will not be limited, to:

1. Security Officers stationed on-site.
2. Designated beds reserved each night for law enforcement referrals.
3. Staff Neighbor Patrol will monitor the surrounding area to control issues of loitering, abandoned property, and other blight.
4. Training opportunities on mental health and addictions treatment, trauma informed care, strengths-based approaches, housing first, de-escalation techniques or other topics of interest to supplement existing CoC provider trainings.
5. Direct referral access to the Coordinated Entry System to assist local law enforcement officers in connecting homeless individuals with housing opportunities.
6. Statistical reports on number of clients served, length of stay and demographic information, next of kin and nearest family relative.
7. City Staff/Operator will meet at least quarterly with local law enforcement and Fire Rescue, as needed.

3. Communication and Coordination with City, County, and Service Providers

Operation of the Costa Mesa Bridge Shelter will be for the public good and to assist the Cities of Costa Mesa and Newport Beach, its partners within the Central Service Planning Area, and the Orange County Continuum of Care system forward. As such, successful implementation of the Costa Mesa Bridge Shelter will require the partnership of various stakeholders including the City, County, and many other service providers.

The City Housing Navigators/Shelter Operator will be committed to working cooperatively with numerous other service providers, community, and government organizations to serve the needs of the homeless population in Costa Mesa, Newport Beach and the Central Service Planning Area within Orange County.

To effectively manage and operate a robust Costa Mesa Bridge Shelter that provides an array of services for the shelter clients, Housing Navigators must demonstrate a strong history of collaboration and willingness to engage other service providers.

Additionally, the City Staff/Shelter Operator will be responsive to and provide support to the City Council Members as needed, in relation to the operation of and performance indicators/outcomes of the program.

4. Policies for Community Involvement

The Shelter Operator will be committed to active participation in City and County-wide community events. To the extent reasonable and feasible, representatives of the Shelter Operator will attend meetings of the local Neighborhood Association(s) and local Chamber of Commerce(s) when invited and communicate with neighborhood and business participants. Additionally, the Shelter Operator may sponsor special events, such as community resource fairs which will include the broader community.

5. Policies for Neighborhood Patrol

A Shelter Operator staff-led Neighborhood Patrol will assemble daily to monitor a ¼ mile radius around the shelter perimeter. The role of this patrol group is to promote cleanliness, engage with neighbors, enhance the safety of the surrounding area, and mitigate any perceived program impacts within the immediate vicinity. Additionally, they will prevent and monitor any issues of loitering, unauthorized parking of client vehicles in the neighborhood, abandoned property, shopping carts and other blight. A log will be kept of the daily patrols.

The following actions will be completed by the Neighborhood Patrol:

1. All litter and trash items will be removed from the area and properly disposed of.
2. Clients found loitering will be issued a warning. Violations of this rule may cause a client to be exited from the facility.
3. Unauthorized parking of client vehicles in the neighborhood are subject to towing.

4. Shelter Operator will contact a city-designated shopping cart retrieval program to collect all shopping carts found that do not contain items of personal property.
5. Shelter Operator will follow city codes for removing personal property found in the surrounding area.
6. Shelter Operator will work with the Costa Mesa Network for Homeless Solutions and law enforcement to conduct outreach and engagement activities to surrounding community areas to ensure anyone experiencing homelessness can be screened for shelter or other program referrals.

I. Shelter Advisory Boards

1. Advisory Board Composition

The Shelter Operator will establish a Bridge Shelter Advisory Board comprised of key stakeholders with the intent to:

1. Regularly review the operations of the Costa Mesa Bridge Shelter program
2. Enhance community relations between the shelter and the public
3. Address concerns of local community members, businesses, City of Costa Mesa and partner services providers pertaining to the operation of the Costa Mesa Bridge Shelter
4. Address grievances as they occur in the Costa Mesa Bridge Shelter

The 11-member Shelter Advisory Board will include:

1. Mercy House Shelter Manager
2. City of Costa Mesa Council District Representative
3. City of Costa Mesa Neighborhood Improvement Manager
4. Police Department Representative
5. Two Representatives from the Adjacent Business Community
6. Two Representatives from the Adjacent Residential Community'
7. Lighthouse Church Representative
8. Trellis Representative
9. City of Newport Beach Representative

2. Meeting Schedule

The Advisory Board will meet monthly on the 1st Wednesday at 4:00 pm.

3. Accountability and Grievance Process and Policies

In addition to providing input to the operation of the Costa Mesa Bridge Shelter Program, the Shelter Advisory Board is also tasked with the on-going review of the MOPS, working with the City and the Shelter Operator to evaluate and refine the MOPS to improve the program outcomes.

J. Safety Policies

1. Facility Maintenance

The Shelter Operator will keep a schedule for regular facility cleaning. The Shelter Operator will contract a janitorial service to provide daily cleaning services for all areas utilized by clients and weekly for office space at the Costa Mesa Bridge Shelter.

Shelter Staff will rotate regular maintenance duties and inspections for minor repairs and replacements. Maintenance and cleaning forms are used to track completion of each task and reviewed on a regular basis.

The outside grounds will be incorporated into the maintenance schedule and rotation including cleaning of parking lot, watering of plants, maintenance and cleaning of sidewalks and patio areas, and checking of outside lights and furnishings. Graffiti will be reported to the Program Manager.

The need for repairs will be reported promptly by staff to the Program Manager, then reported to City staff to be addressed.

The Shelter Operator will be committed to maintaining a pest-free environment throughout the premises. As such, no food will be allowed in living areas of facility. Trash bags will be emptied daily in all areas. Inspection of client spaces and lockers will be conducted for any items that would attract pests. All staff will receive appropriate training in the identification of common pests as well as prevention and control measures. If assistance is required due to a pest outbreak, the Shelter Operator will contact City Staff and work together to address the issue. If City Staff are not available or after hours, Shelter Operator will contact the City's non-emergency dispatch line at 714-754-5252 for emergency assistance.

2. Fire and Earthquake Safety

Evacuation Plan for Ambulatory and Non-Ambulatory Residents

Shelter staff must be trained in protecting the safety of everyone in the facility. Staff will respond quickly and safely when an emergency, incident, or natural disaster occurs. Evacuation routes and exits are posted in each major area of facility. An evacuation point outside has been designated on the posted map of the facility.

In case of the need for evacuation, the present site lead during the emergency will notify all staff and clients to evacuate, call 911, and direct the evacuation plan. Staff will be assigned to oversee the evacuation of clients in each work area. Staff will check client areas, assign assistance to non-ambulatory and disabled persons, and leads clients to safety through the nearest safe evacuation exit. Staff will assemble clients outside at the designated evacuation point, read bed lists for attendance and search for any missing clients as safety conditions allow. In case of fire, these additional protocols will be completed:

1. The Program Manager or lead staff member will pull the nearest fire alarm if it is not already sounding; the Fire Department monitors the alarm and will respond immediately.
2. While evacuating clients, staff will attempt to close all door(s), if safe to do so.
3. Before exiting a room, the Program Manager or lead staff member will touch back of hand to the door to determine if the door is cool, then open it a crack, smell for smoke, and if deemed safe, open the door and leave the building to the evacuation meeting point.
4. If the door is hot, it is not to be opened, and staff will lead clients to leave via the nearest safe exit.
5. Staff will locate and use appropriate fire extinguishers, if safe to do so.
6. When the Fire Department arrives, a staff person will speak to the officer in charge and give the officer a set of staff keys.
7. Staff will contact the Program Manager or his/her delegate as soon as possible, if not on site.
8. Staff will report incidents and procedure in Incident Report and staff shift notes as directed in shelter policy.

If the weather is inclement and if the evacuation will not be short, staff will:

1. Contact the Program Manager to identify evacuation locations and disaster team if assistance is needed for client shelter, meals or services.
2. Contact the City Neighborhood Improvement Manager.
3. Contact other Homeless Providers for services, as needed.

For a false alarm or other short-term evacuation, staff will direct occupants back into the building once the Fire Department has authorized an “all-clear.”

3. Fire Prevention Procedures

The Costa Mesa Bridge Shelter has been approved by the Fire Department for all fire codes, sprinklers, alarms, and exits prior to service implementation. Emergency lighting has been installed both inside the facility and outside on the grounds for safety and in compliance with all codes.

No smoking will be allowed inside or outside the building, within 20 feet of doors. A smoking section has been designated and a sign posted in the designated outdoor patio smoking area.

4. Fire Drills and Documentation

Fire drills will be conducted at least quarterly. Documentation of fire drills will be kept for three years in Shelter Management Files.

5. Fire Inspections and Extinguishers

The most recent annual fire inspection will be posted in a designated area of the Costa Mesa Bridge Shelter facility and will be included in the Shelter Management files. Fire extinguishers are located in each area of the building as shown in facility plans and in evacuation plan. Fire extinguishers will be inspected and maintained per City and County requirements. A certificate of the most recent OC fire inspection will be posted in a visible and designated area.

6. Earthquake Safety

Earthquake drills will be conducted quarterly by staff. The evacuation route and procedures may be the same as other hazards. A client tally and search will be conducted once evacuation is conducted.

In case of an actual earthquake that causes damage to facility or grounds, staff from the City’s Public Services and Fire Departments will be called to inspect the facility as soon as safety permits. Clients will be evacuated from building and transported to other shelters as needed.

7. Disaster Preparedness: Access to I.T. Server Room

Server Room Access:

Mercy House Non-Emergency Scheduled Work

- a. Email Costa Mesa IT Department at ITOperations@costamesaca.gov.
- b. City IT Operations staff will contact Mercy House IT to arrange an onsite escorted visit to the network IDF closet during normal business hours.

Mercy House Critical After-Hours Support

- a. Mercy House will call Police Dispatch at 714-754-5252 to request City IT Operations on-call/standby staff for after-hours access to the Costa Mesa Bridge Shelter IDF closet.
- b. City IT Operations staff will call back within 30 minutes and be onsite within 1 hour.

Power Outage:

In the event of a power outage, non-emergency dispatch should be contacted at 714-754-5252. Dispatch should be directed to contact the on-call Maintenance personnel who will coordinate the towing of the emergency generator from the Corporation Yard to the Shelter. The local battery backup at the Shelter will provide up to two hours of power for the telephones, Computer Data server, security cameras, and emergency exit lighting, and 24 hours for the fire alarm system.

K. Security Plan

The Shelter Operator will follow policies and procedures that promote safety for clients, staff, volunteers, and the community and will strive to provide an atmosphere that promotes community, stays alert for signs of conflict, and confronts behaviors before they escalate.

1. Eligibility Screening

No person confirmed to be on the sex offender registry (Megan's Law) or a registered arsonist will be allowed to access the shelter property. Additionally, no person with an open felony warrant will be allowed to access the shelter property.

2. Secured Entrances

All clients will present their identification upon entry. Clients without valid California identification cards will be provided with an ID Voucher for DMV to secure a valid identification card.

All clients and their belongings will be checked by security personnel, utilizing security wands each time they enter and exit from the shelter and all contraband will be seized. Contraband

items include, but are not limited to weapons, explosives, flammable or volatile substances, illegal drugs, controlled substances or drug paraphernalia, bio-hazardous items or environmentally harmful goods. Confiscated items will be destroyed or turned over to the authorities as appropriate.

Clients will sign in upon entrance and sign out upon exit from the building.

3. On-site Security Personnel

The Shelter Operator will provide a minimum of 2 trained security guards to ensure the safety of clients and the surrounding neighborhood, 24 hours a day. Security will always be on site and will conduct security rounds of the facility in a continuous manner.

Security guards will be stationed both inside and outside the shelter to ensure maximum coverage. Security guards will be accessible and visible to clients and survey the facility for any potential concerns. Staff and security will have communication with each other via portable electronic equipment.

Security guards will be contracted through a third-party vendor. Security guards will carry non-lethal weapons such as mace, batons and handcuffs. The vendor will ensure that all security staff will be appropriately trained to work within the shelter for homeless individuals.

Security guards will receive appropriate training related to nonviolent crisis intervention, mental health first aid, professional ethics, for example, through the Shelter Operator's resources.

4. Security Alarms and Cameras

The building is equipped with security cameras inside and outside, safety alarms, and a portable communication device worn by staff. Staff will also have access to panic buttons which will silently summon police to the facility during emergency situations.

A City of Costa Mesa staff and Mercy House Operator will have 24/7 access to monitor security cameras on and off site of the Costa Mesa Bridge Shelter.

Security lighting will be used both inside and outside the facility to highlight entrances and parking lot. A staff person will escort any persons to parking lot or security gate after sunset.

5. Loitering Policy

Clients will not be allowed to loiter in the surrounding neighborhood. Violations of this rule may cause a client to be exited from the facility. The Shelter Operator's Good Neighbor Policy will include regular checks of surrounding area to prevent and monitor for loitering issues.

6. De-escalating Conflicts

All employees will receive appropriate training in nonviolent crisis intervention, trauma informed care, strengths-based interviewing, professional ethics and other relevant industry best practice training for working with this population.

Marginal Types of Aggression: Exits should only occur with more serious types of aggression or with repetitive aggressive behavior versus a less serious offense. Prior to exiting a client, Shelter staff should attempt to de-escalate a situation by understanding the motivations that prompted a client to behave in these manners. By developing this insight, the shelter staff should be better able to determine both verbal and non-verbal responses to this behavior. If this behavior continues and cannot be managed successfully, then City and Mercy House staff should meet regarding client status. If it is decided that client should continue in the program, the following steps shall be taken: action plans, formal discussions about behavioral change, etc. If the behavior continues, City management and Mercy House management reserve the right to exit the client pursuant to procedures laid out in the Management Operations Manual (MOPS).

Verbal Threats or Aggression: If a client makes a verbal threat and/or is verbally aggressive to either Mercy House staff, another shelter client, and/or City staff, the management team will review the case for immediate exit from the shelter to protect the safety of staff, operator and other shelter clients, pursuant to procedures listed in the Management Operations Manual (MOPS).

Violent behavior: If a shelter client exhibits violent behavior towards another client, he will be immediately exited. He may be subject to the 30/60/90 policy depending on both shelter and case management opinions regarding the possibility of repetitive violent behavior. Prior to admittance Mercy House staff and City team will meet regarding re-admittance of the client;

should client be allowed to return to the shelter, they will be required to sign a behavioral contract to ensure that aggressive behavior does not continue inside of the shelter which includes the 6 stages of behavior change (pre-contemplation; contemplation; preparation; action; maintenance and relapse), actions plans and formal monitoring. Under no circumstances shall a client be readmitted to the Costa Mesa Bridge Shelter if the victim is still residing in the shelter. If the violent behavior reoccurs after the client has been re-admitted, a permanent exit shall be discussed and evaluated amongst City and Mercy House management prior to a decision being rendered.

7. Entrance and Exit Procedures

All staff and clients will enter and exit through one main entrance and security checkpoint. Both entrances will be equipped with security cameras for inside and outside the facility, safety alarms, and a portable communication device worn by staff for control of entrance and activity inside the building. All areas of the building will be locked when not in use. The building will be zoned so that clients will only have access to the areas which they need. During sleeping hours, clients will have restricted access to other areas of the building.

All clients will present identification upon entry, and their person and belongings will be searched by security. They will sign in upon entrance and sign out upon exit from the building.

All clients will enter the property by ride share or shuttle. Clients will be escorted from the designated parking lot area and shuttle drop off area to the shelter entrance.

8. Policy Regarding Storage of Client's Possessions

All clients will have access to limited personal storage space in the outside storage area and indoor sleeping area.

A limited number of outdoor storage bins will be available to clients through a reservation process. A client who qualifies and requests their personal effects to be stored in these outdoor bins must sign a "Storage Bin Agreement" form which states that staff is not responsible for any items that are lost, stolen, or damaged. A client may store personal property in their assigned bin, to its maximum capacity.

A client storage log will be signed at each visit to the storage area. The storage area may be accessed, with staff supervision only during assigned hours during the day.

All items will be stored for the length of the client's stay at the shelter. Once a client has exited the shelter program, any personal effects may be voluntarily stored for up to 7 days upon request; An extension could be granted when a client has a verified need to store belongings for a date certain that is more than 7 days after departure. Property will be deemed abandoned if not removed upon departure, stored in agreement for 7 days or extended beyond 7 days, upon request and verified need. Clients who have exited from the shelter program must maintain contact with staff regarding property remaining at the shelter and are required to set an appointment time with staff to collect their personal belongings.

In the event the client cannot come to retrieve their own property, they may name a proxy of their choosing to pick up their effects by filling out an Authorization for Release of Personal Property form. The client will be responsible for asking their designated contact person to retrieve property, if needed.

No contraband items may be stored at the shelter. Contraband items include but are not limited to weapons, explosives, flammable or volatile substances, illegal drugs, controlled substances or drug paraphernalia, bio-hazardous items or environmentally harmful goods.

9. Policy Pertaining to Authorized/Unauthorized Search of Clients' Property by Staff

The Shelter staff will have the right to inspect all storage areas to ensure compliance with storage policies. Staff have the right to designate a period of time when a client will be ineligible for re-entry to facility, if contraband is found. Length of ineligible time will be documented according to the "Exit and Readmission Policies".

When inspecting a client's possessions without them present, two staff people will be responsible for the search. An Authorization Form will be signed by the client at time of entrance into facility when they place items into the storage area. When items are found in the client's possession that are not suitable for storage, clients can choose to have staff dispose of the item or client may store the property off site, at their own cost.

10. Policy on Possession of Weapons On-Site

No weapons or objects which can be used as weapons can be brought or stored at the shelter. All a client's belongings brought on-site will be searched upon entry and inspected for weapons and

items that could be used as such. Anyone found with a weapon or dangerous materials that can be used as a weapon will be asked to discard the items, store them off site or decline to enter the program. Sharp objects such as tools or scissors will be stored in locked storage areas and not taken into shelter living areas.

All kitchen knives and sharp objects, hazardous materials, and cleaning equipment that could be used as a weapon will be kept in locked areas with staff only accessibility.

11. Procedure for Contacting Police

The intention of the Shelter Operator should be as proactive as possible and ensure that public safety resources are deployed only when necessary. This includes ensuring that staff and security will be trained to properly manage and respond to an array of difficult situations that may occur at the shelter.

In establishing a procedure for contacting public safety, the Shelter Operator will work cooperatively with the local police and fire departments to establish shelter policies and procedures on how and when to contact police or fire for conflict resolution, trespassing, theft, unruly behaviors, loitering around property, mental health evaluation, and medical emergencies. Upon consensus, a 911 protocol will be established and followed. All staff members will be trained in these procedures. 911 may be called for any medical emergencies, violent behaviors that endanger others, and suicidal ideation.

L. Health Policies

1. Housekeeping Policy

The Shelter Operator will commit to and understand the importance of maintaining hygienic, sanitary environments for the well-being of clients, volunteers and staff. The Shelter Operator will maintain written, standardized housekeeping procedures. Each procedure will be designed for safety of staff and clients and for a consistent, high standard of housekeeping. Staff will be provided with training in these procedures, will be monitored in performance of the procedures, and evaluated in their effective use of them. Training may include education on any hazardous materials with which staff may come into contact when carrying out their assigned work tasks. The complete list of procedures will be included in a Shelter Policy and Procedures Manual and made available to all employees.

Outside janitorial staff will be contracted to assist in the maintenance and cleaning of the facility. Thorough daily cleaning of all client areas including living quarters, kitchen and dining and common areas will be done using institution strength antibacterial products.

Bathrooms, showers, and eating areas will be given priority attention. The kitchen and dining areas will be cleaned according to strict health standards after each meal. Office space will be cleaned weekly by the contracted janitorial staff and as needed by Shelter staff and partner organizations using the space.

To prevent cross-contamination, clients will be required to store personal toiletries in plastic sealable bags on their beds when not in use. The Shelter Operator will assign a set of linens at intake for their use while in the shelter. The client will be responsible for making and maintaining their bed each morning. Staff will wash bed linens weekly in hot water with bleach unless special circumstances require more regular cleaning.

All staff will practice universal precautions in handling of laundry, cleaning of facility, and general self – health care. Specifically:

1. Staff will wear appropriate protective garments (i.e. gloves) while completing tasks.
2. Staff will use the recommended disinfecting cleaning products for each area of the facility.
3. Staff will practice required handwashing procedures.
4. Kitchen staff will be trained in and practice required food-handling procedures.
5. All client clothes will be washed upon initial intake and weekly thereafter.
6. All laundry will be handled according to safety and washing procedures. Staff and volunteers will follow a set of Program Rules and Regulations for working when they are sick/contagious.

The outside grounds will be included in the housekeeping standards and schedule. The facility's outside spaces, parking lot, and green areas will be cleaned daily from debris and litter. Chairs and tables will be washed according to inside standards. Minor repairs of the facility and grounds will be completed by the Costa Mesa Bridge Shelter staff. Any major repairs or work requiring specialized training will be completed by approved vendors.

The Service Partner agencies must adhere to housekeeping procedures. Service Provider Partners will be expected to respect and keep their areas clean after usage.

2. Pet and Service Animal Policies

The Bridge Shelter standard has been that 10% of the client occupancy will be permitted to bring pets and service animals at the shelter. This standard is flexible to several factors, including the

size of the pets, the behavior of the pets and the owner's ability to effectively manage the animal during the shelter stay. The Shelter Operator shall maintain discretion in the area of pet capacity/management.

Shelter guests are required to vaccinate their pets pursuant to Section 3-122 of the CMMC and because it is also a health and safety concern given the nature of the shelter facility. Shelter guests are also required to spay/neuter their animals. Shelter staff will facilitate veterinary services to ensure all pets staying in the shelter are vaccinated and spayed or neutered.

The health and well-being of all pets and service animals brought into the Costa Mesa Bridge Shelter will be the responsibility of their owner. Clients must feed and clean up after their pets and service animals, Shelter staff will not be able to provide food. Clients who are unable to properly care for their pets or control them while at the shelter will be asked to work on these improvements as a program goal or find alternative arrangements for their pets.

The Shelter Operator works with the City to define rules and policies around pets, service animals and animal management at the shelter. The Operator may contract with a veterinary service provider to help provide animal management services at the shelter. Such services include but are not limited to examination of pet health upon entering shelter and throughout, spaying/neutering services, vaccinations, treatments for injuries/health issues and pet owner education. All animals must remain either inside the facility or within the gated area of the shelter in the designated outdoor animal area.

3. Possession and Use of Controlled Substances

The Shelter Operator will have a strict policy prohibiting the possession or use of alcohol or controlled substances at the Costa Mesa Bridge Shelter and on the Costa Mesa Bridge Shelter premises by employees, residents, clients, and the general public.

It will be the intent of the Shelter Operator to promote a safe, healthy and productive environment for everyone. Staff recognizes that the illegal and/or excessive use of drugs and alcohol, or the inappropriate use of prescribed drugs is not conducive to a safe living environment. It will be the objective of the Shelter Operator to have an environment that is free from the influence of controlled substances and alcohol at all times. The unlawful purchase, possession, transfer, manufacturing, distribution, dispensation or use of any illegal drug is inconsistent with the objective of operating in a safe and efficient manner, is contrary to the Costa Mesa Bridge Shelter's mission, and will be strictly prohibited.

4. Policy for Drug Possession

Staff will have the right to refuse entrance to any client who is noticeably impaired, under the influence, exhibiting behavior that is inappropriate, or otherwise cannot follow the rules and expected behaviors of a client while participating in Shelter activities. If alcohol, illegal substances, or paraphernalia are found in a client's possession after they have completed entry paperwork and necessary security screenings, that client may be asked to exit the facility at the discretion of staff. They may be given a timeframe of their next eligible readmission date. The illegal drug or alcohol will be disposed of and documented by two staff following written protocol in a Policy and Procedures Manual.

5. Security, Use and Access of Prescription Medications

If a client has medications that must be administered throughout the evening/night or will be damaged by extreme heat or cold, they may retrieve them from a designated staff person. If a medication needs to be refrigerated, the medication will be packaged and labeled with the person's name, bed number, and name of medication and placed inside a designated locked refrigerator.

A client who qualifies and requests their medications to be stored in a locked area must sign an Agreement Form and will have access to the medications as soon as possible by their request to the staff on duty. The client will be responsible for requesting and taking their own medications within the limits of how they are prescribed. Only the person whose name is on the medications will be able to retrieve them.

6. Client Use of Over-The-Counter Medications

Use and storage of over-the-counter medications follow the same policy and procedures of prescription medications.

7. Client Access to Emergency and Medical Care

Clients may have access to medical care at any time. The client should communicate to a staff member on duty their need for medical care, if possible.

If a client requires first aid items, they may access them from a shelter staff member at a service desk. The staff member may assist the client in first aid care with client's permission, provided the staff member has received training in basic first aid, and utilizes universal precautions.

a. Medical Emergencies and Requests for Immediate Medical Attention and/or Care

In case of emergency or where a client needs or requests immediate medical care (other than basic first aid), the staff on duty will call 911 and follow instructions given by 911 dispatch. The staff person on the scene will contact other staff as soon as possible. If a client is injured or incapacitated, staff will not move the client unless directed otherwise by 911 dispatch or first responders. Where appropriate, staff will check breathing and pulse and begin CPR if needed. One staff member or trained volunteer will attempt to keep the client comfortable and keep other clients away from the immediate scene, while another staff member will wait for emergency medical personnel (EMT's), give medical personnel information about client, and direct them to client.

Client shall always be given the option of ambulance transport. However, where responding EMT's determine that the injury or illness does not actually require emergency ambulance transport, and that determination is documented in writing, client may, but shall not be required to, decline to be transported via ambulance, and may utilize another method of transport. Where emergency transport is declined, clients must sign an emergency medical transport waiver in order to be eligible for alternate transport. Staff will then make arrangements for the client to be transported to a hospital or other medical facility pursuant to the provisions of paragraph N.8. Medical Transport of the Transportation Policies, below.

Following a client emergency or other medical incident (other than first aid), the Program Manager will be called as soon as possible. After the client incident has been controlled, the lead staff member will complete an Incident Report form which will be sent to the Program Manager and higher-level staff as needed.

b. Routine Medical Appointments and Other Requests for Non-Urgent Medical Care

Where a client informs staff that he or she has or needs to make a routine appointment to see a physician or other medical professional, staff may make arrangements for the client to be transported to that appointment pursuant to the provisions of paragraph N.8. Medical Transport of the Transportation Policies, below.

Staff retains the discretion to call 911 at any time staff has reason to believe that an emergency medical response is necessary, notwithstanding any statement to the contrary by a client. When in doubt, staff should call 911.

8. First Aid Equipment, Supplies and Procedures

The Shelter Provider and/or approved medical partner will have first aid supplies available at all times. The first aid kit will be inspected monthly, updated as items expire, and re-stocked after each use. Staff members will be trained annually in universal precautions, first aid care, and Mental Health First Aid. Any incident occurring at the Costa Mesa Bridge Shelter requiring first aid will be documented in the daily report and an Incident Report will be prepared and sent to the Program Manager and City Neighborhood Improvement Manager.

9. Policies & Procedures for Disease Prevention

The Shelter Operator will have protocols for the prevention and treatment of certain diseases and conditions such as seizures, diabetic episodes, mental health episodes, lice, bed bugs, influenza, and other communicable and contagious diseases. Universal precautions will be maintained at all times in handling of fluids, client clothing, laundry, and in all cleaning of premises.

When an accident or injury to an employee or client occurs or when there has been damage to Shelter property, staff will follow a set protocol which includes:

1. Immediately contacting Supervisor about the situation
2. Dealing with any injuries
3. Securing the accident scene by obtaining names, addresses, and phone numbers of witnesses (if possible), taking photos (if possible), and noting any unusual circumstances
4. Recording all necessary information to complete a formal report
5. Reporting all accidents or injuries within 24 hours to insurance carrier

If a client shows symptoms of a contagious disease or other public health concern that might threaten another person, the client will be sent to a local medical facility or emergency room for diagnosis and treatment. If a client leaves due to disease, the bedding and client's clothes will be washed, bed cleaned, and bedding replaced. Clothes and belongings will be stored in designated area and held for the maximum amount of time permitted. The Costa Mesa Bridge Shelter will operate to conform to best public health practices.

Universal precautions will be used for all handling of client possessions. Staff will follow hand-washing techniques recommended by OC Public Health Department.

All staff will be tested for TB as required by OSHA standards and written in the Shelter Operator's Policy and Procedures handbook. If a client shows symptoms of tuberculosis, the client will be sent for medical evaluation and diagnosis and asked to receive a TB test. All clients may be offered TB testing through partner medical services as a community health benefit.

In order to mitigate the spread of COVID-19 Mercy House has adopted policies and procedures in compliance with guidance from CDC and OCHCA including, limiting capacity in the shelter to ensure social distancing, daily temperature and symptom checks, masking, and regular COVID-19 testing. We have partnered with local care providers to offer vaccination to all shelter guests and staff, and to each new client at point of intake.

M. Food Policies

The Shelter Operator is expected to have a minimum of one (1) fully trained staff person per shift with the required Food Handlers Certification to assist with the operations of the Commercial Kitchen.

The City staff and Trellis will work together related to volunteer opportunities within the Commercial Kitchen to support meal preparation operations. While the City Staff is lead on all operations of the Commercial Kitchen, Mercy House needs to be familiar with the operations of the kitchen equipment for meal preparation/serving in the absence of City Staff or scheduled volunteers.

1. Provision of Nutritional Needs of Clients

The Costa Mesa Bridge Shelter has a full-service Commercial Kitchen onsite which will be supported by City of Costa Mesa's staff and Mercy House as Shelter Operator. Clients will be provided with breakfast, lunch and dinner every day. Meals will be prepared through the on-site kitchen facility or an approved off-site facility. They will ensure that meals will be nutritious and balanced. The City of Costa Mesa Kitchen Lead is responsible for providing and calendaring all meals and snacks either through a food volunteer network or through a registered food vendor. The Shelter Operation will include in its in-kind donation strategies, opportunities for food donations and partnerships with local food banks. The City Staff will also work with community

and church partners and existing community meal service programs to offer opportunities to feed the homeless individuals.

Tables will be set up for meals in the central dining area of the Shelter at the scheduled mealtimes. Food will be served at designated times of operation for registered shelter clients. All such meals must meet OC Public Health Departments standards.

City Kitchen Lead staff will ensure all OC Health Department standards. Inspections will be completed by the Health Department and any changes will be made if indicated. The certificates for Health Department inspection results will be posted in the kitchen area of the facility. All cooking staff and volunteers will be required to have completed the ServSafe Food Handler Program and sign all appropriate waivers as a volunteer.

2. Provisions for the Sanitary Storage and Preparation of Food

The Costa Mesa Bridge Shelter will have adequate space for storage of dry foods, refrigerated foods, frozen foods, and supplies. Separate refrigerator/freezer space should be available for client medications. The Shelter Operator will provide extra refrigeration and freezer appliances as needed to supplement safe storage of food, if space is available. Current certificates of food handling safety will be posted in the kitchen area and in the employee file for each cook. Cooks and volunteers assisting

them will follow the procedures of the OC Health Department as taught in the ServSafe Food Handler Program. All volunteers will be supervised by both City and/or Mercy House employees. All storage areas will be cleaned on a planned schedule and outdated food will be disposed of. There will be a rotation schedule for storage and use of food in freezer, refrigerator, and dry goods pantry that maximizes use of food so that it does not become outdated.

N. Transportation Policies

The policies for travel to and from the Costa Mesa Bridge Shelter will be designed to support client needs and minimize potential impact on the adjacent residential neighborhood and businesses. The following transportation measures will be implemented:

1. Transportation Flow On and Off the Property

The Costa Mesa Bridge Shelter Provider will create a plan for safe and effective flow of traffic on and off the property based on the schematics of the shelter grounds and surrounding neighborhood. Considerations should include provisions for personal automotive transportation, ride share and shuttle services.

2. Pedestrian Traffic

The shelter will operate by bed reservation only and no walk-ins will be accepted. The clients will be expected to utilize the transportation options that will be provided to them by the Shelter Operator.

A no walk-up policy will be posted and disseminated throughout the community. Any individual that does walk-up will receive information on how to make a bed reservation, set-up appointments with the Costa Mesa Bridge Shelter and be provided transportation to a self-directed location out of the surrounding area to return only when the established reservation protocol has been followed.

3. Bicycle Traffic and Parking

A bicycle rack will be provided in a secure outdoor area. Bike locks will be encouraged but are the responsibility of the client to obtain. Ride Share and shuttle transportation vehicles will be designed to transport bicycles, where feasible, to mitigate foot traffic to the facility. The Bridge Shelter has adopted a Bike Program that allows authorized guests to ride on and off the property. City Case Managers are responsible for determining which guests are authorized to participate in the Bike Program.

4. Transportation Services

Access to the shelter will be provided through a hybrid model utilizing ride share for one-on-one appointments or shuttle for group outings. Example, grocery store, Share Our Selves or other personal needs.

5. Personal Vehicle Transportation and Parking

The Shelter parking lot will be available to Shelter staff. Volunteers, vendors, and community visitors may also park their vehicles in Costa Mesa Bridge Shelter lot while at the facility.

Vehicles eligible to park in the Costa Mesa Bridge Shelter lot will be listed on the Vehicle Parking Form by license plate and client name. Vehicles in the lot overnight must be registered on this log each night. Security staff will include the parking lot during security rotations.

Shelter Operator may contact the police department to tow any vehicle found parked in undesignated areas outside the shelter in the surrounding neighborhoods, as part of the Good Neighbor Policy.

6. Staff Transportation of Clients

Neither Costa Mesa Bridge Shelter nor City Staff will be permitted to transport clients under any circumstances in their personal vehicles. Only designated staff in shelter owned/operated or contracted vehicles may transport clients.

7. Delivery of Shelter Goods and Community Donations

Deliveries for shelter goods and community donations will be dropped off in a designated area. The planned location for these designated drop-offs will take into consideration pedestrian, bike and other vehicle traffic routes to minimize safety risks and impact to the shelter site and surrounding area.

It is anticipated that delivery of goods from contracted vendors will occur approximately three times weekly. The delivery of community donations by private donors will occur approximately three times daily during designated donation drop-off times.

8. Medical Transport

In case of medical emergency, clients will be transported to the hospital via ambulance, pursuant to the requirements of section L.7.a., above. Where ambulance transport is properly declined by the client under paragraph L.7.a., including the necessary written concurrence of responding EMT's and execution of a transport waiver or where the request is for Routine Medical Appointments and Other Requests for Non-Urgent Medical Care under paragraph L.7.b. , above, staff will make arrangements for the client to be taken to the medical facility or appointment via private transport, such as a taxi, Uber or Lyft.

O. Financial Policies

1. Financial Requests from Clients

Financial requests from clients must be requested and received through their Mercy House Navigator to receive the requested item (bus pass, clothing/food voucher, etc.) to assist the client achieve their housing goals. All bus passes and/or vouchers are kept in a locked safe in a locked office or closet at all times when not in use.

2. Client Possessions and Funds

No client funds will be handled by the City or Shelter staff. Clients with funds, that they keep while at the Shelter, will be responsible for their security and safety. It will be encouraged by staff for clients not to have funds on site, and to store wallet, electronic devices, and any cash in appropriate locked storage. The Shelter Operator will have a policy of not being responsible for lost or stolen items that is included in a Policy and Procedures Manual, listed in the signed Rules agreement, and read nightly when rules will be reviewed before intake.

Clients will not be permitted to give cash to City or Shelter Operator staff at any time, for any reason.

3. Annual Outside Audit

An independent financial audit of the Shelter Operator may be completed on an annual basis. The most current audit will be kept on file at the Shelter Operator's administration office(s) and may be viewed as necessary.

The Costa Mesa Bridge Shelter may also be subject to an annual program audit or monitoring. It will be the responsibility of the Shelter Operator to correct any deficiencies reported by the audit within the time limits prescribed by the auditing firm.

4. Financial Reports Review

Financial reports will be produced each month by the accounting department of the Shelter Operator. These reports will be reviewed by an appropriate office of the City.

The Administration Office of the Shelter Operator will review financial statements and budgets with each Program Manager on a regular basis. Adjustment will be made to ensure the program is staying within its appropriated budget.

5. Fiscal and Programmatic Reporting

- a. Submission of monthly reports to show outcomes into housing, exits, employment.
- b. Standards of Care funding sources to be in compliance with the review of various funding used to support program operations; Newport Beach contract, CDBG, HHAP, SB2.

P. Legal Policies

1. Policy for Compliance with Local Laws

The Shelter Operator and City of Costa Mesa will follow all OC Health Department and City Fire Code requirements, and has staff trained for food handling, CPR, fire drills and other disaster evacuation procedures. The Shelter Operator and staff will work cooperatively with local law enforcement to communicate any breaking of laws by clientele while on its premises. Additionally, Shelter staff and management will cooperate with law enforcement agencies on investigations for persons wanted for crimes as much as is possible while maintaining policies on client confidentiality.

2. Policy for Compliance with Labor Laws

The Shelter Operator will comply with all required labor laws. OSHA training and reviews will be done during staff meetings on a quarterly basis. OSHA flyers will be posted in administrative offices.

The Shelter Operator's wages will be at or above minimum wage. Employee breaks, meals, and overtime will be monitored legally and compensated as needed. The Shelter Operator will be contracted with a company to examine any work injuries. The proper incident reports, Workman's Compensation forms, and requirements will be completed.

Q. Non-Discrimination Policies

The Shelter Operator will adhere to a policy of non-discrimination, which will be stated in the Shelter Operator's Policies and Procedures Manual.

The Shelter Operator and City of Costa Mesa will not discriminate in the provision of client care based on age, race, color, religion, sex, sexual orientation or gender identity and expression, marital status, geographic, national or ethnic origin, HIV status, disability, or veteran status.

1. Policy for Compliance with Americans with Disabilities Act

The Shelter Operator and City of Costa Mesa will comply with appropriate standards of The Americans with Disabilities Act (ADA). Staff will be trained in and will be cognizant of any physical disability upon entrance of the client and will assist as needed to conquer any barriers from the structure of the building. Staff will receive training to work appropriately with persons with disabilities. All persons will be treated with dignity, value, and worth.

2. Gender-Specific Programming Policy

Persons accessing the Costa Mesa Bridge Shelter services will be identified by the gender identification for which they choose. Staff will provide beds to persons of gender identity and expression with due regard to privacy and client rights.

Bathrooms and showers will be constructed with equal privacy for all clients, regardless of sexual orientation, expression, or identity. All programs and services will be available with the dignity of all clients as highest priority.

3. Sexual Harassment Policy

All clients, volunteers, and employees should be able to coexist at the Costa Mesa Bridge Shelter in a trauma informed care environment, free from sexual harassment and inappropriate sexual behavior.

The Shelter will have a zero-tolerance policy for sexual harassment and inappropriate behavior of a sexual nature. No sexual harassment will be tolerated by anyone on the facility grounds - including by staff, volunteers, or clients. Clients, staff, and volunteers will be notified if in the Shelter Operator's sole discretion any of their remarks, advances, gestures, or attire constitutes sexual harassment toward any person in the Costa Mesa Bridge Shelter facility.

Anyone who believes he or she has been the subject of any such behavior will be urged to report it to the staff or supervisor immediately. A report will be completed and taken to appropriate staff or supervisor for resolution. Reported incidents will be investigated on a confidential basis. Provisions will be instituted to guard the safety and emotional health of persons who have been victims of a reported incident. After proper review, a person found to have engaged in sexual harassment or inappropriate behavior of a sexual nature will be subject to disciplinary action including possible immediate exit from program or termination from employment.

4. Policy Regarding Sex Offenders

The Shelter Operator and City of Costa Mesa will have strict requirements for the safety of children and vulnerable adults. Staff and volunteers will be trained in sex abuse definitions, sex offender policies, child abuse, and vulnerable adult abuse. All employees must review this training yearly and be certified to have passed its standards.

The Shelter Operator and City of Costa Mesa will follow federal law requirements in reporting sex offenders. All clients will be screened for sex offenses through the National Megan's Law database. Screening will be conducted at the time of reservation; no potential participants with a registered sex offense will be allowed on the shuttle or admitted as clients.

R. Confidentiality Policies

1. Personal Confidentiality

People seek help from emergency shelters at a difficult time in their lives. Their need for service and the help that can be given is determined through the sharing of factual and personal information. For this to be effective, every client must be able to trust that every staff member and volunteer holds confidential the shared information.

Therefore, the City and Shelter Operator staff will keep strict confidentiality practices as written in the Confidentiality Policy. These practices include:

a. Fact of Participation: The fact that an individual is or has been a participant in the Costa Mesa Bridge Shelter should not be disclosed except as may be specifically defined.

Inquiries by visit, telephone or letter regarding a participant in the program should be answered with the statement that information as to whether a particular person is or has been in residence cannot be divulged; that if in fact the individual is in residence, they will be advised of the inquiry, and that, at their discretion, they will or will not communicate with the inquirer.

b. Disclosure to Other Agencies: Disclosure of client information to other social service agencies, whether on a referral to or from the agency, generally may be permitted only with the person's written consent. Information is to be withheld where enjoined by law and whereby contract the Shelter Operator has agreed to maintain the confidentiality of client records (as under the Privacy Act.) Disclosure of information relating to program participants should not be made to employers, credit agencies, unions or other similar organizations, except at the request, and with the consent of the participant.

c. Information to the Client: In some situations, it may be required by law to disclose to the participant information contained in his/her own case record. Information disclosed should be limited to that which is included in the formal case record. The formal case record should contain information, not counselor notes and observations. Information provided by other agencies should not be shared.

d. Law Enforcement Agencies: All requests for information regarding clients originating from law enforcement agents should be referred to the Shelter Operator's acting Legal Department. Before any action is taken on any legal request, a staff member or program manager should contact their Legal Department as there are boundaries in place to determine the sharing of information with law enforcement personnel according to its policies on client confidentiality (as stated in the Shelter Operator's Policy Manual) and applicable law.

When an arrest warrant or a search warrant has been issued by a court after a showing of probable cause, if such a warrant is presented to the facility relating to a client in the residence, staff will cooperate with the law enforcement agency in making the arrest or the search, preferably in a manner which will involve the least disruption of the program at the facility.

e. Written Consent: If there is any doubt as to whether client information should be disclosed, the consent of the client should be first obtained, except as otherwise required by law. The consent will be in writing on a Release of Information form and should identify the information to be disclosed, the person or agency to whom it will be disclosed, and the purpose of the disclosure, and the period of time during which authorization is granted.

f. Abuse Reporting: The Shelter Operator and Shelter staff will comply with all state and municipal laws requiring reporting to governmental agencies of instances of child abuse, domestic violence and elder abuse. Staff will report any suspicion or evidence of child abuse or vulnerable adult abuse according to the law's requirements. All staff persons at the shelter will be mandatory reporters. An incident report will also be completed and submitted to the Program Manager and any higher-level staff as needed. All staff will be trained at time of hire to spot signs of abuse and to properly document and report it. Training will be repeated annually.

g. Harm to Self or Others: If a client at the shelter program shares with a staff person a viable threat to do harm to self or another, the terms of confidentiality can be revoked, as in the case of suicidal or homicidal admittance.

2. Database Confidentiality Policies

Only trained Intake staff, Housing Navigators, and management staff will be authorized to access the HMIS Database. Each staff person will have a separate password for entry. Staff is only to use computers that are authorized and HMIS compliant. No persons without a username and password set up by the Shelter Operator's IT department should have access to staff-only computers.

3. Exceptions to the Confidentiality Policy

All clients will be informed that when the law requires management to disclose client-related information, such as to prevent danger to self or others, or to report child and elderly/vulnerable adult abuse, staff will do so.

S. Grievance Policies

Mercy House believes in transparency, and in the spirit of fair and honest communication, the following policies and procedures have been written to ensure that clients can be heard and have a voice in the shelter community.

To ensure that clients know they have a voice, these policies, procedures, and documents will be kept in a common area reachable by clients at any time, and that every shelter has within its spaces signage or posters that remind clients that their voices are important, and that if they have a complaint or grievance, they can be heard in a timely and respectful manner. These flyers will also note the location of these documents, which will be kept in an organized binder at the front service desk of every site. Furthermore, the Regional Director will be responsible for receiving and responding to formal grievances. If the Regional Director is not available, the Program Manager may assist in forwarding the grievance to the next level supervisor.

If one of the following procedures or policies requires a working phone number, email or mailing address, Mercy House will encourage someone without these options to call the manager or director of the program for updates. If a client would like to file a grievance or appeal with the program but is no longer enrolled in the program, they would be able to receive a grievance form either via email, or by emailing the regional manager or director. A third party or appointed advocate may assist the client in requesting this form.

To address issues or problems as quickly and as efficiently as possible, it may not always be necessary to file a formal grievance. For less pressing matters or for issues that can be addressed swiftly clients will be encouraged to file an informal complaint instead of a formal grievance. This is because the formal grievance would likely take longer to address and will require additional levels of investigation before an official resolution can be reached.

Copies of informal complaints and formal grievances will be kept in each client's casefile, and a copy may be requested at any time by the client that made the complaint. Complaints and Grievances will be kept confidential as any other document in the client's casefile, and not shared with any other client in the program or any other person outside Mercy House unless subpoenaed by a court of law.

Informal Complaints:

An informal complaint is done through discussion and should always be attempted before moving into the formal complaint process.

Step 1: An informal complaint can be filed by submitting a Request for Consideration Form to the client's Housing Navigator, Site Lead, or Program Manager (who was not mentioned in the complaint). The on-site Suggestion Box is also available if they wish to make an anonymous suggestion. The Suggestion Box will be checked as often as possible, and no less than once per week. If the client includes their name in the complaint, a copy may be saved in their casefile.

Step 2: The Housing Navigator, Site Lead, or Program Manager (who was not mentioned in the complaint) will arrange an informal meeting if one is necessary, to discuss the client's concern. They will identify a private location and provide adequate time to discuss and explore the issues raised and work to identify possible solutions.

Step 3: If the matter has not been resolved satisfactorily through informal discussions, the client may raise a formal complaint under the formal grievance procedure.

Formal Grievances:

A program participant can file a grievance to dispute any action or inaction within 48 hours. Staff will make every effort to investigate and make a decision within 10 days.

The grievance procedure does not suspend the rules or consequences established in the Shelter Expectations.

Clients have the right to file a grievance without fear of harmful repercussions from staff. The client also has the right to request a 3rd party to assist them through the grievance process. If they choose to have a 3rd party present for the grievance, the client must file a signed release of information prior to their involvement.

Step 1: If you wish to file a grievance, you may obtain a Grievance Form from any program staff member. They are also located within the grievance binder. Grievances should be written clearly and include the names of all parties involved, a detailed account of the problem and requested action to be taken. Any staff member may assist you if you need assistance in completing the form.

Formal grievance forms should be submitted to the Regional Director. If necessary, the client may also submit the Grievance Form to the Program Manager to assist them in forwarding it to the Regional Director.

Step 2: The Regional Director will confirm their receipt of any grievance within 3 business days. They will then make every effort to resolve the conflict or concern with the client and parties involved within 5 days. This will include an opportunity for the client to discuss their concern, during a face-to-face meeting with the Regional Director. If the Regional Director is unable to resolve the concern, they will submit the Grievance to their Director.

Step 3: The Director will review grievances submitted and investigate the complaint and may acquire all documentation and interview involved parties, as necessary.

Step 4: The person filing the grievance may appeal the decision by writing to the Chief Program Officer (or the Chief Operations Officer if the Chief Program Officer made the prior grievance determination) within 10 days of receiving the written decision. The Mercy House Officer receiving the appeal shall issue a written decision in response to the appeal no later than 10 days after its filing.

Step 5: A client may also be a County-level Grievance Appeal Process that may be filed after the Grievance and appeals process is completed. Information regarding this step will be kept in the Grievance Binder at the Front Desk of every program.

SECTION III. STAFFING AND MANAGEMENT PLAN

A. Staff Policies

1. Hiring Policy

The Shelter Operator must be an equal opportunity employer. A copy of its applicable Equal Opportunity and Affirmative Action Policy will be available in the Employee Handbook and through the Human Resources Department of the Administrative Offices. All staff positions and newly hired staff will be approved by the Program Manager and Directors and will be thoroughly vetted through a new hire process as outlined below.

2. Screening Procedure

Position openings will be posted on various employment networking websites. Potential applicants will be screened through a two-step interview process. The first interview will be scheduled with the Orange County Program Director of Costa Mesa Bridge Shelter Program, Services, and Outreach as well as the Program Manager of Costa Mesa Bridge Shelter and Services. If deemed eligible, the applicant will conduct an interview with the Executive Director and Operations Director of the agency.

3. Acceptance Procedure

A completed application packet and staff letter of recommendation will be sent to the head of the Human Resources Department who conducts a thorough background check. Every potential applicant will be screened for active warrants, violent felony convictions, sexual offenses which require registration, and legal ability to work. Staff who will be in direct contact with clients will also be required to complete Tuberculosis screening as well as training for mandated reporting policies. The applicant must successfully complete all screening requirements before they will be able to begin working directly with clients.

Upon hire, the new employee will sign a job agreement form and will be provided with a job description informational sheet for their records. They will also attend a general orientation program led by the Head of the Human Resources Department. This orientation will cover important topics, such as but not limited to, sexual harassment policies, and appropriate interactions with co-workers, volunteers, and clients. Training places a heavy emphasis on appropriate conduct between staff and clients will be expected to adhere to these practices when interacting with clients. Program Managers complete a lengthier program-specific orientation process.

4. Staffing Policies for Safe Humane Environment

The Costa Mesa Bridge Shelter will be staffed to provide the safest, most dignified environment for all clients. All staff will be easily identifiable and will be required to wear Shelter Operator-Approved shirts, as well as name tags while on site. Staffing will be scheduled to optimize safety of staff, volunteers and clients and to provide optimal coverage during hours of high volume. Initially, some positions described below maybe be fully or partially filled by existing Mercy House staff and/or City staff and may not be included in the staff chart provided.

All Shelter operations and staff will be supervised by the Program Manager of Costa Mesa Bridge Shelter and Services. The Manager will be a full-time, salaried position with an associate's degree and at least 2 years of direct life experience working with long-term homeless, low income, and diverse populations. The Program Manager will be responsible for coordinating program services for the Costa Mesa Bridge Shelter. Primary responsibilities include supervising support staff. This position may require the transportation of supplies. This position will report directly to the Orange County Program Director of Costa Mesa Bridge Shelter Program, Services, and Outreach. A Costa Mesa Bridge Shelter Site Leader will be responsible for overseeing services and activities in the Costa Mesa Bridge Shelter Program. They will oversee all shelter activities including logistics and client intake, oversee distribution of services, and assist in coordination of volunteers and supportive services. They will provide support to staff during designated shifts and will assign tasks, oversee administrative duties that support program services. The Site Leader reports directly to the Costa Mesa Bridge Shelter and Services Program Manager, reporting any staff or shelter issues as needed.

The Costa Mesa Bridge Shelter Logistics Staff at the will be responsible for providing supportive services and logistical support to the Costa Mesa Bridge Shelter during designated shifts. This position will require a flexible work schedule including weekend, morning, evening, and holiday shifts to provide optimal coverage during Shelter hours. This position will report directly to the Costa Mesa Bridge Shelter and Services Program Manager. This position will assist with shelter setup and maintenance, general cleanliness and safety of facility, assisting and receiving orders from vendors, posting and updating signs and service calendars, and more as needed.

The Costa Mesa Bridge Shelter Volunteer and Coordinator/Costa Mesa Bridge Shelter Concierge will be responsible for coordinating volunteer services for the Costa Mesa Bridge Shelter and provides support for the Costa Mesa Bridge Shelter. The volunteer coordinator will work directly with volunteers, conducts orientation, training and provides support to volunteers at the shelter. In the Costa Mesa Bridge Shelter, the Volunteer Coordinator' Concierge role will be to recruit and encourage participation by outside service providers, maintain service provider room reservation schedule and ensure the day-to-day operational functions of the Costa Mesa Bridge Shelter.

The Costa Mesa Bridge Shelter Mercy House Intake Coordinator will be responsible for the reservations, intake, and data input and reporting for the Costa Mesa Bridge Shelter Program. The intake coordinator assists clients and manages the HMIS and data reporting requirements. They will be responsible for managing the client reservation process, conducting diversion interviews, and ensuring that HMIS data is complete.

The Costa Mesa Bridge Shelter Kitchen Lead for the City of Costa Mesa will be responsible for coordinating and overseeing the preparation of meals for the Costa Mesa Bridge Shelter. They will be responsible for planning the weekly menu and the cooking schedule, determining the amount of food and supplies as required for daily menus, following safety code, and adhering to strict health, safety, and sanitation standards.

The Costa Mesa Bridge Shelter Kitchen Staff/Cook will be responsible for assisting with the preparation and meals for the Costa Mesa Bridge Shelter and the general upkeep of the kitchen and dining area. They ensure that food preparation areas, cooking surfaces, and utensils will be cleaned using the strictest standards, and verify that prepared food meets requirements for quality and quantity.

The Costa Mesa Bridge Shelter Overnight Logistics position will be a part-time position that covers overnight shifts at the Costa Mesa Bridge Shelter Program. They resolve conflicts and file incident reports as necessary, report violations and general events in the daily log. They also oversee the cleaning crew and conduct property checks. The Overnight Coordinator provides general support for clients, ensuring their safety during the night.

Costa Mesa Bridge Shelter Volunteers will assist with daily ongoing operations of the shelter as needed and will sign up for specific duties through Trellis the program Golden. Volunteers will be needed 7 days per week to help between the hours of 8:00am and 8:00p. Volunteers will be assisting with set-up, clean-up, preparing and serving meals, intake, laundry, daytime activities, reservation calls, administrative duties and donations.

Volunteers will be assigned to duties that are appropriate for their age and activity level. It is important that volunteers be reliable, and that staff treat them as a vital component of shelter operations.

All the positions requirements and descriptions will be available in the Shelter Operator's Human Resources Department and will be also made readily available to all staff. Please see attached job descriptions.

Staffing levels at the Costa Mesa Bridge Shelter are intended to be filled as agreed upon in the executed Shelter Operator Agreement.

B. Policies for Staff Training

All Costa Mesa Bridge Shelter staff will be trained when hired in emergency evacuation, first aid procedures, mandated reporting policies, crisis intervention, and CPR procedures. This training will be repeated and updated annually and as needed. Staff may receive additional training on different topics as opportunities arise and are needed.

Each staff member also receives on-going in-service training in crisis management. Staff will also be trained in Strength Based Approaches and positive communication skills. Each staff member will be required to attend annual training to update and improve their knowledge. Documentation of training will be kept in each employee's file by the Program Manager and is provided to the Head of Human Resources for filing, when appropriate.

Security staff will be provided sensitivity training to better equip them to work with homeless clients, and those in crisis.

1. Emergency Procedures - Evacuation, First Aid, and CPR, 911 Reporting

Costa Mesa Bridge Shelter staff will be trained in fire, earthquake, and chemical spill evacuation procedures when hired and annually. Evacuation drills with all staff and clients will be held and recorded quarterly. Evacuation protocols will be recorded at the Service Desk for reference. Evacuation maps will be posted throughout the facility. All staff will be trained in first aid and CPR procedures annually. 911 reporting will be taught in orientation and reviewed annually. CPR certificates will be kept in staff files. Universal precautions will be followed.

2. Safety Conduct - Prevention of Abuse, Crisis Intervention, Conflict Resolution

The Shelter Operator will have a required training program in prevention of child abuse, vulnerable adult abuse, child abuse reporting, and sexual harassment titled. Each staff will complete this training program annually. Certificates of completion will be recorded in Human Resource files.

Costa Mesa Bridge Shelter staff will complete a course in conflict resolution and crisis intervention upon hire and annually. Documentation of completion will be recorded in staff file.

3. Appropriate Behavior for Dignity and Respect

Operations, program, administrative and management staff will be trained in a Strengths Based Perspective model of client care. They will be trained regularly, including at time of hire, on the best methods of working with, treating, and responding to clients who have had difficult and traumatic life experiences. Each staff member will be expected to put these models to use in every interaction they have with clients and potential clients. Staff members will be offered training regularly and expected to participate actively. Notice of completion will be recorded in staff files, and each staff member should have access to this information in the readily-available staff handbook.

4. Communication

Clients, Staff, Community

Shelter staff will undergo classes in communication skills – such as handling phone calls, confidentiality policies, crisis management and de-escalation of conflict. The communication skills will be reinforced through practice and reviewed at regular staff meetings as warranted. Courses covering topics such as communication skills with mentally ill persons, receptionist skills, communication with difficult people, and conflict resolution will be completed. This training should be done at least monthly and additionally, if deemed necessary.

5. Resources and Referrals

Operations, Program, and Housing Navigator staff will be oriented to resources, homeless services, and organizations for collaboration and referral. They will also be highly trained staff to connect clients to the Coordinated Entry System, as a system designated entry point. Staff representatives will attend the Homeless Provider Forum, Case Management Forum, and Implementation Committees for the Ten-Year Plan to End Homelessness in Orange County. Resource lists will be updated monthly and kept on-site.

Protocols for offering and accepting referrals from other agencies will be in place, reviewed by staff, updated, and kept in a manual on-site.

6. Mental Health and Addiction Skills

All Program staff will attend mental health training events which include naming of symptoms, co- occurring diseases, de-escalation techniques, and safety protocols. This training will be done at time of hire and annually, or as necessary. Client speakers present workshops on various aspects of mental health diagnoses, symptoms, and care. Staff will be trained in symptoms of

drug abuse, and referrals for treatment. Recovery programs will be encouraged, and off-site referrals will be made as appropriate.

Though sobriety will be not a requirement to stay in the shelter or participate in services, clients will be expected to be able to practice self-care, follow all rules and regulations, and behave appropriately and respectfully toward staff, volunteer, and other clients. Drug use while at the shelter will be prohibited and will result in immediate exit from the program.

7. Self – Care

Regular staff meetings will be held for all staff. Part of the purpose of these meetings will be communication and processing of stressors while working in the difficult environment of a large-scale Costa Mesa Bridge Shelter Program. Staff will be welcome to participate in team-building activities throughout the year, including holiday parties, and events with co-workers.

All staff will be trained in effective communication with coworkers and in proper techniques to address coworker harassment and stressors and will be made aware of the importance in practicing self-care. Staff will be informed of an open-door policy with supervisors and the Head of the Human Resources department.

8. Annual Staff Evaluation and Training Plan

All staff will be evaluated by their direct supervisor 90 days from their hire date and at semi-annual intervals. The evaluation form will be stored in the employee file held at the Human Resource office.

9. Documentation of Staff Training

Attendance of and participation in staff training will be recorded in each staff file by the Program Manager of Emergency and Shelter Services. Training required by all staff members will also be recorded in the Human Resources file to ensure each member's knowledge and information will be up to date.

C. Volunteer Policies

1. Selection, Screening, and Background Checks

The Costa Mesa Bridge Shelter Volunteer Coordinator will actively recruit through a variety of sources, including schools, church groups, and community programs. Volunteer Coordinators will hold regular Volunteer Recruitment events in order to increase the number of volunteers that serve at the Costa Mesa Bridge Shelter Program.

Individuals, as well as groups, will be invited to volunteer at the shelter. It is recommended that children 13 and older be accompanied by an adult or legal guardian and both adults and guardians must be registered to volunteer on the day they appear.

All potential volunteers will be screened for sex offenses and criminal background checks before being confirmed for volunteer duty and required to sign a liability waiver.

Regarding meal provision, all volunteers interested in providing meals to shelter clients will have their applications forwarded to City of Costa Mesa Shelter Meal Volunteer Coordinator. The Meal Volunteer Coordinator will be responsible for holding orientations with meal volunteers regarding ServSafe food handling procedures, OC Health Department rules regarding meal provision at the shelter and calendaring all volunteer meals with the Costa Mesa Bridge Shelter Manager. This meal calendar will be provided 30 days in advance to allow the Costa Mesa Bridge Shelter adequate time to work with Costa Mesa Bridge Shelter Meal Vendor and ensure that projected volunteer meals are substituted for regular meals in the upcoming month.

2. Orientation and Training

The Shelter Operator will include a Volunteer Coordinator position(s) in its staffing plan to support volunteer coordination efforts at the shelter. The Volunteer Coordinator will handle scheduling, orientation and training of the volunteers.

Before beginning service, volunteers will be provided an Application and Agreement that includes information about volunteer duties, appropriate conduct with clients, staff, and other volunteers. Each volunteer will be required to sign this Agreement before they will be assigned a duty at the shelter.

Volunteers who do not agree with the requirements or refuse to sign will not be assigned a duty and will not be able to volunteer at the shelter.

Volunteers will sign up for an open position, time and date using online volunteer scheduling software. Volunteer Coordinators will call and confirm volunteer's date and time and to provide them with the location of the shelter and any necessary important information.

Volunteers will be trained on-site at tasks by the Volunteer Coordinator on duty. Any tasks that require a trained staff member will be supervised by that staff member to ensure accuracy and cleanliness.

Volunteers will be given opportunities to attend community forums and events to receive more training about community resources and network with other community agencies.

Volunteers will be expected to adhere to a strict code of ethics and standards. Those found in violation of this code will be removed from the facility and may be limited in future volunteer opportunities.

The volunteer code of ethics includes the following:

a. Each volunteer Must Maintain a Firm Commitment to Professional Conduct

Volunteers of the Costa Mesa Bridge Shelter will be expected to maintain the highest level of moral, ethical, and professional conduct while at the site. Volunteers will not engage in verbal abuse, inappropriate jokes and stories, and or any type of inappropriate interaction with Costa Mesa Bridge Shelter staff or clients.

b. Limiting Relationships with Clients

Volunteers will be prohibited from developing dual relationships with any clients they meet through their volunteer involvement at the Costa Mesa Bridge Shelter Program. Examples of dual relationships include (but will be not limited to) a volunteer entering into a business, romantic, or sexual relationship with a client. Soliciting clients for their business will be strictly prohibited. Volunteers will be not allowed to be named as having authority to make decisions for a client under any type of power of attorney or other legal procedure.

c. Food and Other Substances

Volunteers will not consume any food items or drinks supplied by the Costa Mesa Bridge Shelter while volunteering. Food and drinks will be purchased solely for the consumption of the homeless clients. Volunteers must also commit to not consuming any type of illicit drugs on the property while volunteering. Volunteers who appear to be under the influence of any substance that impedes their ability to perform their duties safely and efficiently may be turned away.

d. Discrimination

Volunteers will not discriminate against any client. They will not judge an individual based on their race, disability, religious preference, sexual orientation, color, age, veteran status, citizenship, ancestry, national origin or gender.

e. Volunteer Boundaries

Volunteers will be not permitted to loan or give money to clients, should not meet with clients outside of the Costa Mesa Bridge Shelter without permission from program staff, and will be not allowed to drive clients in their vehicles.

f. Commitment

The Costa Mesa Bridge Shelter will be reliant upon the work of volunteers. This commitment should be taken seriously. If a volunteer misses a shift without removing themselves from the schedule and giving notice, the volunteer may be limited or restricted from volunteering.

g. Identifiable Lines of Authority

Volunteers will be informed of identifiable lines of authority in their Application Packet. Volunteers will defer to the Volunteer Coordinator on duty to give resources, referrals, and handle situations beyond their responsibility and volunteer agreement.

Volunteers will also have access to the Program Manager or lead staff member on site, for questions and grievances.

All volunteers will be provided with a name tag identifying them as such.

3. Descriptions of Volunteer Tasks

Volunteers will be needed 7 days per week to help both in the evening, up to 8 volunteers (5-8pm), morning hours up to 4 volunteer (5-10am) and mid-day hours up to 10 volunteers (11-4). The Costa Mesa Bridge Shelter Volunteer Coordinator and The City of Costa Mesa Network for Homeless Solutions Coordinator will ensure all volunteers will be provided with a task and description of any duties they might perform. Tasks and duties include, but will be not limited to:

1. Assisting the Intake Specialist in registering and signing in clients at time of entry
2. Setting up and breaking down tables for dinners and breakfasts
3. Distributing donations and hygiene items
4. Organizing and setting up donations of clothing
5. Helping direct lines to donations and food
6. Serving meals, setting up snacks and drinks for clients
7. Organizing play hour and activities for children and families

D. Fund Development Strategies

Funding to support the annual operational shelter should consider a diverse stream of funding from federal and local public resources, private donations and foundation support, in-kind donations.

SECTION V. ATTACHMENTS

A. Job Descriptions

B. Shelter Client Rules

C. Volunteer Policies

ATTACHEMENT A

JOB DESCRIPTIONS

Program Management and Development - Job Description

Goal: Oversee the development and implementation of all program services for our Costa Mesa Bridge Shelter to ensure quality delivery of services.

- Maintain performance of existing shelter services
- Oversee the scheduling and coordination of all Shelter Sites
- Ensure strong communication between Staff and Partner agencies
- Oversee coordination of shelter activities and distribution of services
- Provide monthly reports to the Operations Director
- Develop new partnerships with other agencies in order to enhance our current services
- Oversee implementation of new services
- Implement new services/year-round, permanent facility
- Manage Budget
- Oversee Purchases, Vendor Bids and MOU's

Staff Management

Goal: Manage Identified Staff facilitating optimal performance.

- Manage and supervise Shelter Program Managers
- Assist in various aspects of staff's duties
- Provide support and guidance when necessary
- Provide support for crisis/conflict intervention
- Coordinate trainings and orientations when needed
- Conduct Meetings monthly
- Meet with identified staff individually when necessary
- Review and evaluate performances
- Conduct midyear and annual review

Outreach Services

Goal: Provide leadership in critical support in the development and implementation of Outreach Services

- Brainstorm, research and assist in the development our outreach strategy
- Oversee implementation of our outreach services including the City of Costa Mesa Network for Homeless Solutions
- Assist with Front Door Calls when necessary

Community Relations

Goal: Positively advance agencies' reputation in the broader community.

- Maintain active involvement with neighbors and program partners
- Maintain active involvement with community service organizations

Miscellaneous

- Provide creative input to the Executive and Operations Directors
- Participate in networking functions
- Attend appropriate training workshop as needed
- Attend appropriate house and staff meetings
- Complete ad hoc projects as appointed by Supervisor

Program Manager - Job Description

Introduction

This Program Manager is responsible for coordinating program services for the Costa Mesa Bridge Shelter and Multi-Purpose Center. This position requires dependability, responsibility, organizational skills, and strong written and verbal communication skills. Primary responsibilities include program management, program development, and outreach and community relations and reports to the O.C. Program Director of Costa Mesa Bridge Shelter Program, Services, and Outreach Programs. This position includes supervising support staff and requires a flexible schedule (weekend, morning, evening and holiday shifts). This position may require the transportation of supplies. Fluency in Spanish is a significant value.

Qualifications

Associate's degree and at least 2 years of direct life experience working with long-term homeless, low income, and diverse populations and have a working knowledge of mental health and addictions issues. Possess a high level of tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; clearly communicate information and instructions verbally and in written form; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others. A valid CA driver's license, proof of insurance and reliable vehicle is required.

Costa Mesa Bridge Shelter Program

Goal: Ensure that the Shelter and Multi-Purpose Center run smoothly and that we maintain accurate data and strong communication with community partners.

- Oversee Client Services
- Coordinate calendar and services provided by partner agencies
- Support all aspects of operations including direct client services when necessary
- Oversee the collection and distribution of donations
- Assist with monitoring facility security and maintenance
- Ensure enforcement of our good neighbor policies
- Assist with securing necessary resources
- Oversee collection, input and distribution of intakes / summary sheets / reports
- Provide support with community resources and referrals
- Develop new partnerships with other agencies in order to enhance our current services
- Manage program budget
- Facilitate Resident Advisory Council and Partnership Meetings.

Management

Goal: Manage Identified Program Staff, Interns and Volunteers facilitating optimal performance.

- Manage and supervise support staff in all of their duties
- Assist in various aspects of staff's duties

Site Leader - Job Description

Introduction

The Emergency Services Site Leader is responsible for overseeing services and activities at the Costa Mesa Bridge Shelter Program. Dependability, responsibility, and the ability to communicate effectively and respectfully are mandatory skills. Ability to work effectively with a diverse population; plan, organize and prioritize duties; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others. This position requires a flexible work schedule including some weekend, morning and evening and holiday shifts. This position reports directly to the Costa Mesa Bridge Shelter Manager. Fluency in Spanish is a significant value.

Qualifications

Possess a high level of tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; clearly communicate information and instructions verbally and in written form; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others. Associate's Degree preferred but not required.

Shelter

- Assist in the implementation of all shelter activities to ensure quality delivery of services.
- Oversee all shelter activities including logistics and client intakes
- Oversee distribution of services and all program services while on duty
- Assist in the coordination of volunteers and support services
- Oversee the organization of supplies and facilities needs

Management

- Goal: Support Identified Program Staff facilitating optimal performance.
- Support shelter staff during designated shifts
- Assist in various aspects of staff's duties
- Assist in coordinating and managing special group events and holiday events
- Provide crisis/conflict intervention
- Communicate any staff or shelter issues to Program Manager.

Administration

- Goal: Oversee administrative duties that support program services.
- Coordinate supply and service needs

- Assist with securing necessary resources
- Assist with record keeping and reporting

Miscellaneous

- Attend staff meetings and training workshops as needed
- Assist with general duties (stocking supplies, copies, fax, phone calls, etc.)
- Enhance job performance by applying up-to-date professional knowledge gained by attending seminars and conferences and reviewing professional publications.
- Perform ad hoc projects as appointed by Supervisor

Emergency Shelter Safety Coordinator – Job Description

Introduction

The Safety Coordinator is responsible for providing supportive services and logistical support to the Emergency Shelter Program during designated shifts. This position requires a flexible work schedule including some weekend, morning and evening and holiday shifts. This position reports directly to the Emergency Shelter Program Manager. Dependability, responsibility, and the ability to communicate effectively and respectfully are mandatory skills. Fluency in Spanish is a significant value. The ability to demonstrate personal integrity is a must.

Qualifications

This person must possess a high level of patience, tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; Ability to complete job duties that are guest focused, trauma informed, and housing focused. The ability to direct and professionally control crowds while preserving their right to personal dignity; Ability to work in synch with licensed 3rd-party security officer team **Shelter Support**

Goal: Ensure a safe and client focused environment for guest to quickly end their homelessness.

- Assist in the implementation of shelter activities to ensure quality, guest focused, and trauma informed delivery of services.
- Encourage and discuss progress toward housing with shelter guests
- Assist with shelter setup and maintenance
- Assist with general cleanliness and safety of facility including emptying trash cans and cleanup
- Assist with receiving and verifying orders from vendors, completing tally sheets
- Assist in the organization of supplies and facilities needs
- Maintain a safe and functional shelter facility by providing traffic control and gate service
- Perform basic searches of persons or their property
- Demonstrate responsibility during perimeter checks and firewatch duties
- Provide client engagement support to drivers during shuttle service ride-alongs

Administration

Goal: Oversee administrative duties that support program services.

- Assist with keeping detailed daily summary sheets
- Assist with record keeping and reporting
- Assist with keeping perimeter check logs and firewatch duties

Miscellaneous

- Assist with guest services and program activities if necessary
- complete ad hoc projects as appointed by Supervisor
- Assist in coordinating and managing on-site volunteers
- Assist in coordinating and managing special group events and holiday events
- Provide crisis/conflict intervention
- Coordinate trainings and orientations when needed
- Conduct 90 day, midyear, and annual reviews.

Community Relations

Goal: Positively advance Agencies reputation in the broader community.

- Maintain active involvement with neighbors and program partners
- Maintain active involvement with community service organizations

Miscellaneous

- Must participate in networking functions and community meetings.
- Attend staff meetings and training workshops as needed
- Assist with general duties (stocking supplies, copies, fax, phone calls, etc.)
- Enhance job performance by applying up-to-date professional knowledge gained by attending seminars and conferences and reviewing professional publications.
- Perform ad hoc projects as appointed by Supervisor

Logistics (Kitchen Staff) - Job Description

Introduction

This position is responsible for assisting with the preparation of meals for the Costa Mesa Bridge Shelter and the general upkeep of the kitchen and dining area. This position reports directly to the Food Coordinator. Dependability, responsibility, and the ability to communicate effectively and respectfully are mandatory skills. Fluency in Spanish is a significant value.

Qualifications

High school graduate or equivalent education is preferred. Preference is given to persons with education in quantity cooking; Minimum one (1) year food service experience is desired. Have general knowledge of quantity food preparation and portioned serving. Must have verbal and writing abilities necessary to communicate and work effectively with various levels of staff and residents. Must have a willingness to perform routine and repetitive tasks with frequent interruptions and have an awareness of the requirement for careful handling and the economy of serving. Ability to read, understand, and follow recipe directions.

Food Services

- Maintain sanitation, health, and safety standards in work areas.
- Clean food preparation areas, cooking surfaces, and utensils.
- Assist with general cleanliness and safety of kitchen and dining area
- Follow defined safety codes while performing all duties.
- Read recipes or receive verbal instructions as to food required by food coordinator and prepare and cook food according to instructions.
- Verify that prepared food meets requirements for quality and quantity.
- Assist with receiving and verifying orders from vendors, completing tally sheets
- Measure ingredients required for specific food items being prepared.
- Wash, cut, and prepare foods designated for cooking.
- Clean, stock, and restock workstations.
- Prepare, season, cook and serve for assigned meal; ensure appropriate portion servings according to portion control standards.
- Taste and smell prepared food to determine quality and palatability.
- Monitor temperature of hot and cold foods through food preparation and service to ensure that established temperature goals are met prior to steam table transfer and maintained throughout
- Be knowledgeable of Federal, State, and facility's rules, regulations, policies and procedures.

Miscellaneous

- Attend Staff Meetings and educational programs.
- Complete ad hoc projects as appointed by Supervisor

Overnight Logistics - Job Description

Introduction

The Overnight Coordinator covers overnight shifts at the Costa Mesa Bridge Shelter Program. Dependability, responsibility, and the ability to communicate effectively and respectfully are mandatory skills. The position's primary responsibilities include security and program support. This position would include overnight shifts including weekends and holidays. The Overnight Coordinator reports directly to the Costa Mesa Bridge Shelter and Services Program Manager.

Qualifications

Possess a high level of tolerance and understanding for individuals who present for services with urgent multiple case management and health needs. Ability to perform crisis intervention as needed; clearly communicate information and instructions verbally and in written form; maintain a positive, professional and safe environment while on duty; and establish and maintain effective working relationships with others.

Security

Goal: Maintain safety and serenity of residents protecting against external and internal disruptions.

- Provide staff presence during assigned shifts
- Resolve any conflicts and file incident reports when necessary
- Report violations and general events in daily log
- Provide necessary emergency support / follow emergency procedures
- Oversee cleaning crew
- Conduct property checks
- Communicate potential concerns with Security Staff to ensure staff and client safety.

Program

Goal: Assist Program Manager with program functions and activities.

- Provide general support for clients
- Observe and report concerns
- Provide support for on-site volunteers
- Supervise evening and morning activities
- Organize morning coffee and food

ATTACHMENT B

COSTA MESA BRIDGE SHELTER

GUEST EXPECTATIONS



GUEST EXPECTATIONS

Welcome to our shelter program. We hope your stay with us allows you to begin your path to ending your homelessness. To ensure that all guests are able to comfortably work toward that goal, the following expectations need to be followed while on the shelter property, on any program shuttle, as well as the immediate vicinity of the shelter or drop-off location.

All guests are asked to read and initial each of the following sections as an acknowledgement that they understand what is expected of them while enrolled in the program:

1. Demonstrate responsibility for yourself, your actions, and your housing plan.

2. Guests are expected to actively work their housing plan. By signing these expectations, you understand that you are not guaranteed housing by enrolling in this program, and that your continued enrollment is contingent on the work you complete with your Housing Navigator. The goal is to get you connected to housing resources as quickly as possible. You will be expected to meet regularly with your Housing Navigator at scheduled times to discuss your housing plans. Part of your Housing Plan will be for you to identify tasks that you need to complete in order to achieve your goal of securing housing. Your progress toward this goal will be reviewed at 30-day increments, with formal extension requests required after 6 months. _____

3. Follow all health and safety policies. These policies include, but are not limited to:

- When a new guest enters the program, they are required to shower and submit any clothing/bedding items to be laundered or heat treated. _____

- Guests are expected to maintain their hygiene (including changing into clean clothes when possible), laundry once a week and showering at least twice a week. _____
- Due to COVID-19, all guests are expected to wear masks if observed having any symptoms of illness, and must agree to temperature checks if asked. Social distancing protocols may also be enforced that all guests must follow. _____
- Every guest will be assigned a laundry day. Guests will be expected to bag their dirty clothes and bundle their bedding on this day to help streamline laundry services. Laundry should be submitted to staff for cleaning by 9:00 AM on this day. _____
- Guests are expected to maintain the safety of the sleeping area by straightening their beds when not in use. Personal items at the bed must be able to fit in the supplied indoor storage. In addition, each guest will be permitted to keep 1-2 pairs of shoes under the bed. No additional personal items may be kept behind, under or in the aisles next to your bed. No barriers of any kind may be raised without explicit permission from the management team. Water is allowed in the dorms but no open or perishable food or other liquid drinks may be brought to the bed area at any time. _____
- All prescription medication must be recorded with Staff at Intake and stored in your indoor bin in its original labeled container. Pills or medication NOT matching the original labeled container may be confiscated. No marijuana will be allowed beyond the security check point at any time. Medical marijuana may only be stored in your outdoor bin with a valid Medicinal Use Card and must be 8 oz. or less. _____
- Every guest is supplied 2 indoor under-the-bed bins (or equivalent) and 1 outdoor bin. Outdoor bins are accessible only during the designated and posted times. Trash and recycling may not be brought onto the property. Guests may only use the bins that were assigned to them by staff. All bins must be able to properly close and latch, and they should be placed on top of the beds when the bed is not in use so staff can sweep and mop underneath. _____

4. The Costa Mesa Bridge Shelter cannot be used as a mailing address for client mail. Any mail that is delivered to the site for guests will be sent back to the post office as "Return to Sender". It is the responsibility of the guest to set up a mailing address at a different address, if needed. _____

5. For your comfort and safety, all guests are expected to abstain from behavior that is disruptive and unacceptable to others. Examples include verbal harassment, physical harassment, excessive profanity, possessing weapons (or items that may be perceived as weapons) or contraband, drug dealing, drug/alcohol use, theft, etc. Additional examples of items considered contraband can be made available upon request. Serious offenses include but are not limited to: possession of weapons or hard narcotics, use of racial slurs, sexual harassment including nudity or obscene/sexual behavior, setting fires, threats or violent behavior, and any other inappropriate physical contact. Serious violations may result in an immediate exit from the shelter. If you are asked to leave, you must leave without incident in order to be eligible for a return to the program in the future. If a driver is available, you may be transported to an approved drop off location if it is deemed by management as safe to do so. _____

6. If a guest's behavior is extremely disruptive and staff or security asks you to step outside or remove yourself from an area so you may calm down, you are expected to comply with this request. This is for your benefit, and you may be able to rejoin the group when your behavior is no longer a disruption to the other shelter guests. _____

7. Guests are expected to return each night before the posted curfew unless allowed special consideration by management (ex: for work or school). Guests are not allowed to miss two consecutive nights or more than 2 nights in any calendar month without clearing the absence with their Housing Navigator. Guests are expected to sign-in daily, and may not sign or hold beds for others. The program

manager may grant excused nights out of the shelter upon request if deemed necessary and appropriate. _____

8. Photo ID's are required of all registered guests for safety purposes. If you do not have a California State ID the MH Staff will assist you in acquiring an ID within the first few days after enrollment. Mercy House may take photos and thumbprints to produce program ID's for guests if necessary. By entering this program, you give your consent to this. A photo ID of some sort is also required to receive a bath towel and is also used when waiting in the dinner line (a loaner ID may be created for you in the interim if you do not yet have one). _____

9. Out of respect for, and to protect the privacy of our staff and guests, no audio/videorecording
or taking of photos is permitted on premises, except by the expressed permission from Management _____

10. For your safety, this site may incorporate closed-circuit surveillance cameras as part of its security system. There are no cameras installed in any restrooms or showers. Any footage captured is used only for safety and security purposes and may be shared with law enforcement as part of an active investigation. No footage will be shared with the general public. _____

11. Smoking and vaping are permitted in the designated outdoor smoking area only. No drugs, paraphernalia, alcohol, or marijuana (recreational or medicinal) will be permitted in or around the shelter. Anything containing THC (with or without a prescription) will not be allowed. _____

12. Attend resident meetings and contribute to the community. _____

13. All guests are expected to be Good Neighbors of the community in which they are served and have an obligation to comply with all state and local laws and ordinances and behave in a courteous manner at all times, including while traveling

to and from the property. Complaints from residents, business owners, or public officials may result in expulsion from Mercy House Programs. _____

14. In order to remain Good Neighbors, all guests are expected to use the provided shuttles for transportation on to and off of the property, unless they have a personal vehicle or utilize a rideshare/taxi service. We practice a strict no-walk-up/no-bike-up policy. Guests are expected to remain on the property at all times unless when leaving for the day. Violation of this expectation may result in an immediate exit. _____

15. Guest vehicles may be parked on shelter property at the owner's risk and liability, in designated areas, once the vehicle is registered with the program. A valid license, registration, and insurance are required in the name of the guest. RVs (Recreational Vehicles) are not permitted on-site. Guests with bicycles must use the bicycle racks on the shuttle buses and allow Mercy House drivers to secure them on the rack. Guests are only allowed one bike per person and are not allowed to store spare bike parts unless they fit in the outdoor bin. All bicycles brought onto the property must be registered and photographed. All vehicles, including bicycles, must be operable. Abandoned or inoperable vehicles will be subject to tow at the owner's expense. _____

16. Several areas on site are restricted to staff and security only. Guests are not allowed to enter any areas other than the common areas, dorms and restrooms without appointment or explicit permission from the management team. If signage is posted designating an area as "Staff Only", guests are expected to respect the boundary. _____

17. There may be areas specific to men, and areas specific to women. Please respect the privacy of others. Guests are not allowed to enter any sleeping area other than the one they were assigned at intake. _____

18. Guests are expected to respect the rest and sleep of their neighbors. When lights are off, indoor voices should be used to limit distractions and not disturb their rest. Likewise, guests are not allowed to use bright lights or play music/watch videos with sound in the dorms after lights out. _____

19. Although we respect everyone's right to privacy, we reserve the right to pat down and search all persons as a precaution against any potential security risks. Guests will be informed of items not allowed at the shelter. If those items are found on site, they may be confiscated and destroyed. Guests must agree to be searched any time they access their outside bins, bikes, vehicles, or any area deemed "unsearched". _____

20. Approved pets, Service Animals and ESAs must be registered and cleared ahead of time with program management. Clients are limited to no-more-than one animal (with the possible exception of service animals), and the animal must be present with the client at the time of intake. All pet owners must agree to and follow the guidelines provided in the Animal Expectations, which is a separate document that will be given upon entry of the animal into the shelter. _____

21. Neither Mercy House nor any of its vendors are in any way responsible or liable for lost, stolen, or damaged items that guests bring onto the premises. Guests are encouraged to keep valuable items close and guarded and are asked to turn in any found items to the front desk. We recommend that those who use the supplied charging stations have their electronics clearly marked or customized for easy identification. _____

22. Cash is never to be given to Staff, Volunteers, or Interns at ANY time. _____

23. It is our desire to never deny shelter or services to our guests, however, in the case that behavior becomes a health or safety risk, Shelter Management can expel or prevent any guests from staying at the shelter. Any conflicts between guests should be brought to the attention of the staff immediately. _____

24. Any guests who exit will have 7 days (one week) to pick up any items left on-site before they are discarded. Guests must call and speak to a site leader or program manager to schedule a pickup. _____

25. We wish to keep open communication between Mercy House and our guests. Each shelter has a grievance binder at the front desk which contains our Grievance Policies and forms. We ask that any issues be brought to our attention first through informal processes, so that we can address them quickly as they occur. For this reason, every site also has a suggestions box for you to leave comments or complaints. If any part of the program, staff or services is lacking, please do not hesitate to notify management immediately by speaking to the on-duty site leader or manager. If appropriate, you may also choose to complete a “Request for Consideration” form, to describe issues that you would like to see resolved. If after speaking to staff and completing a “Request for Consideration” form, you feel the matter has not been resolved, you will find a copy of the formal Grievance Form in this binder.

26. Any guest that does not follow these expectations is jeopardizing their ability to accomplish their housing plan and may be exited from the shelter. Because everyone can make a mistake, when an expectation is not met the staff will clarify any misunderstanding of the expectation and discuss ways that each guest can avoid further violations. If the violations continue, staff will meet with the guest to create an action plan in support of the client getting back on-track with their housing goals and meeting the program expectations. Guests who have five action plans and continue to violate these expectations will be exited from the shelter. Likewise, if a guest receives three action plans for the same violation and continues the same behavior, they may be exited from the program as well. _____

As a result of initialing these expectations and signing this form, I understand that expectations, health, and safety policies may change as necessary and that I will be informed of these changes and I am required to abide by any amended policies.

I have read the above and agree to follow the Shelter Expectations.

Name (please print): _____

Signature: _____

Date: _____

ATTACHMENT C

COSTA MESA BRIDGE SHELTER

VOLUNTEER POLICIES

Costa Mesa Bridge Shelter Volunteer Policies

1. Professional Conduct

Volunteers of the Emergency Shelter are expected to maintain the highest level of moral, ethical, and professional conduct while at the site. Volunteers will not engage in verbal abuse, inappropriate jokes and stories, and or any type of inappropriate interaction with Emergency Shelter staff or clients.

2. Relationships with Clients

Volunteers are prohibited from developing dual relationships with any clients they meet through their volunteer involvement at the Emergency Shelter. Examples of dual relationships include (but are not limited to) a volunteer entering into a business, romantic, or sexual relationship with a client. Soliciting clients for your business is strictly prohibited. Volunteers are not allowed to be named as having authority to make decisions for a client under any type of power of attorney or other legal procedure.

3. Food and Other Substances

Volunteers will not consume any food items or drinks supplied by the Emergency Shelter while volunteering. Food and drinks are purchased solely for the consumption of the homeless clients. Volunteers must also commit to not consuming any type of illicit drugs on the property while volunteering. Volunteers who appear to be under the influence of any substance that impedes their ability to perform their duties safely and efficiently may be turned away.

4. Discrimination

Volunteers will not discriminate against any client. They will not judge an individual based on their race, disability, religious preference, sexual orientation, color, age, veteran status, citizenship, ancestry, national origin or gender.

5. Volunteer Boundaries

Volunteers are not permitted to loan or give money to clients, should not meet with clients outside of the Emergency Shelter without permission from program staff, and are not allowed to drive clients in their vehicles.

6. Commitment

The Emergency Shelter is reliant upon the work of volunteers. This commitment should be taken seriously. If a volunteer misses a shift without removing themselves from the schedule and giving notice, the volunteer may be limited or restricted from volunteering.

Costa Mesa Costa Mesa Bridge Shelter Volunteer Description

Purpose:

Mercy House is looking for volunteers to assist at the Costa Mesa Costa Mesa Bridge Shelter. The purpose of the Costa Mesa Costa Mesa Bridge Shelter is to provide safe emergency shelter for adult men and women in the City of Costa Mesa. Volunteers Reports to the on-Site Volunteer Associate, Site Leader, and Program Manager.

Volunteers must be willing to do all the following tasks, including:

1. Greet Clients – Check in
2. Assist with serving meals (breakfast, lunch, and dinner)
3. Set out snacks and drinks
 - a. Prepare Coffee
 - b. Prepare Cold Drinks
4. Client Bin Check Outs
 - a. Must be able to lift 30lbs
5. Light cleaning – wiping down tables, sweeping, taking out trash
6. Organize and distribute donations

Time Commitment:

Volunteers are needed 7 days per week. We ask that volunteers make a weekly commitment, if possible. We offer 3- & 4-hour shifts. We ask that volunteers who sign up serve the entire shift.

Shift Times:

- First Shift: 5:00am-8:00am: 5 volunteers
- Third Shift: 2:00pm-5:00pm: 5 volunteers
- Second Shift: 10:00am-2:00pm: 5 volunteers
- Fourth Shift: 5:00pm-9:00pm: 5 volunteers

Skills and Qualifications:

1. Must be very reliable, have good communication skills
2. Must have ability to bend, squat, lift at least 30lbs,
3. Must be willing to volunteer and interact with people who come from different backgrounds, lifestyles and be open to adapting to shelter needs.

Age Restriction:

The minimum age to volunteer at the Costa Mesa Costa Mesa Bridge Shelter is 13 years old with a parent/guardian who is also signed up to serve on the same shift.

Background Check:

To ensure the safety of our clients, staff and all our volunteers, we require a background check on interested Mercy House Volunteers. Individuals with a history of violent crimes or sexual offense will not be allowed to participate in any of the Mercy House Volunteer Programs.

Benefit to Volunteer:

Recommendation letters, human services on-the-job experience, and the knowledge that you have given back to your community and are helping to make your corner of the world a better place.

To sign up for this worthy cause please visit:

<https://www.mercyhouse.net/volunteer>

EXHIBIT C
UPDATED OPERATIONS BUDGET

Costa Mesa Bridge Shelter (Navigation Separate)
FY2024-25

| | Volume | Rate | Annual | Benefit | Total | Notes |
|--|--------|--------------|-----------------|--------------|-----------------|---|
| Program manager | 1 | \$ 35.00 | \$ 72,800.00 | \$ 18,200.00 | \$ 91,000.00 | Provides oversight to day-to-day operations in the shelter, manages staff schedules, staff support and training, and is the main point of contact for the shelter |
| Sr. Site Lead | 1 | \$ 25.50 | \$ 53,040.00 | \$ 13,260.00 | \$ 66,300.00 | Oversees site lead team, and implementation of shelter activities including cleaning, intake, and safety |
| Site Lead | 2 | \$ 24.50 | \$ 101,920.00 | \$ 25,480.00 | \$ 127,400.00 | Oversee logistics staff who implement shelter activities including cleaning, intake, and safety |
| Overnight Lead | 1 | \$ 24.50 | \$ 50,960.00 | \$ 12,740.00 | \$ 63,700.00 | Oversees overnight logistics |
| Logistics FT | 9.25 | \$ 20.00 | \$ 384,800.00 | \$ 96,200.00 | \$ 481,000.00 | Provides logistical support to the shelter, including cleaning, meal service, safety, and stocking supplies |
| Safety Coordinator | 4.375 | \$ 21.00 | \$ 191,100.00 | \$ 47,775.00 | \$ 238,875.00 | Provides staff presence to ensure safe completion of daily activities in the shelter, including de-escalation of client incidents and neighborhood patrols |
| Overnight | 2.4 | \$ 21.00 | \$ 104,832.00 | \$ 26,208.00 | \$ 131,040.00 | Overnight logistic staff provide shelter operation during overnight hours. |
| Driver Supervisor | 0.5 | \$ 24.50 | \$ 25,480.00 | \$ 6,370.00 | \$ 31,850.00 | Provides driver training and oversight, scheduling, coordinates vehicle maintenance, and drives the shuttle. |
| Driver | 3 | \$ 21.00 | \$ 131,040.00 | \$ 32,760.00 | \$ 163,800.00 | Drive the shelter shuttle to provide transportation services to shelter guests. |
| Staff Sub-Total | | | | | \$ 1,394,965.00 | |
| Security | 6 | \$ 24.00 | | | \$ 420,480.00 | |
| Client Services and Supplies | 12 | \$ 10,000.00 | | | \$ 120,000.00 | |
| Shuttle Fuel and Repairs | 12 | \$ 6,000.00 | | | \$ 72,000.00 | |
| Shuttle Lease | 12 | \$ 1,436.00 | | | \$ 17,232.00 | |
| Shelter Maintenance (Pest Control, plumbing, Etc.) | 12 | \$ 1,600.00 | | | \$ 19,200.00 | |
| Transportation Assistance | 12 | \$ 4,500.00 | | | \$ 54,000.00 | |
| Insurance | 12 | \$ 2,500.00 | | | \$ 30,000.00 | |
| Replacement Reserves | 1 | \$ 5,000.00 | | | \$ 5,000.00 | |
| IT and Communication | 12 | \$ 1,000.00 | | | \$ 12,000.00 | |
| Volunteer Expenses | 4 | \$ 2,500.00 | | | \$ 10,000.00 | |
| Program Sub-Total | | | | | \$ 759,912.00 | |
| Indirect Costs | | 10% | | | \$ 228,303.00 | |
| Grand Total | | | | | \$ 2,383,180.00 | |
| FY2023-2024 Budget Amount | | | \$ 2,539,945.00 | | | |

| | |
|----------------------------|-----------------|
| Increase from 2023-2024 | \$ (156,765.00) |
| Percent Increase | -6.2% |
| Shelter Capacity 2023-2024 | 85 |
| Shelter Capacity 2024-2025 | 100 |
| Capacity Increase | 17.6% |

**AMENDMENT NUMBER FOUR TO
PROFESSIONAL SERVICES AGREEMENT
WITH
BRACKEN'S KITCHEN, INC.**

This Amendment Number Four ("Amendment") is dated September 11, 2024, ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City") and BRACKEN'S KITCHEN, INC., a California corporation ("Contractor").

WHEREAS, City and Contractor entered into an agreement on April 19, 2022 for Contractor to provide food and commercial kitchen management services at the City's home shelter located at 3175 Airway Avenue, Costa Mesa, CA (the "Agreement"); and

WHEREAS, City and Contractor entered into Amendment Number One on March 7, 2023, exercising the first of three options to extend the term for one additional year to April 18, 2024; and

WHEREAS, City and Contractor entered into Amendment Number Two on June 6, 2023, to increase Contractor's maximum compensation to an amount not to exceed Four Hundred Thousand Six Hundred Dollars (\$400,600); and

WHEREAS, City and Contractor entered into Amendment Number Three on April 19, 2024, exercising the second of three options to extend the term for one additional year to April 18, 2025; and

Section 4.1 of the Agreement provides for a term of one year with the option to extend the Agreement for three (3) additional one-year periods; and

WHEREAS, City and Contractor desire to extend the term for one (1) year, through April 18, 2026; and

WHEREAS, City and Contractor desire to amend Section 2.1 ("Compensation"), due to an increase in services at the homeless shelter requiring an increase in the maximum compensation allowed to Contractor in consideration of additional meals being served; and

WHEREAS, the compensation will be increased from \$401,600.00 to not to exceed Four Hundred Ninety Two Thousand Seven Hundred Fifty Dollars (\$492,750.00), which is an increase in compensation of Ninety One Thousand Two Hundred Fifty Dollars (\$91,250.00).

WHEREAS, City and Contractor intend and desire that this Amendment Number Four be retroactive to the Effective Date.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The foregoing recitals in this Amendment are hereby declared to be true and correct and are incorporated as if fully set forth herein.
2. This amendment shall be retroactive to the Effective Date.
3. The term of the Agreement shall extend through April 18, 2026.
4. Section 2.1 of the Agreement is amended to provide that commencing on the Effective Date of the Amendment, Contractor shall be paid in accordance with Exhibit "A" (2024 Updated Scope & Budget) attached to this Amendment and Contractor's compensation shall not exceed Four Hundred Ninety Two Thousand Seven Hundred Fifty Dollars (\$492,750.00).
5. All terms not defined herein shall have the same meaning and use as set forth in the Agreement, as amended.
6. All other terms, conditions, and provisions of the Agreement, as amended, shall remain in full force and effect.
7. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

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

CONTRACTOR

Signature

Date: _____

Name and Title

CITY OF COSTA MESA

Lori Ann Farrell Harrison
City Manager

Date: _____

ATTEST:

Brenda Green
City Clerk

Date: _____

APPROVED AS TO FORM:

Kimberly Hall Barlow
City Attorney

Date: _____

APPROVED AS TO CONTENT:

Hadassa Jakher
Project Manager

Date: _____

DEPARTMENTAL APPROVAL:

Cecilia Gallardo-Daly
Assistant City Manager

Date: _____

PURCHASING APPROVAL:

Carol Molina
Finance Director

Date: _____

EXHIBIT A

UPDATED SCOPE OF WORK AND BUDGET



June 17, 2024

Mr. Nate Robbins
Neighborhood Improvement Manager
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

Dear Nate,

We hope this letter and proposal finds you well.

We are truly grateful for the opportunity to continue our work with the city of Costa Mesa at the bridge shelter on Airway drive. With all of the positive changes happening at the shelter we are honored to continue our partnership.

Per your request please find attached an revised and updated Scope and Budget for your review for the new year.

We look forward to continuing our partnership and the important work we do of caring for the most vulnerable in the City of Costa Mesa.

If you have any questions please reach out to and let me know.

My best,

Bill Bracken
Founder & Culinary Director



2024 Updated Scope & Budget:

Please find below our proposed update for 2024. With the ongoing increases to our costs for food supplies, utilities, insurance, labor and more we hope you find the modest increase to our overall fees acceptable.

you're providing 3 meals per day, for up to 100 people, 365 days per year... and that the cost is \$13.50 per person per day, which is \$1,350/day, \$9,450/week, and \$492,750/year. A one-page document will suffice.

Full Meal Service for Breakfast, Lunch and Dinner

Daily: 100 ppl x \$13.50 per person
Weekly: 7 days
Annual: 52 weeks

100 people

\$1,350.00 per day
\$9,450.00 per week
\$492,750.00 per annual