



# *City Council Agenda*

City of Campbell, 70 N. First St., Campbell, California

**NOTE:** This City Council Regular meeting will be conducted in person as well as telecommunication and is compliant with provisions of the Brown Act.

The City Council meeting will be live-streamed on Channel 26 (Xfinity) or Channel 88 (Direct TV), the City's website and on YouTube <https://www.youtube.com/user/CityofCampbell> for those who only wish to view the meeting.

Those members of the public wishing to provide public comment virtually are asked to register in advance at: <https://www.campbellca.gov/signup>. After registering, you will receive a confirmation email containing information about joining the meeting. Members of the public may attend the meeting in person at Campbell City Hall - Council Chambers.

Public comment will also be accepted via email at [ClerksOffice@campbellca.gov](mailto:ClerksOffice@campbellca.gov) until 3:00p.m. prior to the start of the meeting. Written comments will be posted on the website and distributed to the Council. If you choose to email your comments, please indicate in the subject line "FOR PUBLIC COMMENT" and indicate the item number.

**AMENDED AGENDA \*To reflect the addition of a recommended action for item 9.**

## **REGULAR MEETING OF THE CAMPBELL CITY COUNCIL**

Tuesday, February 4, 2025 7:00 p.m.

City Hall Council Chamber – 70 N. First Street

### **CALL TO ORDER**

### **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **SPECIAL PRESENTATIONS AND PROCLAMATIONS**

### **COMMUNICATIONS AND PETITIONS**

### **ORAL REQUESTS**

NOTE: This portion of the meeting is reserved for persons wishing to address the City Council on any matter not on the agenda. Persons wishing to address the Council are requested, but not required to complete a Speaker's Card. Speakers are limited to two (2) minutes. The law generally prohibits the Council from discussion or taking action on such items. However, the Council may instruct staff accordingly regarding Oral Requests.

### **COUNCIL ANNOUNCEMENTS**

### **CONSENT CALENDAR**

NOTE: All matters listed under consent calendar are considered by the City Council to be routine and will be enacted by one motion. There will be no separate discussion of these items

unless a request is made by a member of City Council, City staff, or a member of the public. Any person wishing to speak on any item on the consent calendar should ask to have the item removed from the consent calendar prior to the time the Council votes to approve. If removed, the item will be discussed in the order in which it appears.

1. **Minutes of City Council Executive Session Meeting of January 13, 2025**  
Recommended Action: Approve the executive session meeting minutes of January 13, 2025.
2. **Minutes of City Council Regular Meeting of January 13, 2025**  
Recommended Action: Approve the regular meeting minutes of January 13, 2025
3. **Approving Bills and Claims**  
Recommended Action: Approve the bills and claims in the amount of \$1,013,304.00
4. **Monthly Investment Transactions Report (December 2024)**  
Recommended Action: That the City Council review and accept the Monthly Investment Transactions Report for December 2024.
5. **Monthly Treasurer's Report (December 2024)**  
Recommended Action: That the City Council review and accept the Monthly Treasurer's Report for the month ended December 31, 2024.
6. **Accept the Resignation of Bill Zhang from the Historic Preservation Board**  
Recommended Action: That the City Council accept the resignation of Bill Zhang from the Civic Historic Preservation Board and direct the City Clerk to prepare the Notice of Unscheduled Vacancy and advertise the vacancy.
7. **Accept the Campbell Community Center – Building M Roof Replacement Project 24-SS and File the Notice of Completion**  
Recommended Action: That the City Council adopt a resolution accepting the Campbell Community Center - Building M Roof Replacement Project (CIP No. 24-SS) and directing the Public Works Director or designee to file the Notice of Completion.
8. **Authorization to Execute a Purchase Order with Russ Bassett, in the Amount of \$200,314, for the Procurement of Dispatch Console Stations as Programmed in the CIP for the Measure O – Police FF&E Project (CIP No. 22-JJ), and a 10% Contingency Amount of \$20,031 for Potential Service Modifications and Their Associated Costs (Resolution/Roll Call Vote)**  
Recommended Action: That the City Council adopt a resolution authorizing: 1) the execution of a purchase order with Russ Bassett, in the amount of \$200,314, for the procurement of Dispatch Console Stations as programmed in the CIP for the Measure O - Police FF&E project (No. 22-JJ); 2) staff to dispense with the City's formal bidding procedures as specified in the exemptions of Campbell Municipal Code (CMC) Section 3.20.030, subsections (6) and (7); 3) an additional 10% contingency amount of up to \$20,031 for potential service modifications and their associated costs; 4) the Public Works Director to negotiate and execute contract change orders up to and within the allocated

contingency amount; and 5) the City Manager to execute said purchase agreement as specified in Campbell Municipal Code Section 3.20.100.

### **PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES**

**NOTE:** Members of the public may be allotted up to two (2) minutes to comment on any public hearing item. Applicants/Appellants and their representatives may be allotted up to a total of five (5) minutes for opening statements and up to a total of three (3) minutes maximum for closing statements. Items requested/recommended for continuance are subject to Council's consent at the meeting.

9. **Public Hearing to Consider Adoption of a Resolution Directing the Community Development Director to Proceed with Abatement of Hazardous Vegetation (Resolution/Roll Call Vote)**

Recommended Action: That the City Council adopt a Resolution directing the Community Development Director to proceed with the abatement of hazardous vegetation by the Santa Clara County Consumer and Environmental Protection Agency.

### **NEW BUSINESS**

10. **Designation of City Representative for County of Santa Clara Housing and Community Development Advisory Committee (Resolution/Roll Call Vote)**

Recommended Action: That the City Council adopt a resolution designating a city representative and an alternate member for the County of Santa Clara Housing and Community Development Advisory Committee.

11. **Approve Re-Appointments to the Citizen's Bond Oversight Committee for Measure O**

Recommended Action: It is recommended that the City Council approve the recommendations of the City Manager and the Finance Director, to re-appoint five (5) members to the Citizen's Bond Oversight Committee for Measure O, each for a three year term.

### **UNFINISHED BUSINESS**

### **COUNCIL COMMITTEE REPORTS**

12. **Council Committee Reports**

Recommended Action: That the City Council report on activities from their committee assignments.

### **ADJOURN**

**IMPORTANT NOTICE:** Materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection with the agenda packet in the lobby of City Clerk's Office, 70 N. First Street, Campbell, CA 95008, during normal business hours. These materials will also be available on the City website at <https://www.ci.campbell.ca.us/agendacenter> with the agenda packet following the last item of the agenda, subject to staff's ability to post the documents prior to the meeting. All documents not posted prior to the meeting will be posted the next business day.

In compliance with the Americans with Disabilities Act, listening assistive devices are available for all meetings held in the City Council Chambers. If you require accommodation, please contact the City Clerk's Office, (408) 866-2117, at least one week in advance of the meeting.

# CITY COUNCIL MINUTES

City of Campbell, 70 N. First St., Campbell, California



**CITY COUNCIL EXECUTIVE SESSION**  
**Tuesday, January 13, 2025 – 6:00 PM**  
**Doetsch Conference Room**  
**70 N. First Street, Campbell, California**

This City Council meeting was duly noticed pursuant to open meeting requirements of the Ralph M. Brown Act (G.C. Section 54956).

## **CALL TO ORDER**

The City Council of the City of Campbell convened this day in the special meeting place, the Doetsch Conference Room, 70 N. First Street, Campbell, California.

## **ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Sergio Lopez	Mayor	Present
Dan Furtado	Vice Mayor	Present
Elliot Scozzola	Councilmember	Present
Terry Hines	Councilmember	Present
Anne Bybee	Councilmember	Present

## **PUBLIC COMMENT**

There was no public comment

## **MOVE INTO CLOSED EXECUTIVE SESSION**

### **CITY COUNCIL EXECUTIVE SESSION**

- A. Personnel**
- B. Litigation – CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
 (Paragraph (1) of subdivision (d) of California Government Code Section 54956.9)  
 Name of case: Silicon Valley Tax Payer's Association, Inc. v. City of Campbell et. al.
- C. Real Property**
- D. Labor Negotiations**

The City Council met in Executive Session to discuss Item B – Litigation.

City Manager Loventhal, City Attorney Seligmann and Assistant City Manager Gaeta were in attendance.

**M/S: Lopez/Scozzola** - that the City Council authorize the retention of the firm Colantuono, Highsmith & Whatley, PC to represent the City in the case of the Silicon Valley Tax Payers Association vs. the City of Campbell.

**ADJOURN**

Mayor Lopez adjourned the meeting at 6:21 p.m.

APPROVED:

\_\_\_\_\_  
Sergio Lopez, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Sanders, City Clerk

Minutes Acceptance: Minutes of Jan 13, 2025 6:00 PM (CONSENT CALENDAR)

# CITY COUNCIL MINUTES

City of Campbell, 70 N. First St., Campbell, California



## REGULAR MEETING OF THE CAMPBELL CITY COUNCIL

Monday, January 13, 2025 7:00 p.m.

City Hall Council Chamber – 70 N. First Street

This City Council meeting was duly noticed pursuant to open meeting requirements of the Ralph M. Brown Act (G.C. Section 54956).

This meeting was recorded and can be viewed in its entirety at [www.campbellca/agendacenter](http://www.campbellca/agendacenter).

### CALL TO ORDER

The City Council of the City of Campbell convened this day in the regular meeting place, the City Hall Council Chamber, 70 N. First St., Campbell, California.

### ROLL CALL

Attendee Name	Title	Status
Anne Bybee	Councilmember	Present
Terry Hines	Councilmember	Present
Elliot Scozzola	Councilmember	Present
Dan Furtado	Vice Mayor	Present
Sergio Lopez	Mayor	Present

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Lopez.

### SPECIAL PRESENTATIONS AND PROCLAMATIONS

There were no special presentations and proclamations.

### COMMUNICATIONS AND PETITIONS

City Attorney Seligman reported that on January 13, 2025 in Executive Session the City Council voted unanimously to authorize the retention of the firm Colantuono, Highsmith & Whatley, PC to represent the City in the case of the Silicon Valley Tax Payers Association vs. the City of Campbell.

### ORAL REQUESTS

Minutes Acceptance: Minutes of Jan 13, 2025 7:00 PM (CONSENT CALENDAR)

Amy Taylor, of Cloud City Supply, spoke of their upcoming 3<sup>rd</sup> Annual Blood Drive and asked for the City's support in donating blood for those who are able to and eligible.

## **COUNCIL ANNOUNCEMENTS**

The City of Campbell is committed to supporting its citizens by strengthening its neighborhoods. The City offers grant funding to help neighborhoods build a sense of community through its Neighborhood Association Assistance Grant program. Neighborhood Associations within the City of Campbell are encouraged to apply. Applications to apply will open Monday, January 13, 2025. For more information, please visit the city's website at [campbellca.gov](http://campbellca.gov).

The City of Campbell offers funding to support community agencies that offer programs to serve our at-risk population. The Social Service Grant program fulfills a critical need that is not already provided by the City through an existing program or service. Applications to apply for the Social Service Subgrant will open on Monday, February 10. For more information about this grant opportunity, please visit our website at [campbellca.gov](http://campbellca.gov).

Celebrate the "Year of the Snake" with entertainment and dinner for adults 50+ on Sunday, February 9, 2025 from 5:00 - 7:00 pm at the Campbell Community Center. The cost is \$25.00 per person. Last day to purchase tickets is February 4. For more information please visit, [campbellca.gov/adultcenter](http://campbellca.gov/adultcenter).

The AARP Foundation is providing free income tax assistance thru Friday, April 11 at the Community Center's Adult Center. This service is available for low to moderate income adults and families ages 18+. Please visit [www.campbellca.gov](http://www.campbellca.gov) for more information.

The Campbell Adult Center is seeking a volunteer to lead a second Flower Arranging Club. The second group would meet once per month on the 4th Wednesday, 2:00 pm - 4:00 pm. The ideal volunteer for this position would have some experience in flower arranging, desire to lead a group providing practical tips on floral arranging, and time to pick up donations 2x per month at Trader Joe's. If you are interested, please call the Adult Center Office at 408-866-2146.

In partnership with Standford Blood Center, Cloud City Supply will be holding a blood drive on February 8, 2025, from 10:00am – 4:00pm at the Campbell Community Center Roosevelt Room Q-80.

Volunteers are needed for a park cleanup/refresh at Mariane Hamann Park on Monday, January 20, 2025 from 8:45am to 12:30pm. Register today at [sanjoseca.gov/prns-volunteer](http://sanjoseca.gov/prns-volunteer).

City Hall offices will be closed for business on Monday, January 20 in honor of the Martin Luther King Jr. holiday. Police and emergency services will remain open.

The January 21 City Council meeting has been cancelled. The next regularly scheduled meeting will occur on Tuesday, February 4 at 7pm.

## **CONSENT CALENDAR**

Mayor Lopez asked if anyone wished to remove an item off the Consent Calendar. The Consent Calendar was considered as follows:

1. **Minutes of City Council Regular Meeting of December 17, 2024**  
Recommended Action: Approve the regular meeting minutes of December 17, 2024.  
 This action approves the regular meeting minutes of December 17, 2024, as amended in the Desk Item.
2. **\*Approving Bills and Claims**  
Recommended Action: Approve the bills and claims in the amount of \$8,558,606.69.  
 This action approves the bills and claims in the amount of \$8,558,606.69 as follows: bills and claims checks dated December 2, 2024, in the amount of \$1,738,520.10; payroll checks dated December 5, 2024, in the amount of \$74,254.68; bills and claims checks dated December 9, 2024, in the amount of \$3,860,061.12; bills and claims checks dated December 16, 2024, in the amount of \$824, 288.42; payroll checks dated December 19, 2024, in the amount of \$32,615.48; and bills and claims checks dated December 23, 2024, in the amount of \$2,028,866.89. *\*The staff report incorrectly listed the December 2024 payments as 2025. The itemized listing reports for the bills and claims were correctly dated.*
3. **Monthly Treasurer's Report (November 2024)**  
Recommended Action: That the City Council review and accept the Monthly Treasurer's Report for the month ended November 30, 2024.  
 This action reviews and accepts the Monthly Treasurer Report for the month ended November 30, 2024.
4. **Approval of Plans and Specifications, Authorization to Solicit Bids, Award and Approve Contract, and Other Associated Actions for the Pruneyard Creek Trail Extension (23-LL) (Resolution/Roll Call Vote)**  
Recommended Action: That the City Council adopt a resolution: 1) approving the Plans and Specifications for the Pruneyard Creek Trail Extension (23-LL); 2) authorizing the solicitation of bids; 3) awarding and approving the subsequent construction contract to the lowest, responsive bidder, in an amount not to exceed \$510,000, plus a 10% contingency of \$51,000; 4) authorizing the City Manager to execute said contract as specified in Campbell Municipal Code Section 3.20.100; 5) authorizing the City Engineer to negotiate and execute contract change orders up to and within the allocated construction contingency; 6) authorizing the Public Works Director to reject bids and rebid the project, should bids received have unamenable irregularities; 7) authorizing the Finance

Director to perform associated budget adjustments; 8) approving the Maintenance Agreement with Caltrans and authorizing the City Manager to execute said agreement; 9) approving the Trail Easement Agreement with the Pruneyard and authorizing the City Manager to execute said agreement; and 10) approving the Construction License Agreement with the Pruneyard and authorizing the City Manager to execute said agreement.

Resolution 13253 approves the Plans and Specifications for the Pruneyard Creek Trail Extension (23-LL); 2) authorizes the solicitation of bids; 3) awards and approves the subsequent construction contract to the lowest, responsive bidder, in an amount not to exceed \$510,000, plus a 10% contingency of \$51,000; 4) authorizes the City Manager to execute said contract as specified in Campbell Municipal Code Section 3.20.100; 5) authorizes the City Engineer to negotiate and execute contract change orders up to and within the allocated construction contingency; 6) authorizes the Public Works Director to reject bids and rebid the project, should bids received have unamenable irregularities; 7) authorizes the Finance Director to perform associated budget adjustments; 8) approves the Maintenance Agreement with Caltrans and authorizes the City Manager to execute said agreement; 9) approves the Trail Easement Agreement with the Pruneyard and authorizes the City Manager to execute said agreement; and 10) approves the Construction License Agreement with the Pruneyard and authorizes the City Manager to execute said agreement.

5. **Budget Adjustment to Fund Emergency Repairs at the Community Center Pool (Resolution/Roll Call Vote)**

Recommended Action: That the City Council approve a Council Resolution authorizing a Budget Adjustment to fund the emergency repairs at the Community Center Pool.

Resolution 13254 authorizes a Budget Adjustment to fund the emergency repairs at the Community Center Pool.

**M/S: Bybee/Hines – That the City Council approve the Consent Calendar including the Desk Item for item one. The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>CONTINUE [UNANIMOUS]</b>
<b>MOVER:</b>	Hines
<b>SECONDER:</b>	Furtado
<b>AYES:</b>	Bybee, Hines, Scozzola, Furtado, Lopez

**PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES**

6. **Public Hearing to Consider Adoption of a Resolution Directing the Community Development Director to Proceed with Abatement of Hazardous Vegetation (Resolution/Roll Call Vote)**

Recommended Action: That the City Council adopt a Resolution directing the Community Development Director to proceed with the abatement of hazardous vegetation by the Santa Clara County Consumer and Environmental Protection Agency.

Minutes Acceptance: Minutes of Jan 13, 2025 7:00 PM (CONSENT CALENDAR)

Now is the time and place for a public hearing to consider adoption of a resolution directing the Community Development Director to proceed with the abatement of hazardous vegetation by the Santa Clara County Consumer and Environmental Protection Agency.

Community Development Director Eastwood presented a staff report dated January 13, 2025.

Following City Council questions, Mayor Lopez opened the public hearing and asked if anyone from the public wished to speak.

Bob Dougherty, Campbell resident, stated he felt the notice was improperly noticed and requested the public hearing be continued to a future date to allow those that were misinformed by the meeting notice to be able to speak.

Kim Albrecht, Campbell resident protested her property being listed on the weed abatement list and requested it be reassessed or removed from the listing.

Lee Ann Knight, Campbell resident stated that she believes she is on the list in error, and stated the Campbell Code Enforcement officer assessed the property and confirmed there were no weeds and the property was in compliance. Ms. Knight requested removal from the list.

Richard Morris, Campbell resident stated that he had not received sufficient notice and has currently removed the weeds from his property and submitted images of his property as part of the public record. He requested removal from the weed abatement list.

A member of the public asked what kind of plants the County considers hazardous vegetation.

Garik Iosilevsky, Santa Clara County Consumer and Environmental Protection Agency Weed Abatement Manager, spoke to some of the public concerns relating to the typographical error on the notice that was sent out, and resident concerns.

Mayor Lopez closed the public hearing.

The City Council discussed continuing the item to allow the County additional time to resolve some of the public concerns and re-notice the public hearing.

Mayor Lopez reopened the public hearing.

**M/S: Hines/Furtado – That the City Council continue this item to the February 4, 2025 City Council meeting. The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>CONTINUE [UNANIMOUS]</b>
<b>MOVER:</b>	Hines
<b>SECONDER:</b>	Furtado
<b>AYES:</b>	Bybee, Hines, Scozzola, Furtado, Lopez

7. **Public Hearing to Consider an Interim Ordinance Implementing Senate Bill No. 450 by Removing Special Requirements and Procedures and Incorporating Uniform Objective Zoning, Subdivision, and Design Standards for the Single-Family Residential Zoning District. (File No. PLN-2024-185) (Ordinance / Roll Call Vote)**

Recommended Action: Staff recommends that the City Council adopt an Interim Ordinance (reference Attachment A) to approve urgency revisions to the Campbell Municipal Code to Conform with Senate Bill No. 450 and accept the determination that adoption of this interim ordinance is statutorily exempt from the California Environmental Quality Act (CEQA).

Now is the time and place for a public hearing to consider adoption of an Interim Ordinance to approve urgency revisions to the Campbell Municipal Code to Conform with Senate Bill No. 450.

Senior Planner Fama presented a staff report dated January 13, 2025.

Council asked general questions related to the staff report presentation.

Following Council questions, Mayor Lopez opened the public hearing and asked if anyone wished to speak.

Seeing no one wishing to speak, Mayor Lopez closed the public hearing.

The City Council discussed the importance of expansive communication to the public of the impacts, guidelines and requirements of this State Law.

After discussion, **M/S: Furtado/Hines – That the City Council adopt Interim Ordinance 2321 to approve urgency revisions to the Campbell Municipal Code to Conform with Senate Bill No. 450 and accept the determination that adoption of this interim ordinance is statutorily exempt from the California Environmental Quality Act (CEQA). The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Furtado
<b>SECONDER:</b>	Hines
<b>AYES:</b>	Bybee, Hines, Scozzola, Furtado, Lopez

City Clerk Sanders read the full title of Ordinance 2321.

**M/S: Furtado/Bybee – That the City Council waive further reading of Ordinance 2321. The motion was adopted by the following roll call vote:**

Minutes Acceptance: Minutes of Jan 13, 2025 7:00 PM (CONSENT CALENDAR)

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Furtado
<b>SECONDER:</b>	Bybee
<b>AYES:</b>	Bybee, Hines, Scozzola, Furtado, Lopez

**NEW BUSINESS**

8. **Adopt a Resolution Amending the City of Campbell Salary Schedule for Temporary Positions (Resolution/Roll Call Vote)**

Recommended Action: Adopt a resolution amending the City of Campbell Salary Schedule for temporary positions to (1) address California’s minimum wage increase, (2) reclassify or add new temporary positions, and (3) align the pay rates of temporary positions with those of comparable permanent positions.

Human Resources Manager Chang presented a staff report dated January 13, 2025.

Following City Council questions, Mayor Lopez asked if anyone from the public wished to speak.

There was no one wishing to speak.

After discussion, **M/S: Scozzola/Hines – That the City Council adopt Resolution 13255 amending the City of Campbell Salary Schedule for temporary positions to (1) address California’s minimum wage increase, (2) reclassify or add new temporary positions, and (3) align the pay rates of temporary positions with those of comparable permanent positions. The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Scozzola
<b>SECONDER:</b>	Hines
<b>AYES:</b>	Bybee, Hines, Scozzola, Furtado, Lopez

9. **Green Street Infrastructure (GSI) Update**

Recommended Action: That the City Council receive an update on the requirements regarding Green Street Infrastructure (GSI), related City efforts and the impact on City resources.

Senior Civil Engineer Storz presented a staff report dated January 13, 2025.

Following City Council questions, Mayor Lopez asked if anyone from the public wished to speak.

Steve Saunders, Campbell resident, inquired about how this will impact the Hamilton Avenue Resurfacing Project.

Minutes Acceptance: Minutes of Jan 13, 2025 7:00 PM (CONSENT CALENDAR)

Chris Bracher, Campbell resident, referenced the Hacienda project and how the detour created a lot more traffic, requesting that the City is mindful of unintended consequences when looking at future projects.

Public Works City Engineer Olay, spoke about the Hamilton Avenue Resurfacing Project and that it was started in 2023 and is grandfathered in. She also noted that the City is not doing a rehabilitation of the pavement, meaning that the City is not going down to the base rock, which is what would constitute the need for stormwater treatment.

**UNFINISHED BUSINESS**

There was no unfinished business.

**COUNCIL COMMITTEE REPORTS**

10. **Council Committee Reports**

Recommended Action: That the City Council report on activities from their committee assignments.

Councilmember Scozzola is the new Secretary/Treasurer of the Cities Association of Santa Clara County Executive Board; attended the Silicon Valley Clean Energy holiday mixer; and was elected to the Silicon Valley Clean Energy JPA Board of Directors: Executive Committee.

Councilmember Hines will attend the Santa Clara Valley Water District County Water Commission meeting; will attend the Downtown Campbell Business Association meeting and will attend the League of California Cities Conference.

Mayor Lopez attended the Valley Transportation Authority’s (VTA) Board of Director’s meeting.

**ADJOURN**

Mayor Lopez adjourned the meeting in memory of former Campbell High School teacher, Mr. James Bungler at 8:26 PM.

APPROVED:

ATTEST:

\_\_\_\_\_  
Sergio Lopez, Mayor

\_\_\_\_\_  
Andrea Sanders, City Clerk

Minutes Acceptance: Minutes of Jan 13, 2025 7:00 PM (CONSENT CALENDAR)



*City  
Council  
Report*

Item: 3  
Category: CONSENT CALENDAR  
Meeting Date: February 4, 2025

**TITLE: Approving Bills and Claims**

**RECOMMENDED ACTION**

Approve the bills and claims in the amount of \$1,013,304.00

**DISCUSSION**

The bills and claims that have been audited and approved by staff for payments made as noted below:

<u>Type</u>	<u>Check Date</u>	<u>Amount</u>
Payroll	January 02, 2025	\$75,135.77
Bills & Claims	January 06, 2025	\$372,520.15
Bills & Claims	January 13, 2025	\$532,581.52
Payroll	January 16, 2025	\$33,066.56
	<b>Total</b>	<b>\$1,013,304.00</b>

**FISCAL IMPACT**

Requested action does not require a budget adjustment. Adequate funding was available to cover all expenses as listed.

Prepared by:

Celia Deniz, Accounting Clerk II

Reviewed by:

Norite Vong, Assistant Finance Director

Approved by:



Angelique Gaeta, Assistant City  
Manager



*City  
Council  
Report*

Item: 4  
Category: CONSENT CALENDAR  
Meeting Date: February 4, 2025

**TITLE: Monthly Investment Transactions Report (December 2024)**

**RECOMMENDED ACTION**

That the City Council review and accept the Monthly Investment Transactions Report for December 2024.

**BACKGROUND**

As required by California Government Code (GC) Section 53607, staff will submit to the City Council Monthly Investment Transaction Reports within 45 days of the prior month end that show a listing of investments purchased, sold, called, or that have reached maturity, along with any Local Agency Investment Fund (LAIF) transfers. This is in addition to the Quarterly Investment Report, which shows a number of other items listed under Section VII.A of the City's Investment Policy and is also submitted to the City Council within 45 days from the end of the prior quarter.

**DISCUSSION**

This Monthly Investment Transaction Report covers December 2024. As shown in **Attachment A**, staff made \$6.4 million in withdrawals along with \$4.0 million in deposits with the City's main Local Agency Investment Fund (LAIF) account to manage operating cash flow. \$349,000 was withdrawn from the Measure O 2020 bond account to cover an IRS arbitrage rebate interest yield tax penalty payment due for excess interest earned on tax-exempt bond proceeds. \$142,000 was withdrawn from the Measure O 2022 bond account to cover November project expenditures. The monthly LAIF investment rate dropped to 4.434%. Within the City's BNY custodial account, \$1.3 million in new investments were purchased; one (1) Corporate bond (\$250,000), two (2) US Treasury bonds (\$650,000), and one (1) Supranational bond (\$350,000). One (1) \$1.0 million FHLB agency bond was sold. \$101,000 in combined net interest and dividends was received as well as a \$4,000 loss realized. \$250,000 was drawn within the money market account to cover the net purchase/sales activity leaving \$8,000 in cash and cash equivalents. Consistent with the recommended FY2024-25 Investment Strategy approved by the City Council on September 17, 2024, staff and the City's investment advisors continue to watch for moderately long-term investment opportunities outside of LAIF, as interest rates remain high to provide the highest yet still safe returns,

consistent with the City's Investment Policy. Please note that all investment purchases made adhere to the City's Investment Policy.

### FISCAL IMPACT

There is no fiscal impact associated with the review and acceptance of the Monthly Investment Transactions Report.

Prepared by:   
John Formale, Accountant

Reviewed by:   
Will Fuentes, Finance Director

Approved by:   
Brian Loventhal, City Manager

### Attachment:

- a. Monthly Investment Activity Report-12.31.24
- b. Chandler Monthly statement- 12.31.24

<u>Account</u>	<u>Trans. Date</u>	<u>December 2024</u>
<b>LAIF - *****133, Main account</b>		
<b>Average Monthly Yield</b>		<b>4.434%</b>
<b>Beginning Balance</b>		<b>\$ 27,838,118</b>
<u>Transactions</u>		
Withdrawal	12/2/2024	(700,000)
Withdrawal	12/4/2024	(500,000)
Withdrawal	12/9/2024	(1,300,000)
Withdrawal	12/11/2024	(150,000)
Deposit	12/13/2024	2,100,000
Withdrawal	12/18/2024	(900,000)
Withdrawal	12/23/2024	(1,800,000)
Deposit	12/26/2024	1,900,000
Withdrawal	12/31/2024	(1,000,000)
		<u>(2,350,000)</u>
<b>Ending Balance</b>		<b>\$ 25,488,118</b>

<u>Account</u>	<u>Trans. Date</u>	<u>December 2024</u>
<b>LAIF - *****031, MEAS O, Series 2020</b>		
<b>Average Monthly Yield</b>		<b>4.434%</b>
<b>Beginning Balance</b>	12/16/2024	<b>\$ 452,979</b>
<u>Transactions</u>		
Interest drawdown- IRS tax payment- Arbitrage rebate interest yield penalty		(349,000)
		<u>(349,000)</u>
<b>Ending Balance</b>		<b>103,979</b>

<u>Account</u>	<u>Trans. Date</u>	<u>December 2024</u>
<b>LAIF - *****032, MEAS O, Series 2022</b>		
<b>Average Monthly Yield</b>		<b>4.434%</b>
<b>Beginning Balance</b>		<b>\$ 27,772,130</b>
<u>Transactions</u>		
Principal drawdown- MEAS O November expenditures	12/16/2024	(142,000)
		<u>(142,000)</u>
<b>Ending Balance</b>		<b>\$ 27,630,130</b>

<u>Account***</u>	<u>Trans. Date</u>	<u>December 2024</u>
<b>Bank of New York (BNY) - *****818</b>		
<b>Beginning Balance</b>		<b>20,096,039</b>
<i>Note: Purchases listed at par value, see Chandler Monthly Statement for detail</i>		
<u>Transactions</u>		
Purchases (1) Corporate Bonds	-	250,000
Purchases (2)- US Treasury bonds	-	650,000
Purchases (1)- Supranational	-	350,000
Sales (1)- Federal Home Loan bank	-	(1,000,000)
MM net sweep/purchases	-	(250,000)
Interest and dividends received, net of accrued interest purchased	-	100,500
Realized Gain/(Loss)	-	(4,373)
<b>Net Increase</b>		<u>96,127</u>
<b>Ending Balance</b>		<b>\$ 20,192,166.33</b>

<u>Total of all Investments</u>		
<b>Beginning</b>	<b>\$</b>	<b>76,159,265</b>
<b>Ending</b>	<b>\$</b>	<b>73,414,399</b>

Attachment: Monthly Investment Activity Report-12.31.24 (Monthly Investment Transactions Report December 2024)

# MONTHLY ACCOUNT STATEMENT

City of Campbell | Account #11214 | As of December 31, 2024

CHANDLER ASSET MANAGEMENT | [chandlerasset.com](http://chandlerasset.com)

**Chandler Team:**

For questions about your account, please call (800) 317-4747,  
or contact [clientservice@chandlerasset.com](mailto:clientservice@chandlerasset.com)

**Custodian:**

Bank of New York Mellon

# PORTFOLIO SUMMARY

City of Campbell | Account #11214 | As of December 31, 2024

## Portfolio Characteristics

Average Modified Duration	2.25
Average Coupon	3.50%
Average Purchase YTM	3.54%
Average Market YTM	4.44%
Average Quality	AA+
Average Final Maturity	2.61
Average Life	2.33

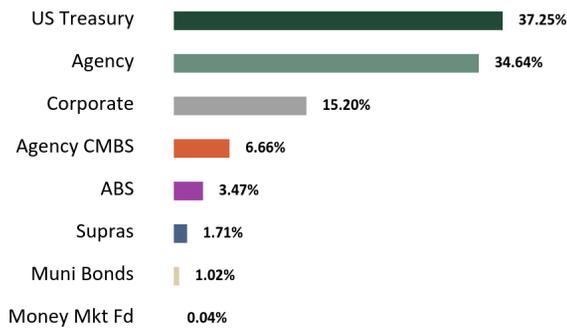
## Account Summary

	Beg. Values as of 12/01/2024	End Values as of 12/31/2024
Market Value	19,965,679.15	19,985,907.88
Accrued Interest	175,797.87	144,957.50
<b>Total Market Value</b>	<b>20,141,477.02</b>	<b>20,130,865.38</b>
Income Earned	45,039.62	69,874.03
Cont/WD	0.00	0.00
Par	20,116,808.12	20,231,681.37
Book Value	20,103,004.84	20,189,031.77
Cost Value	20,107,399.99	20,193,209.89

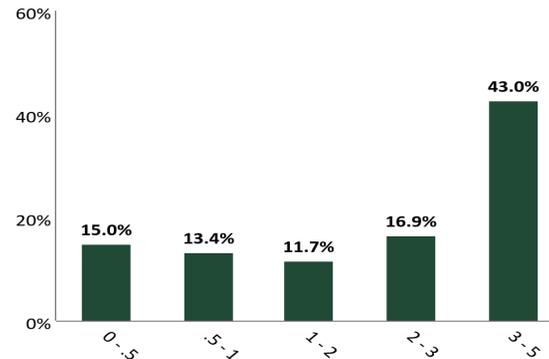
## Top Issuers

Government of The United States	37.25%
Federal Home Loan Banks	19.74%
Farm Credit System	14.90%
FHLMC	6.66%
International Bank for Recon and Dev	1.71%
Caterpillar Inc.	1.25%
Royal Bank of Canada	1.25%
State Street Corporation	1.24%

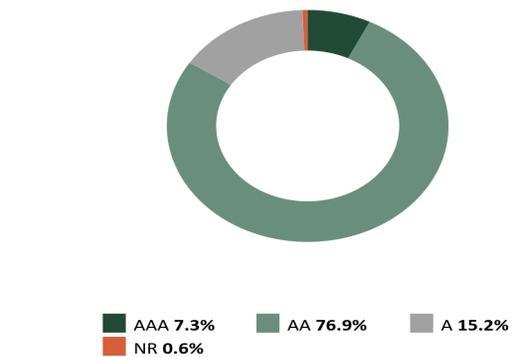
## Sector Allocation



## Maturity Distribution



## Credit Quality



\*See Footnote

The credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch

Execution Time: 01/03/2025 09:02:03 PM

Chandler Asset Management | info@chandlerasset.com | www.chandlerasset.com | 800.317.4747

## RECONCILIATION SUMMARY

City of Campbell | Account #11214 | As of December 31, 2024

### Maturities / Calls

Month to Date	0.00
Fiscal Year to Date	(5,000,000.00)

### Principal Paydowns

Month to Date	(7,122.86)
Fiscal Year to Date	(7,122.86)

### Purchases

Month to Date	1,908,205.34
Fiscal Year to Date	26,058,326.02

### Sales

Month to Date	(1,800,582.33)
Fiscal Year to Date	(17,839,394.05)

### Interest Received

Month to Date	91,118.42
Fiscal Year to Date	347,475.42

### Purchased / Sold Interest

Month to Date	9,381.73
Fiscal Year to Date	(59,216.31)

### Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2024)
Beginning Book Value	20,103,004.84	16,999,954.62
Maturities/Calls	0.00	(5,000,000.00)
Principal Paydowns	(7,122.86)	(7,122.86)
Purchases	1,908,205.34	26,058,326.02
Sales	(1,800,582.33)	(17,839,394.05)
Change in Cash, Payables, Receivables	(10,317.47)	1,043.56
Amortization/Accretion	214.25	(4,275.52)
Realized Gain (Loss)	(4,370.00)	(19,500.00)
Ending Book Value	20,189,031.77	20,189,031.77

### Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2024)
Beginning Market Value	19,965,679.15	16,694,837.18
Maturities/Calls	0.00	(5,000,000.00)
Principal Paydowns	(7,122.86)	(7,122.86)
Purchases	1,908,205.34	26,058,326.02
Sales	(1,800,582.33)	(17,839,394.05)
Change in Cash, Payables, Receivables	(10,317.47)	1,043.56
Amortization/Accretion	214.25	(4,275.52)
Change in Net Unrealized Gain (Loss)	(65,798.21)	101,993.55
Realized Gain (Loss)	(4,370.00)	(19,500.00)
Ending Market Value	19,985,907.88	19,985,907.88

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# HOLDINGS REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
<b>ABS</b>									
891940AC2	TAOT 2023-A A3 4.63 09/15/2027	142,877.14	11/14/2024 4.63%	142,932.95 142,929.20	100.06 4.59%	142,969.10 294.01	0.72% 39.90	NA/AAA AAA	2.71 0.73
096919AD7	BMWOT 2024-A A3 5.18 02/26/2029	200,000.00	11/20/2024 5.24%	202,179.69 202,106.44	101.18 4.48%	202,359.68 172.67	1.01% 253.24	Aaa/AAA NA	4.16 1.55
89239TAD4	TAOT 2024-D A3 4.4 06/15/2029	60,000.00	10/10/2024 4.44%	59,996.65 59,996.80	99.71 4.59%	59,823.43 117.33	0.30% (173.37)	Aaa/AAA NA	4.45 1.96
34535VAD6	FORDO 2024-D 4.61 08/15/2029	120,000.00	11/19/2024 4.66%	119,996.15 119,996.24	99.90 4.70%	119,883.48 245.87	0.60% (112.76)	Aaa/NA AAA	4.62 2.35
38014AAD3	GMCAR 2024-4 A3 4.4 08/16/2029	60,000.00	10/08/2024 4.32%	59,988.44 59,988.94	99.70 4.59%	59,819.29 110.00	0.30% (169.65)	Aaa/AAA NA	4.62 2.02
92970QAE5	WFCIT 2024-2 A 4.29 10/15/2029	110,000.00	10/17/2024 4.33%	109,983.65 109,984.27	99.32 4.59%	109,253.89 209.73	0.55% (730.38)	Aaa/AAA NA	4.79 2.57
<b>Total ABS</b>		<b>692,877.14</b>	<b>4.72%</b>	<b>695,077.53</b> <b>695,001.89</b>	<b>100.18</b> <b>4.58%</b>	<b>694,108.88</b> <b>1,149.61</b>	<b>3.47%</b> <b>(893.02)</b>	<b>Aaa/AAA</b> <b>AAA</b>	<b>4.10</b> <b>1.75</b>
<b>AGENCY</b>									
3130AQY49	FEDERAL HOME LOAN BANKS 2.0 02/27/2025	1,000,000.00	02/28/2022 2.00%	1,000,000.00 1,000,000.00	99.63 4.42%	996,287.23 6,888.89	4.98% (3,712.77)	Aaa/AA+ AA+	0.16 0.15
3130ANUR9	FEDERAL HOME LOAN BANKS 0.65 03/21/2025	1,000,000.00	09/21/2021 0.65%	1,000,000.00 1,000,000.00	99.21 4.26%	992,137.70 1,805.56	4.96% (7,862.30)	Aaa/AA+ AA+	0.22 0.22
3133ENZG8	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.375 06/20/2025	1,000,000.00	06/23/2022 3.38%	999,860.00 999,978.21	99.58 4.29%	995,793.01 1,031.25	4.98% (4,185.20)	Aaa/AA+ AA+	0.47 0.46
3130APFH3	FEDERAL HOME LOAN BANKS 0.81 07/29/2025	1,000,000.00	10/29/2021 0.81%	1,000,000.00 1,000,000.00	98.04 4.29%	980,426.77 3,420.00	4.91% (19,573.23)	Aaa/AA+ AA+	0.57 0.56
3130ANVB3	FEDERAL HOME LOAN BANKS 0.8 09/17/2025	1,000,000.00	09/17/2021 0.80%	1,000,000.00 1,000,000.00	97.58 4.30%	975,804.86 2,311.11	4.88% (24,195.14)	Aaa/AA+ AA+	0.71 0.69
3133ENZC7	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.12 06/22/2026	1,000,000.00	06/22/2022 4.12%	1,000,000.00 1,000,000.00	99.51 4.46%	995,143.47 1,030.00	4.98% (4,856.53)	Aaa/AA+ AA+	1.47 1.41
3133ENZY9	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.96 07/12/2027	1,000,000.00	07/12/2022 3.96%	1,000,000.00 1,000,000.00	98.75 4.49%	987,463.39 18,590.00	4.94% (12,536.61)	Aaa/AA+ AA+	2.53 2.33
<b>Total Agency</b>		<b>7,000,000.00</b>	<b>2.25%</b>	<b>6,999,860.00</b> <b>6,999,978.21</b>	<b>98.91</b> <b>4.36%</b>	<b>6,923,056.43</b> <b>35,076.81</b>	<b>34.64%</b> <b>(76,921.78)</b>	<b>Aaa/AA+</b> <b>AA+</b>	<b>0.88</b> <b>0.83</b>
<b>AGENCY CMBS</b>									

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# HOLDINGS REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
3137BSRE5	FHMS K-059 A2 3.12 09/25/2026	250,000.00	11/21/2024 4.55%	243,691.41 244,044.06	97.68 4.50%	244,203.93 650.00	1.22% 159.86	Aaa/AAA AAA	1.73 1.56
3137FEH8	FHMS K-081 A2 3.9 08/25/2028	250,000.00	11/21/2024 4.53%	244,335.94 244,487.66	97.41 4.65%	243,520.68 812.50	1.22% (966.98)	Aaa/AA+ AAA	3.65 3.30
3137FKSHO	FHMS K-086 A2 3.859 11/25/2028	150,000.00	09/18/2024 3.82%	150,005.86 150,005.47	97.09 4.66%	145,627.91 482.38	0.73% (4,377.56)	Aaa/AA+ AA+	3.90 3.50
3137FLN91	FHMS K-091 A2 3.505 03/25/2029	300,000.00	11/14/2024 4.62%	287,074.22 287,429.82	95.53 4.68%	286,595.70 876.25	1.43% (834.12)	Aaa/AAA AA+	4.23 3.75
3137FMCR1	FHMS K-093 A2 2.982 05/25/2029	150,000.00	10/16/2024 4.15%	142,921.88 143,230.18	93.42 4.70%	140,122.91 372.75	0.70% (3,107.28)	Aaa/AA+ AAA	4.40 3.87
3137FPHK4	FHMS K-098 A2 2.425 08/25/2029	300,000.00	10/17/2024 4.26%	276,445.31 277,404.25	90.62 4.73%	271,852.29 606.25	1.36% (5,551.96)	Aaa/AA+ AAA	4.65 4.20
<b>Total Agency CMBS</b>		<b>1,400,000.00</b>	<b>4.38%</b>	<b>1,344,474.62 1,346,601.44</b>	<b>95.21 4.65%</b>	<b>1,331,923.40 3,800.13</b>	<b>6.66% (14,678.04)</b>	<b>Aaa/AA+ AAA</b>	<b>3.73 3.34</b>
<b>CASH</b>									
CCYUSD	Receivable	1,043.56	-- 0.00%	1,043.56 1,043.56	1.00 0.00%	1,043.56 0.00	0.01% 0.00	Aaa/AAA AAA	0.00 0.00
<b>Total Cash</b>		<b>1,043.56</b>	<b>0.00%</b>	<b>1,043.56</b>	<b>1.00 0.00%</b>	<b>1,043.56 0.00</b>	<b>0.01% 0.00</b>	<b>Aaa/AAA AAA</b>	<b>0.00 0.00</b>
<b>CORPORATE</b>									
91324PEY4	UNITEDHEALTH GROUP INC 4.6 04/15/2027	240,000.00	09/18/2024 3.83%	244,346.40 243,848.03	100.13 4.54%	240,300.35 2,330.67	1.20% (3,547.68)	A2/A+ A	2.29 2.05
437076DB5	HOME DEPOT INC 4.875 06/25/2027	225,000.00	08/12/2024 4.25%	228,663.00 228,154.15	100.95 4.47%	227,131.88 182.81	1.14% (1,022.27)	A2/A A	2.48 2.24
02665WFK2	AMERICAN HONDA FINANCE CORP 4.9 07/09/2027	200,000.00	09/18/2024 4.03%	204,578.00 204,112.59	100.35 4.75%	200,696.81 4,655.00	1.00% (3,415.79)	A3/A- NA	2.52 2.29
78017FZQ9	ROYAL BANK OF CANADA 4.51 10/18/2027	250,000.00	11/05/2024 4.66%	249,005.00 249,056.78	99.63 3.75%	249,067.02 2,286.32	1.25% 10.23	A1/A AA-	2.80 1.69
857477CP6	STATE STREET CORP 4.33 10/22/2027	250,000.00	11/07/2024 4.54%	248,537.50 248,610.76	99.38 4.57%	248,454.97 2,074.79	1.24% (155.79)	Aa3/A AA-	2.81 2.59
06406RBG1	BANK OF NEW YORK MELLON CORP 3.992 06/13/2028	225,000.00	09/05/2024 4.31%	223,128.00 223,344.86	98.18 5.00%	220,913.07 449.10	1.11% (2,431.79)	Aa3/A AA-	3.45 2.30
46647PDG8	JPMORGAN CHASE & CO 4.851 07/25/2028	150,000.00	08/12/2024 4.62%	150,933.00 150,810.74	99.82 5.31%	149,729.25 3,153.15	0.75% (1,081.49)	A1/A AA-	3.57 2.33

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# HOLDINGS REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
91159HJK7	US BANCORP 4.653 02/01/2029	200,000.00	09/05/2024 4.47%	201,116.00 201,010.95	98.99 5.15%	197,973.87 3,877.50	0.99% (3,037.08)	A3/A A	4.09 2.78
06051GLG2	BANK OF AMERICA CORP 5.202 04/25/2029	150,000.00	08/12/2024 4.69%	152,550.00 152,283.86	100.47 5.26%	150,700.28 1,430.55	0.75% (1,583.58)	A1/A- AA-	4.31 2.98
24422EXT1	JOHN DEERE CAPITAL CORP 4.85 06/11/2029	225,000.00	08/12/2024 4.40%	229,338.00 228,991.06	100.37 4.76%	225,828.13 606.25	1.13% (3,162.93)	A1/A A+	4.44 3.95
89236TMK8	TOYOTA MOTOR CREDIT CORP 4.55 08/09/2029	225,000.00	08/12/2024 4.49%	225,567.00 225,523.12	98.78 4.85%	222,247.65 4,038.13	1.11% (3,275.47)	A1/A+ A+	4.61 4.03
532457CQ9	ELI LILLY AND CO 4.2 08/14/2029	235,000.00	08/12/2024 4.22%	234,769.70 234,787.36	97.91 4.71%	230,079.27 3,756.08	1.15% (4,708.09)	A1/A+ NA	4.62 4.08
26442CAY0	DUKE ENERGY CAROLINAS LLC 2.45 08/15/2029	250,000.00	12/18/2024 4.72%	226,517.50 226,697.07	89.94 4.91%	224,856.18 2,313.89	1.13% (1,840.90)	Aa3/A NA	4.62 4.23
14913UUAU4	CATERPILLAR FINANCIAL SERVICES CORP 4.7 11/15/2029	250,000.00	11/12/2024 4.74%	249,592.50 249,602.99	99.63 4.79%	249,072.93 1,501.39	1.25% (530.06)	A2/A A+	4.87 4.28
<b>Total Corporate</b>		<b>3,075,000.00</b>	<b>4.42%</b>	<b>3,068,641.60</b> <b>3,066,834.32</b>	<b>98.84</b> <b>4.73%</b>	<b>3,037,051.65</b> <b>32,655.63</b>	<b>15.20%</b> <b>(29,782.67)</b>	<b>A1/A</b> <b>A+</b>	<b>3.66</b> <b>3.00</b>
<b>MONEY MARKET FUND</b>									
X9USDDGCM	DREYFUS GVT CM INST	7,760.67	-- 4.35%	7,760.67 7,760.67	1.00 4.35%	7,760.67 0.00	0.04% 0.00	Aaa/ AAAm NA	0.00 0.00
<b>Total Money Market Fund</b>		<b>7,760.67</b>	<b>4.35%</b>	<b>7,760.67</b> <b>7,760.67</b>	<b>1.00</b> <b>4.35%</b>	<b>7,760.67</b> <b>0.00</b>	<b>0.04%</b> <b>0.00</b>	<b>Aaa/</b> <b>AAAm</b> <b>NA</b>	<b>0.00</b> <b>0.00</b>
<b>MUNICIPAL BONDS</b>									
13063EGT7	CALIFORNIA STATE 4.5 08/01/2029	205,000.00	10/30/2024 4.37%	206,080.35 206,044.75	99.82 4.54%	204,620.75 1,435.00	1.02% (1,424.00)	Aa2/AA- AA	4.58 4.02
<b>Total Municipal Bonds</b>		<b>205,000.00</b>	<b>4.37%</b>	<b>206,080.35</b> <b>206,044.75</b>	<b>99.82</b> <b>4.54%</b>	<b>204,620.75</b> <b>1,435.00</b>	<b>1.02%</b> <b>(1,424.00)</b>	<b>Aa2/AA-</b> <b>AA</b>	<b>4.58</b> <b>4.02</b>
<b>SUPRANATIONAL</b>									

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

## HOLDINGS REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
459058LN1	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 10/16/2029	350,000.00	12/13/2024 4.29%	343,689.50 343,746.71	97.44 4.48%	341,028.25 2,825.52	1.71% (2,718.46)	Aaa/AAA NA	4.79 4.28
<b>Total Supranational</b>		<b>350,000.00</b>	<b>4.29%</b>	<b>343,689.50 343,746.71</b>	<b>97.44 4.48%</b>	<b>341,028.25 2,825.52</b>	<b>1.71% (2,718.46)</b>	<b>Aaa/AAA NA</b>	<b>4.79 4.28</b>
<b>US TREASURY</b>									
91282CFK2	UNITED STATES TREASURY 3.5 09/15/2025	375,000.00	08/08/2024 4.43%	371,264.65 372,611.98	99.47 4.27%	373,004.21 3,915.75	1.87% 392.23	Aaa/AA+ AA+	0.71 0.68
91282CJL6	UNITED STATES TREASURY 4.875 11/30/2025	350,000.00	08/20/2024 4.30%	352,447.27 351,748.80	100.54 4.26%	351,898.51 1,500.00	1.76% 149.70	Aaa/AA+ AA+	0.91 0.88
91282CGR6	UNITED STATES TREASURY 4.625 03/15/2026	350,000.00	08/20/2024 4.14%	352,542.97 351,950.65	100.43 4.25%	351,512.71 4,829.42	1.76% (437.94)	Aaa/AA+ AA+	1.20 1.14
91282CHH7	UNITED STATES TREASURY 4.125 06/15/2026	375,000.00	08/08/2024 4.10%	375,175.78 375,138.02	99.83 4.25%	374,355.71 722.44	1.87% (782.31)	Aaa/AA+ AA+	1.45 1.39
91282CJC6	UNITED STATES TREASURY 4.625 10/15/2026	375,000.00	08/30/2024 3.90%	380,507.81 379,627.70	100.61 4.26%	377,294.61 3,716.52	1.89% (2,333.08)	Aaa/AA+ AA+	1.79 1.68
91282CKE0	UNITED STATES TREASURY 4.25 03/15/2027	350,000.00	08/20/2024 3.86%	353,322.27 352,850.20	99.97 4.26%	349,908.72 4,437.85	1.75% (2,941.48)	Aaa/AA+ AA+	2.20 2.05
91282CKZ3	UNITED STATES TREASURY 4.375 07/15/2027	375,000.00	08/08/2024 3.91%	379,804.69 379,153.59	100.06 4.35%	375,219.75 7,578.97	1.88% (3,933.84)	Aaa/AA+ AA+	2.54 2.33
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	350,000.00	10/31/2024 4.17%	349,521.48 349,548.94	99.61 4.28%	348,617.82 3,688.70	1.74% (931.12)	Aaa/AA+ AA+	2.75 2.54
91282CGP0	UNITED STATES TREASURY 4.0 02/29/2028	375,000.00	08/08/2024 3.87%	376,552.73 376,379.41	99.09 4.31%	371,590.18 5,096.69	1.86% (4,789.23)	Aaa/AA+ AA+	3.16 2.89
91282CHK0	UNITED STATES TREASURY 4.0 06/30/2028	350,000.00	08/20/2024 3.76%	353,007.81 352,723.89	98.97 4.32%	346,381.12 38.67	1.73% (6,342.77)	Aaa/AA+ AA+	3.50 3.22
91282CJF9	UNITED STATES TREASURY 4.875 10/31/2028	375,000.00	08/08/2024 3.85%	389,765.63 388,378.96	101.80 4.36%	381,744.06 3,131.04	1.91% (6,634.91)	Aaa/AA+ AA+	3.84 3.44
91282CKD2	UNITED STATES TREASURY 4.25 02/28/2029	375,000.00	11/26/2024 4.21%	375,585.94 375,572.74	99.53 4.37%	373,247.22 5,415.23	1.87% (2,325.53)	Aaa/AA+ AA+	4.16 3.72
91282CKG5	UNITED STATES TREASURY 4.125 03/31/2029	350,000.00	11/18/2024 4.31%	347,498.05 347,565.59	99.02 4.38%	346,559.11 3,688.70	1.73% (1,006.47)	Aaa/AA+ AA+	4.25 3.81
91282CKP5	UNITED STATES TREASURY 4.625 04/30/2029	375,000.00	08/08/2024 3.84%	387,583.01 386,525.31	100.96 4.38%	378,594.02 2,970.48	1.89% (7,931.29)	Aaa/AA+ AA+	4.33 3.86

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# HOLDINGS REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
91282CEV9	UNITED STATES TREASURY 3.25 06/30/2029	350,000.00	11/18/2024 4.31%	334,591.80 334,985.24	95.42 4.38%	333,979.47 31.42	1.67% (1,005.77)	Aaa/AA+ AA+	4.50 4.12
91282CLC3	UNITED STATES TREASURY 4.0 07/31/2029	350,000.00	08/20/2024 4.30%	354,634.77 354,293.26	98.42 4.39%	344,452.65 5,858.70	1.72% (9,840.61)	Aaa/AA+ AA+	4.58 4.07
91282CLK5	UNITED STATES TREASURY 3.625 08/31/2029	350,000.00	09/17/2024 3.45%	352,693.36 352,536.94	96.82 4.39%	338,887.42 4,310.95	1.70% (13,649.52)	Aaa/AA+ AA+	4.67 4.18
91282CLN9	UNITED STATES TREASURY 3.5 09/30/2029	350,000.00	10/25/2024 4.02%	341,933.59 342,225.20	96.22 4.39%	336,767.81 3,129.81	1.69% (5,457.39)	Aaa/AA+ AA+	4.75 4.27
91282CLRO	UNITED STATES TREASURY 4.125 10/31/2029	350,000.00	11/18/2024 4.29%	347,416.02 347,477.51	98.85 4.39%	345,969.27 2,472.72	1.73% (1,508.24)	Aaa/AA+ AA+	4.83 4.30
91282CMA6	UNITED STATES TREASURY 4.125 11/30/2029	400,000.00	12/11/2024 4.09%	400,546.88 400,540.85	98.86 4.38%	395,455.52 1,450.55	1.98% (5,085.33)	Aaa/AA+ AA+	4.91 4.38
91282CMD0	UNITED STATES TREASURY 4.375 12/31/2029	250,000.00	12/31/2024 4.36%	250,185.55 250,185.45	99.95 4.39%	249,874.41 30.21	1.25% (311.04)	Aaa/AA+ AA+	5.00 4.44
<b>Total US Treasury</b>		<b>7,500,000.00</b>	<b>4.06%</b>	<b>7,526,582.06</b> <b>7,522,020.22</b>	<b>99.29</b> <b>4.33%</b>	<b>7,445,314.29</b> <b>68,014.81</b>	<b>37.25%</b> <b>(76,705.93)</b>	<b>Aaa/AA+</b> <b>AA+</b>	<b>3.30</b> <b>2.99</b>
<b>Total Portfolio</b>		<b>20,231,681.37</b>	<b>3.54%</b>	<b>20,193,209.89</b> <b>20,189,031.77</b>	<b>98.78</b> <b>4.44%</b>	<b>19,985,907.88</b> <b>144,957.50</b>	<b>100.00%</b> <b>(203,123.89)</b>	<b>Aa1/AA</b> <b>AA</b>	<b>2.61</b> <b>2.25</b>
<b>Total Market Value + Accrued</b>						<b>20,130,865.38</b>			

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

## TRANSACTION LEDGER



City of Campbell | Account #11214 | As of December 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	12/02/2024	X9USDDGCM	8,531.25	DREYFUS GVT CM INST	1.000	4.51%	(8,531.25)	0.00	(8,531.25)	0.00
Purchase	12/03/2024	X9USDDGCM	2,767.11	DREYFUS GVT CM INST	1.000	4.51%	(2,767.11)	0.00	(2,767.11)	0.00
Purchase	12/05/2024	X9USDDGCM	62.67	DREYFUS GVT CM INST	1.000	4.50%	(62.67)	0.00	(62.67)	0.00
Purchase	12/11/2024	X9USDDGCM	5,456.25	DREYFUS GVT CM INST	1.000	4.51%	(5,456.25)	0.00	(5,456.25)	0.00
Purchase	12/12/2024	91282CMA6	400,000.00	UNITED STATES TREASURY 4.125 11/30/2029	100.137	4.09%	(400,546.88)	(543.96)	(401,090.84)	0.00
Purchase	12/12/2024	X9USDDGCM	608,834.99	DREYFUS GVT CM INST	1.000	4.51%	(608,834.99)	0.00	(608,834.99)	0.00
Purchase	12/13/2024	X9USDDGCM	4,491.00	DREYFUS GVT CM INST	1.000	4.50%	(4,491.00)	0.00	(4,491.00)	0.00
Purchase	12/16/2024	459058LN1	350,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 10/16/2029	98.197	4.29%	(343,689.50)	(2,260.42)	(345,949.92)	0.00
Purchase	12/16/2024	X9USDDGCM	9,499.81	DREYFUS GVT CM INST	1.000	4.49%	(9,499.81)	0.00	(9,499.81)	0.00
Purchase	12/19/2024	26442CAY0	250,000.00	DUKE ENERGY CAROLINAS LLC 2.45 08/15/2029	90.607	4.72%	(226,517.50)	(2,109.72)	(228,627.22)	0.00
Purchase	12/20/2024	X9USDDGCM	16,875.00	DREYFUS GVT CM INST	1.000	4.32%	(16,875.00)	0.00	(16,875.00)	0.00
Purchase	12/23/2024	X9USDDGCM	20,600.00	DREYFUS GVT CM INST	1.000	4.29%	(20,600.00)	0.00	(20,600.00)	0.00
Purchase	12/26/2024	X9USDDGCM	10,147.83	DREYFUS GVT CM INST	1.000	4.34%	(10,147.83)	0.00	(10,147.83)	0.00
Purchase	12/31/2024	91282CMD0	250,000.00	UNITED STATES TREASURY 4.375 12/31/2029	100.074	4.36%	(250,185.55)	0.00	(250,185.55)	0.00
<b>Total Purchase</b>			<b>1,937,265.91</b>				<b>(1,908,205.34)</b>	<b>(4,914.10)</b>	<b>(1,913,119.44)</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>1,937,265.91</b>				<b>(1,908,205.34)</b>	<b>(4,914.10)</b>	<b>(1,913,119.44)</b>	<b>0.00</b>
<b>OTHER</b>										
Sale	12/12/2024	3130ASLD9	(1,000,000.00)	FEDERAL HOME LOAN BANKS 3.65 07/21/2025	99.563	3.65%	995,630.00	(14,295.83)	1,009,925.83	(4,370.00)
Sale	12/16/2024	X9USDDGCM	(338,827.06)	DREYFUS GVT CM INST	1.000	4.49%	338,827.06	0.00	338,827.06	0.00
Sale	12/19/2024	X9USDDGCM	(228,627.22)	DREYFUS GVT CM INST	1.000	4.48%	228,627.22	0.00	228,627.22	0.00
Sale	12/31/2024	X9USDDGCM	(121,190.55)	DREYFUS GVT CM INST	1.000	4.35%	121,190.55	0.00	121,190.55	0.00
Sale	12/31/2024	X9USDDGCM	(116,307.50)	DREYFUS GVT CM INST	1.000	4.35%	116,307.50	0.00	116,307.50	0.00

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# TRANSACTION LEDGER



City of Campbell | Account #11214 | As of December 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>Total Sale</b>			<b>(1,804,952.33)</b>				<b>1,800,582.33</b>	<b>(14,295.83)</b>	<b>1,814,878.16</b>	<b>(4,370.00)</b>
<b>TOTAL OTHER TRANSACTIONS</b>			<b>(1,804,952.33)</b>				<b>1,800,582.33</b>	<b>(14,295.83)</b>	<b>1,814,878.16</b>	<b>(4,370.00)</b>
<b>OTHER</b>										
Coupon	12/01/2024	3137FKSH0	0.00	FHMS K-086 A2 3.859 11/25/2028		3.82%	482.37	0.00	482.37	0.00
Coupon	12/01/2024	3137FMCR1	0.00	FHMS K-093 A2 2.982 05/25/2029		4.14%	372.75	0.00	372.75	0.00
Coupon	12/01/2024	3137FPHK4	0.00	FHMS K-098 A2 2.425 08/25/2029		4.25%	606.25	0.00	606.25	0.00
Coupon	12/01/2024	3137FJEH8	0.00	FHMS K-081 A2 3.9 08/25/2028		4.53%	812.50	0.00	812.50	0.00
Coupon	12/01/2024	3137BSRE5	0.00	FHMS K-059 A2 3.12 09/25/2026		4.55%	650.00	0.00	650.00	0.00
Coupon	12/01/2024	3137FLN91	0.00	FHMS K-091 A2 3.505 03/25/2029		4.62%	876.25	0.00	876.25	0.00
Coupon	12/11/2024	24422EXT1	0.00	JOHN DEERE CAPITAL CORP 4.85 06/11/2029		4.40%	5,456.25	0.00	5,456.25	0.00
Coupon	12/13/2024	06406RBG1	0.00	BANK OF NEW YORK MELLON CORP 3.992 06/13/2028		4.23%	4,491.00	0.00	4,491.00	0.00
Coupon	12/15/2024	91282CHH7	0.00	UNITED STATES TREASURY 4.125 06/15/2026		4.10%	7,734.38	0.00	7,734.38	0.00
Coupon	12/15/2024	92970QAE5	0.00	WFCIT 2024-2 A 4.29 10/15/2029		4.33%	393.25	0.00	393.25	0.00
Coupon	12/15/2024	89239TAD4	0.00	TAOT 2024-D A3 4.4 06/15/2029		4.44%	220.00	0.00	220.00	0.00
Coupon	12/15/2024	891940AC2	0.00	TAOT 2023-A A3 4.63 09/15/2027		4.63%	578.75	0.00	578.75	0.00
Coupon	12/15/2024	34535VAD6	0.00	FORDO 2024-D 4.61 08/15/2029		4.66%	353.43	0.00	353.43	0.00
Coupon	12/16/2024	38014AAD3	0.00	GMCAR 2024-4 A3 4.4 08/16/2029		4.32%	220.00	0.00	220.00	0.00

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# TRANSACTION LEDGER



City of Campbell | Account #11214 | As of December 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	12/20/2024	3133ENZG8	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.375 06/20/2025		3.38%	16,875.00	0.00	16,875.00	0.00
Coupon	12/22/2024	3133ENZC7	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.12 06/22/2026		4.12%	20,600.00	0.00	20,600.00	0.00
Coupon	12/25/2024	437076DB5	0.00	HOME DEPOT INC 4.875 06/25/2027		4.25%	5,484.38	0.00	5,484.38	0.00
Coupon	12/25/2024	096919AD7	0.00	BMWOT 2024-A A3 5.18 02/26/2029		4.68%	863.33	0.00	863.33	0.00
Coupon	12/31/2024	91282CHK0	0.00	UNITED STATES TREASURY 4.0 06/30/2028		3.76%	7,000.00	0.00	7,000.00	0.00
Coupon	12/31/2024	91282CEV9	0.00	UNITED STATES TREASURY 3.25 06/30/2029		4.31%	5,687.50	0.00	5,687.50	0.00
<b>Total Coupon</b>			<b>0.00</b>				<b>79,757.39</b>	<b>0.00</b>	<b>79,757.39</b>	<b>0.00</b>
Principal Paydown	12/15/2024	891940AC2	7,122.86	TAOT 2023-A A3 4.63 09/15/2027		4.63%	7,122.86	--	7,122.86	0.00
<b>Total Principal Paydown</b>			<b>7,122.86</b>				<b>7,122.86</b>	<b>--</b>	<b>7,122.86</b>	<b>0.00</b>
<b>TOTAL OTHER TRANSACTIONS</b>			<b>7,122.86</b>				<b>86,880.25</b>	<b>0.00</b>	<b>86,880.25</b>	<b>0.00</b>

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# INCOME EARNED

City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
<b>CASH &amp; EQUIVALENTS</b>						
			11,361.03	0.00	0.00	
CCYUSD	Receivable		0.00	0.00	0.00	0.00
		1,043.56	0.00	0.00	0.00	
			1,043.56	0.00	0.00	
X9USDDGCM	DREYFUS GVT CM INST		125,447.09	0.00	0.00	
			687,265.91	2,829.78	0.00	2,829.78
		7,760.67	(804,952.33)	0.00	0.00	
			7,760.67	2,829.78	2,829.78	
			<b>136,808.12</b>	<b>0.00</b>	<b>0.00</b>	
			<b>687,265.91</b>	<b>2,829.78</b>	<b>0.00</b>	
			<b>(804,952.33)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Cash &amp; Equivalents</b>		<b>8,804.23</b>	<b>8,804.23</b>	<b>2,829.78</b>	<b>2,829.78</b>	<b>2,829.78</b>
<b>FIXED INCOME</b>						
02665WFK2	AMERICAN HONDA FINANCE CORP 4.9 07/09/2027	09/18/2024 09/19/2024 200,000.00	204,251.32 0.00 0.00 204,112.59	3,838.33 0.00 4,655.00 816.67	0.00 (138.73) (138.73) 677.94	677.94
06051GLG2	BANK OF AMERICA CORP 5.202 04/25/2029	08/12/2024 08/13/2024 150,000.00	152,342.38 0.00 0.00 152,283.86	780.30 0.00 1,430.55 650.25	0.00 (58.51) (58.51) 591.74	591.74
06406RBG1	BANK OF NEW YORK MELLON CORP 3.992 06/13/2028	09/05/2024 09/06/2024 225,000.00	223,287.40 0.00 0.00 223,344.86	4,191.60 4,491.00 449.10 748.50	57.46 0.00 57.46 805.96	805.96
096919AD7	BMWOT 2024-A A3 5.18 02/26/2029	11/20/2024 11/21/2024 200,000.00	202,161.82 0.00 0.00 202,106.44	172.67 863.33 172.67 863.33	0.00 (55.39) (55.39) 807.94	807.94
13063EGT7	CALIFORNIA STATE 4.5 08/01/2029	10/30/2024 11/05/2024 205,000.00	206,064.11 0.00 0.00 206,044.75	666.25 0.00 1,435.00 768.75	0.00 (19.36) (19.36) 749.39	749.39

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# INCOME EARNED

City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
14913UAU4	CATERPILLAR FINANCIAL SERVICES CORP 4.7 11/15/2029	11/12/2024 11/15/2024 250,000.00	249,596.07 0.00 0.00 249,602.99	522.22 0.00 1,501.39 979.17	6.92 0.00 6.92 986.08	986.08
24422EXT1	JOHN DEERE CAPITAL CORP 4.85 06/11/2029	08/12/2024 08/13/2024 225,000.00	229,067.34 0.00 0.00 228,991.06	5,153.13 5,456.25 606.25 909.38	0.00 (76.28) (76.28) 833.10	833.10
26442CAY0	DUKE ENERGY CAROLINAS LLC 2.45 08/15/2029	12/18/2024 12/19/2024 250,000.00	0.00 226,517.50 0.00 226,697.07	0.00 (2,109.72) 2,313.89 204.17	179.57 0.00 179.57 383.74	383.74
3130ANUR9	FEDERAL HOME LOAN BANKS 0.65 03/21/2025	09/21/2021 09/21/2021 1,000,000.00	1,000,000.00 0.00 0.00 1,000,000.00	1,263.89 0.00 1,805.56 541.67	0.00 0.00 0.00 541.67	541.67
3130ANVB3	FEDERAL HOME LOAN BANKS 0.8 09/17/2025	09/17/2021 09/17/2021 1,000,000.00	1,000,000.00 0.00 0.00 1,000,000.00	1,644.44 0.00 2,311.11 666.67	0.00 0.00 0.00 666.67	666.67
3130APFH3	FEDERAL HOME LOAN BANKS 0.81 07/29/2025	10/29/2021 10/29/2021 1,000,000.00	1,000,000.00 0.00 0.00 1,000,000.00	2,745.00 0.00 3,420.00 675.00	0.00 0.00 0.00 675.00	675.00
3130AQY49	FEDERAL HOME LOAN BANKS 2.0 02/27/2025	02/28/2022 02/28/2022 1,000,000.00	1,000,000.00 0.00 0.00 1,000,000.00	5,222.22 0.00 6,888.89 1,666.67	0.00 0.00 0.00 1,666.67	1,666.67
3130ASLD9	FEDERAL HOME LOAN BANKS 3.65 07/21/2025	07/21/2022 07/21/2022 0.00	1,000,000.00 0.00 (1,000,000.00) 0.00	13,180.56 14,295.83 0.00 1,115.27	0.00 0.00 0.00 1,115.27	1,115.27
3133ENZC7	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.12 06/22/2026	06/22/2022 06/22/2022 1,000,000.00	1,000,000.00 0.00 0.00 1,000,000.00	18,196.67 20,600.00 1,030.00 3,433.33	0.00 0.00 0.00 3,433.33	3,433.33

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# INCOME EARNED

City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3133ENZG8	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.375 06/20/2025	06/23/2022	999,974.23	15,093.75	3.97	2,816.47
		06/23/2022	0.00	16,875.00	0.00	
		1,000,000.00	0.00	1,031.25	3.97	
			999,978.21	2,812.50	2,816.47	
3133ENZY9	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.96 07/12/2027	07/12/2022	1,000,000.00	15,290.00	0.00	3,300.00
		07/12/2022	0.00	0.00	0.00	
		1,000,000.00	0.00	18,590.00	0.00	
			1,000,000.00	3,300.00	3,300.00	
3137BSRE5	FHMS K-059 A2 3.12 09/25/2026	11/21/2024	243,740.39	650.00	303.67	953.67
		11/26/2024	0.00	650.00	0.00	
		250,000.00	0.00	650.00	303.67	
			244,044.06	650.00	953.67	
3137FJEH8	FHMS K-081 A2 3.9 08/25/2028	11/21/2024	244,357.01	812.50	130.64	943.14
		11/26/2024	0.00	812.50	0.00	
		250,000.00	0.00	812.50	130.64	
			244,487.66	812.50	943.14	
3137FKSH0	FHMS K-086 A2 3.859 11/25/2028	09/18/2024	150,005.59	482.38	0.00	482.25
		09/23/2024	0.00	482.37	(0.12)	
		150,000.00	0.00	482.38	(0.12)	
			150,005.47	482.37	482.25	
3137FLN91	FHMS K-091 A2 3.505 03/25/2029	11/14/2024	287,173.46	876.25	256.37	1,132.62
		11/19/2024	0.00	876.25	0.00	
		300,000.00	0.00	876.25	256.37	
			287,429.82	876.25	1,132.62	
3137FMCR1	FHMS K-093 A2 2.982 05/25/2029	10/16/2024	143,097.44	372.75	132.74	505.49
		10/21/2024	0.00	372.75	0.00	
		150,000.00	0.00	372.75	132.74	
			143,230.18	372.75	505.49	
3137FPHK4	FHMS K-098 A2 2.425 08/25/2029	10/17/2024	276,985.56	606.25	418.69	1,024.94
		10/22/2024	0.00	606.25	0.00	
		300,000.00	0.00	606.25	418.69	
			277,404.25	606.25	1,024.94	
34535VAD6	FORDO 2024-D 4.61 08/15/2029	11/19/2024	119,996.17	138.30	0.07	461.07
		11/22/2024	0.00	353.43	0.00	
		120,000.00	0.00	245.87	0.07	
			119,996.24	461.00	461.07	

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# INCOME EARNED

City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
38014AAD3	GMCAR 2024-4 A3 4.4 08/16/2029	10/08/2024	59,988.74	110.00	0.20	220.20
		10/16/2024	0.00	220.00	0.00	
		60,000.00	0.00	110.00	0.20	
			59,988.94	220.00	220.20	
437076DB5	HOME DEPOT INC 4.875 06/25/2027	08/12/2024	228,266.02	4,753.13	0.00	802.19
		08/13/2024	0.00	5,484.38	(111.87)	
		225,000.00	0.00	182.81	(111.87)	
			228,154.15	914.07	802.19	
459058LN1	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 10/16/2029	12/13/2024	0.00	0.00	57.21	622.31
		12/16/2024	343,689.50	(2,260.42)	0.00	
		350,000.00	0.00	2,825.52	57.21	
			343,746.71	565.10	622.31	
46647PDG8	JPMORGAN CHASE & CO 4.851 07/25/2028	08/12/2024	150,837.62	2,546.78	0.00	579.49
		08/13/2024	0.00	0.00	(26.88)	
		150,000.00	0.00	3,153.15	(26.88)	
			150,810.74	606.38	579.49	
532457CQ9	ELI LILLY AND CO 4.2 08/14/2029	08/12/2024	234,783.45	2,933.58	3.91	826.41
		08/14/2024	0.00	0.00	0.00	
		235,000.00	0.00	3,756.08	3.91	
			234,787.36	822.50	826.41	
78017FZQ9	ROYAL BANK OF CANADA 4.51 10/18/2027	11/05/2024	249,028.12	1,346.74	28.67	968.25
		11/06/2024	0.00	0.00	0.00	
		250,000.00	0.00	2,286.32	28.67	
			249,056.78	939.58	968.25	
857477CP6	STATE STREET CORP 4.33 10/22/2027	11/07/2024	248,568.70	1,172.71	42.06	944.14
		11/08/2024	0.00	0.00	0.00	
		250,000.00	0.00	2,074.79	42.06	
			248,610.76	902.08	944.14	
891940AC2	TAOT 2023-A A3 4.63 09/15/2027	11/14/2024	150,057.25	308.67	0.00	558.90
		11/15/2024	0.00	578.75	(5.19)	
		142,877.14	(7,122.86)	294.01	(5.19)	
			142,929.20	564.09	558.90	
89236TMK8	TOYOTA MOTOR CREDIT CORP 4.55 08/09/2029	08/12/2024	225,532.77	3,185.00	0.00	843.48
		08/13/2024	0.00	0.00	(9.65)	
		225,000.00	0.00	4,038.13	(9.65)	
			225,523.12	853.13	843.48	

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# INCOME EARNED

City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
89239TAD4	TAOT 2024-D A3 4.4 06/15/2029	10/10/2024 10/17/2024 60,000.00	59,996.74 0.00 0.00 59,996.80	117.33 220.00 117.33 220.00	0.06 0.00 0.06 220.06	220.06
91159HJK7	US BANCORP 4.653 02/01/2029	09/05/2024 09/06/2024 200,000.00	201,038.79 0.00 0.00 201,010.95	3,102.00 0.00 3,877.50 775.50	0.00 (27.83) (27.83) 747.67	747.67
91282CEV9	UNITED STATES TREASURY 3.25 06/30/2029	11/18/2024 11/19/2024 350,000.00	334,701.60 0.00 0.00 334,985.24	4,760.19 5,687.50 31.42 958.73	283.64 0.00 283.64 1,242.38	1,242.38
91282CFK2	UNITED STATES TREASURY 3.5 09/15/2025	08/08/2024 08/09/2024 375,000.00	372,323.93 0.00 0.00 372,611.98	2,791.78 0.00 3,915.75 1,123.96	288.05 0.00 288.05 1,412.01	1,412.01
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	10/31/2024 11/01/2024 350,000.00	349,534.98 0.00 0.00 349,548.94	2,459.13 0.00 3,688.70 1,229.57	13.96 0.00 13.96 1,243.52	1,243.52
91282CGP0	UNITED STATES TREASURY 4.0 02/29/2028	08/08/2024 08/09/2024 375,000.00	376,416.46 0.00 0.00 376,379.41	3,812.15 0.00 5,096.69 1,284.53	0.00 (37.06) (37.06) 1,247.48	1,247.48
91282CGR6	UNITED STATES TREASURY 4.625 03/15/2026	08/20/2024 08/21/2024 350,000.00	352,088.71 0.00 0.00 351,950.65	3,443.20 0.00 4,829.42 1,386.22	0.00 (138.06) (138.06) 1,248.16	1,248.16
91282CHH7	UNITED STATES TREASURY 4.125 06/15/2026	08/08/2024 08/09/2024 375,000.00	375,146.09 0.00 0.00 375,138.02	7,142.67 7,734.38 722.44 1,314.15	0.00 (8.07) (8.07) 1,306.07	1,306.07
91282CHK0	UNITED STATES TREASURY 4.0 06/30/2028	08/20/2024 08/21/2024 350,000.00	352,790.07 0.00 0.00 352,723.89	5,858.70 7,000.00 38.67 1,179.98	0.00 (66.18) (66.18) 1,113.80	1,113.80

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# INCOME EARNED

City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CJC6	UNITED STATES TREASURY 4.625 10/15/2026	08/30/2024 08/30/2024 375,000.00	379,847.72 0.00 0.00 379,627.70	2,239.44 0.00 3,716.52 1,477.08	0.00 (220.03) (220.03) 1,257.05	1,257.05
91282CJF9	UNITED STATES TREASURY 4.875 10/31/2028	08/08/2024 08/09/2024 375,000.00	388,675.42 0.00 0.00 388,378.96	1,565.52 0.00 3,131.04 1,565.52	0.00 (296.46) (296.46) 1,269.06	1,269.06
91282CJL6	UNITED STATES TREASURY 4.875 11/30/2025	08/20/2024 08/21/2024 350,000.00	351,911.60 0.00 0.00 351,748.80	46.88 8,531.25 1,500.00 9,984.38	0.00 (162.80) (162.80) 9,821.57	9,821.57
91282CKD2	UNITED STATES TREASURY 4.25 02/28/2029	11/26/2024 11/27/2024 375,000.00	375,584.43 0.00 0.00 375,572.74	4,050.41 0.00 5,415.23 1,364.81	0.00 (11.69) (11.69) 1,353.12	1,353.12
91282CKE0	UNITED STATES TREASURY 4.25 03/15/2027	08/20/2024 08/21/2024 350,000.00	352,960.23 0.00 0.00 352,850.20	3,164.02 0.00 4,437.85 1,273.83	0.00 (110.03) (110.03) 1,163.79	1,163.79
91282CKG5	UNITED STATES TREASURY 4.125 03/31/2029	11/18/2024 11/19/2024 350,000.00	347,516.90 0.00 0.00 347,565.59	2,459.13 0.00 3,688.70 1,229.57	48.69 0.00 48.69 1,278.26	1,278.26
91282CKP5	UNITED STATES TREASURY 4.625 04/30/2029	08/08/2024 08/09/2024 375,000.00	386,751.44 0.00 0.00 386,525.31	1,485.24 0.00 2,970.48 1,485.24	0.00 (226.13) (226.13) 1,259.11	1,259.11
91282CKZ3	UNITED STATES TREASURY 4.375 07/15/2027	08/08/2024 08/09/2024 375,000.00	379,292.79 0.00 0.00 379,153.59	6,196.93 0.00 7,578.97 1,382.05	0.00 (139.20) (139.20) 1,242.85	1,242.85
91282CLC3	UNITED STATES TREASURY 4.0 07/31/2029	08/20/2024 08/21/2024 350,000.00	354,372.86 0.00 0.00 354,293.26	4,679.35 0.00 5,858.70 1,179.35	0.00 (79.60) (79.60) 1,099.75	1,099.75

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# INCOME EARNED

City of Campbell | Account #11214 | As of December 31, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CLK5	UNITED STATES TREASURY 3.625 08/31/2029	09/17/2024 09/18/2024 350,000.00	352,583.12 0.00 0.00 352,536.94	3,224.45 0.00 4,310.95 1,086.50	0.00 (46.18) (46.18) 1,040.32	1,040.32
91282CLN9	UNITED STATES TREASURY 3.5 09/30/2029	10/25/2024 10/28/2024 350,000.00	342,086.13 0.00 0.00 342,225.20	2,086.54 0.00 3,129.81 1,043.27	139.08 0.00 139.08 1,182.35	1,182.35
91282CLR0	UNITED STATES TREASURY 4.125 10/31/2029	11/18/2024 11/19/2024 350,000.00	347,433.18 0.00 0.00 347,477.51	1,236.36 0.00 2,472.72 1,236.36	44.33 0.00 44.33 1,280.69	1,280.69
91282CMA6	UNITED STATES TREASURY 4.125 11/30/2029	12/11/2024 12/12/2024 400,000.00	0.00 400,546.88 0.00 400,540.85	0.00 (543.96) 1,450.55 906.59	0.00 (6.03) (6.03) 900.56	900.56
91282CMD0	UNITED STATES TREASURY 4.375 12/31/2029	12/31/2024 12/31/2024 250,000.00	0.00 250,185.55 0.00 250,185.45	0.00 0.00 30.21 30.21	0.00 (0.10) (0.10) 30.11	30.11
91324PEY4	UNITEDHEALTH GROUP INC 4.6 04/15/2027	09/18/2024 09/19/2024 240,000.00	243,996.58 0.00 0.00 243,848.03	1,410.67 0.00 2,330.67 920.00	0.00 (148.55) (148.55) 771.45	771.45
92970QAE5	WFCIT 2024-2 A 4.29 10/15/2029	10/17/2024 10/24/2024 110,000.00	109,983.99 0.00 0.00 109,984.27	209.73 393.25 209.73 393.25	0.28 0.00 0.28 393.53	393.53
			<b>19,966,196.72</b>	<b>175,797.87</b>	<b>2,440.23</b>	
			<b>1,220,939.43</b>	<b>97,670.37</b>	<b>(2,225.98)</b>	
			<b>(1,007,122.86)</b>	<b>144,957.50</b>	<b>214.25</b>	
<b>Total Fixed Income</b>		<b>20,222,877.14</b>	<b>20,180,227.54</b>	<b>66,830.00</b>	<b>67,044.25</b>	<b>67,044.25</b>
			<b>20,103,004.84</b>	<b>175,797.87</b>	<b>2,440.23</b>	
			<b>1,908,205.34</b>	<b>100,500.15</b>	<b>(2,225.98)</b>	
			<b>(1,812,075.19)</b>	<b>144,957.50</b>	<b>214.25</b>	
<b>TOTAL PORTFOLIO</b>		<b>20,231,681.37</b>	<b>20,189,031.77</b>	<b>69,659.78</b>	<b>69,874.03</b>	<b>69,874.03</b>

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

## CASH FLOW REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
<b>JANUARY 2025</b>							
01/02/2025	Dividend	X9USDDGCM	7,760.67	DREYFUS GVT CM INST	1,043.56		1,043.56
01/09/2025	Coupon	02665WFK2	200,000.00	AMERICAN HONDA FINANCE CORP 4.9 07/09/2027		4,872.78	4,872.78
01/13/2025	Coupon	3133ENZ9	1,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.96 07/12/2027		19,800.00	19,800.00
01/15/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
01/15/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		546.23	546.23
01/15/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	8,849.94		8,849.94
01/15/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00
01/15/2025	Coupon	91282CKZ3	375,000.00	UNITED STATES TREASURY 4.375 07/15/2027		8,203.13	8,203.13
01/15/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25
01/16/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
01/27/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33
01/27/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		650.00	650.00
01/27/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
01/27/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
01/27/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
01/27/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
01/27/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25
01/27/2025	Coupon	46647PDG8	150,000.00	JPMORGAN CHASE & CO 4.851 07/25/2028		3,638.25	3,638.25
01/29/2025	Coupon	3130APFH3	1,000,000.00	FEDERAL HOME LOAN BANKS 0.81 07/29/2025		4,050.00	4,050.00
01/31/2025	Coupon	91282CLC3	350,000.00	UNITED STATES TREASURY 4.0 07/31/2029		7,000.00	7,000.00
<b>January 2025 Total</b>					<b>9,893.50</b>	<b>54,061.59</b>	<b>63,955.09</b>
<b>FEBRUARY 2025</b>							
02/03/2025	Coupon	13063EGT7	205,000.00	CALIFORNIA STATE 4.5 08/01/2029		2,203.75	2,203.75
02/03/2025	Coupon	91159HJK7	200,000.00	US BANCORP 4.653 02/01/2029		4,653.00	4,653.00
02/10/2025	Coupon	89236TMK8	225,000.00	TOYOTA MOTOR CREDIT CORP 4.55 08/09/2029		5,118.75	5,118.75
02/14/2025	Coupon	532457CQ9	235,000.00	ELI LILLY AND CO 4.2 08/14/2029		4,935.00	4,935.00
02/17/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
02/17/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
02/17/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		512.09	512.09

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

## CASH FLOW REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/17/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	8,723.95		8,723.95
02/17/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00
02/18/2025	Coupon	26442CAY0	250,000.00	DUKE ENERGY CAROLINAS LLC 2.45 08/15/2029		3,062.50	3,062.50
02/18/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25
02/25/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33
02/25/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		650.00	650.00
02/25/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
02/25/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
02/25/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
02/25/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
02/25/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25
02/27/2025	Coupon	3130AQY49	1,000,000.00	FEDERAL HOME LOAN BANKS 2.0 02/27/2025		10,000.00	10,000.00
02/27/2025	Final Maturity	3130AQY49	1,000,000.00	FEDERAL HOME LOAN BANKS 2.0 02/27/2025	1,000,000.00		1,000,000.00
02/28/2025	Coupon	91282CGP0	375,000.00	UNITED STATES TREASURY 4.0 02/29/2028		7,500.00	7,500.00
02/28/2025	Coupon	91282CKD2	375,000.00	UNITED STATES TREASURY 4.25 02/28/2029		7,968.75	7,968.75
02/28/2025	Coupon	91282CLK5	350,000.00	UNITED STATES TREASURY 3.625 08/31/2029		6,343.75	6,343.75
<b>February 2025 Total</b>					<b>1,008,723.95</b>	<b>58,248.80</b>	<b>1,066,972.75</b>
<b>MARCH 2025</b>							
03/17/2025	Coupon	3130ANVB3	1,000,000.00	FEDERAL HOME LOAN BANKS 0.8 09/17/2025		4,000.00	4,000.00
03/17/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
03/17/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
03/17/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		478.43	478.43
03/17/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	8,456.79		8,456.79
03/17/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00
03/17/2025	Coupon	91282CFK2	375,000.00	UNITED STATES TREASURY 3.5 09/15/2025		6,562.50	6,562.50
03/17/2025	Coupon	91282CGR6	350,000.00	UNITED STATES TREASURY 4.625 03/15/2026		8,093.75	8,093.75
03/17/2025	Coupon	91282CKE0	350,000.00	UNITED STATES TREASURY 4.25 03/15/2027		7,437.50	7,437.50
03/17/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25
03/21/2025	Coupon	3130ANUR9	1,000,000.00	FEDERAL HOME LOAN BANKS 0.65 03/21/2025		3,250.00	3,250.00
03/21/2025	Final Maturity	3130ANUR9	1,000,000.00	FEDERAL HOME LOAN BANKS 0.65 03/21/2025	1,000,000.00		1,000,000.00

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

## CASH FLOW REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/25/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33
03/25/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		650.00	650.00
03/25/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
03/25/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
03/25/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
03/25/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
03/25/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25
03/31/2025	Coupon	91282CFM8	350,000.00	UNITED STATES TREASURY 4.125 09/30/2027		7,218.75	7,218.75
03/31/2025	Coupon	91282CKG5	350,000.00	UNITED STATES TREASURY 4.125 03/31/2029		7,218.75	7,218.75
03/31/2025	Coupon	91282CLN9	350,000.00	UNITED STATES TREASURY 3.5 09/30/2029		6,125.00	6,125.00
<b>March 2025 Total</b>					<b>1,008,456.79</b>	<b>56,335.89</b>	<b>1,064,792.67</b>
<b>APRIL 2025</b>							
04/15/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
04/15/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		445.80	445.80
04/15/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	8,826.18		8,826.18
04/15/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00
04/15/2025	Coupon	91282CJC6	375,000.00	UNITED STATES TREASURY 4.625 10/15/2026		8,671.88	8,671.88
04/15/2025	Coupon	91324PEY4	240,000.00	UNITEDHEALTH GROUP INC 4.6 04/15/2027		5,520.00	5,520.00
04/15/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25
04/16/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
04/16/2025	Coupon	459058LN1	350,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 10/16/2029		6,781.25	6,781.25
04/18/2025	Coupon	78017FZQ9	250,000.00	ROYAL BANK OF CANADA 4.51 10/18/2027		5,637.50	5,637.50
04/22/2025	Coupon	857477CP6	250,000.00	STATE STREET CORP 4.33 10/22/2027		5,412.50	5,412.50
04/25/2025	Coupon	06051GLG2	150,000.00	BANK OF AMERICA CORP 5.202 04/25/2029		3,901.50	3,901.50
04/25/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33
04/25/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		650.00	650.00
04/25/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
04/25/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
04/25/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
04/25/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
04/25/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

## CASH FLOW REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/30/2025	Coupon	91282CJF9	375,000.00	UNITED STATES TREASURY 4.875 10/31/2028		9,140.63	9,140.63
04/30/2025	Coupon	91282CKP5	375,000.00	UNITED STATES TREASURY 4.625 04/30/2029		8,671.88	8,671.88
04/30/2025	Coupon	91282CLR0	350,000.00	UNITED STATES TREASURY 4.125 10/31/2029		7,218.75	7,218.75
<b>April 2025 Total</b>					<b>8,826.18</b>	<b>67,352.88</b>	<b>76,179.06</b>
<b>MAY 2025</b>							
05/15/2025	Coupon	14913UUAU4	250,000.00	CATERPILLAR FINANCIAL SERVICES CORP 4.7 11/15/2029		5,875.00	5,875.00
05/15/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
05/15/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		411.74	411.74
05/15/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	8,155.81		8,155.81
05/15/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00
05/15/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25
05/16/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
05/26/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33
05/26/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		650.00	650.00
05/26/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
05/26/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
05/26/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
05/26/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
05/26/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25
<b>May 2025 Total</b>					<b>8,155.81</b>	<b>12,237.95</b>	<b>20,393.76</b>
<b>JUNE 2025</b>							
06/02/2025	Coupon	91282CJL6	350,000.00	UNITED STATES TREASURY 4.875 11/30/2025		8,531.25	8,531.25
06/02/2025	Coupon	91282CMA6	400,000.00	UNITED STATES TREASURY 4.125 11/30/2029		8,250.00	8,250.00
06/11/2025	Coupon	24422EXT1	225,000.00	JOHN DEERE CAPITAL CORP 4.85 06/11/2029		5,456.25	5,456.25
06/13/2025	Coupon	06406RBG1	225,000.00	BANK OF NEW YORK MELLON CORP 3.992 06/13/2028		4,491.00	4,491.00
06/16/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
06/16/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
06/16/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		380.28	380.28
06/16/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	7,521.51		7,521.51
06/16/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

## CASH FLOW REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/16/2025	Coupon	91282CHH7	375,000.00	UNITED STATES TREASURY 4.125 06/15/2026		7,734.38	7,734.38
06/16/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25
06/20/2025	Coupon	3133ENZG8	1,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.375 06/20/2025		16,875.00	16,875.00
06/20/2025	Final Maturity	3133ENZG8	1,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.375 06/20/2025	1,000,000.00		1,000,000.00
06/23/2025	Coupon	3133ENZC7	1,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.12 06/22/2026		20,600.00	20,600.00
06/25/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33
06/25/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		650.00	650.00
06/25/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
06/25/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
06/25/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
06/25/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
06/25/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25
06/25/2025	Coupon	437076DB5	225,000.00	HOME DEPOT INC 4.875 06/25/2027		5,484.38	5,484.38
06/30/2025	Coupon	91282CEV9	350,000.00	UNITED STATES TREASURY 3.25 06/30/2029		5,687.50	5,687.50
06/30/2025	Coupon	91282CHK0	350,000.00	UNITED STATES TREASURY 4.0 06/30/2028		7,000.00	7,000.00
06/30/2025	Coupon	91282CMD0	250,000.00	UNITED STATES TREASURY 4.375 12/31/2029		5,468.75	5,468.75
<b>June 2025 Total</b>					<b>1,007,521.51</b>	<b>101,909.98</b>	<b>1,109,431.50</b>
<b>JULY 2025</b>							
07/09/2025	Coupon	02665WFK2	200,000.00	AMERICAN HONDA FINANCE CORP 4.9 07/09/2027		4,900.00	4,900.00
07/14/2025	Coupon	3133ENZY9	1,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.96 07/12/2027		19,800.00	19,800.00
07/15/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
07/15/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		351.26	351.26
07/15/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	7,366.68		7,366.68
07/15/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00
07/15/2025	Coupon	91282CKZ3	375,000.00	UNITED STATES TREASURY 4.375 07/15/2027		8,203.13	8,203.13
07/15/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25
07/16/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
07/25/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33

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# CASH FLOW REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/25/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		650.00	650.00
07/25/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
07/25/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
07/25/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
07/25/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
07/25/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25
07/25/2025	Coupon	46647PDG8	150,000.00	JPMORGAN CHASE & CO 4.851 07/25/2028		3,638.25	3,638.25
07/29/2025	Coupon	3130APFH3	1,000,000.00	FEDERAL HOME LOAN BANKS 0.81 07/29/2025		4,050.00	4,050.00
07/29/2025	Final Maturity	3130APFH3	1,000,000.00	FEDERAL HOME LOAN BANKS 0.81 07/29/2025	1,000,000.00		1,000,000.00
07/31/2025	Coupon	91282CLC3	350,000.00	UNITED STATES TREASURY 4.0 07/31/2029		7,000.00	7,000.00
<b>July 2025 Total</b>					<b>1,007,366.68</b>	<b>53,893.84</b>	<b>1,061,260.52</b>
<b>AUGUST 2025</b>							
08/01/2025	Coupon	13063EGT7	205,000.00	CALIFORNIA STATE 4.5 08/01/2029		4,612.50	4,612.50
08/01/2025	Coupon	91159HJK7	200,000.00	US BANCORP 4.653 02/01/2029		4,653.00	4,653.00
08/11/2025	Coupon	89236TMK8	225,000.00	TOYOTA MOTOR CREDIT CORP 4.55 08/09/2029		5,118.75	5,118.75
08/14/2025	Coupon	532457CQ9	235,000.00	ELI LILLY AND CO 4.2 08/14/2029		4,935.00	4,935.00
08/15/2025	Coupon	26442CAY0	250,000.00	DUKE ENERGY CAROLINAS LLC 2.45 08/15/2029		3,062.50	3,062.50
08/15/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
08/15/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		322.83	322.83
08/15/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	7,085.73		7,085.73
08/15/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00
08/15/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25
08/18/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
08/25/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33
08/25/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		650.00	650.00
08/25/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
08/25/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
08/25/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
08/25/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
08/25/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25
<b>August 2025 Total</b>					<b>7,085.73</b>	<b>28,655.79</b>	<b>35,741.52</b>

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## CASH FLOW REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
<b>SEPTEMBER 2025</b>							
09/02/2025	Coupon	91282CGP0	375,000.00	UNITED STATES TREASURY 4.0 02/29/2028		7,500.00	7,500.00
09/02/2025	Coupon	91282CKD2	375,000.00	UNITED STATES TREASURY 4.25 02/28/2029		7,968.75	7,968.75
09/02/2025	Coupon	91282CLK5	350,000.00	UNITED STATES TREASURY 3.625 08/31/2029		6,343.75	6,343.75
09/15/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
09/15/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		295.49	295.49
09/15/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	6,715.57		6,715.57
09/15/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00
09/15/2025	Coupon	91282CFK2	375,000.00	UNITED STATES TREASURY 3.5 09/15/2025		6,562.50	6,562.50
09/15/2025	Final Maturity	91282CFK2	375,000.00	UNITED STATES TREASURY 3.5 09/15/2025	375,000.00		375,000.00
09/15/2025	Coupon	91282CGR6	350,000.00	UNITED STATES TREASURY 4.625 03/15/2026		8,093.75	8,093.75
09/15/2025	Coupon	91282CKE0	350,000.00	UNITED STATES TREASURY 4.25 03/15/2027		7,437.50	7,437.50
09/15/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25
09/16/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
09/17/2025	Coupon	3130ANVB3	1,000,000.00	FEDERAL HOME LOAN BANKS 0.8 09/17/2025		4,000.00	4,000.00
09/17/2025	Final Maturity	3130ANVB3	1,000,000.00	FEDERAL HOME LOAN BANKS 0.8 09/17/2025	1,000,000.00		1,000,000.00
09/25/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33
09/25/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		650.00	650.00
09/25/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
09/25/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
09/25/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
09/25/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
09/25/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25
09/30/2025	Coupon	91282CFM8	350,000.00	UNITED STATES TREASURY 4.125 09/30/2027		7,218.75	7,218.75
09/30/2025	Coupon	91282CKG5	350,000.00	UNITED STATES TREASURY 4.125 03/31/2029		7,218.75	7,218.75
09/30/2025	Coupon	91282CLN9	350,000.00	UNITED STATES TREASURY 3.5 09/30/2029		6,125.00	6,125.00
<b>September 2025 Total</b>					<b>1,381,715.57</b>	<b>74,715.45</b>	<b>1,456,431.02</b>
<b>OCTOBER 2025</b>							
10/15/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
10/15/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		269.58	269.58
10/15/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	6,453.13		6,453.13

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

## CASH FLOW REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/15/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00
10/15/2025	Coupon	91282CJC6	375,000.00	UNITED STATES TREASURY 4.625 10/15/2026		8,671.88	8,671.88
10/15/2025	Coupon	91324PEY4	240,000.00	UNITEDHEALTH GROUP INC 4.6 04/15/2027		5,520.00	5,520.00
10/15/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25
10/16/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
10/16/2025	Coupon	459058LN1	350,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 10/16/2029		6,781.25	6,781.25
10/20/2025	Coupon	78017FZQ9	250,000.00	ROYAL BANK OF CANADA 4.51 10/18/2027		5,637.50	5,637.50
10/22/2025	Coupon	857477CP6	250,000.00	STATE STREET CORP 4.33 10/22/2027		5,412.50	5,412.50
10/27/2025	Coupon	06051GLG2	150,000.00	BANK OF AMERICA CORP 5.202 04/25/2029		3,901.50	3,901.50
10/27/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33
10/27/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		650.00	650.00
10/27/2025	Principal Paydown	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026	512.94		512.94
10/27/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
10/27/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
10/27/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
10/27/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
10/27/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25
10/31/2025	Coupon	91282CJF9	375,000.00	UNITED STATES TREASURY 4.875 10/31/2028		9,140.63	9,140.63
10/31/2025	Coupon	91282CKP5	375,000.00	UNITED STATES TREASURY 4.625 04/30/2029		8,671.88	8,671.88
10/31/2025	Coupon	91282CLR0	350,000.00	UNITED STATES TREASURY 4.125 10/31/2029		7,218.75	7,218.75
<b>October 2025</b>							
<b>Total</b>					<b>6,966.07</b>	<b>67,176.67</b>	<b>74,142.74</b>
<b>NOVEMBER 2025</b>							
11/17/2025	Coupon	14913UUAU4	250,000.00	CATERPILLAR FINANCIAL SERVICES CORP 4.7 11/15/2029		5,875.00	5,875.00
11/17/2025	Coupon	34535VAD6	120,000.00	FORDO 2024-D 4.61 08/15/2029		461.00	461.00
11/17/2025	Coupon	38014AAD3	60,000.00	GMCAR 2024-4 A3 4.4 08/16/2029		213.50	213.50
11/17/2025	Coupon	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027		244.68	244.68
11/17/2025	Principal Paydown	891940AC2	142,877.14	TAOT 2023-A A3 4.63 09/15/2027	6,308.61		6,308.61
11/17/2025	Coupon	89239TAD4	60,000.00	TAOT 2024-D A3 4.4 06/15/2029		220.00	220.00
11/17/2025	Coupon	92970QAE5	110,000.00	WFCIT 2024-2 A 4.29 10/15/2029		393.25	393.25

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

# CASH FLOW REPORT



City of Campbell | Account #11214 | As of December 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/25/2025	Coupon	096919AD7	200,000.00	BMWOT 2024-A A3 5.18 02/26/2029		863.33	863.33
11/25/2025	Coupon	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026		648.67	648.67
11/25/2025	Principal Paydown	3137BSRE5	250,000.00	FHMS K-059 A2 3.12 09/25/2026	489.17		489.17
11/25/2025	Coupon	3137FJEH8	250,000.00	FHMS K-081 A2 3.9 08/25/2028		812.50	812.50
11/25/2025	Coupon	3137FKSH0	150,000.00	FHMS K-086 A2 3.859 11/25/2028		482.38	482.38
11/25/2025	Coupon	3137FLN91	300,000.00	FHMS K-091 A2 3.505 03/25/2029		876.25	876.25
11/25/2025	Coupon	3137FMCR1	150,000.00	FHMS K-093 A2 2.982 05/25/2029		372.75	372.75
11/25/2025	Coupon	3137FPHK4	300,000.00	FHMS K-098 A2 2.425 08/25/2029		606.25	606.25
<b>November 2025</b>							
<b>Total</b>					<b>6,797.78</b>	<b>12,069.56</b>	<b>18,867.34</b>
<b>Grand Total</b>			<b>59,986,057.85</b>		<b>5,461,509.58</b>	<b>586,658.40</b>	<b>6,048,167.98</b>

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December

## IMPORTANT DISCLOSURES

City of Campbell | Account #11214 | As of December 31, 2024

Chandler Asset Management, Inc. (“Chandler”) is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV). To obtain a copy of our current disclosures, you may contact your client service representative by calling the number on the front of this statement or you may visit our website at [www.chandlerasset.com](http://www.chandlerasset.com).

Information contained in this monthly statement is confidential and is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this statement, but may become outdated or superseded at any time without notice.

**Custody:** Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

**Valuation:** Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

**Performance:** Performance results are presented gross-of-advisory fees and represent the client’s Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

Source ICE Data Indices, LLC (“ICE”), used with permission. ICE PERMITS USE OF THE ICE INDICES AND RELATED DATA ON AN “AS IS” BASIS; ICE, ITS AFFILIATES AND THEIR RESPECTIVE THIRD PARTY SUPPLIERS DISCLAIM ANY AND ALL WARRANTIES AND REPRESENTATIONS, EXPRESS AND/OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, INCLUDING THE INDICES, INDEX DATA AND ANY DATA INCLUDED IN, RELATED TO, OR DERIVED THEREFROM. NEITHER ICE DATA, ITS AFFILIATES OR THEIR RESPECTIVE THIRD PARTY PROVIDERS GUARANTEE THE QUALITY, ADEQUACY, ACCURACY, TIMELINESS OR COMPLETENESS OF THE INDICES OR THE INDEX DATA OR ANY COMPONENT THEREOF, AND THE INDICES AND INDEX DATA AND ALL COMPONENTS THEREOF ARE PROVIDED ON AN “AS IS” BASIS AND LICENSEE’S USE IS AT LICENSEE’S OWN RISK. ICE DATA, ITS AFFILIATES AND THEIR RESPECTIVE THIRD PARTY DO NOT SPONSOR, ENDORSE, OR RECOMMEND CHANDLER, OR ANY OF ITS PRODUCTS OR SERVICES.

Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

**Ratings:** Ratings information have been provided by Moody’s, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities (“MBS”) reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a high rating by S&P, Moody’s and Fitch respectively.

# BENCHMARK INDEX & DISCLOSURES



City of Campbell | Account #11214 | As of December 31, 2024

Benchmark	Disclosure
ICE BofA 1-5 Yr US Treasury & Agency Index	The ICE BofA 1-5 Year US Treasury & Agency Index tracks the performance of US dollar denominated US Treasury and nonsubordinated US agency debt issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&P and Fitch). Qualifying securities must have at least one year remaining term to final maturity and less than five years remaining term to final maturity, at least 18 months to maturity at time of issuance, a fixed coupon schedule, and a minimum amount outstanding of \$1 billion for sovereigns and \$250 million for agencies.

Attachment: Chandler Monthly statement- 12.31.24 (Monthly Investment Transactions Report December



# City Council Report

Item: 5  
 Category: CONSENT CALENDAR  
 Meeting Date: February 4, 2025

**TITLE: Monthly Treasurer's Report (December 2024)**

## RECOMMENDED ACTION

That the City Council review and accept the Monthly Treasurer's Report for the month ended December 31, 2024.

## BACKGROUND

California government code section 41004 requires that the City Treasurer submits to the City Clerk and the legislative body a written report and accounting of all receipts, disbursements, and fund balances. The City of Campbell's Finance Director has the responsibility of City Treasurer. This report has been prepared to fulfill this requirement.

This report provides financial transaction data for the City of Campbell's Funds collectively, including the City's General (Operating) Fund.

## DISCUSSION

This Monthly Treasurer's Report details and summarizes receipts, disbursements, and fund balances for the month ended December 31, 2024. As shown in **Attachment A**, the City recognized \$6.8 million in revenues and incurred \$12.7 million in expenditures in total, for all City funds. The City's overall ending fund balance for December 2024 is \$74.5 million, an increase of \$2.4 million from the prior month.

For the month of December 2024, the City's General Fund recognized \$5.3 million in revenues and incurred \$5.7 million in expenditures. Of the revenues received, \$2 and \$1.5 million are attributed to property tax and sales tax, respectively. The City's ending General Fund balance for December 2024 is \$13.5 million, an increase of \$3.1 from the prior month.

## FISCAL IMPACT

There is no fiscal impact associated with the review and acceptance of the Monthly Treasurer's Report.

Prepared by:   
Carolina Vargas, Accountant

Approved by:   
Brian Loventhal, City Manager

**Attachment:**

- a. 2024.12 Fund Balance Report

**City of Campbell**  
**Changes in Total Fund Balance**  
**For the month ended December 31, 2024**

<b>Fund Description</b>	<b>Beginning Fund Balance 07/01/2024</b>	<b>Increase/ (Decrease) July-Nov</b>	<b>Current Revenue</b>	<b>Current Expenditure</b>	<b>Transfer In</b>	<b>Transfer Out</b>	<b>Fund Balance as of 12/31/2024</b>
<b>General Fund</b>							
Nonspendable Fund Balance							
Leases	\$ 199,081.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199,081.00
<b>Committed Fund Balance</b>							
General Plan Update	-	-	-	-	-	-	-
Compensated Absences	970,698.00	-	-	-	-	-	970,698.00
Liability Insurance	157,936.00	-	-	-	-	-	157,936.00
Available Capital Improvement Reserve	212,351.00	-	-	-	-	-	212,351.00
Committed Capital Improvement Reserve	1,240,899.00	-	-	-	-	-	1,240,899.00
Community Center Facility	149,706.00	-	-	-	-	-	149,706.00
Heritage Theater	180,344.00	-	-	-	-	-	180,344.00
Historic Preservation	5,000.00	-	-	-	-	-	5,000.00
<b>Assigned Fund Balance</b>							
Capital Projects (Construction Tax)	138,406.00	-	-	-	-	-	138,406.00
Unemployment Insurance	90,000.00	-	-	-	-	-	90,000.00
PERS	2,252,000.00	-	-	-	-	-	2,252,000.00
OPEB	393,315.00	-	-	-	-	-	393,315.00
Encumbrances	917,512.00	-	-	-	-	-	917,512.00
<b>Unassigned Fund Balance</b>							
Unassigned	1,000,000.00	(6,083,830.89)	5,312,955.71	(5,670,245.02)	100,008.00	(1,087,150.00)	(6,428,262.20)
City Council Reserve	362,624.00	-	-	-	-	-	362,624.00
Economic Fluctuations	9,485,886.00	-	-	-	-	-	9,485,886.00
Emergency	3,207,454.00	-	-	-	-	-	3,207,454.00
<b>General Fund Total</b>	<b>20,963,212.00</b>	<b>(6,083,830.89)</b>	<b>5,312,955.71</b>	<b>(5,670,245.02)</b>	<b>100,008.00</b>	<b>(1,087,150.00)</b>	<b>13,534,949.80</b>
<b>Special Revenue</b>							
Vehicle Impact	1,965,110.00	325,828.94	46,613.44	-	-	-	2,337,552.38
Gas Tax	2,253,391.00	(2,507.96)	198,754.86	(199,292.43)	-	-	2,250,345.47
Asset Forfeiture	115,115.00	34,864.33	65.39	-	-	34,864.33	150,044.72
Lighting & Landscape District	1,589,745.00	(1,333,399.52)	441,278.63	(329,253.90)	364,000.00	-	732,370.21
Housing & Community Development	346.00	-	-	-	-	-	346.00
Environmental Services	1,111,979.00	37,011.55	21,735.87	(80,569.03)	-	-	1,090,157.39
Supplemental Law Enforcement	213,944.00	(46,753.19)	8,333.34	(58,808.53)	-	-	116,715.62
State & Other Grants	(857,056.11)	289,322.00	-	-	-	-	(567,734.11)
TDA Grant	350,451.35	2,961.00	-	-	-	-	353,412.35
Federal Grants	549,231.30	24,344.73	-	-	-	-	573,576.03
ARPA Fund	-	64,108.00	-	(2,163.81)	-	-	61,944.19
Housing Assistance	8,520,812.00	(194,385.70)	-	(31,889.28)	-	-	8,294,537.02
Community Restitution Fund	136,815.00	21,513.98	1,939.00	-	-	-	160,267.98
Community Facilities District #1	982.00	(1,657.98)	-	(36,004.00)	-	(72,008.00)	(108,687.98)
Community Facilities District #2	224,342.00	(2,028.67)	-	(7,257.84)	-	(6,000.00)	209,055.49
Parkland Dedication	3,963,820.00	2,096,270.19	63,037.00	-	-	-	6,123,127.19
Recreation - Private Grants	6,598.65	51.00	-	-	-	-	6,649.65
Adult Center	23,882.00	140.00	-	-	-	-	24,022.00
<b>Special Revenue Fund Total</b>	<b>20,169,508.19</b>	<b>1,315,682.70</b>	<b>781,757.53</b>	<b>(745,238.82)</b>	<b>364,000.00</b>	<b>(78,008.00)</b>	<b>21,807,701.60</b>
<b>Debt Service</b>							
Measure O	2,382,817.00	82,086.42	3,751.40	(2,263,450.00)	-	-	205,204.82
LID #30	34,008.00	272.00	-	-	-	-	34,280.00
2016 Refunding Lease Revenue Bond	33,105.00	(697,815.01)	191,605.51	-	383,200.00	-	(89,904.50)
<b>Debt Service Fund Total</b>	<b>2,449,930.00</b>	<b>(615,456.59)</b>	<b>195,356.91</b>	<b>(2,263,450.00)</b>	<b>383,200.00</b>	<b>-</b>	<b>149,580.32</b>
<b>Internal Service Fund</b>							
Motor Vehicle Pool	976,045.00	98,368.61	106,925.67	(78,613.32)	-	(25,000.00)	1,077,725.96
Information Technology Pool	(535,015.00)	(265,171.09)	268,307.65	(136,837.24)	342,950.00	-	(325,765.68)
Worker's Compensation	1,479,563.00	124,054.85	52,972.15	-	-	-	1,656,590.00
<b>Internal Service Fund Total</b>	<b>1,920,593.00</b>	<b>(42,747.63)</b>	<b>428,205.47</b>	<b>(215,450.56)</b>	<b>342,950.00</b>	<b>(25,000.00)</b>	<b>2,408,550.28</b>
<b>Trust/Agency</b>							
Successor Agency	2,093,549.00	(134,242.26)	4.57	-	-	-	1,959,311.31
West Valley Solid Waste JPA	590,274.00	406,802.31	61,608.92	(78,643.82)	-	-	980,041.41
SCC Specialized Enforcement Team	1,476,719.00	(92,451.14)	-	-	-	-	1,384,267.86
<b>Trust/Agency Fund Total</b>	<b>4,160,542.00</b>	<b>180,108.91</b>	<b>61,613.49</b>	<b>(78,643.82)</b>	<b>-</b>	<b>-</b>	<b>4,323,620.58</b>
<b>Capital Project</b>							
Capital Projects Fund	968,320.00	(1,450,116.47)	-	(352,847.73)	-	-	(834,644.20)
Measure O CIP Fund	40,391,087.00	(3,946,997.21)	-	(3,365,458.18)	-	-	33,078,631.61
<b>Capital Project Fund Total</b>	<b>41,359,407.00</b>	<b>(5,397,113.68)</b>	<b>-</b>	<b>(3,718,305.91)</b>	<b>-</b>	<b>-</b>	<b>32,243,987.41</b>
<b>Total City</b>	<b>\$ 91,023,192.19</b>	<b>\$ (10,643,357.18)</b>	<b>\$ 6,779,889.11</b>	<b>\$ (12,691,334.13)</b>	<b>\$ 1,190,158.00</b>	<b>\$ (1,190,158.00)</b>	<b>\$ 74,468,389.99</b>

Attachment: 2024.12 Fund Balance Report (Monthly Treasurer's Report (December 2024))



*City  
Council  
Report*

**Item:** 6  
**Category:** CONSENT CALENDAR  
**Meeting Date:** February 4, 2025

**TITLE:** Accept the Resignation of Bill Zhang from the Historic Preservation Board

**RECOMMENDED ACTION**

That the City Council accept the resignation of Bill Zhang from the Civic Historic Preservation Board and direct the City Clerk to prepare the Notice of Unscheduled Vacancy and advertise the vacancy.

**DISCUSSION**

Bill Zhang submitted a letter of resignation on January 22, 2025, effective immediately. Board Member Zhang stated he is no longer living within the City of Campbell limits. Attached is an e-mail from Board Member Zhang stating his resignation. City Council Policy 1.9a states that the City advisory commissions (with the exception of the Building Board of Appeals and Landlord Representatives on the Rental Increase Fact Finding Committee) shall be limited to persons residing within the City limits.

The term of Board Member Zhang would set to end on October 31, 2025. Given that recent recruitment efforts have needed to be extended in order to receive enough applications to fill vacant positions, it is recommended that the City Council accept the resignation and direct the City Clerk to prepare the Notice of the Unscheduled Vacancy for the remainder of the current term and an additional full term, with a term expiration of October 2029.

Staff recommends the City Council accept the resignation, and direct the City Clerk to prepare the Notice of Unscheduled Vacancy. At that time, the City Clerk will open a recruitment for one (1) full-term expiring October, 2029.

**FISCAL IMPACT**

There is no fiscal impact associated with accepting the resignation of Board Member Zhang from the Historic Preservation Board and preparing the Notice of Unscheduled Vacancy.

Prepared by:   
Andrea Sanders, City Clerk

Approved by:   
Brian Loventhal, City Manager

**Attachment:**

- a. B. Zhang HPB Resignation 1.22.25

**From:** [Ken Ramirez](#)  
**To:** [Andrea Sanders](#)  
**Cc:** [Daniel Fama](#); [Rob Eastwood](#)  
**Subject:** FW: Historic Preservation Board Special Meeting Agenda for 1/2/2025  
**Date:** Wednesday, January 22, 2025 3:07:23 PM  
**Attachments:** [image007.png](#)  
[image005.png](#)  
[image008.png](#)  
[image004.png](#)  
[image003.png](#)  
[image001.png](#)

Hi Andrea,

Below please find the formal resignation of Bill Zhang from his role as Board Member of the Historic Preservation Board.

Thank you,

**Ken Ramirez**  
**Administrative Analyst**

City of Campbell | Community Development Department  
 70 N. First Street | Campbell, CA 95008  
 408.866.2732 (call or text)  
[kenr@campbellca.gov](mailto:kenr@campbellca.gov) [www.campbellca.gov](http://www.campbellca.gov)



Book a Virtual Appointment with a Planner [here](#).  
 Apply for Planning and Building Permits [here](#)

---

**From:** Biao Zhang <[REDACTED]>  
**Sent:** Wednesday, January 22, 2025 2:58 PM  
**To:** Ken Ramirez <kenr@campbellca.gov>  
**Cc:** Daniel Fama <danielf@campbellca.gov>  
**Subject:** Re: Historic Preservation Board Special Meeting Agenda for 1/2/2025

**WARNING: This email originated from an external sender! Please do not open attachments or click on links unless you are certain it is legitimate.**

Hi Daniel and Ken,

I hope this message finds you well. I am writing to let you know that I must step down from my position on the Historic Preservation Board, as I no longer reside in Campbell and cannot commute to attend meetings.

It has been an honor to serve alongside such dedicated individuals, and I deeply appreciate the opportunity to contribute to the board's work.

Thank you for your understanding.

Sincerely,

Attachment: B. Zhang HPB Resignation 1.22.25 (Accept the Resignation of HPB Member Bill Zhang)

Biao/Bill

Let me know if it works for you!



*City  
Council  
Report*

Item: 7  
Category: CONSENT CALENDAR  
Meeting Date: February 4, 2025

**TITLE: Accept the Campbell Community Center – Building M Roof Replacement Project 24-SS and File the Notice of Completion**

**RECOMMENDED ACTION**

That the City Council adopt a resolution accepting the Campbell Community Center - Building M Roof Replacement Project (CIP No. 24-SS) and directing the Public Works Director or designee to file the Notice of Completion.

**BACKGROUND**

In recent years, many of the roofs across the Campbell Community Center's buildings and walkways have required frequent, costly repairs due to damage from weather-related events and/or prolonged exposure to the elements. Among these, the roof of Building M – an essential component of the Center's largest facility – emerged as a major concern. Installed over 30 years ago, the Building M roof had reached a point of deterioration where routine maintenance and repairs were no longer effective. This prompted staff to begin replacement efforts to ensure that the educational programs housed within the building remained operational.

In June 2023, the Campbell Community Center (CCC) – Building M Roof Replacement project (CIP No. 24-SS) was approved upon the adoption of the City's annual CIP budget for FY 2024, with \$400,000 allocated to the project for its implementation during that fiscal year. In January 2024, the City Council adopted Resolution No. 13099, approving the project's plans and specifications and authorizing staff to solicit bids from qualified contractors interested in providing construction services to complete the project. The resolution also authorized the subsequent award of a service contract up to \$300,000, with an additional 20% contingency of \$60,000 to cover any unforeseen expenses during construction.

The construction specifications for the Building M project (No. 24-SS) were advertised for bidding on January 24, 2024, with contractors instructed to submit their bids by 2:00 p.m. on February 26, 2024. By the close of the submission period, the City had received eight proposals, all exceeding the \$300,000 contract amount previously approved by the City Council. During their post-bid analysis, staff discovered that the bid outcomes reflected a sudden surge in the market that occurred during the latter half of 2023, which resulted in high inflation rates and significant cost increases for various roofing-

related materials. In response, staff identified a more cost-effective application method and materials as alternatives to those specified in the original bid specifications. However, implementing these changes and achieving the anticipated cost savings required the City Council's approval and authorization to reject the bids received and rebid the project with the revised specifications.

On April 2, 2024, the City Council adopted Resolution No. 13138 (Attachment B), which authorized the rejection of the bids received for the Building M project and approved the revised project specifications. The resolution also authorized staff to rebid the project with the updated specifications and subsequently award a service contract to the lowest responsive bidder, in an amount not to exceed \$350,000, along with a 14% contingency (\$50,000) to cover any unforeseen work or services required during the project's implementation.

Following staff's review of the proposals received from the rebid, the City awarded a service contract to Clean Roofing, in the amount of \$381,026, for the materials and labor services to complete the Building M Roof Replacement project. While the City Council had approved a \$350,000 contract amount, the project's approved CIP budget of \$400,000 provided sufficient funding to award the contract and move forward with construction as planned for FY 2024.

## **DISCUSSION**

Construction for the Building M Roof Replacement Project began on August 5, 2024, and concluded on December 2, 2024. All work was completed in accordance with the approved plans and specifications developed by staff, as well as the terms outlined in the executed service contract agreement with Clean Roofing. Elements completed during the project's construction included:

- Removal of the existing roofing material
- Removal and replacement of wood underlayment damaged by dry rot
- Installation of a new hot-applied 2-ply asphalt roof for the main Building M roof and two penthouse roofs
- Installation of new wood siding for two penthouse walls

These improvements have extended the operational lifespan of the Building M roof by approximately 20 years. Furthermore, the durability and reinforced design of the new roof will provide additional protection against the natural elements and other weather-related events expected during the fall and winter months (e.g., heavy rainstorms and high winds). As a result, this significantly diminishes the need for frequent structural repairs and their associated costs, which in turn, will yield substantial long-term savings and facilitate the efficient utilization of time and resources by staff to address other critical maintenance needs across the City.

With the project deemed complete, a resolution has been prepared to accept the improvements and direct the Public Works Director, or designee, to file the Notice of Completion with the Santa Clara County Recorder's Office (Attachment C).

### FISCAL IMPACT

The Campbell Community Center (CCC) – Building M Roof Replacement Project (CIP No. 24- SS) was completed under budget as detailed in the following summary of its associated costs breakdowns:

Source of Funds	Amount
Capital Improvement Project – Campbell Community Center (CCC) – Building M Roof Replacement Project (CIP No. 24- SS)	\$400,000

Use of Funds	Amount (Actuals)
Construction Contract with Clean Roofing	\$381,026
Change Order #1	\$15,000
<b>Total Project Costs</b>	<b>\$396,026</b>

Based on the figures above, this project has generated a savings of approximately \$3,974. Therefore, the balance of unspent project funds will be returned to the City's CIP Reserve fund and can be applied towards other future improvement projects as programmed in the City's CIP.

### ALTERNATIVES

Do not accept the improvements and direct staff accordingly.

Prepared by:



Carina Shattuck, Administrative Analyst I

Reviewed by:



Todd Capurso, Director of Public Works

Approved by:



Brian Loventhal, City Manager

**Attachment:**

- a. Resolution
- b. Resolution No. 13138 Rejection & Rebid of Building M Roof Replacement
- c. Notice of Completion (24-SS) - Sample

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL  
ACCEPTING THE CAMPBELL COMMUNITY CENTER (CCC) – BUILDING M ROOF  
REPLACEMENT PROJECT NO. 24-SS AND DIRECTING THE PUBLIC WORKS  
DIRECTOR OR DESIGNEE TO FILE THE NOTICE OF COMPLETION**

**WHEREAS**, in recent years, many of the roofs across the Campbell Community Center’s buildings and walkways have required frequent, costly repairs due to damage from weather-related events and/or prolonged exposure to the elements; and

**WHEREAS**, the roof of Building M – installed over 30 years ago as an essential component of the Center’s largest facility – had reached the point of deterioration where routine maintenance and repairs were no longer effective; and

**WHEREAS**, in June 2023, the Campbell Community Center (CCC) – Building M Roof Replacement Project (CIP No. 24-SS) was approved upon the adoption of the City’s annual CIP budget for FY 2024, with \$400,000 allocated to the project for its implementation during that fiscal year; and

**WHEREAS**, in January 2024, the City Council adopted Resolution No. 13099, approving the project’s plans and specifications and authorizing staff to solicit bids from qualified contractors and subsequently award a service contract up to \$300,000, with a 20% construction contingency amount of \$60,000; and

**WHEREAS**, when the bid submission period ended on February 26, 2024, the City had received eight proposals, all of which had exceeded the \$300,000 contract amount previously approved by the City Council; and

**WHEREAS**, staff discovered that the bid outcomes reflected a sudden surge in the market that occurred during the latter half of 2023 which resulted in high inflation rates and significant cost increases for various roofing-related materials; and

**WHEREAS**, in response, staff identified a more cost-effective application method and materials as alternatives to those specified in the original bid specifications, with approval needed from City Council to reject the bids and rebid the project with said revisions; and

**WHEREAS**, on April 2, 2024, the City Council adopted Resolution No. 13138, authorizing the rejection of the bids received for the Building M Project, approving the revised project specifications and their rebid by staff, and authorizing the subsequent award of a service contract to the lowest responsive bidder, in an amount not to exceed \$350,000, with a 14% contingency (\$50,000) for any unforeseen services required during the project’s implementation; and

**WHEREAS**, following staff’s review of the proposals received from the rebid, the City awarded a service contract to Clean Roofing, in the amount of \$381,026, for the material and labor services to complete the Building M Roof Replacement Project; and

**WHEREAS**, the project’s approved CIP budget of \$400,000 provided sufficient funding to

award the contract and move forward with construction as planned for FY 2024; and

**WHEREAS**, construction for the Building M Project began on August 5, 2024, and concluded on December 2, 2024 – with all work completed in accordance with the approved plans and specifications developed by staff, as well as the terms outlined in the executed service contract agreement with Clean Roofing; and

**WHEREAS**, elements completed during construction included: removal of the existing roofing material, removal and replacement of wood underlayment damaged by dry rot, installation of a new hot-applied 2-ply asphalt roof for the main Building M roof and two penthouse roofs, and installation of new wood siding for two penthouse walls; and

**WHEREAS**, upon its completion, the project’s total costs were \$396,026; and

**WHEREAS**, based on its CIP budget of \$400,000, the balance of approximately \$3,974 in unspent project funds will be returned to the City’s CIP Reserve fund and can be applied towards other future improvement projects as programmed in the City’s CIP.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Campbell hereby accepts the work completed for the Campbell Community Center (CCC) – Building M Roof Replacement Project (No. 24- SS) and directs the Public Works Director, or designee, to file the Notice of Completion.

**PASSED AND ADOPTED** this 4<sup>th</sup> day of February, 2025, by the following roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

APPROVED:

ATTEST:

\_\_\_\_\_  
Sergio Lopez, Mayor

\_\_\_\_\_  
Andrea Sanders, City Clerk

Attachment: Resolution (Accept Campbell Community Center Building M Roof Replacement)

## RESOLUTION NO. 13138

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL: 1) AUTHORIZING THE REJECTION OF ALL BIDS RECEIVED FOR THE CCC – BUILDING M ROOF REPLACEMENT PROJECT (NO. 24-SS); 2) APPROVING THE PROJECT’S REVISED PLANS AND SPECIFICATIONS WITH MINOR SCOPE MODIFICATIONS; 3) AUTHORIZING SOLICITATIONS TO REBID THE PROJECT; 4) APPROVING THE SUBSEQUENT AWARD OF A SERVICE CONTRACT TO THE LOWEST, RESPONSIVE BIDDER, IN AN AMOUNT NOT TO EXCEED \$350,000, PLUS AN ADDITIONAL CONSTRUCTION CONTINGENCY AMOUNT OF \$50,000; 5) AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT AS SPECIFIED IN CAMPBELL MUNICIPAL CODE SECTION 3.20.100; AND 6) AUTHORIZING THE PUBLIC WORKS DIRECTOR TO NEGOTIATE AND EXECUTE CONTRACT CHANGE ORDERS UP TO AND WITHIN THE ALLOCATED CONSTRUCTION CONTINGENCY.**

**WHEREAS**, on January 22, 2024, the City Council adopted Resolution No. 13099, approving the plans and specifications for the CCC – Building M Roof Replacement project (No. 24-SS) and authorizing staff to solicit bids and award a contract to the lowest, responsive bidder, in an amount not to exceed \$300,000; and

**WHEREAS**, on January 24, 2024, the project’s construction specifications were advertised for bidding on the QuestCDN website; and

**WHEREAS**, on February 26, 2024, a total of eight (8) proposals were opened for the Building M project, with the lowest base bid amount of \$410,860 submitted by Courtney Waterproofing, Roofing & Concrete Restoration; and

**WHEREAS**, despite being the lowest, responsive bidder, their proposed total had exceeded the project’s budgeted contract amount by approximately \$110,860 (or 27% above staff’s final cost estimates); and

**WHEREAS**, the award of contract was temporarily postponed pending the results of staff’s post-bid analysis to address any discrepancies and identify a timely and cost-effective solution; and

**WHEREAS**, staff’s post-bid analysis revealed a significant price increase to one of the materials that was included in the project’s construction specifications and recent bid opening; and

**WHEREAS**, with these findings, staff identified an alternative type of material and application method whose inclusion could reduce the project’s estimated total costs with minimal impact on its existing scope of work; and

**WHEREAS**, staff has incorporated this alternative material and application method into the project’s existing specifications by updating the base bid and alternate item descriptions and adding a section to the Special Provisions for those details relevant to their inclusion during the project’s installation phase; and

**WHEREAS**, to apply these changes and their anticipated cost-savings, staff will need to reject the current bids and rebid the project with the revised specifications; and

**WHEREAS**, staff is requesting that the City Council authorize the rejection of all bids received for the Building M Roof Replacement project (No. 24-SS) and approve the revised specifications with authorization to rebid the project and solicit proposals from qualified contractors; and

**WHEREAS**, in accordance with the City's purchasing guidelines, staff will complete a comprehensive evaluation of the bids received and select a contractor based on the results from the lowest, responsive bidder and their qualifications to perform the work; and

**WHEREAS**, pending those bid results, staff is also requesting the City Council's approval to award a service contract to the lowest, responsive bidder, in an amount not to exceed \$350,000, plus an additional construction contingency of \$50,000 for any unforeseen work or services required during its implementation; and

**WHEREAS**, staff requests that the City Council authorize the City Manager to execute said agreement as specified in Campbell Municipal Code Section 3.20.100 and authorize the Public Works Director to negotiate and execute contract change orders up to and within this allocated construction contingency amount.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Campbell hereby: 1) authorize the rejection of bids received for the Building M – Roof Replacement project (No. 24-SS); 2) approve the project's revised plans and specifications with minor scope modifications; 3) authorize solicitations to rebid the project; 4) approve the subsequent award of a contract to the lowest, responsive bidder, in an amount not to exceed \$350,000, plus a construction contingency amount of \$50,000; 5) authorize the City Manager to execute said agreement as specified in Campbell Municipal Code Section 3.20.100; and 6) authorize the Public Works Director to negotiate and execute contract change orders up to and within the allocated construction contingency amount.

**BE IT FURTHER RESOLVED**, should the lowest, responsive bidder propose a total contract amount that is less than the amount approved for award by the City Council at this time (\$350,000), the contract services agreement will reflect the contractor's final contract amount, with the construction contingency amount to remain the same (\$50,000).

**PASSED AND ADOPTED** this 2<sup>nd</sup> day of April, 2024, by the following roll call vote:

AYES: Council Members: Bybee, Furtado, Scozzola, Lopez, Landry  
NOES: Council Members: None  
ABSENT: Council Members: None

APPROVED:

  
Susan M. Landry, Mayor

ATTEST:

  
Andrea Sanders, City Clerk

**CONTRACT**

**BETWEEN CITY OF CAMPBELL  
AND  
TBD**

**FOR CONSTRUCTION OF  
CAMPBELL COMMUNITY CENTER BUILDING M ROOF REPLACEMENT, PROJECT 24-SS**

THIS AGREEMENT, made and concluded in duplicate, this TBD, day of \_\_\_\_\_, 2024 by \_\_\_\_\_ and between TBD hereinafter referred to as "CONTRACTOR", and the City of Campbell, a Municipal Corporation, hereinafter referred to as "CITY":

**ARTICLE I. WITNESSETH:** That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by CITY, and under the conditions expressed in the two (2) bonds, bearing event date with these presents, and hereunto annexed, the CONTRACTOR agrees with the CITY; at his own proper cost and expense, to do all the work and furnish all plant, labor, services, tools, equipment, supplies, transportation, utilities, and materials, except such as are mentioned in the Specifications to be furnished by the CITY, necessary to construct and complete to the satisfaction of the City Engineer, in accordance with this Contract, the Notice Inviting Bids, the accepted Bid Proposal, the Plans, the Special Provisions, the City of Campbell Standard Specifications and Details for Public Works Construction dated July 1994, and by reference therein to the City of San Jose Standard Specifications, the City of San Jose Standard Details, the State Standard Specifications, the State Standard Plans, and the Equipment Rental Rates of the California Department of Transportation and the General Prevailing Wage Rates, each of which documents are on file in the office of the City Clerk and all of which are hereby specifically referred to and by such reference made a part hereof.

The work to be done is shown upon the project plans and specifications entitled, **CAMPBELL COMMUNITY CENTER BUILDING M ROOF REPLACEMENT, PROJECT 24-SS**, which said project plans, specifications, and referenced specifications are hereby made a part of this Contract.

**ARTICLE II.** The CITY hereby promises and agrees with the CONTRACTOR to employ, and does hereby employ, the CONTRACTOR to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the price aforesaid, and hereby contracts to pay the same at the time, and in the manner and upon the conditions herein set forth; and the CITY and the CONTRACTOR, for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

**ARTICLE III.** The CONTRACTOR agrees to receive and accept the prices indicated in the Contractor's signed proposal as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this Contract; also for all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the CITY, and for all risks connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the Plans and Specifications, and the requirements of the Engineer, and also for furnishing the required bonds and insurance, and for doing all other things mentioned, contemplated or embraced in this agreement, and the contract documents.

ARTICLE IV. In accordance with the provisions of Section 3700 of the Labor Code, the Contractor will be required to secure the payment of worker's compensation to his employees.

ARTICLE V. By my signature hereunder, as CONTRACTOR, I certify that I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract.

ARTICLE VI. The improvement contemplated in the performance of this Contract is an improvement over which the CITY shall exercise general supervision. The CITY shall have the right to assume full and direct control over this Contract whenever the CITY, at its sole discretion, shall determine that its responsibility to the United States or the State of California so requires.

ARTICLE VII. The general prevailing wage rates as heretofore specified, and any minimum wage rates indicated in the Special Provisions are hereby specifically referred to and by this reference are made a part of this Contract. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the Bid or Proposal of CONTRACTOR, then this instrument shall control and nothing herein shall be considered as an acceptance of said terms of said Proposal conflicting herewith.

ARTICLE VIII. Contractor shall be responsible for complying with the provisions of California Labor Code Section 1771.1(a) which states: A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

ARTICLE IX. Contractor and any subcontractors under the Constructor shall comply with Section 1775 of the California Labor Code regarding prevailing wages.

ARTICLE X. Contractor shall be responsible for complying with the provisions of Section 1776 of the California Labor Code concerning payroll records, as more specifically described in Section 7-1.01A(3) of the City of San Jose Standard Specifications.

ARTICLE XI. Contractor shall be responsible for complying with the provisions of California Labor Code Sections 1777.5 through 1777.7, inclusive, concerning apprentices, as more specifically described in Section 7-1.01A(5) of the City of San Jose Standard Specifications.

ARTICLE XII. Contractor shall be responsible for complying with the provisions of California Labor Code Sections 1810 through 1815, inclusive, concerning working hours, as more specifically described in Section 7-1.01A(1) of the City of San Jose Standard Specifications.

ARTICLE XIII. Contractor's attention is directed to Section 7-1.01E of the City of San Jose Standard Specifications, regarding trench excavation.

ARTICLE XIV. In accordance with Section 8-1.07 of the City of San Jose Standard Specifications, the sum of Three Thousand Six Hundred Dollars and Zero Cents (\$3,600.00) will be assessed as liquidated damages for each and every calendar day's delay in finishing the work

in excess of the number of working days prescribed. Liquidated damages for non-compliance with the requirements in Section 8 "Prosecution & Progress", and under Section 10-2 "Traffic Control and Public Safety".

The City further agrees that the Contractor shall not be assessed liquidated damages for delay in completion of the project, when such delay was caused by the failure of the City or the owner of the utility to move or relocate such utility facilities as set forth in California Government Code Section 4215.

**ARTICLE XV.** Contractor shall be responsible for complying with the provisions of California Public Contracts Code Section 7104 regarding trenching and excavations that extend deeper than four (4) feet below the surface. No change order issued pursuant to California Public Contracts Code Section 7104 shall provide for any increase in compensation that would exceed the recovery allowed pursuant to Section 7 of the Special Provisions.

**ARTICLE XVI.** The City of Campbell shall notify Contractor of the receipt of any third-party claim relating to this contract within 30 days of receipt. The City of Campbell may recover its reasonable costs incurred in providing such notification, pursuant to subdivision (c) of Public Contract Code Section 9201. Notwithstanding this notification provision, the City of Campbell reserves its full authority to compromise or otherwise settle any claim relating to this contract at any time.

IN WITNESS WHEREOF, the parties of these present have hereunto set their hands the year and date first above written and having fully read and understood the terms and conditions of this contract, acknowledge their agreement to be bound thereby.

**CONTRACTOR**

By: \_\_\_\_\_

Title: \_\_\_\_\_

(Attach Contractor's Notary Acknowledgment)

**CITY OF CAMPBELL**

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Andrea Sanders, City Clerk

Attachment: Resolution No. 13138 Rejection & Rebid of Building M Roof Replacement (Accept Campbell Community Center Building M Roof

Recording Requested by  
and when recorded, mail to:

City of Campbell  
City Clerk's Office  
70 North First Street, City Hall – Upper Level  
Campbell, CA 95008  
(408) 866-2150



**CITY OF CAMPBELL**  
**NOTICE OF COMPLETION AND ACCEPTANCE**  
**OF PUBLIC WORKS CONTRACT**  
(C.C.C. 3093)

This document is for the benefit of the **City of Campbell**. Request for the Recordation without fee is made in accordance with Section 6103 of the Government Code of the State of California.

<b>Contractor's Name: Clean Roofing Inc.</b>	<b>Contract Date: 7/11/2024</b>
<b>Surety: Springbrook Insurance Agency</b>	<b>Final Contract Amount: \$396,026</b>
<b>Job Title: Campbell Community Center (CCC) – Building M Roof Replacement Project (CIP No. 24-SS)</b>	
<b>Location: Campbell Community Center</b>	
<b>Scope of Work: Installation of new 2-Ply Hot Applied Asphalt Roof. Installation of new 2-Ply Hot Applied Asphalt Roof and new wood siding to Penthouse structures.</b>	
<b>Owner: City of Campbell, City Hall, 70 North Street, Campbell, CA 95008</b>	

This work was accepted by me on X/XX/2025, on behalf of the City of Campbell. I certify under penalty of perjury that the foregoing is true and correct. (C.C.P. 2015.5)

Executed on X/XX/2025,  
at Campbell, California

\_\_\_\_\_  
Ron Taormina, Public Works Superintendent  
Department of Public Works  
City of Campbell

Attachment: Notice of Completion (24-SS) - Sample (Accept Campbell Community Center Building M Roof Replacement)



*City  
Council  
Report*

Item: 8  
Category: CONSENT CALENDAR  
Meeting Date: February 4, 2025

**TITLE:** Authorization to Execute a Purchase Order with Russ Bassett, in the Amount of \$200,314, for the Procurement of Dispatch Console Stations as Programmed in the CIP for the Measure O – Police FF&E Project (CIP No. 22-JJ), and a 10% Contingency Amount of \$20,031 for Potential Service Modifications and Their Associated Costs (Resolution/Roll Call Vote)

**RECOMMENDED ACTION**

That the City Council adopt a resolution authorizing: 1) the execution of a purchase order with Russ Bassett, in the amount of \$200,314, for the procurement of Dispatch Console Stations as programmed in the CIP for the Measure O - Police FF&E project (No. 22-JJ); 2) staff to dispense with the City's formal bidding procedures as specified in the exemptions of Campbell Municipal Code (CMC) Section 3.20.030, subsections (6) and (7); 3) an additional 10% contingency amount of up to \$20,031 for potential service modifications and their associated costs; 4) the Public Works Director to negotiate and execute contract change orders up to and within the allocated contingency amount; and 5) the City Manager to execute said purchase agreement as specified in Campbell Municipal Code Section 3.20.100.

**BACKGROUND**

Upon the passage of Measure O in 2018, the City identified and developed several projects in its Capital Improvement Plan (CIP) to reflect the improvements and funding allocations associated with the renovation of the Campbell Library and the construction of a new Police Operations Building. One of these projects, the Measure O – Police FF&E project (No. 22-JJ), was created to reflect the City's allocation of \$1.5 million in State grant funds that would be used towards the future purchase and installation of fixed furniture and equipment (FF&E) for the new PD building. Creating a separate project ensured that these funds remained available, as the procurement and installation of FF&E would occur during later stages in the building's construction. Additionally, this approach allowed staff to explore various vendors and procurement strategies to ensure the FF&E costs stayed within the \$1.5 million budget allocated for its implementation and provided good value to the City.

Construction of the Measure O – Police Operations Building project (No. 23-RR) has been underway since February 2024. As outlined in the project's scope of work, the new facility will feature a 911 dispatch area with four workstations and a dedicated

space for the department's Integrated Network for Operations and Response and Monitoring (INFORM) Center, both of which will be staffed 24/7 by emergency personnel. Given the continuous operations of these spaces, it is critical to provide ergonomic workstations that support staff's operational needs while minimizing the risk of injuries associated with prolonged periods of sitting or standing. Therefore, the first stage of this FF&E project will include the procurement of specialized workstations customized for these areas of the building.

## **DISCUSSION**

By December 2024, construction of the PD building had reached the stage where procurement of the FF&E for the dispatch and INFORM areas could begin. As such, staff contacted Russ Bassett—the manufacturer of the workstations currently used by PD's dispatch personnel—to request detailed product information and pricing. Based on the information provided, staff would evaluate whether the company's production timelines and pricing structure aligned with the budgetary and implementation requirements of the building's FF&E.

During subsequent research efforts, staff noted that Russ Bassett has received recognition as an industry leader in the design and manufacturing of workstations for police communication centers. Furthermore, their products have set the standards for functionality and durability, offering ergonomic and comfort-focused solutions to enhance operational efficiency across various working conditions – attributes that align closely with the needs of PD's emergency response personnel.

To streamline the procurement process, staff has identified an efficient purchasing method using the City's membership with HGACbuy, a nationwide cooperative purchasing organization, and its service contract with Russ Bassett. Since HGACbuy contracts are awarded to qualified vendors through a competitive procurement process that complies with federal standards, the City is permitted to bypass its formal bidding procedures as authorized under Campbell Municipal Code (CMC) Section 3.20.030, subsections (6) and (7). In turn, this enables the City to expedite the ordering and manufacturing process and avoid delays to the project's construction schedule.

Using the product information provided by Russ Bassett, staff collaborated with PD personnel to select and customize the workstations for the dispatch area and INFORM Center. These selections, along with additional feedback, were forwarded to Russ Bassett, who subsequently submitted a formal proposal detailing the product specifications and cost breakdowns for the associated areas (Attachment B). Based on those figures, the total proposed cost for their combined services is \$200,314. (The HGACbuy pricing reflects a 42.5% reduction off the list price for most items.)

## **NEXT STEPS**

Staff is requesting that the City Council authorize the execution of a purchase order with Russ Bassett, in an amount not to exceed \$200,314, for the procurement of specialized

dispatch console stations as programmed in the CIP for the Measure O – Police FF&E project (No. 22-JJ), and the construction specifications of the Measure O – Police Operations Building project (No. 23-RR). To facilitate the procurement process, staff requests City Council's authorization to dispense with the City's formal bidding procedures as specified in Campbell Municipal Code (CMC) Section 3.20.030, subsections (6) and (7), for the purchase of these specialized services through the City's membership with HGACBuy, and their contract with Russ Bassett. Additionally, staff requests that the City Council authorize a 10% contingency amount of \$20,031 for potential service modifications and their associated costs, with authorization for the Public Works Director to negotiate and execute contract change orders up to and within this allocated contingency amount.

Lastly, staff requests that the City Council authorize the City Manager to execute said purchase agreement as specified in Campbell Municipal Code Section 3.20.100. Pending this authorization, staff will finalize the purchase order with Russ Bassett and place a formal order for the intended equipment to initiate the manufacturing process.

### **FISCAL IMPACT**

This action will result in a fiscal impact of approximately \$220,345, which includes the total proposed service costs of \$200,314, as well as a 10% contingency of \$20,031 for potential service modifications. Sufficient funds are available to cover these costs as reflected in the \$1.5 million allocated to the Measure O – Police FF&E project (No. 22-JJ) in the City's approved CIP.

The remaining balance of approximately \$1.2 million in Police FF&E funds will be reserved for the future purchase and installation of additional FF&E during later phases of the PD project's construction. Staff will return to the City Council for approval and authorization to proceed with those purchases at that time.

### **ALTERNATIVES**

1. Do not authorize the execution of a purchase order with Russ Bassett for the procurement of specialized dispatch console workstations for the new Police Operations Building.
2. Provide alternative direction to staff.

Prepared by:



Carina Shattuck, Administrative Analyst I

Reviewed by:

  
\_\_\_\_\_  
Todd Capurso, Director of Public Works

Approved by:

  
\_\_\_\_\_  
Brian Loventhal, City Manager

**Attachment:**

- a. Resolution
- b. Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL: 1) AUTHORIZING THE EXECUTION OF A PURCHASE ORDER WITH RUSS BASSETT, IN THE AMOUNT OF \$200,314, FOR THE PROCUREMENT OF DISPATCH CONSOLE STATIONS AS PROGRAMMED IN THE CIP FOR THE MEASURE O – POLICE FF&E PROJECT (NO. 22-JJ); 2) STAFF TO DISPENSE WITH THE CITY’S FORMAL BIDDING PROCEDURES AS SPECIFIED IN THE EXEMPTIONS OF CAMPBELL MUNICIPAL CODE (CMC) SECTION 3.20.030, SUBSECTIONS (6) AND (7), AUTHORIZING THE CITY’S PROCUREMENT OF THESE SERVICES THROUGH ITS MEMBERSHIP WITH HGACBUY (A COOPERATIVE PURCHASING FIRM) AND THEIR CONTRACT WITH RUSS BASSETT; 3) AUTHORIZING AN ADDITIONAL 10% CONTINGENCY AMOUNT OF \$20,031 FOR POTENTIAL SERVICE MODIFICATIONS AND THEIR ASSOCIATED COSTS; 4) AUTHORIZING THE PUBLIC WORKS DIRECTOR TO NEGOTIATE AND EXECUTE CONTRACT CHANGE ORDERS UP TO AND WITHIN THE ALLOCATED CONTINGENCY AMOUNT; AND 5) AUTHORIZING THE CITY MANAGER TO EXECUTE SAID PURCHASE AGREEMENT AS SPECIFIED IN CAMPBELL MUNICIPAL CODE SECTION 3.20.100.1)**

**WHEREAS**, the Measure O – Police FF&E project (No. 22-JJ), was created to reflect the City’s allocation of \$1.5 million in state grant funds that would be used for the future purchase and installation of fixed furniture and equipment (FF&E) for the new Police Operations Building; and

**WHEREAS**, the new facility will feature a 911 dispatch area with four workstations and a dedicated space for the department’s Integrated Network for Operations and Response and Monitoring (INFORM) Center – with both areas to be staffed 24/7 by emergency personnel; and

**WHEREAS**, given the continuous operations of these spaces, it is critical to provide ergonomic workstations that support staff’s operational needs while minimizing the risk of injuries associated with prolonged periods of sitting or standing; and

**WHEREAS**, the first stage of this FF&E project will include the procurement of specialized workstations customized for these areas of the building; and

**WHEREAS**, by December 2024, construction of the PD building had reached the stage where FF&E procurement for the dispatch and INFORM areas could begin, prompting staff to request product information and pricing from Russ Bassett—the manufacturer of the workstations currently used by PD’s dispatch personnel; and

**WHEREAS**, Russ Bassett has been a leader in the design and manufacturing of workstations for police communication centers – offering ergonomic and comfort-focused solutions to enhance operational efficiency across various working conditions; and

**WHEREAS**, staff has identified an efficient purchasing method through the City’s membership with HGACBuy, a nationwide cooperative purchasing organization, and their service contract with Russ Bassett, which allows the City to bypass its formal bidding procedures as authorized under Campbell Municipal Code (CMC) Section 3.20.030, subsections (6) and (7); and

**WHEREAS**, staff collaborated with PD personnel to select and customize the workstations for the dispatch and INFORM areas, subsequently forwarding those selections to Russ Bassett, who prepared and submitted a formal proposal with the specifications and cost breakdowns applicable to each area; and

**WHEREAS**, based on those figures, the total proposed costs for their combined services is \$200,314; and

**WHEREAS**, staff requests that the City Council authorize the execution of a purchase order with Russ Bassett, in an amount not to exceed \$200,314, for the procurement of specialized dispatch console stations as programmed in the CIP for the Measure O – Police FF&E project (No. 22-JJ), with a 10% contingency amount of \$20,031 for potential service modifications and authorize the Public Works Director to negotiate and execute contract change orders up to and within this allocated contingency amount; and

**WHEREAS**, to facilitate the procurement process, staff requests City Council's authorization to dispense with the City's formal bidding procedures as specified in Campbell Municipal Code (CMC) Section 3.20.030, subsections (6) and (7), for the purchase of these services through the City's membership with HGACBuy, and their contract with Russ Bassett; and

**WHEREAS**, staff requests that the City Council authorize the City Manager to execute said purchase agreement as specified in Campbell Municipal Code Section 3.20.100; and

**WHEREAS**, this action will result in a fiscal impact of approximately \$220,345 in FY 2025, with sufficient funds available to cover these costs as reflected in the \$1.5 million allocation in the City's CIP to the Measure O – Police FF&E project (No. 22-JJ).

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Campbell hereby authorizes: 1) the execution of a purchase order with Russ Bassett, in the amount of \$200,314, for the procurement of Dispatch Console Stations as programmed in the CIP for the Measure O – Police FF&E project (No. 22-JJ); 2) staff to dispense with the City's formal bidding procedures as specified in the exemptions of Campbell Municipal Code (CMC) Section 3.20.030, subsections (6) and (7), which authorizes the City's procurement of these services through its membership with HGACBuy (a Cooperative Purchasing Firm) and their contract with Russ Bassett; 3) an additional 10% contingency amount of \$20,031 for potential service modifications and their associated costs; 4) the Public Works Director to negotiate and execute contract change orders up to and within the allocated contingency amount; and 5) the City Manager to execute said purchase agreement as specified in Campbell Municipal Code Section 3.20.100.

**BE IT FURTHER RESOLVED**, the remaining balance of approximately \$1.2 million in Police FF&E funds will be reserved for the future purchase and installation of additional FF&E during later phases of the PD project's construction. If necessary, staff will return to the City Council for approval and authorization to proceed with those purchases at that time.

**PASSED AND ADOPTED** this 4<sup>th</sup> day of February, 2025, by the following roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

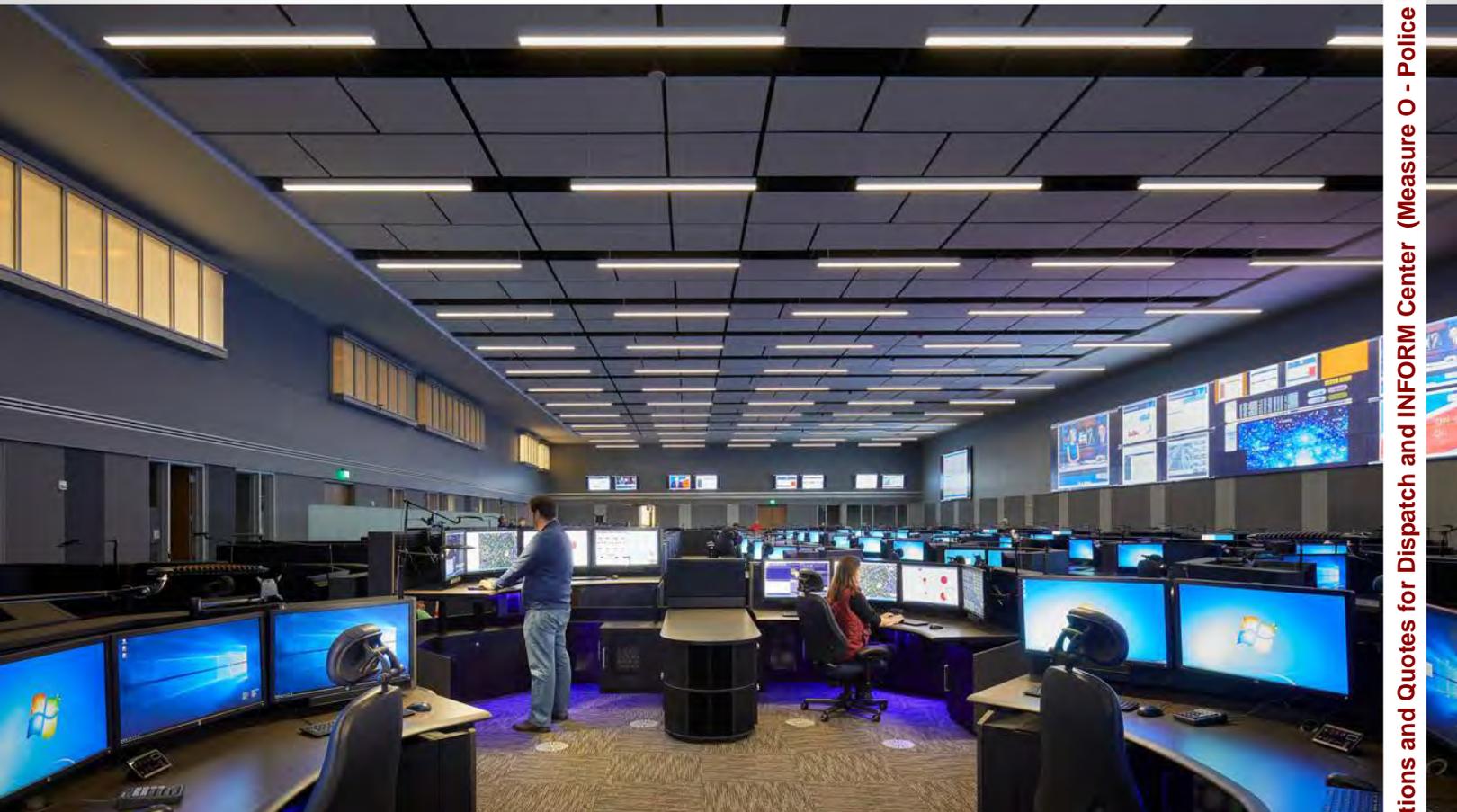
APPROVED:

ATTEST:

\_\_\_\_\_  
Sergio Lopez, Mayor

\_\_\_\_\_  
Andrea Sanders, City Clerk

# CAMPBELL POLICE HEADQUARTERS DISPATCH FURNITURE CONSOLE FURNITURE DESIGN & COST PROPOSAL REVISED JANUARY 17, 2025 (UPDATED 1.24.25)



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch



January 17, 2025

Andrea Atkinson  
Campbell Police Department  
100 N 1<sup>st</sup> Street  
Campbell, CA 95008

### **New Campbell Police Headquarters Dispatch Console Furniture – Updated Cost Proposal**

Andrea,

Thank you for the opportunity to serve the City of Campbell! We could not be more excited about the opportunity to provide your new consoles and have been honored to serve you dialing-in the final design and accessory options.

The updated drawings include the desktop radio monitor depicted sitting on its stand at each position. The slatwall panels over the two peninsula bridges have been changed to flat powder coated panels. Speaker brackets were removed. Logo and text removed from the glass panel near the column. Patch bay USB 3.0 quantity changed from (6) to (8). The dash plates were reordered but the count remained the same. Please review the updated dashboard planning guide. The product cost includes R56 Kit #2 bus bar and bond jumpers. A R56 compliant surge protection device (SPD) has been added for radio PC and VPM connectivity. The monitor array is standard with an R56 compliant SPD for radio monitor connectivity. The radio monitor cable will route through the patch bay, up the monitor array cable chain to the R56 compliant SPD for connectivity. A longer power cord may be required.

Russ Bassett is an industry leading designer and manufacturer of the highest quality consoles for mission critical environments. We are a financially stable company that has consistently delivered positive results for our clients for over 65 years. Russ Bassett has a state of the art 110,000 square foot manufacturing facility and showroom in Whittier, CA. We have proven expertise and experience in the layout, design, manufacture, shipment, delivery, installation and service of mission critical console systems. Based on our successful similar work for other Public Safety Communications Agencies, Transportation Network Operations Control Centers, Power Utilities and Military/Government Agencies you can trust us to do an excellent job.

Our goal is that every Russ Bassett client has an excellent experience collaborating with us from project inception through successful project installation, and overall, as we provide ongoing service and support. We strive to not only meet your expectations but exceed them. We will bring drive, integrity, attention to detail, and excellent service to your Team during every stage of the project. We will work in concert with City Staff, your Architect, Contractor, Electrician and Low Voltage Communications Contractor, Motorola, and any other project stakeholders to deliver a best-in-class solution on time and on budget. We are collaborators!

In the following pages, you will find a final quote for the console package, design drawings, a description of the proposed console furniture product solution, supporting product information, relevant reference letters and warranty information.

## Project Pricing

The quote is based on the drawing package and includes all associated design, project management, console materials, sales tax, freight services and installation services.

The Installation Services pricing assumes that we would complete the new console installation in one trip with all work occurring during regular business hours using prevailing wage labor rates.

This pricing excludes source electrical and communications cabling, bonding or grounding beyond what is outlined in the Motorola R-56 Kit 2 package, new monitors, monitor mounting, monitor cables, cable labeling and cable routing, breakroom, and all seating (chairs) shown on drawings for reference only.

## Procurement

Russ Bassett Consoles are available via HGACBuy Contract EC07-23 for 9-1-1 Equipment & Services and are priced accordingly. According to the HGACBuy website, your Agency is a Member/User of this pre-competitively bid cooperative purchasing vehicle.

## Russ Bassett Console Salient Characteristics

Our consoles are designed with the comfort, safety and productivity of Telecommunicators as the primary focus. The proposed console design also effectively integrates technology creating a 'no-fail' work environment and allowing technicians to quickly access and trouble shoot equipment when necessary.

Russ Bassett has proposed a solution built upon our Flex/Define Console system. The Flex/Define Console product platform – as installed at the Palo Alto, UCSF and Menlo Park Dispatch Centers – is highly dependable, extraordinarily durable and ergonomically designed. The proposed configuration uses standard modular components to create a custom solution specific for the requirements of your Communications Center.

Here are key features that differentiate Russ Bassett Consoles from other options you may be considering...

- **Individually Adjustable Monitor Arms or Slatwall Monitor Arrays**  
When it comes to monitor mounts, we strive to be the most flexible provider available. Russ Bassett consoles can utilize individually adjustable monitor arms that are fully articulating and designed to universally accommodate differing monitor sizes and weights. Individually adjustable monitor arms allow each user to adjust monitors to their focal depth and angle preferences so that they can be super comfortable as they work. We also offer a Slatwall Monitor Array that moves all monitors together as one with electric height and manual focal depth user adjustments. The array is a curved two-sided slatwall design and incorporates adjustable mounts that provide for peripheral and tilt angles to be preset, both optimizing the ergonomic interface and properly aligning all monitor seams. In either case robust power distribution and cable management features are integrated. *The Slatwall Monitor Array solution is included in this proposal.*
- **Large, Uninterrupted Worksurface**  
Russ Bassett consoles are designed to allow a full single-lift surface to achieve the BIFMA ergonomic standards for input device platforms, meaning a separate keyboard surface is not required. Your writing surface, work area, telephones and other peripheral devices are all at the same comfortable height as your keyboards. Height adjustment range is from 22.6" to 48.7" from the floor to the top of the work surface, which exceeds the HFES 100-2007, ANSI/BIMFA G1-2002 and all European standards for input device platforms.
- **Durable - Comfort Front Edge**  
Russ Bassett work surfaces utilize an ultra-durable, waterfall shaped front edge that provides a comfortable edge. There is no exposed hardware on our consoles making them aesthetically appealing, comfortable and extremely tough.
- **Safety – Anti-Collision Technology**  
Russ Bassett consoles utilize redundant lifting system sensors and in-house fabricated anti-collision switch covering the area of the user where the surface could lower onto a chair or operator. If the surface is lowered onto an object (such as a chair) the anti-collision technology is activated and the worksurface rises slightly avoiding any contact.

- **Cable Management**

We obsess over orderly cable management! You cannot put your foot up and disconnect a mouse, keyboard or anything else! All PCs and peripheral equipment, monitor video and power cables, source electrical and commutations cabling, etc. all occur within the console! Russ Bassett consoles include a large cable trough around the back edge of the worksurface. Power strips are mounted inside the trough for easy access. The trough is accessed by flipper doors rather than brush grommets or rubber flaps. The flipper doors have gaps above and below so that equipment cables from the slatwall or monitor mounting system can drop over the door and cables from the worksurface can route under the door, and the door can still open. The door is easily removed with spring pins, allowing full access to the trough during setup and reconfiguring. From the monitor arms and desktop, into the slatwall wire management trough, down the cable chains, into the structural wall and out into the PC enclosure spaces we effectively manage all audio, video, power and network cables to keep all mission critical systems easily accessible and the console easily retrofittable.

- **Welded Steel Framework**

Russ Bassett consoles are welded steel rather than bolted extrusions and/or wood panels, offering superior rigidity (particularly beneficial for reconfiguring) and superior heat dispersion. While we do offer exhaust fan kits for technology storage areas, they are almost never required because the welded steel consoles are very well ventilated and disperse heat rather than insulating it. With Russ Bassett you can achieve the required heat dispersion without exhaust fans, and this reduces electricity consumption, vibration, noise and future maintenance issues. The integrated 42" high structural/technology wall surround has a 7" profile and provides a rigid physical structure to the system, multiple cable management raceways, serve as the zone for accommodating and fully enclosing electrical J-box and network cabling demarcations, allows for computer and peripheral equipment placement, vertical rack mounting, and serves as the connection between the sit-stand cable management infrastructure and the fixed height extension cabinets, including accommodating all cable routing and coiling of excess computer cabling service loops. When supporting fixed height extensions and bridges, the walls include an upper slatwall section with flipper door access panels opening into the integrated wire management troughs. The walls have interior and exterior, lower and upper access panels as well as removable top caps that are also of perforated steel construction. Top caps can be specialized for integration of status indicator lights and large screen display mounts. This is an extraordinarily well thought out and durable solution! It is designed, engineered and manufactured as console furniture from the ground up and does not incorporate office furniture like elements.

Product videos can be viewed at this link <https://russbassett.com/control-room-resources/video/>.

We are proud to be **"Made in the USA"**. Russ Bassett Consoles are made at our factory in Whittier, California. We are vigilant in ensuring that our manufacturing processes and products are environmentally sound and will have favorable impact on our customer's facilities. All Russ Bassett products are Greenguard Gold Certified for Indoor Air Quality. Finishes can be viewed on our website here <https://russbassett.com/control-room-resources/finishes/> and physical samples have been provided to you.

### Project Management and Schedule

We are focused on successfully managing projects so that all parties involved have a great experience in working with us. As stated, Russ Bassett will work closely with the Project Team to ensure a seamless process and successful result. We take customer project timelines very seriously and will ensure that as far as it depends on our Team, your project is completed on time and on budget.

Manufacturing lead times for the products proposed here are currently in the (22-24) week range after receipt of order, plus shipping and installation time. Orders can be placed as far in advance as makes sense for the project. If selected as your partner for the project, we will collaborate with the Team to define the desired start date and define all necessary action items to keep the Team apprised of any extra project time, critical timelines and key action items.

### Delivery and Installation Services

Russ Bassett Project Managers and Factory Trained Local Installers deliver the highest caliber on-site delivery and installation experience.

We coordinate up front, show up on time, install our console furniture with the highest safety and quality standards, and function as a team player to assist our clients in successfully implementing their projects. Key delivery and installation services include:

- o Project Planning Guide
- o Specialized packaging and transportation carriers
- o Onsite Project Manager
- o Russ Bassett Certified Local Installers (UPDATED 1.24.25)
- o Onsite Training of GC Subs and Equipment Vendors
- o Onsite Training of User Groups
- o Installation Survey

All Russ Bassett Installation Services will be coordinated from our corporate headquarters in Whittier, CA. Your Russ Bassett Project Manager will assign and lead our local Team of certified technicians to successfully complete the project.

All Russ Bassett project installations include onsite training for the electrical and communications cabling subcontractors while we are in the process of installation, as well as training for the technology integration Team and user group. A User Guide will be provided and reviewed with you at the completion of your installation.

### Warranty, Repair and Maintenance

Russ Bassett consoles are built for 24/7 mission critical environments. Russ Bassett is your single point of contact for all questions regarding operation, warranty and service items. Russ Bassett consoles do not require any kind of regularly scheduled service or preventative maintenance.

If your console requires service in the future, we will reply to all inquiries within 24 – 48 hours or less. If service is required, it will take place within 48 -72 hours. We stock all critical items and can ship them the next day for immediate installation. Non-critical items that need to be replaced will ship in two (2) weeks or less. Local certified Russ Bassett local technicians are available for quick response items and to troubleshoot issues on site.

Russ Bassett offers one of the strongest warranties in the industry, covering both parts, shipping and for a period of ten (10) years. A complete copy of our 10-Year Everything Warranty is included as an attachment. We stand behind our product and are committed to maintaining long-term positive relationships with our customers!

### References

Included here are also a select set of referral letters for your review. Our goal would be to obtain a similar letter from your agency after the successful completion of your relocation project! More letters can be viewed on our website and a formal reference list is available on request.

### Conclusion

If selected as your partner for the project, we will deliver both a best-in-class console furniture solution and customer experience.

Please do not hesitate to contact me with any questions or concerns as you review. My cell phone is (562) 505-4719 and email [arabago@russbassett.com](mailto:arabago@russbassett.com).

Thank you again!



Ava Rabago

# SALES AGREEMENT



## PROJECT / ORDER DETAILS

BUYER: Campbell Police Department  
 PROJECT NAME: Campbell Dispatch  
 PROJECT NUMBER: PN-10648-01 Option 1 Rev B  
 BUYER PURCHASE ORDER NO: \_\_\_\_\_

Thank you for your order! To make sure both parties agree on their individual responsibilities, we have prepared the following "Sales Agreement" to cover items relating to your order.

### 1. GENERAL

The terms outlined herein represent the complete agreement between the seller, Russ Bassett Corp. ("RBC") and **Campbell Police Department** ("BUYER"). This Sales Agreement supersedes any other prior conversations, understandings, and agreements, written or verbal.

### 2. SCOPE OF WORK

RBC agrees to provide product,(specifically built-to-order for this project), delivery, and installation as detailed in the attached drawings, renderings, and quotation / proposal, collectively referred to as "Attachment A".

### 3. INVESTMENT

BUYER shall pay RBC **\$152,763.25** in U.S. currency in return for the products and services outlined in Attachment A, per the milestone payment schedule below.

### 4. MILESTONE PAYMENT SCHEDULE

RBC milestone payment term schedule for this project are as follows:

MILESTONE	PROGRESS PAYMENT INVOICED
1. SUBMITTAL OF ORDER TO RBC	25% Due: Net 30 Days
2. ORDER SHIPMENT	50% Due: Net 30 Days
3. SUBSTANTIAL COMPLETION OF THE PROJECT	25% Due: Net 30 Days*
<i>*10% retainage can be held back if there are minor punch list items delaying final completion.</i>	

### 5. BONDS

No bonds are included as part of this order.

### 6. TAXES

BUYER shall be responsible for all sales and use taxes beyond what is collected on this order.

### 7. FINAL ORDER APPROVAL

Receipt of BUYER's purchase order, signed copy of this Sales Agreement, and receipt of 25% milestone payment #1 constitutes final approval of all attachments and conveys to RBC clear approval and authority to move forward with manufacturing to meet your firm delivery requirements.

### 8. SCHEDULE

## SALES AGREEMENT



RBC shall coordinate with BUYER's Designated Contact to establish a firm shipment and delivery schedule to meet BUYER's desired installation requirements. This schedule will then be published and made part of this Agreement.

### 9. CHANGES

Any REQUEST for changes to the design, scope of work or schedule shall be made in writing. RBC will notify BUYER if it is possible to accommodate the requested change and, if so, what costs and schedule impacts would apply. No change will be made without sign-off of the updated quote and drawing by BUYER and prepayment of additional costs. Once a confirmed order is within 4 WEEKS of the scheduled ship date, it is NOT AVAILABLE FOR CHANGES.

### 10. DELAYS

If BUYER is unable to take delivery per the agreed upon schedule, RBC will, as a courtesy, warehouse the product at no charge for up to 30 days. After 45 days, 100% of the Product Total will be invoiced, less any prior progress payments already received. At that time STORAGE FEES OF 1% PER MONTH, of the product total will apply and be billed monthly. Freight and Installation fees will be billed at time of shipment and due upon substantial completion of the installation. A 10% retainage may be held back to cover resolution of any outstanding punch list items.

### 11. SHIPPING

Freight and delivery charges include inside delivery and removal of packaging debris. If damage occurred during shipping, RBC would rush a replacement item to the installation site and remove the damaged item at no cost to BUYER. If BUYER modifies the schedule, requests additional shipments, expedited shipments, or off-site storage beyond the original scope of work, any resulting additional costs shall be the sole responsibility of BUYER.

### 12. SITE CONDITIONS

To ensure a successful installation, the delivery and installation site must be 100% ready. This includes clean and free access to allow delivery, movement, staging and installation of the product as agreed at the time of order, including elevator access if not a "ground floor" installation. All flooring, walls, painting, carpeting, ceiling, and electrical work should be complete prior to the arrival of the RBC product. BUYER shall appoint an on-site representative that will be available to RBC's installation team for security, site safety and product placement coordination. Unless otherwise arranged, RBC is not responsible for professional architectural, electrical, mechanical, structural or floor loading analysis. These services may be available on a fee basis upon request.

### 13. INSTALLATION

RBC installations are performed by RBC authorized, factory trained, non-union furniture installers during normal, uninterrupted, business hours. Overtime, evening, weekend, and holiday work is available at an additional charge. The installation charge includes the placement, installation, clean-up and training on the use, service and maintenance of the products supplied. Any existing materials subject to relocation by RBC that were not included in the original scope of work may be subject to additional charges. RBC assumes that the site is prepared to allow RBC installers to receive the product and complete the installation in a single installation activity unless it is already quoted otherwise under the scope of work. If multiple site visits are required at the request of BUYER, RBC will provide a revised quotation for any resulting additional costs.

### 14. ACCEPTANCE

## SALES AGREEMENT



To ensure BUYER's complete satisfaction, BUYER shall have a representative join an RBC representative for a walk through after final installation. At this time, RBC will turn over the product to BUYER, provide a product demonstration and training session outlining its proper use and maintenance. BUYER will be requested to sign-off on the installation or create a "punch list" of all incomplete or unsatisfactory items. All "non punch list" items will be considered complete and accepted. Once all agreed punch list items are corrected, BUYER shall sign-off on the project and will be invited to comment on the Installation Survey form.

### 15. CANCELLATION / RETURNS

As stated above, orders are BUILT TO ORDER and therefore, once started, it is not subject to cancellation or return. Any requests for consideration of cancellation must be submitted in writing and approved by an officer of RBC. Requests received and approved within two weeks of receipt of order will be accommodated at no charge.

If the request is received after two weeks, it will be subject to a cancellation charge. The cancellation charge will be between 25% and 100% of the contract amount depending on how far the order has progressed through the system. RBC will deliver a Cancellation Quote with supporting documentation. If BUYER decides to proceed with the cancellation, BUYER agrees to pay RBC within 30 days of cancellation invoice.

### 16. WARRANTY

RBC warrants, to the original BUYER, that all products will be free from defects in material and workmanship for 10 full years.

In mission critical, 24/7/365 environments, quickly resolving a product issue is of top priority for both the BUYER and RBC. Prompt execution of this warranty requires cooperation. With guidance from RBC, BUYER agrees to perform basic troubleshooting tasks to determine the nature of the defect and to self-correct before on-site assistance can be provided.

For simple replacements, the part will be quickly shipped directly to BUYER. If the problem requires on-site assistance, RBC will come out during normal work hours to resolve the issue. If the defect is found to have resulted from circumstances outside of the warranty coverage, and/or BUYER imposes conditions or restrictions that increases the service cost, BUYER agrees to reimburse RBC for any resulting additional expense. BUYER also agrees to properly dispose of the old parts and packing material. The few circumstances where this warranty against defects would not apply include normal wear and tear, damage, misuse, modifications, consumable items, or product shipped outside the U.S.

Repairs, substitute products or replacements, of equal or higher value, used to resolve a warranty claim will in no way extend the warranty period applied to the original product. Product repair or replacement is BUYER's exclusive remedy for all product defects covered under this non-transferable warranty. RBC makes no other express or implied warranties on any product except as stated above and makes no warranty of RBC product fitness except for use as standard console furniture.

### 17. LIABILITY

RBC shall not be liable for damages in any form or any other claim arising out of strikes, floods, fire, accidents, or any other causes beyond RBC's control. RBC shall not be liable for any liquidated, consequential, or incurred damages, nor penalties of any kind for delays in the completion of work. Acceptance of final payment under this agreement shall be conclusive evidence that RBC

## SALES AGREEMENT



has performed all its obligations under this agreement and shall release RBC from all claims by BUYER.

### 18. NON-DISCLOSURE

All engineering, drawings, specifications, or other written materials provided shall represent an RBC investment and shall remain the property of RBC. Such items are submitted with the understanding and agreement that the information will not be disclosed to any third party without the written consent of RBC.

### 19. FORCE MAJEURE

In the event that either party is prevented from performing or is unable to perform any of its obligations under this Agreement (other than a payment obligation) due to any act of God, acts or decrees of governmental or military bodies, fire, casualty, flood, earthquake, war, strike, lockout, epidemic, destruction of production facilities, riot, civil unrest, insurrection, materials unavailability, or any other cause beyond the reasonable control of the party invoking this section (collectively, a "Force Majeure"), and if such party shall have used its commercially reasonable efforts to mitigate its effects, such party shall give prompt written notice to the other party, its performance shall be excused, and the time for the performance shall be extended for the period of delay or inability to perform due to such occurrences. Regardless of the excuse of Force Majeure, if such party is not able to perform within ninety (90) days after such event, the other party may terminate the Agreement.

### 20. NOTICES

All notices, requests, demands, and other communications given under this agreement shall be in writing and shall be deemed to have been duly given if delivered personally, via e-mail with receipt confirmed, or sent by Federal Express (or other overnight courier).

For BUYER send to:

**Andrea Atkinson**

Campbell Police Department  
100 N 1st Street  
Campbell, CA 95008  
[aatkinson@campbellca.gov](mailto:aatkinson@campbellca.gov)

For Seller send to:

**Daniel Nonaka**  
Controller

Russ Bassett Corp.  
8189 Byron Road  
Whittier, CA 90606  
[dnonaka@russbassett.com](mailto:dnonaka@russbassett.com)

**SIGNATURE PAGE**

# SALES AGREEMENT



Please sign and return this page to RBC with your order.

## PROJECT / ORDER DETAILS

BUYER: Campbell Police Department

PROJECT: Campbell Dispatch

PROJECT NUMBER: PN-10648-01 Option 1 Rev B

BUYER ORDER NO: \_\_\_\_\_

## ATTACHMENTS PART OF THIS AGREEMENT

- RBC Proposal Package (Attachment A)
- Buyer Purchase Order or Letter of Intent (Provided by Buyer)

## APPROVAL OF AGREEMENT

Upon signature below by designated BUYER, this Sales Agreement, and all attachments for the purchase of product and related services is immediately in effect.

## SIGNATURE

### BUYER

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# QUOTATION

Russ Bassett Corpora  
8189 Byron Road, Whittier, CA 90  
Tel: 800.350.2445 Fax: 562.698.8  
www.russbassett.c

**PROJECT #:** PN-10648-01  
**OPTION:** 1 **REVISION:** B  
**PROJECT NAME:** CAMPBELL POLICE DEPARTMENT

**QUOTE DATE:** 1/17/2025  
**EXPIRATION DATE:** 4/15/2025

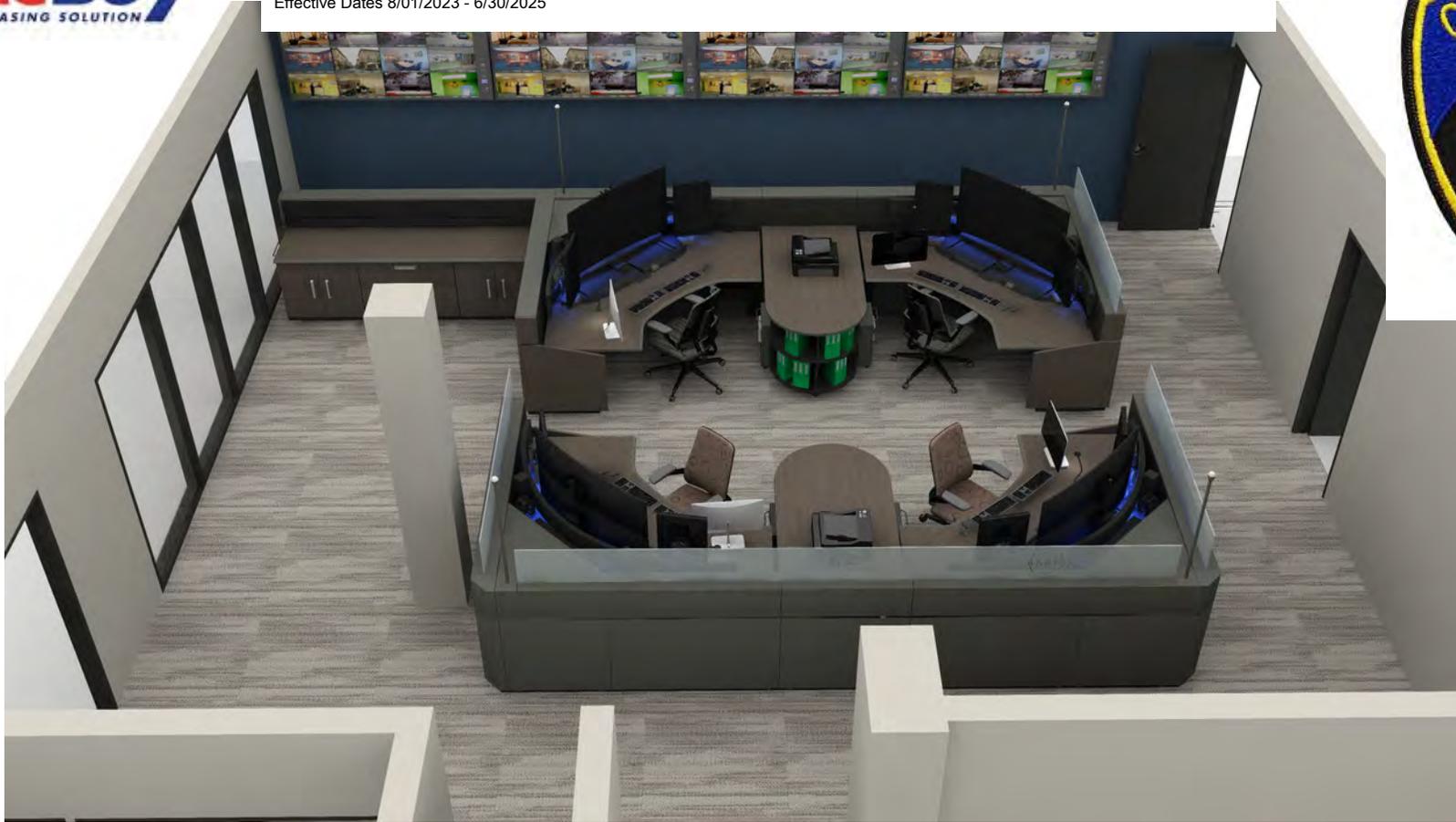
**CUSTOMER:** CAMPBELL POLICE DEPARTMENT  
**CONTACT:** ANDREA ATKINSON  
**ADDRESS:** 100 N 1st Street  
CAMPBELL CA 95008  
**PHONE:** 408-866-2101  
**EMAIL:** AATKINSON@CAMPBELLCA.GOV

**SALES EXECUTIVE:** AVA RABAGO  
**ADDRESS:** 8189 BYRON RD.  
WHITTIER, CA 90606

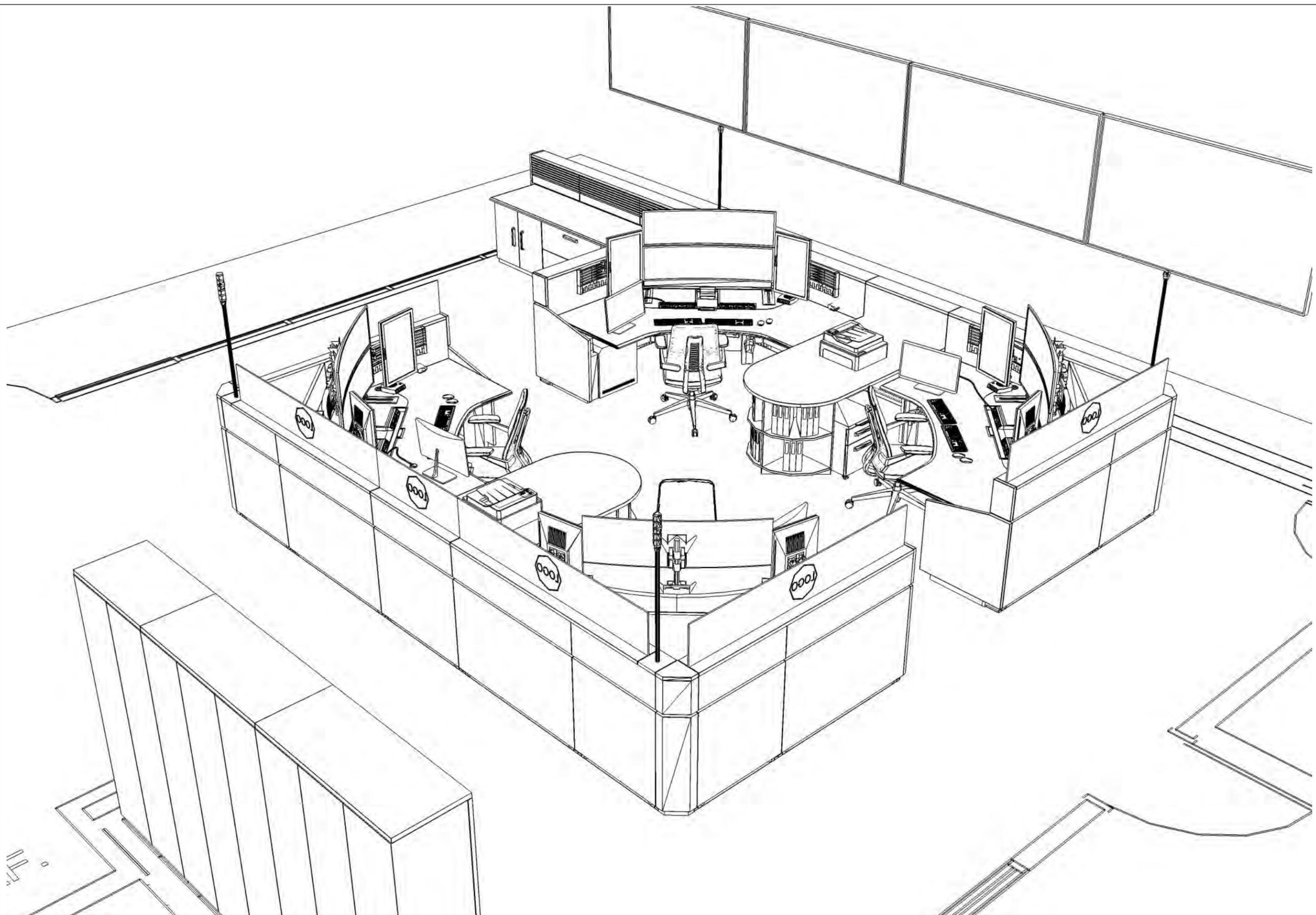
**PHONE:** (562) 505-4719  
**EMAIL:** arabago@russbassett.com



HGACBuy Contract #: EC07-23 (911 Equipment & Emergency Notification Software and Services).  
Prices shown herein are Net (discount applied) unless otherwise noted.  
Effective Dates 8/01/2023 - 6/30/2025



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and Inform Center



**CUSTOMER**

CUSTOMER:  
 CAMPBELL POLICE DEPARTMENT  
 PROJECT ADDRESS:  
 100 N 1st Street  
 CAMPBELL CA 950

**PROJECT**

PROJECT NAME:  
 CAMPBELL POLICE DEPARTMENT  
 PROJECT INITIATION DATE:  
 10/9/2024

CONSOLE TYPE: NUMBER OF POSITIC  
 FLEX 4

SCALE:  
 NTS

SALES EXECUTIVE

AVA RABAGO

DESIGNER

TRISH CASELLA

**SHEET INDEX**

NO.	
2	3D VIEW 1
3	3D VIEW 2
4	PLAN VIEW
5	ELEVATION VIEW A
6	ELEVATION VIEW B
7	ELEVATION VIEW C
8	EQUIPMENT FIT
9	RENDERING 1
10	RENDERING 2
11	
12	
13	
14	
15	
16	

**REVISIONS**

REV	DATE	DESCRIPTION
A	10/21/24	2D & 3D PRELIMINARY
A	10/30/24	CHANGED TO DOME LTS, ADDED
A	12/17/24	GO TO MEETING
B	01/15/25	CHG TO R56, MISC OTHER REVS
B	01/16/25	REMOVED KIT 1 TO KIT 2

SHEET DESCRIPTION  
 3D VIEW 1

DRAWING #	OPT.	REV.	SHE
PN-10648-01	1	B	2

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Attachment: Russ Bassett Proposal - Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

**CUSTOMER**

CUSTOMER:  
 CAMPBELL POLICE DEPARTMENT  
 PROJECT ADDRESS:  
 100 N 1st Street  
 CAMPBELL CA 950

**PROJECT**

PROJECT NAME:  
 CAMPBELL POLICE DEPARTMENT  
 PROJECT INITIATION DATE:  
 10/9/2024  
 CONSOLE TYPE: NUMBER OF POSITIC  
 FLEX 4  
 SCALE:  
 NTS

SALES EXECUTIVE  
 AVA RABAGO  
 DESIGNER  
 TRISH CASELLA

**SHEET INDEX**

NO.	DESCRIPTION
2	3D VIEW 1
3	3D VIEW 2
4	PLAN VIEW
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6	ELEVATION VIEW B
7	ELEVATION VIEW C
8	EQUIPMENT FIT
9	RENDERING 1
10	RENDERING 2
11	
12	
13	
14	
15	
16	

**REVISIONS**

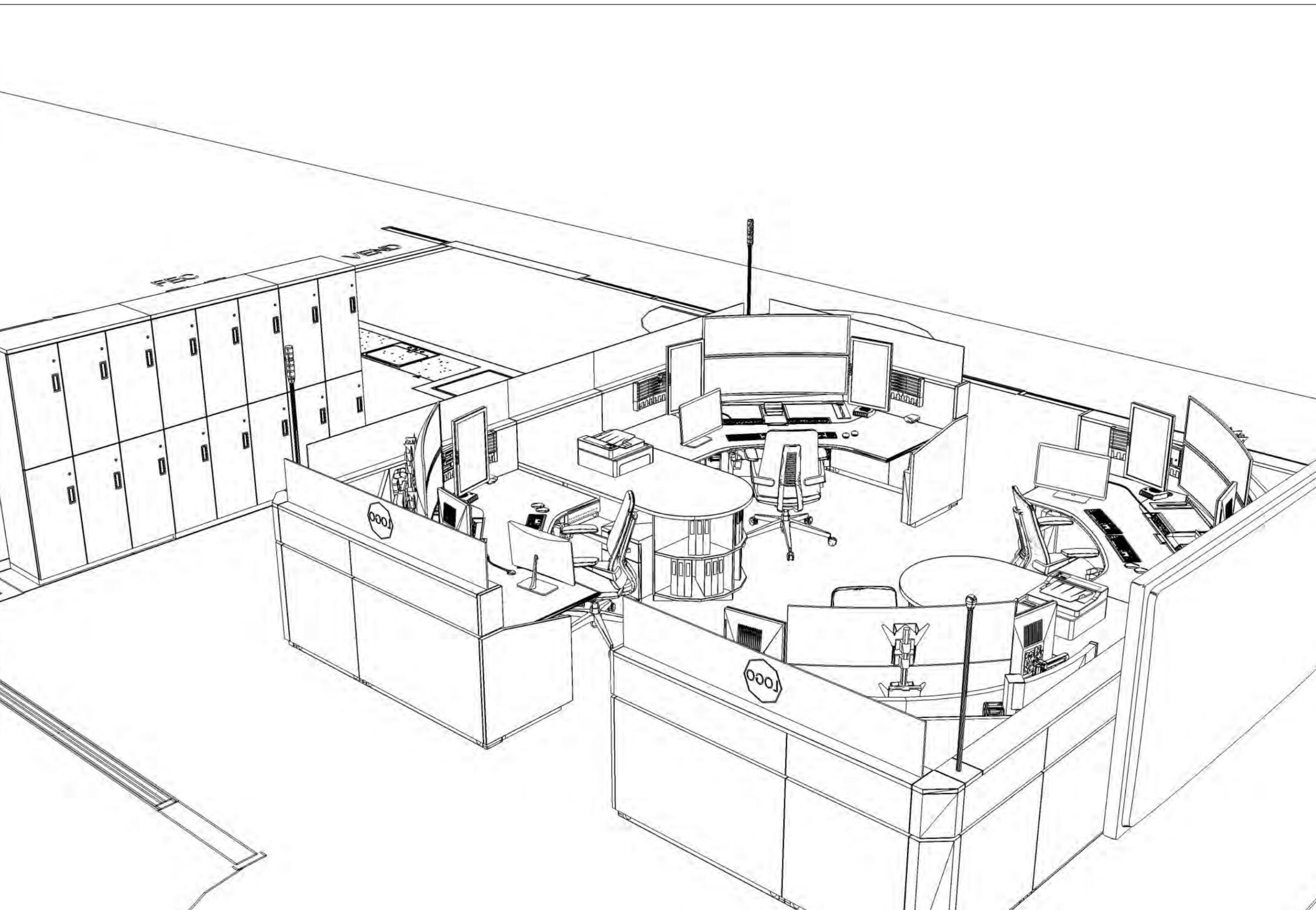
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A	12/17/24	GO TO MEETING
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B	01/16/25	REMOVED KIT 1 TO KIT 2

SHEET DESCRIPTION  
**3D VIEW 2**

DRAWING #	OPT.	REV.	SHE
PN-10648-01	1	B	3

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 CAMPBELL POLICE DEPARTMENT  
 PROJECT ADDRESS:  
 100 N 1st Street  
 CAMPBELL CA 950

**PROJECT**

PROJECT NAME:  
 CAMPBELL POLICE DEPARTMENT  
 PROJECT INITIATION DATE:  
 10/9/2024  
 CONSOLE TYPE: NUMBER OF POSITIO  
 FLEX 4  
 SCALE:  
 1/2" = 1'-0"

SALES EXECUTIVE  
 AVA RABAGO

DESIGNER  
 TRISH CASELLA

**SHEET INDEX**

NO.	DESCRIPTION
2	3D VIEW 1
3	3D VIEW 2
4	PLAN VIEW
5	ELEVATION VIEW A
6	ELEVATION VIEW B
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11	
12	
13	
14	
15	
16	

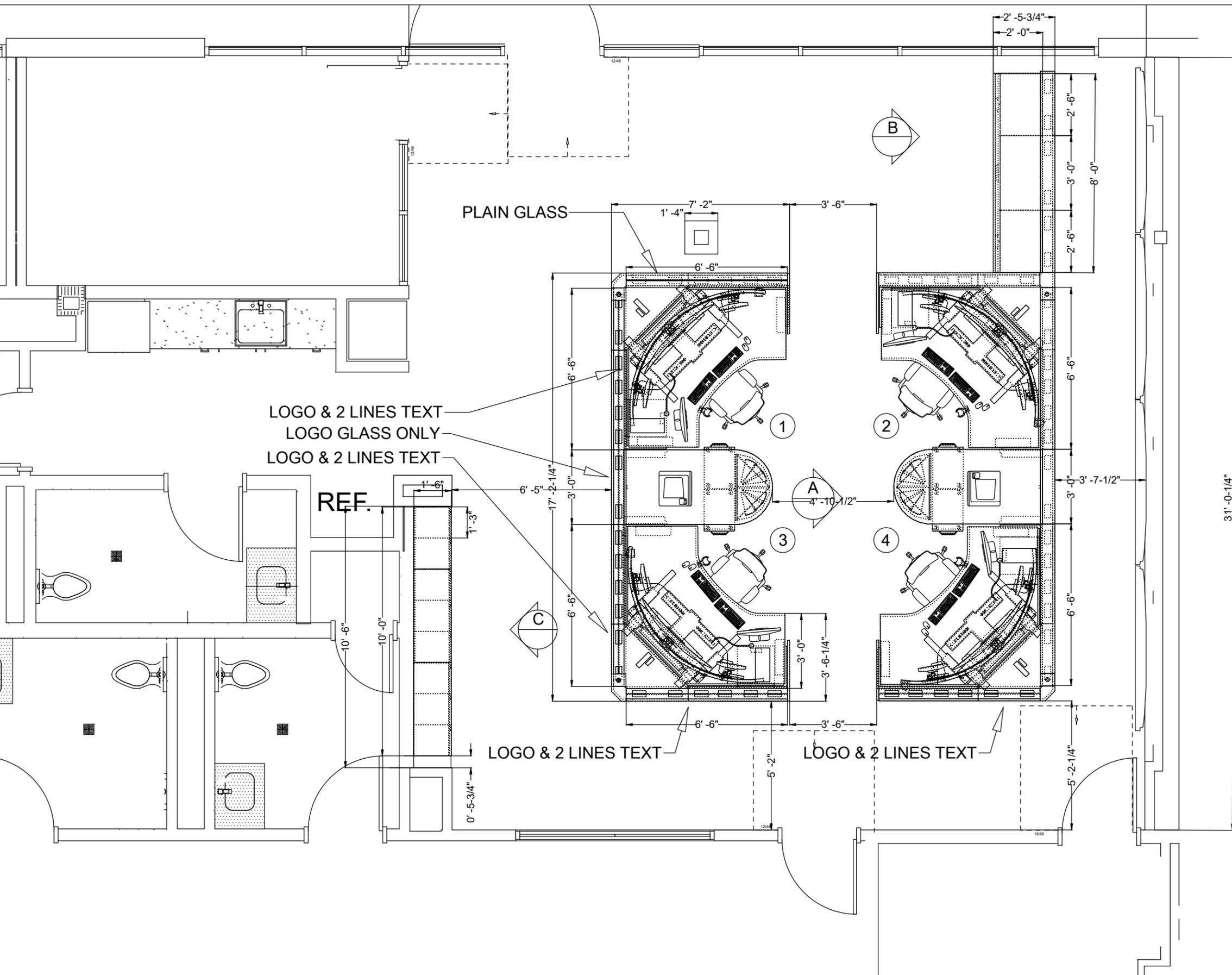
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**SHEET DESCRIPTION**  
**PLAN VIEW**

DRAWING #	OPT.	REV.	SHE
PN-10648-01	1	B	4

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**CUSTOMER**

CUSTOMER:  
 CAMPBELL POLICE DEPARTMENT  
 PROJECT ADDRESS: 100 N 1st Street  
 CAMPBELL CA 950

**PROJECT**

PROJECT NAME:  
 CAMPBELL POLICE DEPARTMENT

PROJECT INITIATION DATE:  
 10/9/2024

CONSOLE TYPE: FLEX  
 NUMBER OF POSITIV: 4

SCALE:  
 1/2" = 1'-0"

SALES EXECUTIVE  
 AVA RABAGO

DESIGNER  
 TRISH CASELLA

**SHEET INDEX**

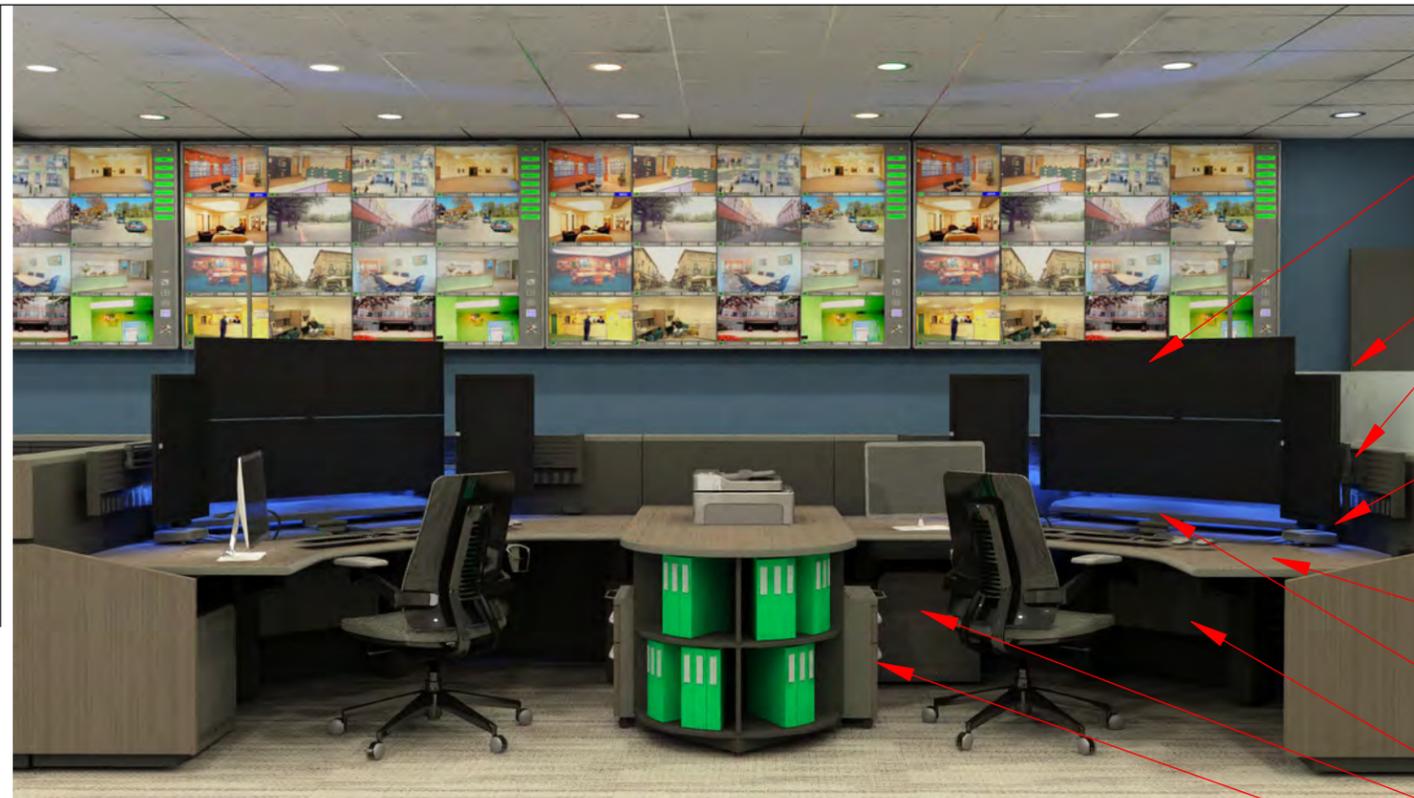
NO.	DESCRIPTION
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SHEET DESCRIPTION  
**ELEVATION A**

DRAWING #	OPT.	REV.	SHE
PN-10648-01	1	B	5



ARRAY SLATWALL MOUNTED  
 MONITOR MOUNTS

GLASS PARTITION

SLATWALL MONITOR ARRAY W/  
 11" ELECTRIC HEIGHT ADJUSTMENT  
 & 8" MANUAL FOCAL DEPTH ADJUSTMENT

PERSONAL COMFORT SYSTEM (PCS)  
 W/ DESKTOP FANS AND  
 FORCED AIR HEATERS UNDER SURFACE

HIGH PRESSURE LAMINATE WORK  
 SURFACE W/ COMFORT EDGE

ABOVE SURFACE AMBIENT LIGHT (BLUE)

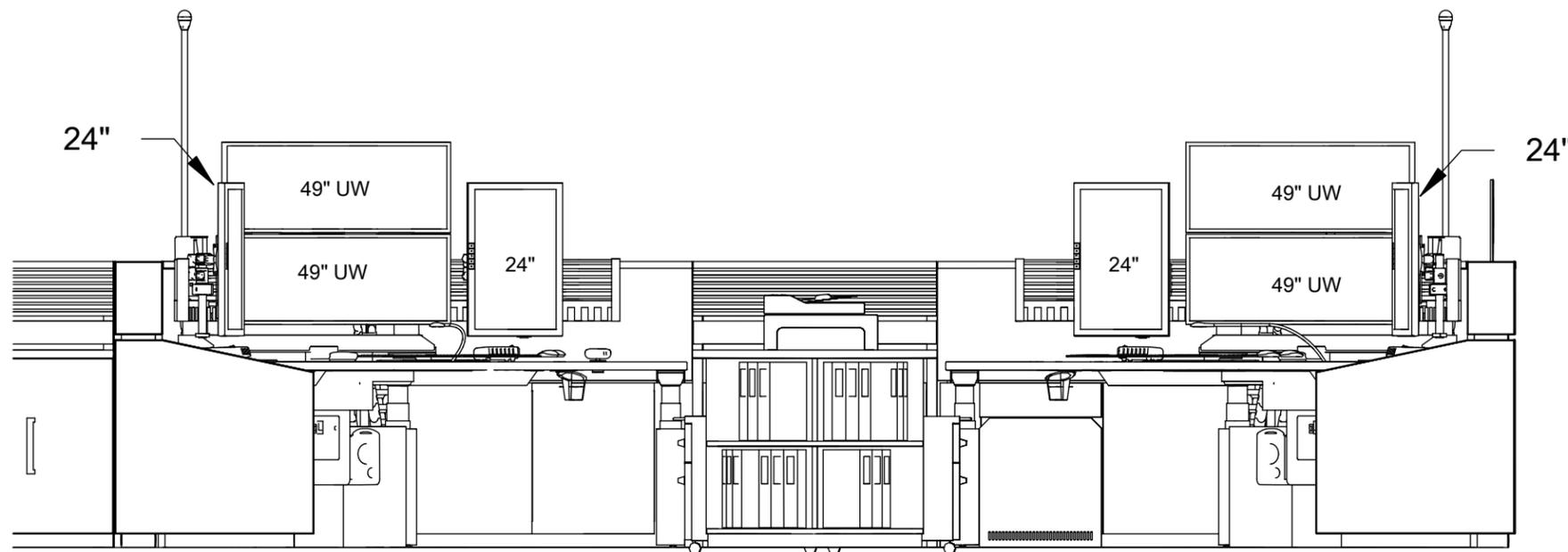
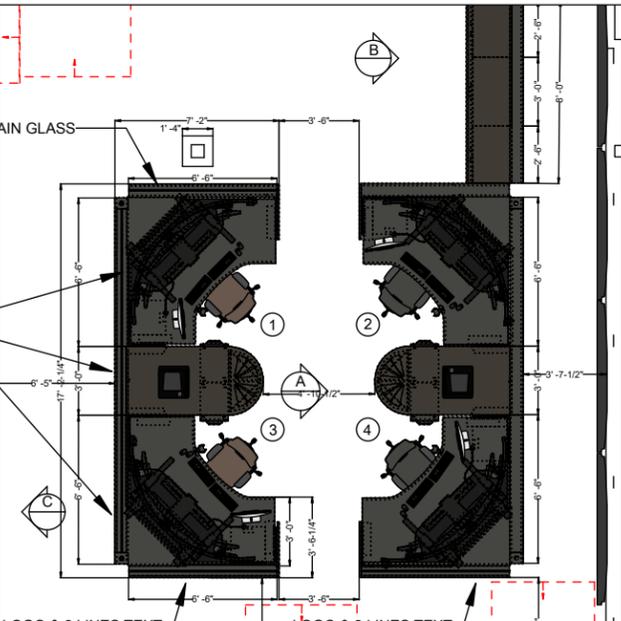
FOOTWELL LIGHT (BLUE)

UNDERSURFACE TECH POD

BOX/FILE MOBILE PEDESTAL

CONSOLE DASHBOARD WITH:

- CONSOLE CONTROLS
- PCS CONTROLS
- 2 - USB-A DATA PORTS
- 1 - USB-A & 1 - USB-C CHARGING PORTS
- GOOSENECK TASK LIGHT W/ DIMMER
- AMBIENT LIGHT DIMMER



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 PROJECT ADDRESS:  
 100 N 1st Street  
 CAMPBELL CA 950

**PROJECT**

PROJECT NAME:  
 CAMPBELL POLICE DEPARTMENT

PROJECT INITIATION DATE:  
 10/9/2024

CONSOLE TYPE: NUMBER OF POSITIC  
 FLEX 4

SCALE:  
 1/2" = 1'-0"

SALES EXECUTIVE

AVA RABAGO

DESIGNER

TRISH CASELLA

**SHEET INDEX**

NO.	
2	3D VIEW 1
3	3D VIEW 2
4	PLAN VIEW
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12	
13	
14	
15	
16	

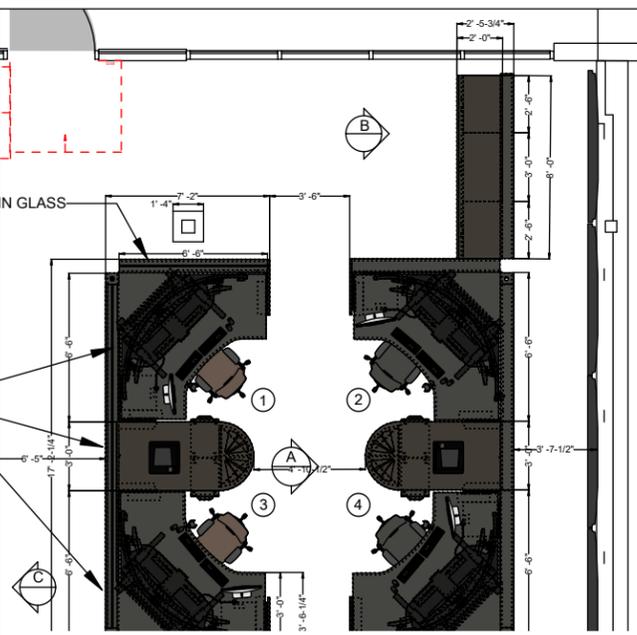
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SHEET DESCRIPTION  
**ELEVATION B**

DRAWING #	OPT.	REV.	SHE
PN-10648-01	1	B	6

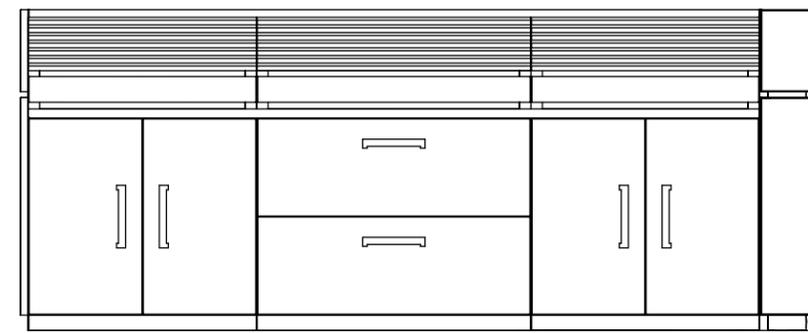
Attachment: Russ Bassett Proposal - Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch



30" W CLOSED PEDESTAL

36" W FILE/FILE PEDESTAL

30" W CLOSED PEDESTAL



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 100 N 1st Street  
 CAMPBELL CA 950

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 CAMPBELL POLICE DEPARTMENT  
 PROJECT INITIATION DATE:  
 10/9/2024  
 CONSOLE TYPE: NUMBER OF POSITIC  
 FLEX 4  
 SCALE:  
 1/2" = 1'-0"

SALES EXECUTIVE  
 AVA RABAGO  
 DESIGNER  
 TRISH CASELLA

**SHEET INDEX**

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SHEET DESCRIPTION  
**ELEVATION C**

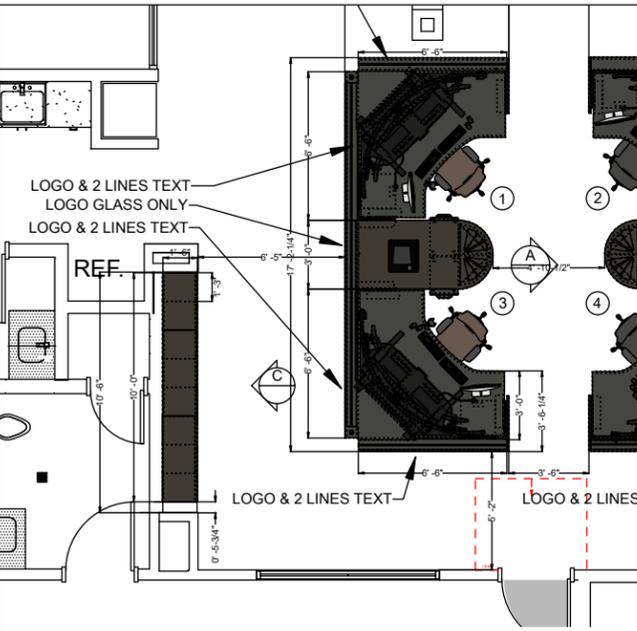
DRAWING #	OPT.	REV.	SHE
PN-10648-01	1	B	7

Attachment: Russ Bassett Proposal - Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

DEFINE LOCKER TOPS

DEFINE 15" W X 72" H, 2H LOCKER,  
 SOLID DOOR

DEFINE BASE FOR  
 LOCKERS



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 CAMPBELL CA 950

**PROJECT**

PROJECT NAME:  
 CAMPBELL POLICE DEPARTMENT  
 PROJECT INITIATION DATE:  
 10/9/2024

CONSOLE TYPE: FLEX  
 NUMBER OF POSITIC: 4

SCALE:  
 1/2" = 1'-0"

SALES EXECUTIVE  
 AVA RABAGO

DESIGNER  
 TRISH CASELLA

**SHEET INDEX**

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16	

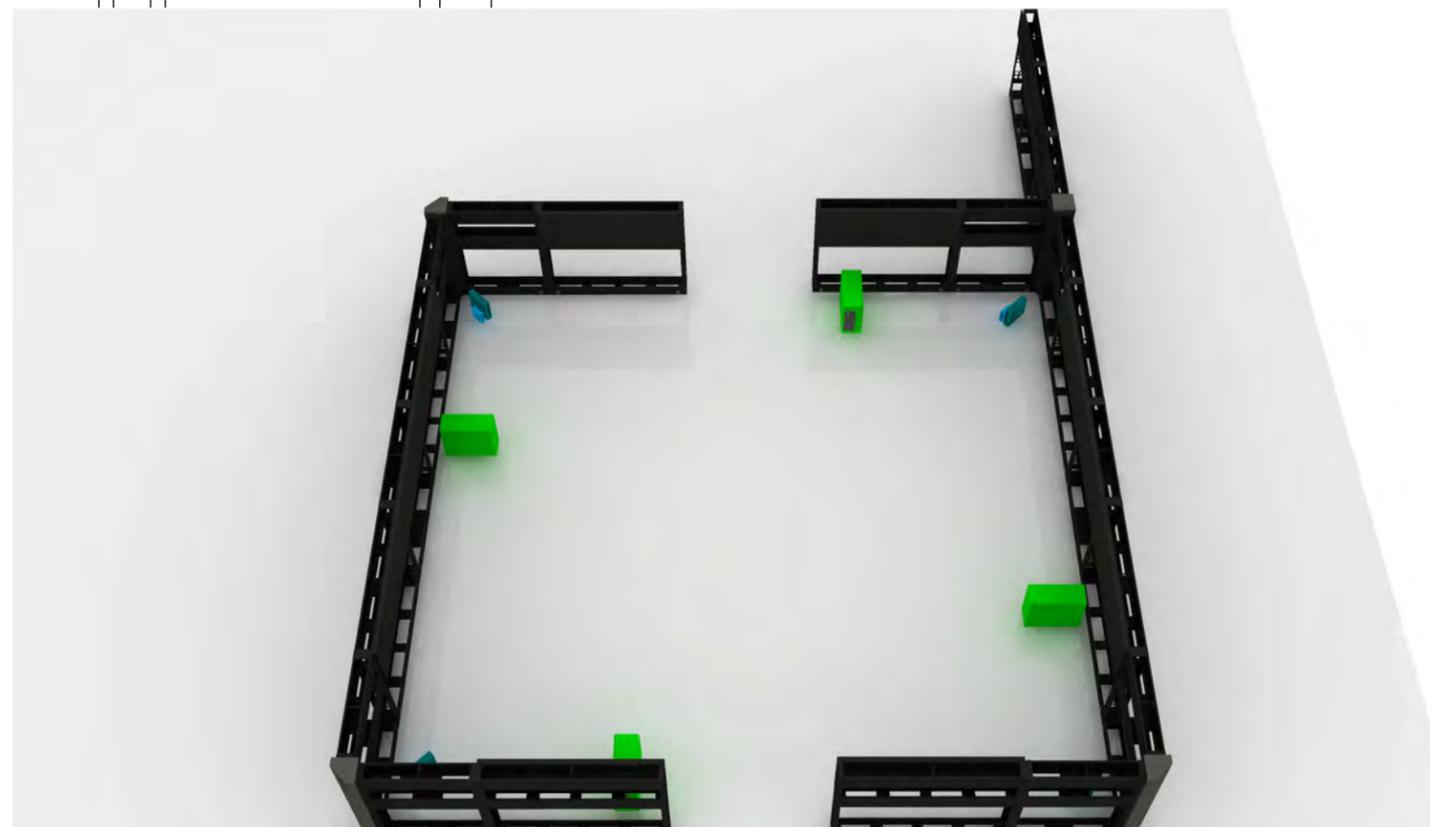
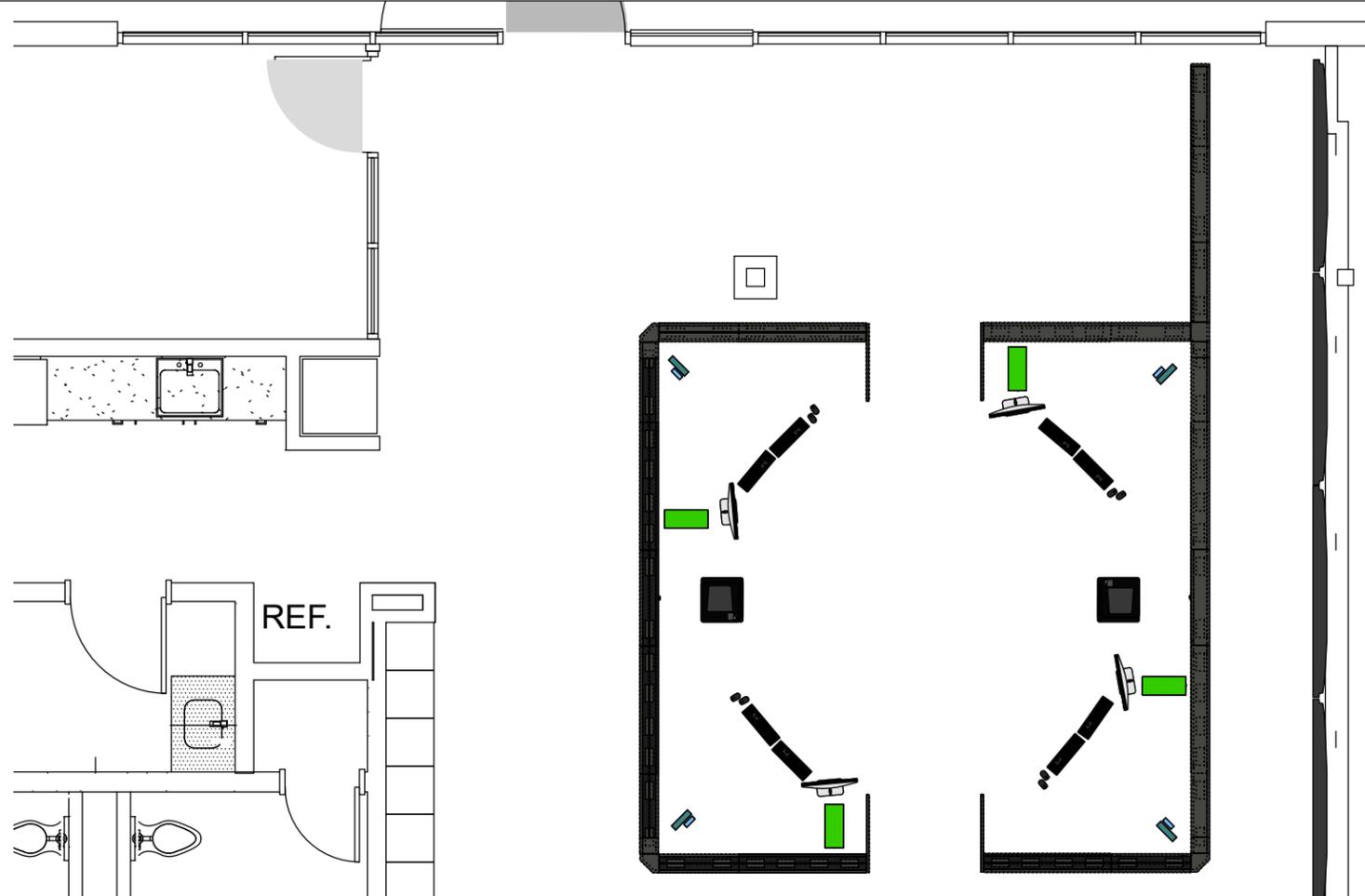
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SHEET DESCRIPTION  
**EQUIPMENT FIT**

DRAWING #	OPT.	REV.	SHE
PN-10648-01	1	B	8

EQUIP.	DESCRIPTION
	RADIO 8.5Hx2.3Wx8.5D
	MICRO PC 4.9Hx1.6Wx4.4D
	CAD 14.17Hx6.89Wx16.42D



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**CUSTOMER**

CUSTOMER: CAMPBELL POLICE DEPARTMENT

PROJECT ADDRESS: 100 N 1st Street  
 CAMPBELL CA 95008

**PROJECT**

PROJECT NAME: CAMPBELL POLICE DEPARTMENT

PROJECT INITIATION DATE: 10/9/2024

CONSOLE TYPE: FLEX NUMBER OF POSITIONS: 4

SCALE: NTS

SALES EXECUTIVE: AVA RABAGO

DESIGNER: TRISH CASELLA

**SHEET INDEX**

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12	
13	
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16	

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**COLOR SCHEME:**

POWDER:		
LAMINATE:	ASIAN NIGHT	
POWDER COAT:	CHARCOAL	

**SHEET DESCRIPTION**  
**RENDERING 1**

DRAWING #	OPT.	REV.	SHE
PN-10648-01	1	B	9

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 PROJECT ADDRESS:  
 100 N 1st Street  
 CAMPBELL CA 950

**PROJECT**

PROJECT NAME:  
 CAMPBELL POLICE DEPARTMENT  
 PROJECT INITIATION DATE:  
 10/9/2024

CONSOLE TYPE: NUMBER OF POSITIC  
 FLEX 4

SCALE:  
 NTS

SALES EXECUTIVE  
 AVA RABAGO

DESIGNER  
 TRISH CASELLA

**SHEET INDEX**

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SHEET DESCRIPTION  
**RENDERING 2**

DRAWING #	OPT.	REV.	SHE
PN-10648-01	1	B	10

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COLOR SCHEME:		
POWDER:		
LAMINATE:	ASIAN NIGHT	
POWDER COAT:	CHARCOAL	

Attachment: Russ Bassett Proposal - Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

DASH PLATES  
(ORDERED SEPARATELY)



BLANK



SINGLE USB KEYSTONE



DOUBLE USB KEYSTONE



DEVICE CHARGING / USB A-A



DEVICE CHARGING / USB A-C



GOOSENECK LIGHT



AMBIENT LIGHT DIMMER



SINGLE STATUS LIGHT SWITCH



DOUBLE STATUS LIGHT SWITCH



PCS CONTROLS

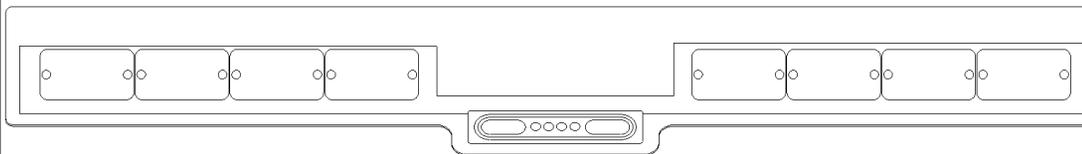
# DASHBOARD PLANNING GUIDE

Array consoles include 8 dash plate bays. Available Dash Plates are shown to the left, and are sold separately. Use this guide to plan your dashboard layout and voice/data connections.

The "Patch Bay" data ports are for permanent connections such as keyboards, mice, phones, etc.

the Dashboard USB keystones are for quick temporary connections, such as flash drives and personal keyboards.

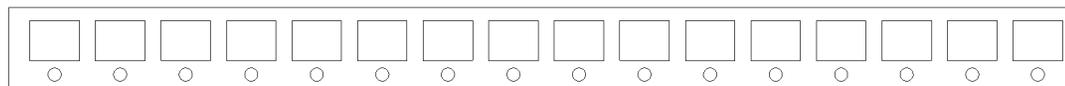
Data Color Markers can be used to help identify which system the data terminations are connected to. Each data port has accommodations for a color marker. Data Color Markers are sold separately in bags of 10 or 100.



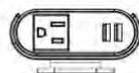
\* IF YOU SELECT H or I PLEASE  
INDICATE SWITCH COLORS HERE:

RED BLUE GREEN YELLOW

PATCH BAY DATA PORTS (HIDDEN)  
W/ DATA COLOR MARKER ACCOMMODATIONS



Desktop Power



POSITION TYPE:

POWER MODULE LOCATED  
ON THE SAME SIDE AS THE TASK LIGHT



VOICE/DATA KEYSTONE  
(ORDERED SEPARATELY)

8.b

- 1 USB 3.0
- 2 RJ 45
- 3 RJ 11
- 4 3.5 MM

DATA COLOR MARKERS

- |  |                  |                     |                          |                          |
|--|------------------|---------------------|--------------------------|--------------------------|
|  | BL (BLACK)       | QUANT<br>10 PK. 100 | <input type="checkbox"/> | <input type="checkbox"/> |
|  | BR (BROWN)       | 10 PK. 100          | <input type="checkbox"/> | <input type="checkbox"/> |
|  | BL (BLUE)        | 10 PK. 100          | <input type="checkbox"/> | <input type="checkbox"/> |
|  | RD (RED)         | 10 PK. 100          | <input type="checkbox"/> | <input type="checkbox"/> |
|  | GY (GRAY)        | 10 PK. 100          | <input type="checkbox"/> | <input type="checkbox"/> |
|  | GR (GREEN)       | 10 PK. 100          | <input type="checkbox"/> | <input type="checkbox"/> |
|  | WH (WHITE)       | 10 PK. 100          | <input type="checkbox"/> | <input type="checkbox"/> |
|  | HM (HONEY MAPLE) | 10 PK. 100          | <input type="checkbox"/> | <input type="checkbox"/> |

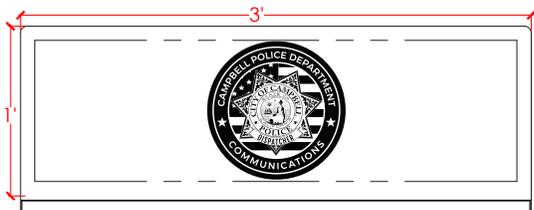
Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center

# CUSTOM ARTWORK APPROVAL FORM

Please sign and date where indicated. Russ Bassett must have a completed and signed Custom Artwork Approval form in order to process your Purchase Order.

**PROJECT NUMBER: PN-10648-01**

**MODEL NUMBER: FTC-0736-GL-BL-S-V229**



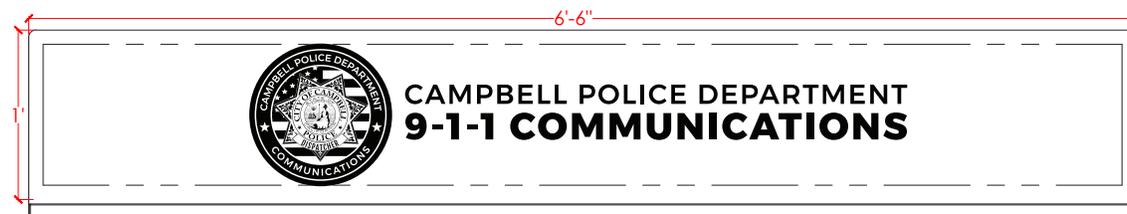
**V229 | QUANTITY: 01 | DESIGN NOTES:** Customer supplied logo centered on panel.

**MODEL NUMBER: FTC-0772-GL-BL-S-V230**



**V230 | QUANTITY: 02 | DESIGN NOTES:** Customer supplied logo & text centered on panel.

**MODEL NUMBER: FTC-0778-GL-BL-S-V230**



**V230 | QUANTITY: 03 | DESIGN NOTES:** Customer supplied logo & text centered on panel.

**Note:**

Text and logo sizes are approximate and may vary slightly in final production to ensure best fit, layout, and appearance of the final product.

All logos will need to be converted to a 1-bit vector format prior to production.

By signing this document, I acknowledge everything to be correct and understand the document statements. I authorize Russ Bassett to proceed.

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_

Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

# QUOTATION - HGACBuy

Project: CAMPBELL POLICE DEPARTMENT

#	Qty	Part Number	Description	Sell	Ext.
-					
1	4	FSA-CS-78	Flex Sit-Stand, 90Deg Corner, 78W, Single Lift, Adj. Array	\$5,481.48	\$21,92
2	8	FSW-07-3042-EMT-EMT	Flex Wall, 07D, 30L x 42H, Empty Side A, Empty Side B	\$280.03	\$2,24
3	2	FSW-07-3042-SWN-EMT	Flex Wall, 07D, 30L x 42H, Slatwall Side A, Empty Side B	\$452.53	\$90
4	2	FSW-07-3642-SSP-EMT	Flex Wall, 07D, 36L x 42H, Sit-Stand Powder Side A, Empty Side B	\$418.60	\$83
5	1	FSW-07-3642-SWN-EMT	Flex Wall, 07D, 36L x 42H, Slatwall Side A, Empty Side B	\$466.33	\$46
6	8	FSW-07-4842-SSP-EMT	Flex Wall, 07D, 48L x 42H, Sit-Stand Powder Side A, Empty Side B	\$446.20	\$3,56
7	10	FBP-3042-SPS	Flex Back Panel, 30W x 42H, Solid, Powder, Square	\$231.15	\$2,31
8	3	FBP-3642-SPS	Flex Back Panel, 36W x 42H, Solid, Powder, Square	\$238.05	\$71
9	8	FBP-4842-SPS	Flex Back Panel, 48W x 42H, Solid, Powder, Square	\$251.85	\$2,01
10	4	FTC-0706-SL-S	Flex Top Cap, 7D x 6W, Status Indicator Light Pole Receiver, Square	\$207.58	\$83
11	1	FTC-0736-GL-BL-S	Flex Top Cap, 7D x 36W, Blue Lit Glass W/ Logo, Square	\$1,430.03	\$1,43
12	1	FTC-0736-S-S	Flex Top Cap, 7D x 36W, Solid, Square	\$152.38	\$15
13	2	FTC-0772-GL-BL-S	Flex Top Cap, 7D x 72W, Blue Lit Glass W/ Logo, Square	\$1,803.20	\$3,60
14	2	FTC-0772-S-S	Flex Top Cap, 7D x 72W, Solid, Square	\$194.35	\$38
15	1	FTC-0778-GC-S	Flex Top Cap, 7D x 78W, Clear Glass, Square	\$910.80	\$91
16	2	FTC-0778-GL-BL-S	Flex Top Cap, 7D x 78W, Blue Lit Glass W/ Logo, Square	\$1,865.88	\$3,73
17	1	FTC-0778-S-S	Flex Top Cap, 7D x 78W, Solid, Square	\$201.25	\$20
18	1	FTC-0796-S-S	Flex Top Cap, 7D x 96W, Solid, Square	\$221.95	\$22
19	4	FCF-42-T-SSP	Flex Sit-Stand Corner Filler, 42H, Tech Storage, Powder	\$621.00	\$2,48
20	2	FWS-FPE-3672-S	Work Surface, Peninsula, 36D x 72L, Strata	\$804.43	\$1,60
21	1	FWS-FRE-2496-W	Work Surface, Rectangle, 24D x 96L, Comfort	\$866.53	\$86
22	4	FWS-SCA-3678-N-W	Work Surface, 90Deg Corner Sit-Stand, Single Lift Array, 36D x 78L	\$1,133.90	\$4,53
23	2	FPC-2430-PD-L-N	Flex Closed Storage Pedestal, 24D x 30W, Pair of Doors, Laminate Faces, No Lk	\$428.38	\$85
24	1	FPD-2436-FF-L-N	Flex Drawer Pedestal, 24D x 36W, File/File, Laminate Faces, No Lock	\$526.13	\$52
25	4	FPM-2015-BF-L-N	Flex Mobile Pedestal, 20D x 15W, Box/File, Lam, No Lock	\$363.40	\$1,45
26	3	FCC-07L-9042-EPS	Flex Corner Connector, 7D, 90° L-Type, 42H, Exterior, Powder, Square	\$317.98	\$95
27	1	FCC-07T-9042-EPS	Flex Corner Connector, 7D, 90° T-Type, 42H, Exterior, Powder, Square	\$317.40	\$31
28	4	FTP-18-N	Under Surface Tech Pod, 18"W	\$299.58	\$1,19
29	2	FSL-36-L	Flex Left Support Leg, 36D	\$242.08	\$48
30	2	FSL-36-R	Flex Right Support Leg, 36D	\$242.08	\$48
31	2	FEC-AAN-0742-L-L	Flex Left End Cap, Corner, Array Sit-Stand, 7" Wall, 42"H, Lam	\$431.83	\$86
32	2	FEC-AAN-0742-R-L	Flex Right End Cap, Corner, Array Sit-Stand, 7" Wall, 42"H, Lam	\$431.83	\$86
33	1	FEC-FH-0742-L	Flex End Cap, Fixed Height, 7" Wall, 42"H, Lam	\$276.00	\$27
34	2	FAP-330	Flex Inside Access Panel, Two Supports, 33"W	\$145.48	\$29
35	4	WAC-SLD-36	Pole Mount Situation Awareness Light, Dome, 36"H Pole	\$345.58	\$1,38
36	2	WAC-SLT-5-36	Pole Mount Situation Awareness Light, 5-Lens, 36"H Pole	\$585.93	\$1,17
37	4	DAC-AMB-SW-12	Ambient Light, Slatwall, 12", Blue	\$104.08	\$41
38	4	DAC-AMB-SW-72	Ambient Light, Slatwall, 72", Blue	\$276.00	\$1,10
39	4	DAC-CUPHLDR-US-R	Cup Holder, Under Surface, Rotating	\$114.43	\$45
40	8	DAC-DASH-BLANK	Dash Plate, Blank	\$31.63	\$25
41	4	DAC-DASH-CHRG-AC	Dash Plate, Device Charging, USB A-C	\$163.88	\$65
42	4	DAC-DASH-DIMMER	Dash Plate, Ambient Dimmer	\$94.88	\$37
43	4	DAC-DASH-LIGHT	Dash Plate, Gooseneck Light	\$204.70	\$81
44	8	DAC-DASH-USB-X2	Dash Plate, 2 USB Keystones W/ Cables	\$116.73	\$93
45	1	DAC-DCM-100-BL	Data Color Markers, 100 Pack, Blue	\$58.65	\$5
46	1	DAC-DCM-100-GN	Data Color Markers, 100 Pack, Green	\$58.65	\$5
47	1	DAC-DCM-100-RD	Data Color Markers, 100 Pack, Red	\$58.65	\$5
48	8	DAC-MM-01-SW-PM	Monitor Mount, Slatwall, Pole Mount, Ext	\$362.25	\$2,89
49	4	DAC-MM-11-SW-PM-HD	Monitor Mount, 1-Over-1, Slatwall, Pole Mount	\$661.25	\$2,64
50	4	DAC-PCS-FLX-A	Flex Personal Comfort System, Heat & Air, Array Console	\$1,500.18	\$6,00
51	4	DAC-PWR-USB-EDGE	Power / USB Charger, Edge Mount	\$258.75	\$1,03
52	2	DAC-SPT-BS-36	Peninsula Support, Binder Storage, 36"	\$469.20	\$93
53	1	WAC-ARTWORK	Logo Artwork Prep - Per Logo Design	\$687.70	\$68
54	5	WAC-ETCH-LOGO	Glass Etching, Logo - Per Logo Instance	\$722.20	\$3,61
55	8	WAC-ETCH-TEXT	Glass Etching, Text - Per Text Line	\$996.48	\$7,97
56	8	DEF-LKR-1572-2H-SD	Personal Storage Locker, 19"D x 15"W x 72"H, 2 High Unit, Solid Door, Locking	\$600.88	\$4,80
57	1	DEF-LKR-BSE-0230	Locker Base, 2 Wide, 19"D x 30"W x 2"H	\$150.65	\$150.65

Attachment: Russ Bassett Proposal - Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

**QUOTATION - HGACBuy**  
**Project: CAMPBELL POLICE DEPARTMENT**

#	Qty	Part Number	Description	Sell	Ext.
58	2	DEF-LKR-BSE-0245	Locker Base, 3 Wide, 19"D x 45"W x 2"H	\$184.00	\$36
59	1	DEF-LKR-TOP-30	Locker Top, 2 Wide, 19"D x 30"W	\$243.80	\$24
60	2	DEF-LKR-TOP-45	Locker Top, 3 Wide, 19"D x 45"W	\$334.08	\$66
61	4	DAC-AMB-PWR	Ambient Light Power Supply W/ Splitter	\$55.78	\$22
62	32	DAC-CO-USB	USB-A 3.0 Keystone - Coupler (Includes 15' Extension)	\$41.98	\$1,34
63	4	WAC-BOND-KIT-R56	Flex Console Bonding Kit, R56	\$518.08	\$2,07
64	4	WAC-DTB-14	14 Port Data Termination Bracket, Universal	\$83.38	\$33
65	2	WAC-PSTRIP-H-15	Power Strip, 15 Amp, 7 Outlet, With Horizontal Trough Mounting Bracket	\$69.58	\$13
66	4	WAC-PSTRIP-V-15-R56	SPD, Power Strip, Vertical Wall Mounting Bracket, 6 Outlet, R56	\$239.78	\$95
67	4	WAC-SL-CNCT-KT	Status Indicator Light Connection Kit with Power Supply	\$173.08	\$69
				<b>Total -</b>	<b>\$110,05</b>
<b>Area 2. OPTIONAL</b>					
68	4	NSP-92756	Slatwall Speaker Mount, Pole Mount With Slider	\$350.00	\$1,40
				<b>Total Area 2. OPTIONAL</b>	<b>\$1,40</b>

<b>Russ Bassett Product</b>	<b>\$111,45</b>
Sales Tax: (9.38 %)	\$10,45
Russ Bassett Installation Services includes Prevailing Wage:	\$29,00
Freight Services:	\$1,85
<b>Total</b>	<b>\$152,76</b>

**MILESTONE PAYMENT SCHEDULE**

RBC milestone payment term schedule for this project are as follows:

MILESTONE PROGRESS	PAYMENT INVOICED
1. SUBMITTAL OF ORDER TO RBC	25% Due: Net 30 Days
2. ORDER SHIPMENT	50% Due: Net 30 Days
3. SUBSTANTIAL COMPLETION OF THE PROJECT	25% Due: Net 30 Days*

\*10% retainage can be held back if there are minor punch list items delaying final completion

Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

## HGACBuy Contract EC07-23

### 9-1-1 Equipment & Emergency Notification Software & Services

#### Informational Overview

#### Contract Introduction

HGACBuy contract is a national cooperative purchasing vehicle available to state and local government agencies. This is an alternative to having to go out for competitive bids since the contract was already competitively bid. Contract cycles are typically two (2) years, with new competitions occur every two (2) years. There is in any given award cycle the option for extension(s) of the contract.

There is no cost to the agency to use HGACBuy Contracts or to sign up as a member.

An agency can find out if they are a member by following this link and looking up the members in their state:  
<http://www.hgacbuy.org/about/end-users.aspx>.

If they are not already members, an agency can sign up with HGACBuy and then utilize the contract by way of referencing it on their PO. The agency – or their parent municipality, county or state – enters into an interlocal agreement (ILC) with HGACBuy. The process for signing up as a member can be found here:  
<https://www.hgacbuy.org/join/become-an-end-user.aspx>.

To access the HGACBuy website directly to learn more about the contract, please visit  
<https://www.hgacbuy.org/about/default.aspx>.

The agency can also reach out directly to Veronica Johnson who administers the 9-1-1 Equipment & Services contract. Veronica’s contact information is listed below.

Veronica Johnson  
 HGACBuy  
 Procurement Specialist  
 713-993-2446  
[Veronica.johnson@h-gac.com](mailto:Veronica.johnson@h-gac.com)

#### Russ Bassett and HGACBuy

Russ Bassett Consoles are available on HGACBuy Contract EC07-23 for 9-1-1 Equipment. This contract cycle went into effect August 1<sup>st</sup>, 2023 and expires **June 30th, 2025**. Additionally, Russ Bassett competed for and held in good standing the same contract in the EC07-16, EC07-18 and EC07-20 cycles.

For clients interested in this contract, we supply a line-item detail quotation specific to the client’s Russ Bassett developed design drawing package. An associated HGACBuy worksheet is also available upon request. At the time of order, we submit the HGAC worksheet, our line-item detail quotation and a copy of our client’s purchase order to HGACBuy and they review each line item and the overall order to ensure contract compliance.

The following products and services are available from Russ Bassett on HGACBuy Contract EC07-20:

<u>Product Line</u>	<u>Discount</u>
Flex Consoles - Refer to Pricelist/Catalog v 2021-08-11	42.5% Off of List Price
Define Consoles - Refer to Pricelist/Catalog v 2021-08-06	42.5% Off of List Price
Define Storage - Refer to Pricelist/Catalog v 2021-08-06	42.5% Off of List Price
Define Tables - Refer to Pricelist/Catalog v 2021-08-05	42.5% Off of List Price
Accessories - Refer to Pricelist/Catalog v 2021-08-11	42.5% Off of List Price
Freight Services	Quoted by Project
Installation Services	Quoted by Project

To access the full contract details and line items, please visit: [HGAC - Russ Bassett](#)

Russ Bassett Public Safety Customers who have used the HGACBuy 9-1-1 Products & Services Contract for their project procurement include:

- Blue Earth County 911 (MN) – 6 Positions, Modernization, 2020
- Brown County Sheriff’s Office (SD) – 6 Positions, Modernization, 2020 and 2021
- Carver County Sheriff’s Office (MN) – 8 Positions, Modernization, 2021
- Dallas Fire Rescue Department (TX) – 12 Positions, Modernization, 2017
- Dallas Police Department (TX) – 58 Positions, Modernization, 2017
- Denver 911 (CO) – 55 Positions, New Facility, 2018
- Dickinson County Sheriff’s Office (IA) – 4 Positions, Modernization, 2021
- Ennis Police Department (TX) – 4 Positions, New Facility, 2020
- Peoria Police Department (AZ) – 14 Positions, Modernization, 2020
- Sand Springs Police Department (OK) – 3 Positions, New Building, 2019
- South Sound 911 (WA) – 85 Positions, New Facility, 2021
- Yankton Police Department (SD) – 3 Positions, Modernization, 2020
- North County Dispatch Joint Powers Authority, Rancho Santa Fe (CA) - 9 Position Modernization 2020
- LA CLEAR, City of Monrovia/Commerce(CA) - 17 Position Modernization 2020
- Clovis Police Department, Clovis (CA) - 10 Position Modernization 2021
- Chino Police Department, Chino (CA) - 2 Position RTCC Modernization 2022
- Indio Police Department, Indio, (CA) - 10 Position New Facility 2023
- Orange County Sheriff’s Department Tustin (CA) - 30 Position RTCC and Communications Center 2023
- Scottsdale Police Department, Scottsdale (AZ) 20 Position Dispatch & 7 Position RTCC 2024
- Placentia Police Department, Placentia (CA) - 8 Position Public Safety Center 2024
- Huntington Beach Police Department, Huntington Beach (CA) - 11 Position Dispatch & 4 Position RTCC
- West Cities, Seal Beach (CA) - 6 Position Dispatch Center 2024
- Peoria Police Department (AZ) - 5 Position RTCC 2024
- Goodyear Police Department (AZ) - 16 Position Dispatch Center 2024

# New and Improved Adjustable Monitor Array Sit-Stand Consoles

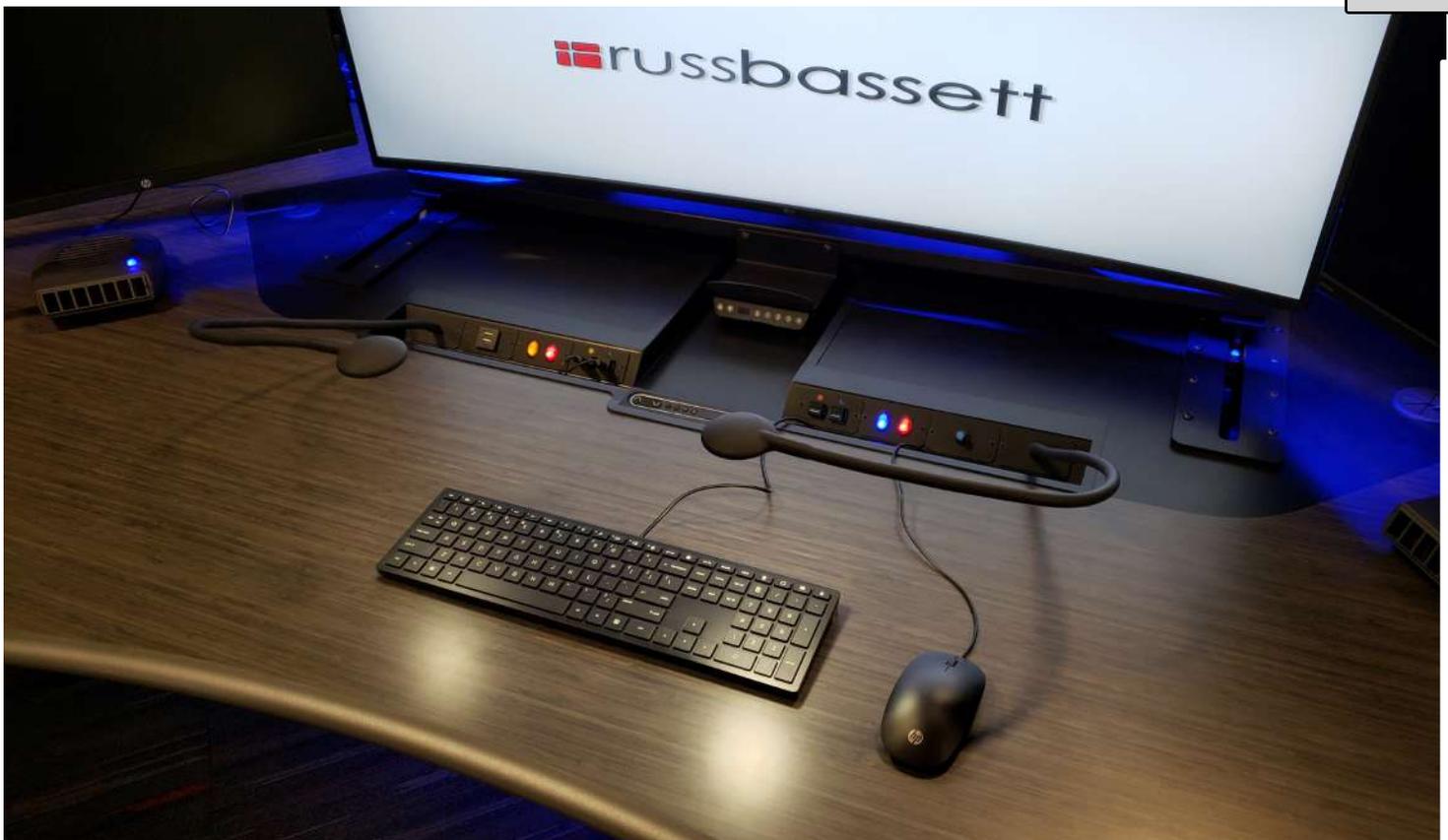
Dear Valued and Prospective Russ Bassett Customers,

Like automotive manufacturing, console furniture design regularly evolves around new technology, innovation, and customer feedback.

We are excited to introduce the new and improved, 2022/23 model year adjustable monitor array sit-stand to our already market leading Flex and Define Console product platforms!

The new adjustable array sit-stand console model features a Sub-Flush Dashboard to allow the bottom bezel of the monitors to get even lower, extra Dashboard Cartridge bays for added convenience and control functionalities, compressed monitor array envelope enhancing ergonomic focal depth adjustment, an upgraded array height controller, a removable rear monitor array shroud, and additional anti-collision technology.





## Here is a little more information on each enhancement:

### ✓ SUB-FLUSH DASHBOARD

The dashboard has been recessed into the work surface for a cleaner look and to allow monitors to get even lower. Monitors can now skim just above the work surface, provided the Personal Comfort System fans are moved out of the way. Our previous model was already supportive of a neutral-to-downward gaze, but for those customers who have stacked monitor applications and are coming from a “split-surface”, allowing the monitors to get closer to the large single piece work surface reduces the challenge of the change for the team.

### ✓ EXTRA DASHBOARD BAYS

The Dashboard has been redesigned to utilize a new Faceplate design, which is smaller than the old spring cartridges. Combined with moving the desktop controller to the center, this change now gives the customer eight (8) configurable bays rather than six (6). This means there are more configuration options and removes the challenge of running out of ports for control functions when you want to do it all (manual situational awareness light switches, gooseneck lights, USB ports, convenience power, ambient lighting dimmer).

### ✓ COMPRESSED ARRAY DEPTH

This new array design requires a shallower structure behind it, which has allowed us to push the array about 4" further back relative to the front of the work surface. This change has multiple advantages including more available monitor fit width, the capability to get the monitors further away, which is particularly helpful when larger screens are used and also that the Dashboard is always exposed even at full forward array position.

### ✓ ARRAY CONTROLLER UPGRADE

The new array lift system includes a nice height control that is located at the same point as the focal depth handle and now includes a digital display reading the array height in inches (0 to 11), height memory presets and can display error codes in the unlikely situation your monitor array requires service.

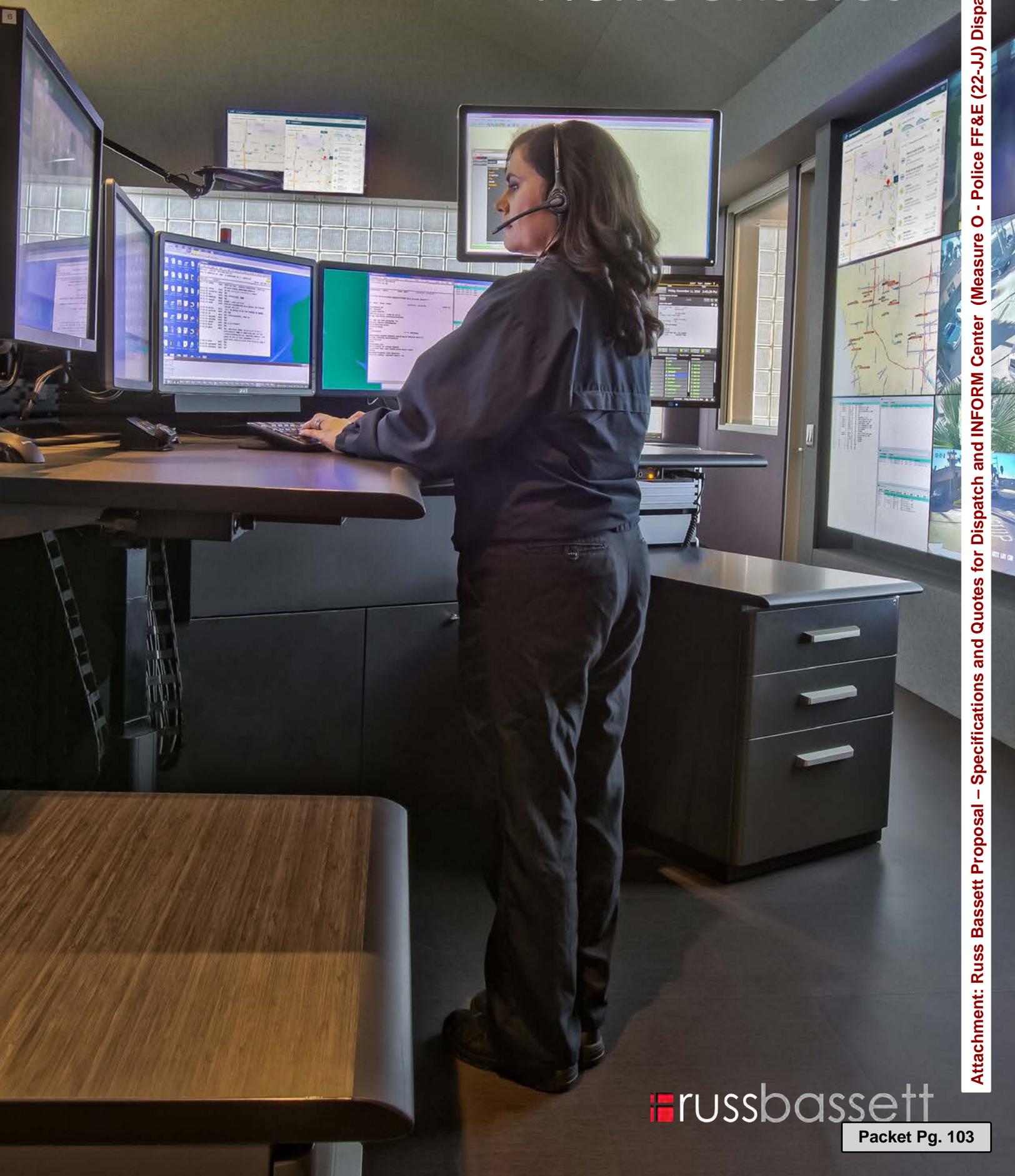
### ✓ REMOVABLE REAR SHROUD

To enhance users' line of sight to video walls and out from Supervisory positions, we have changed the monitor array structure in a way that makes the rear shroud purely cosmetic. Still desirable in open plan environments, when and where appropriate, it can be removed!

### ✓ NEW COLLISION DETECTION TECHNOLOGY

Last but not least, we have integrated a new collision detection technology into the 2022/23 Array Console that provides an additional level of protection if a collision should happen outside the area of the currently deployed lap bar. This new system utilizes gyro, accelerometer and vibration detection sensors to provide additional protection and will be used in conjunction with the lap bar. We are the only manufacturer on the market with redundant collision detection systems.

# FlexConsoles

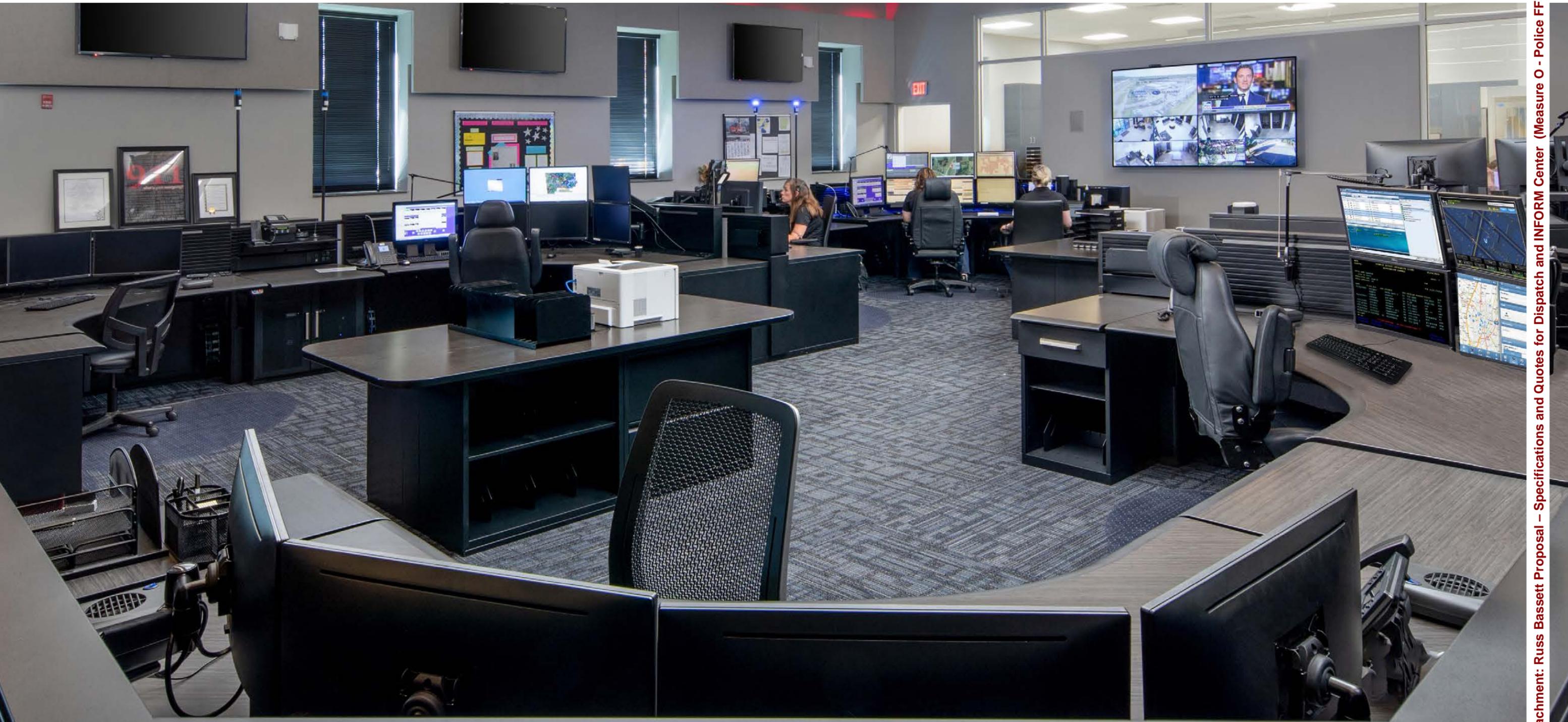


Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

# THE FLEX ADVANTAGE

Console furniture designed to directly support your team's communication, health and engagement goals.

Choose from a variety of shapes and sizes to create a workplace that meets your operator and technology needs, today and tomorrow.

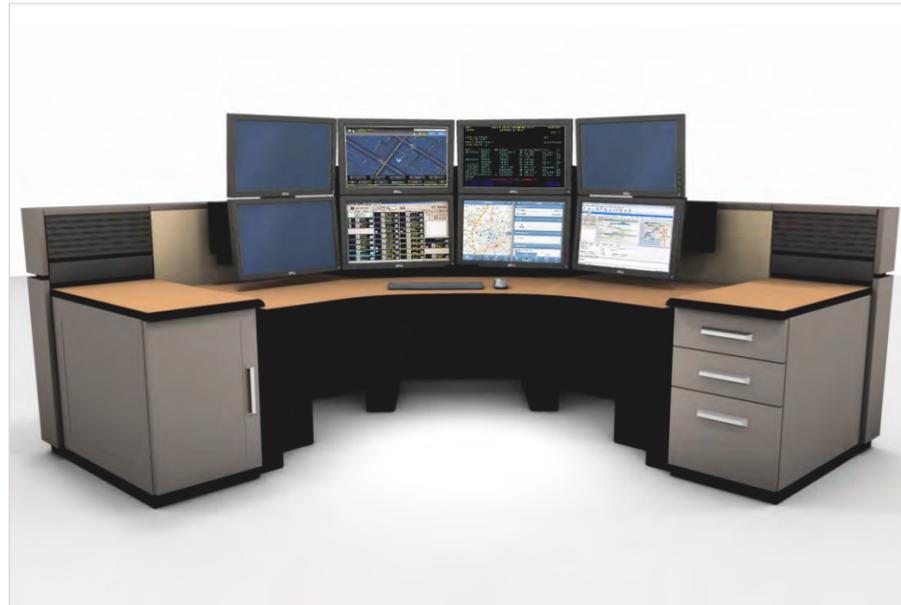
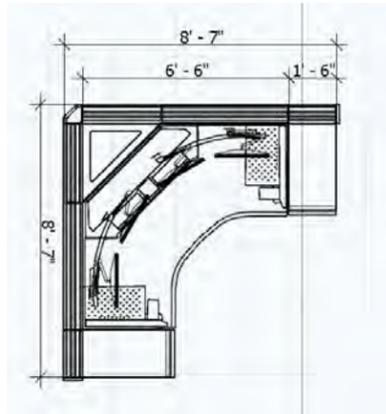


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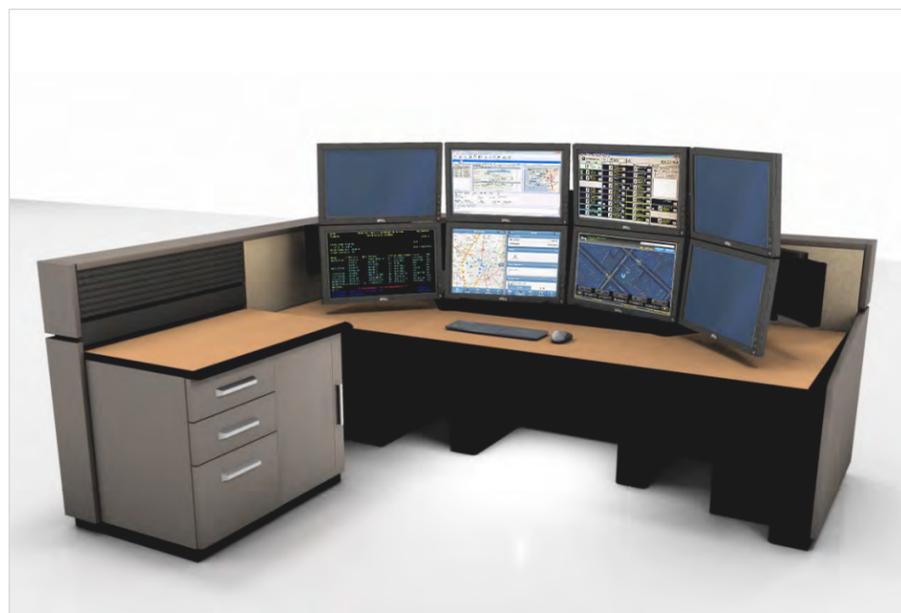
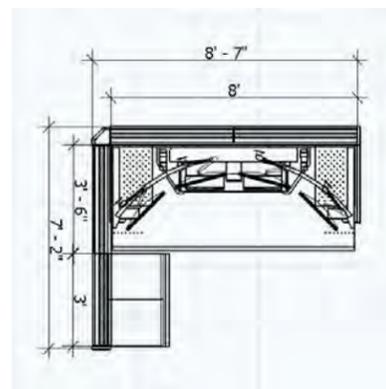
# GIVING YOU THE FREEDOM TO CHOOSE

Both corner and linear consoles consume a similar footprint which gives you the freedom to choose the style that is right for your team.

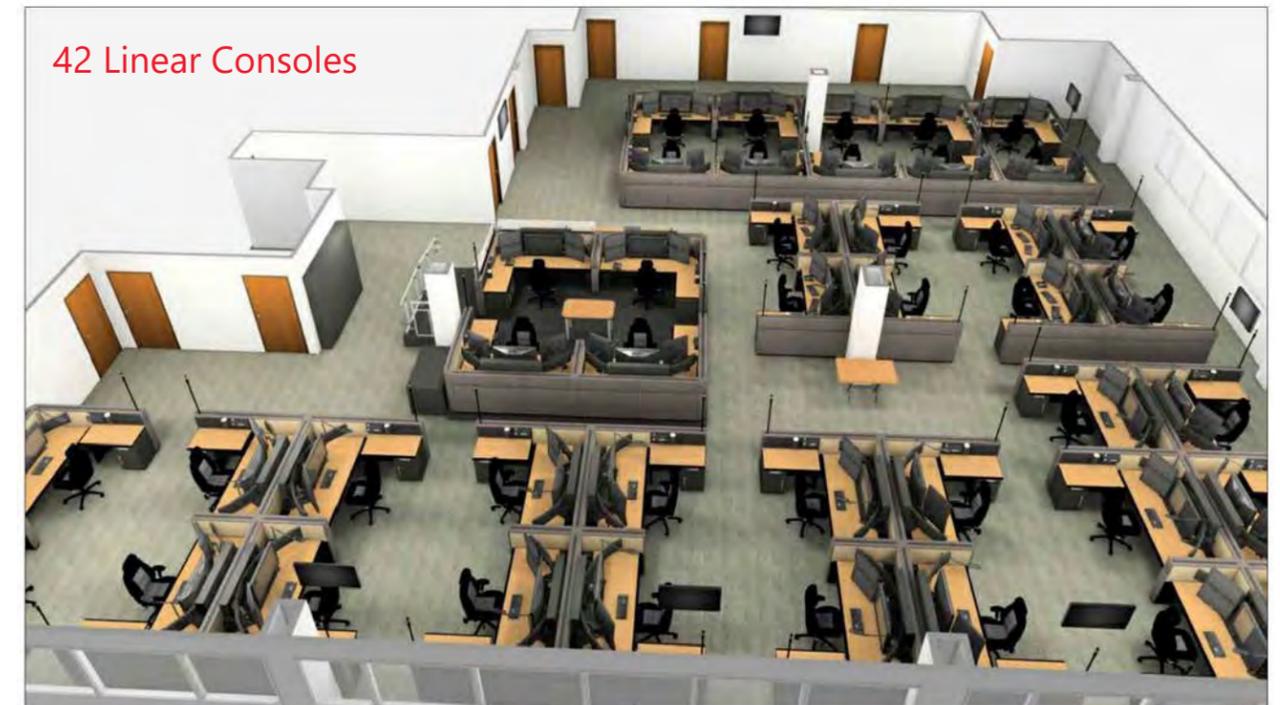
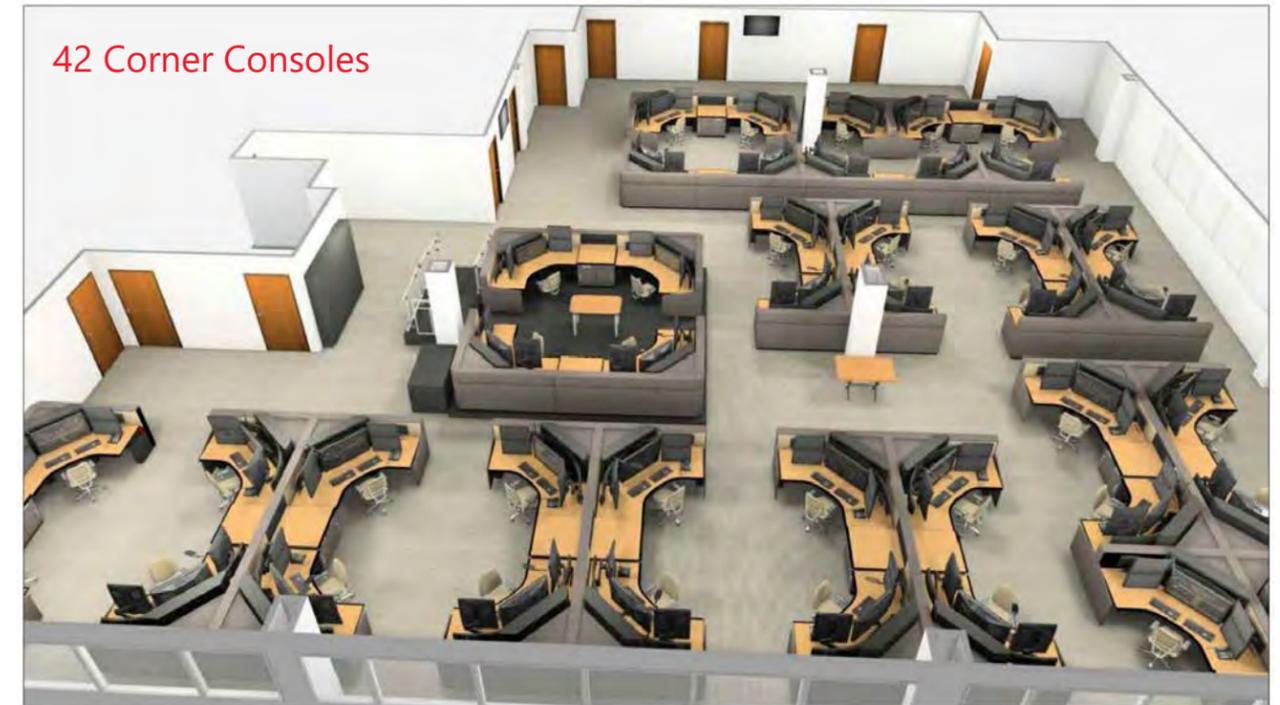
## 90° Corner Console



## Linear Console



This side-by-side comparison shows 42 corner consoles and 42 linear consoles planned into the same space.

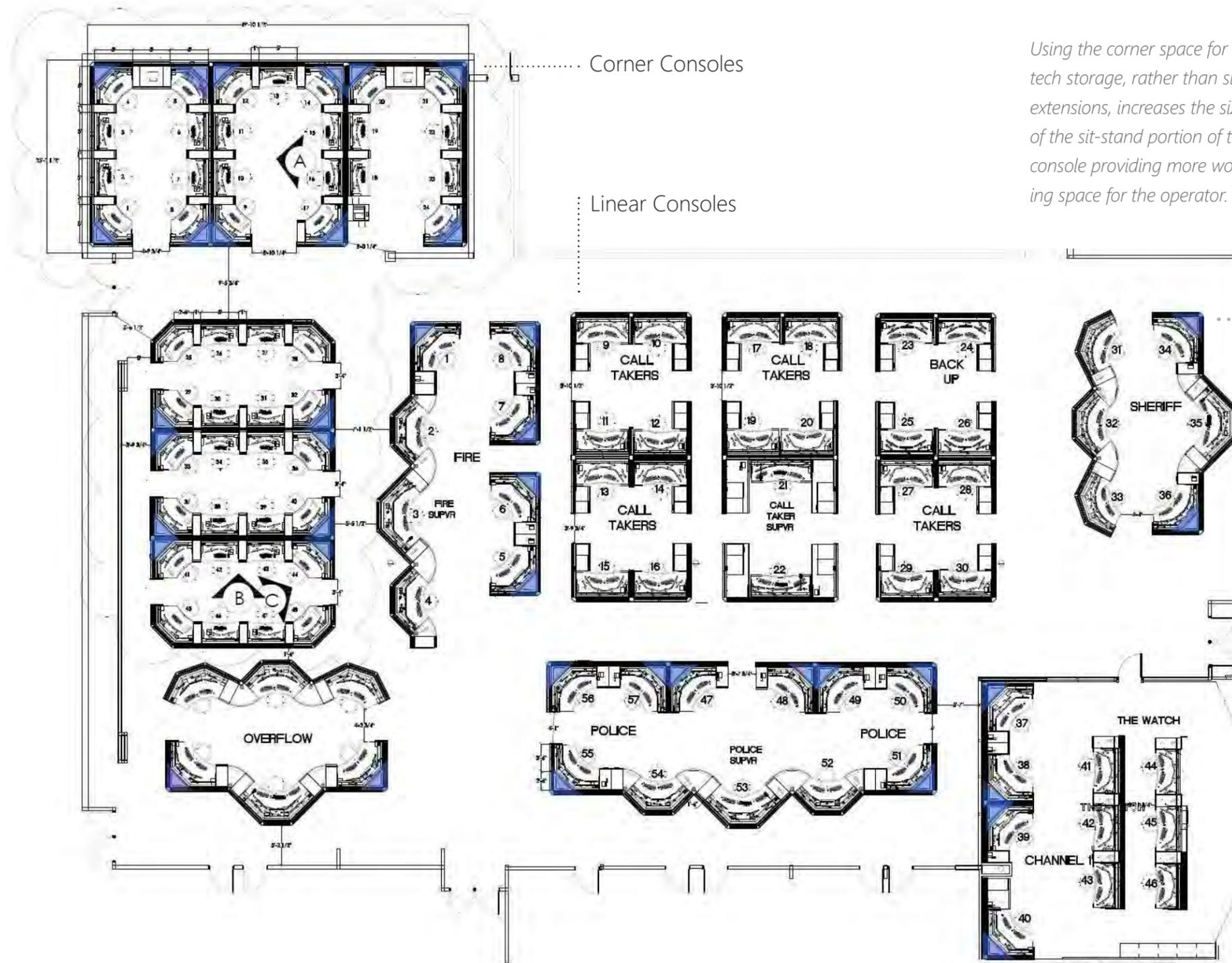


# MAXIMIZING SPACE AND WORK FLOW

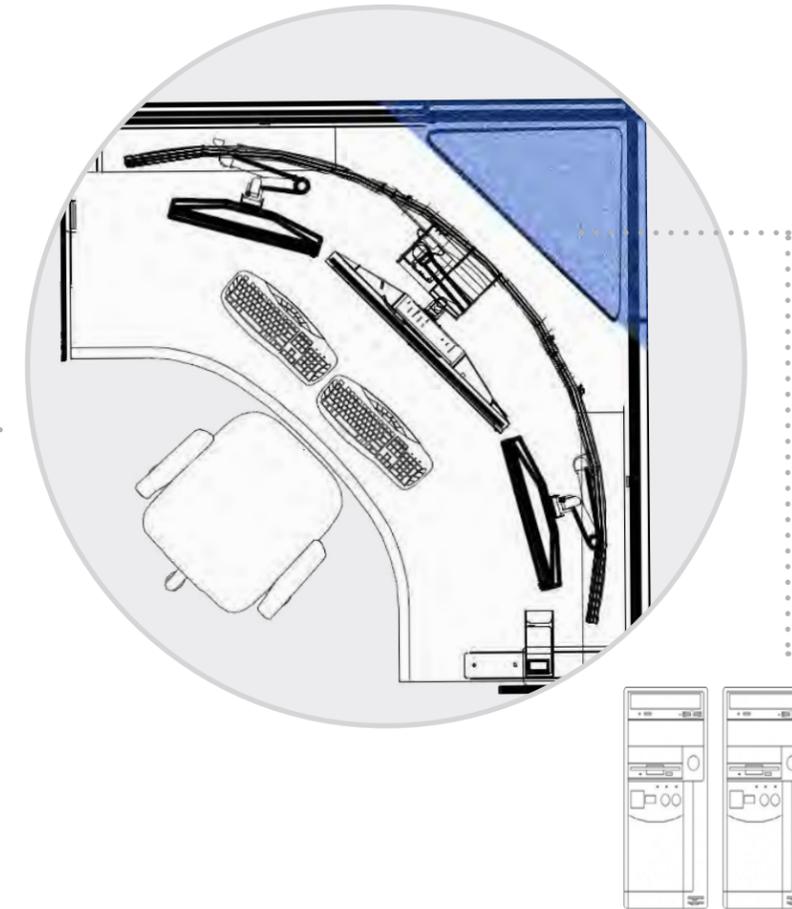
For agencies with unique room architecture or dedicated response teams, consider planning with corner and linear consoles to improve use of space, traffic and communication flow.

# ZERO WASTE!

Russ Bassett 90° corner consoles make use of the back corner for technology and equipment storage. Zero wasted space means teams can choose a corner console and know they are getting a workstation that is comfortable and space efficient.



*Using the corner space for tech storage, rather than side extensions, increases the size of the sit-stand portion of the console providing more working space for the operator.*

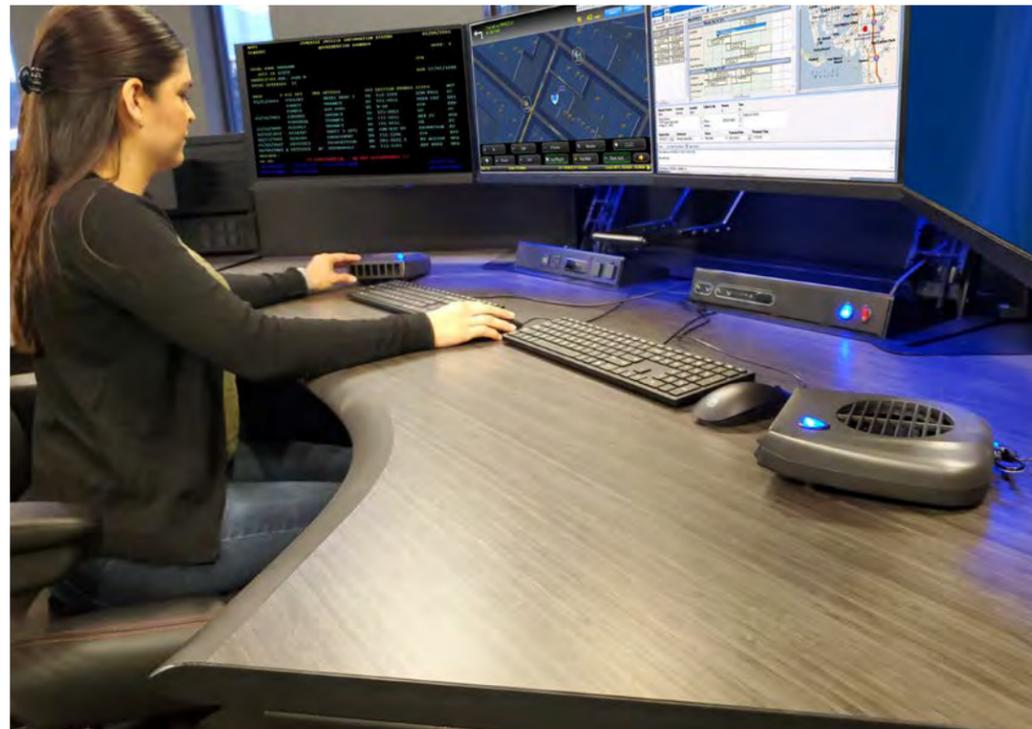


*This consolidated agency selected a blend of console shapes and sizes to best support workflow and the varied technology requirements including the number of monitors and equipment storage.*

# SINGLE SURFACE, DUAL LIFT

Heavy duty lifting columns support a height adjustable surface. A second set of lifting columns support a height adjustable monitor array.

## Single Surface



An expansive work zone helps operators stay organized and provides plenty of room for side-by-side training.

## Ergonomic Benefits of Single Surface, Dual Lift



### Height Adjustment

Promote musculo-skeletal health by accommodating the 95% male, the 5% female and everyone in between.

Adjusting the worksurface and monitor simultaneously or independently delivers ergonomic comfort and ease of use for the tallest or most petite team members.

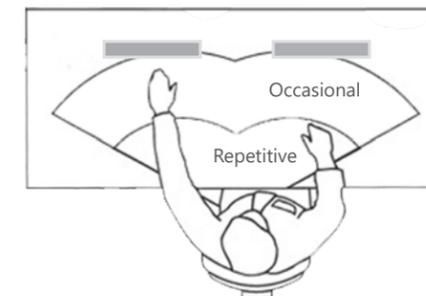
## Dual Lift



- 12" Monitor Height Adjustment
- 48.7" Standing Surface Height
- 26" Sit to Stand Range
- 22.6" Seated Surface Height

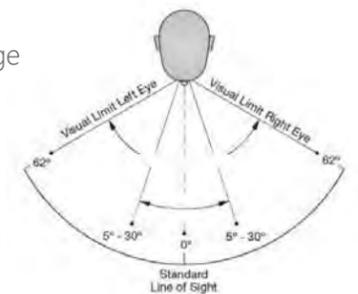
### Reach Zones

To mitigate repetitive twisting and stretching, user controls are located within the dispatcher's primary reach zone.



### Monitor Viewing

The curved Slatwall Monitor Array's range of height and focal depth adjustment promotes healthy viewing distance and angle, reducing eye strain and neck tension.



# USER INTERFACE

Whether your team prefers cockpit-style positioning or a more linear approach to the work surface, Flex has you covered.

## Corner

The single wrap-around surface is flanked by technology and/or personal storage.



..... SHARED FEATURES .....

- Monitor Array with 12" Monitor Height Adjustment
- Expansive Single Surface with 26" Sit to Stand Adjustment Range
- Unencumbered Knee Space

.....

Both console styles share a set of features that help operators remain comfortable and attentive.

## Linear

A linear work zone allows operators to spread out and makes side-by-side training more comfortable.



.....

- The Endure comfort edge is directly molded to the substrate for a watertight seal and ultimate durability - no marring, no curling, no peeling.
- Add optional Personal or Technical Storage Returns

..... SHARED FEATURES .....

## Customizable Dashboard

Located within easy reach, your console Dashboard comes with surface height and monitor height adjustment controls. You may add up to six additional cartridges.

Accessory Options:

- Dimmable Task Light
- Quick-Connect USB Ports
- Personal Comfort System Controls
- Convenience Power
- Situational Awareness Alert
- Ambient Lighting Dimmer



## Universal Personal Comfort System

Cooling and heating at the console allows operators to achieve personalized comfort throughout their shift, helping reduce tension and boost focus.



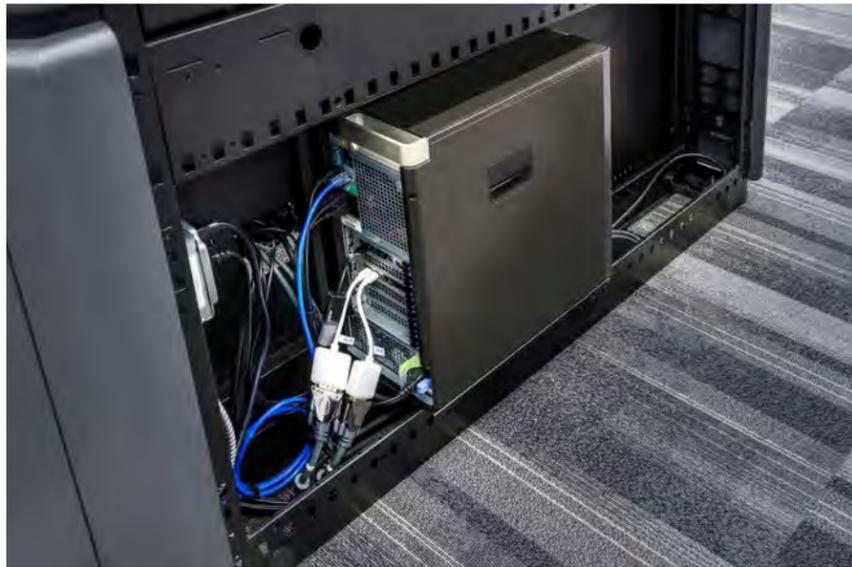
The Personal Comfort System includes two (2) under-surface, tilting heaters and two (2) freestanding desktop fans with centralized Dashboard controls. All appliances are energy efficient and ultra-quiet.

# TECHNOLOGY INTEGRATION

Flex's tech integration foundation is the 7" deep, steel Technology Wall. The structure encircles the console and holds critical equipment.

## Equipment Storage

The Technology Wall, including the rear corner on 90° consoles, has ample capacity for mid-sized towers and equipment.



Optional cabinets placed alongside the console expand equipment capacity.

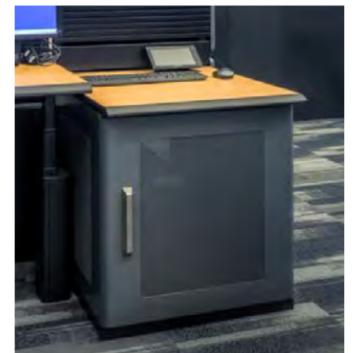
## Power, Data and Grounding

Power, data and grounding terminate within the Technology Wall.



## Additional Storage

All technology cabinets are passively cooled by design. Rear cable pass-through opens to the adjacent Technology Wall. Optional pull out shelf eases access to the back of PCs and equipment.



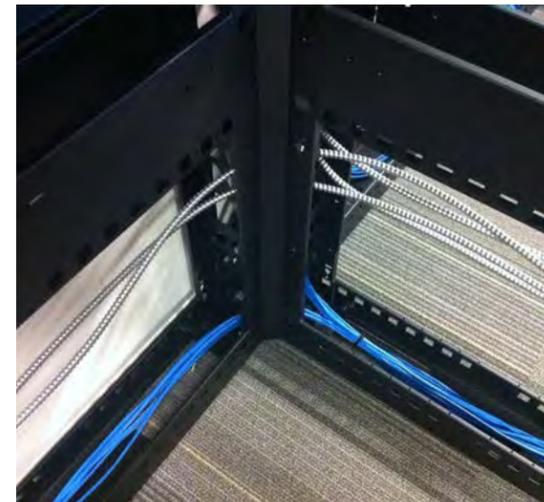
## Rack Mounting

The Technology Wall and ancillary technology storage cabinets are rack mount ready.



## Wire Management

High capacity cable chases and energy chains keep power and data cords protected from crowding and disconnection.



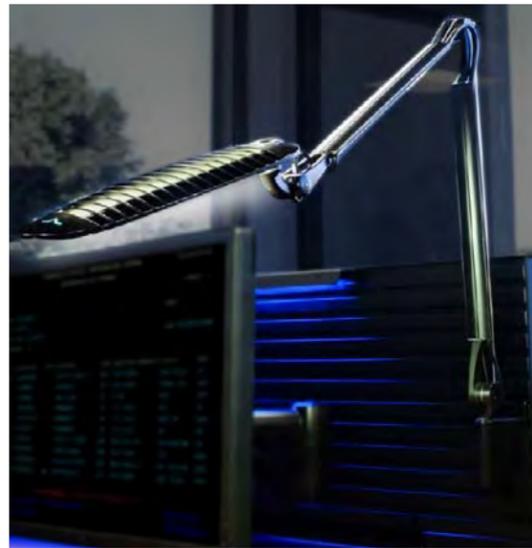
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# ACCESSORIES, LIGHTING & RECOGNITION

Mission critical teams are most efficient when console workspaces are comfortable and organized.

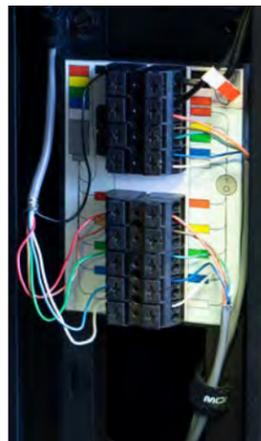
## User Amenities

Pictured clockwise are the slatwall mounted Task Light, Sanitation Station, Keyboard Taco (other Slatwall Tools available), and Situational Awareness Light with Position Sign.



## Tech Integration

Simplify installation with the Situational Awareness Light Connection Kit, Data Termination Bracket, Micro PC Mounting Bracket, and Technology Wall PC Tray.



## Custom Solutions

Transaction counters and other unique solutions ease work flow and help teams stay connected.



## Ambient Lighting

Adjustable ambient lighting, above and below the console surface, complements conventional lighting with a calming blue tone. Blue LED lighting reduces monitor glare in ultra-bright and low light areas.



## Etched Glazing

Up-lit etched glass boosts agency pride and reinforces your agency's mission.



## Logo Panels

Logo panels add full-color badging for teams seeking additional way-finding and agency recognition.

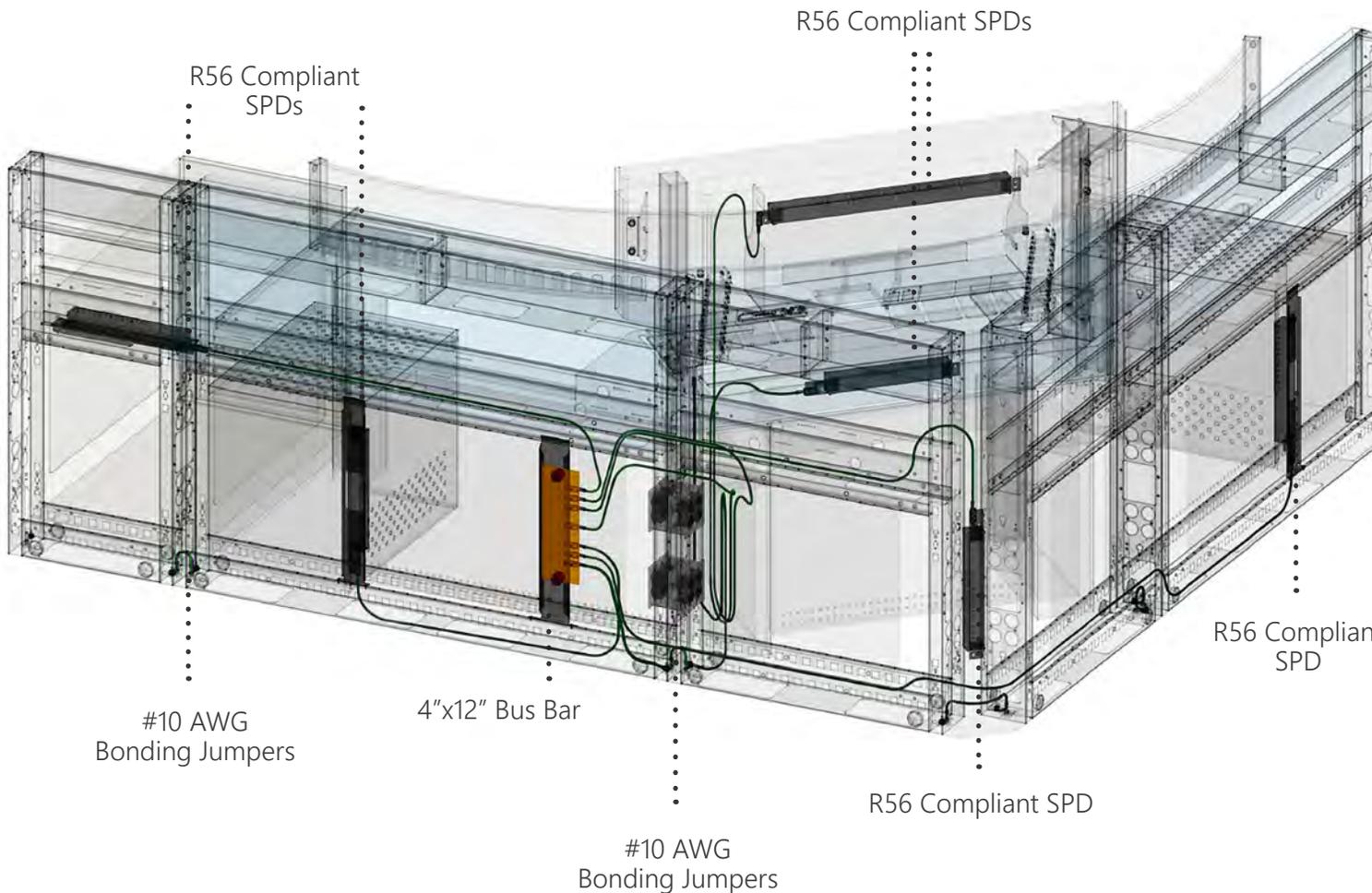


# R56 BONDING AND SPD KITS Grounding

## R56 COMPLIANCE 101

Developed and maintained by Motorola Solutions, R56 takes into account fire, electrical codes, tower grounding and construction codes, and industry codes to ensure fire protection, operator safety and equipment protection through proper installation, grounding, bonding, and surge protection. It is considered the industry standard for correct bonding, grounding, surge protection and installation practices for radio towers and control rooms.

Russ Bassett has collaborated closely with co-authors of the R56 standard to develop a range of R56 compliant bonding, grounding and surge protection systems to fit your needs and budget.



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

## GET TO KNOW THE R56 COMPONENTS

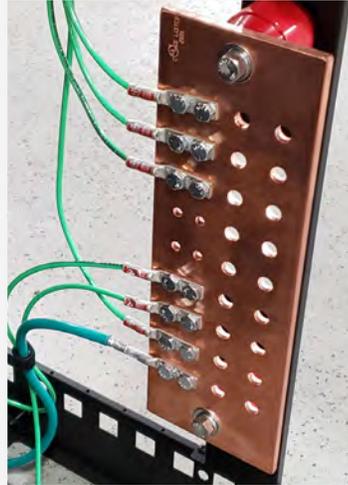
### Surge Protection Device SPD

Metal Housing, External Double-Lug Bonding Connection Site, #10 AWG Double-Lug Bonding Wire, Covered Switch



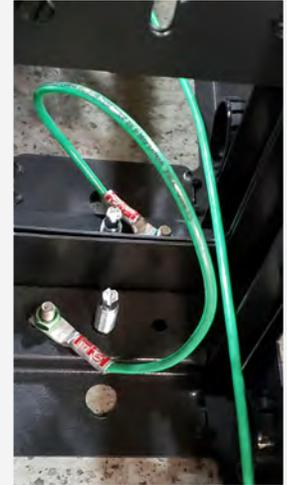
### Bus Bar

4" x 12", 1/4" Thick Copper, 1/4" Holes, 3/4" O/C and 3/8" Holes, 1" O/C, #10 AWG Double-Lug Bonding Wire to Frame



### Bonding Jumpers

Frame to Frame Bonding, Frame to Sit-Stand Bonding



## AVAILABLE R56 KITS

### KIT #1: FULL R56 COMPLIANCE

The Full R56 Compliance Kit includes one (1) R56 compliant 14-outlet SPD, one (1) R56 compliant 6-outlet SPD, one (1) 4" x 12" Bus Bar, and all required #10 AWG Bonding Jumpers for the console.

### KIT #2: R56 CONSOLE AND EQUIPMENT BONDING

For customers who need to bond their equipment and console, but do not need R56 compliant SPDs, this kit delivers one (1) 4" x 12" Bus Bar, and all required #10 AWG Bonding Jumpers for the console. *NOTE: For customers using a rack-mounted PDU located within the console frame, extra-long monitor power cables will be required.*

### KIT #3: R56 CONSOLE BONDING

#10 AWG Bonding Jumpers provide R56 compliant bonding of the console for customers that do not need equipment bonding or R56 compliant SPDs.

### Add-On: R56 Compliant SPDs

Available separately, specify additional SPDs for peripheral technology storage areas.

*NOTE: All console-integrated bonding connections are installed by our certified installers, up to and including the Bus Bar, creating a "bonded console." After console installation, a certified electrician must connect the Console Bus Bar to the Sub-Bus for the control room with #2 AWG wire, or larger conductor, to "ground" the console.*

# OPERATOR COMFORT & FOCUS Personal Comfort System



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

## COMPLETE COMFORT WITHIN REACH

Cooling and heating at the console allows operators to achieve personalized comfort throughout their shift, helping reduce tension, increase energy, and boost focus.



### Personal Comfort System (PCS)

- 2 movable desktop fans
- 2 directionally adjustable heaters, mounted below the surface
- LED-lit control switch



Fans have directional airflow adjustment.



Each heater pivots up and down to focus heat toward the lap and toward the feet.



Operators control the PCS with a single-touch switch.

## ADDITIONAL FEATURES

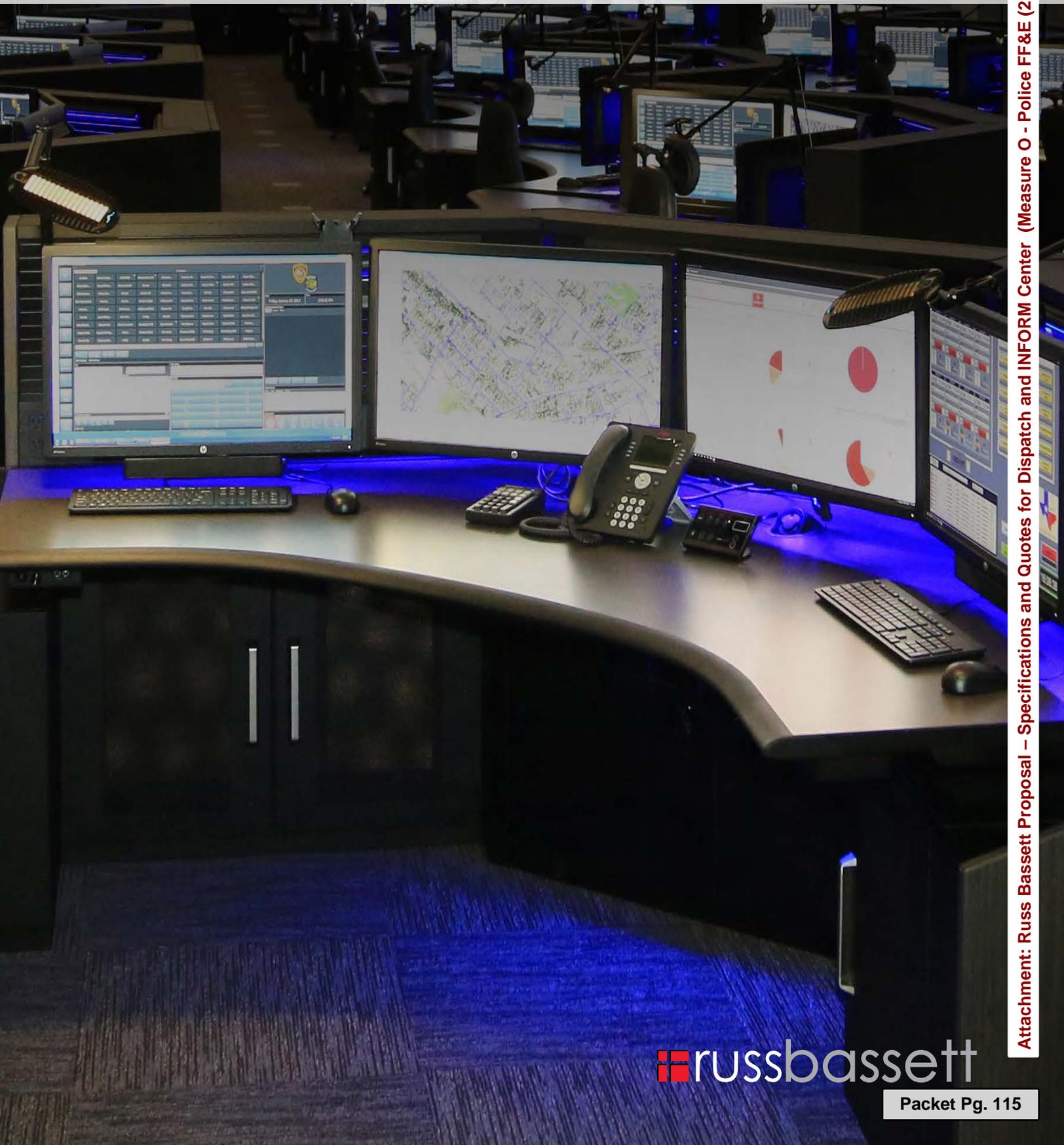
Energy-efficient and ultra-quiet  
Simple, intuitive controls  
Directionally adjustable forced air heaters  
Movable desktop fans  
Occupancy sensor  
Compatible with all Russ Bassett consoles

## SPECIFICATIONS

Cooling Fan	400 fpm
Forced Air Heat	200/400W - 682/1364 BT
Maximum Current Draw	4.0 Amps
Voltage	120 Volts
Controls	LED Switches
Warranty	10 Years

# OPERATOR COMFORT & FOCUS

## Ambient Lighting



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

## AMBIENT LIGHTING

Ambient lighting relieves eye strain and increases monitor image clarity for operators who spend extended hours in monitor intensive environments.



- Above the surface, ambient lighting softens glare in both bright and dimly lit rooms.
- Below the surface, ambient lighting provides both glare reduction and work light in the foot well, guarding against trip hazards and entanglement.
- A desktop dashboard dimmer, shown right, allows operators to dial in their preferred lighting settings and make adjustments throughout their shift. Dimmer also available to mount on a fixed slatwall return.



## SPECIFICATIONS

Energy-efficient blue LEDs.  
Light position shields operator's eyes from glare.  
Soldered leads are protected with heat-shrink wrap for durability and lasting performance.

Lengths are specified to fit the console width.  
Above-surface and foot-well lighting ordered separately.  
Plug-and-play 12 volt power supply ordered separately.  
Optional dimmer switch also available.

COMMUNICATION

# Situational Awareness Light



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

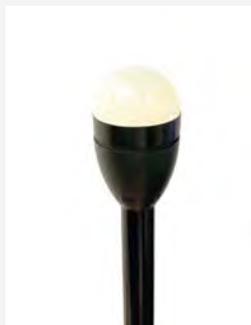
## SITUATIONAL AWARENESS LIGHTS

The LED Tower Light allows multiple situations to be displayed simultaneously, signaling when an operator is available, on a call, in need of critical assistance and more.



- Lenses are visible from any direction and distance and multiple colors can light at the same time to indicate several equally relevant conditions.
- Mounting on an extension slatwall or a Flex top cap maintains a consistent height regardless of varying console positions. You can also mount to the Slatwall Monitor Array if preferred. Multiple pole lengths are available to dial in the desired height.
- Tower fixtures are pre-wired for five colors (red, amber, blue, green, white). To add an additional color in the future, simply connect the corresponding wire to activate that color.

The LED Dome light allows up to four colors (red, amber, green, blue) and up to two situations to be displayed simultaneously with a single lens.



- Lenses are visible from any direction and distance and up to two colors can light at the same time to indicate simultaneous relevant conditions.
- Mounting on an extension or a Flex top cap maintains a consistent height regardless of varying console positions. You can also mount to the Slatwall Monitor Array if preferred. Multiple pole lengths are available to dial in the desired height.
- Dome lights are pre-wired for four colors (red, amber, green, blue). To add an additional color in the future, simply connect the corresponding wire to activate that color.

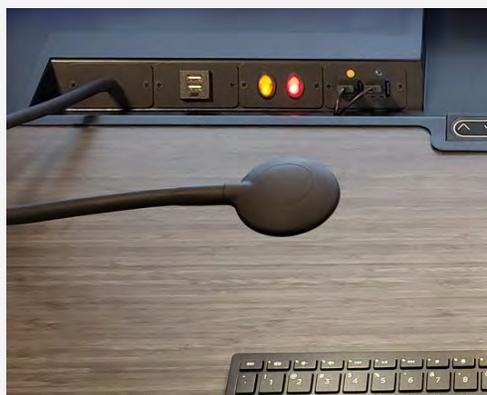
## SITUATIONAL AWARENESS LIGHT ACCESSORIES

Maximize your Situational Awareness Light benefits with these optional accessories.



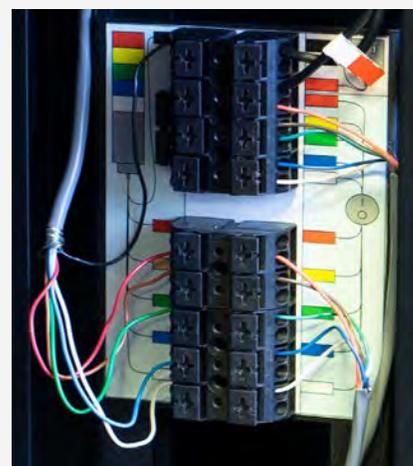
### SIGN HOLDER

Metal-framed sign holder, with easy to remove diffusers on both sides, create instant recognition at a distance.



### SUPERVISOR ALERT

Add a Supervisor Alert Switch at each position for immediate and unmistakable critical assistance requests. The back-lit toggle is available in multiple colors and sits within easy reach of the operator.



### CONNECTION KIT

The Status Light Connection Kit powers your Status Light and makes wiring and switching easy.

# AGENCY PRIDE & RECOGNITION

## Edge Lit Glazing



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

## EDGE LIT GLAZING

Up-lit etched glazing on privacy glass provides agency recognition for visitors and reinforces your agency's mission. Declare your team's pride with your agency's name, motto or emblem on blue-lit glazed glass.



### Edge-Lit Glazing Glass Panel Logo Kit

- Glass partition
- Art prep and etching
- Blue LED light strip
- Power supply
- Installation



## SPECIFICATIONS

Edge Lit Glazing available on privacy glass partitions.

Glass with lighting length is specified to fit the console.

Blue LED lights nest below the glass partitions.

Custom glazing pattern created from your agency's badge, logo or motto.

110/12V power included.

Installation included.

# Tech Pod



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

## SMART USE OF FLOOR SPACE

The Tech Pod fits under the sit-stand, within the footprint of the console, reducing or eliminating the need for side extension technology storage. This allows the console to be larger, providing a better workspace for the operator and increased monitor capacity. It replaces an inside access panel, so it can be added as needed, and even removed if the technology storage requirements are reduced in the future.



Tech Pods provide easy cable entry to the Technology Frame.



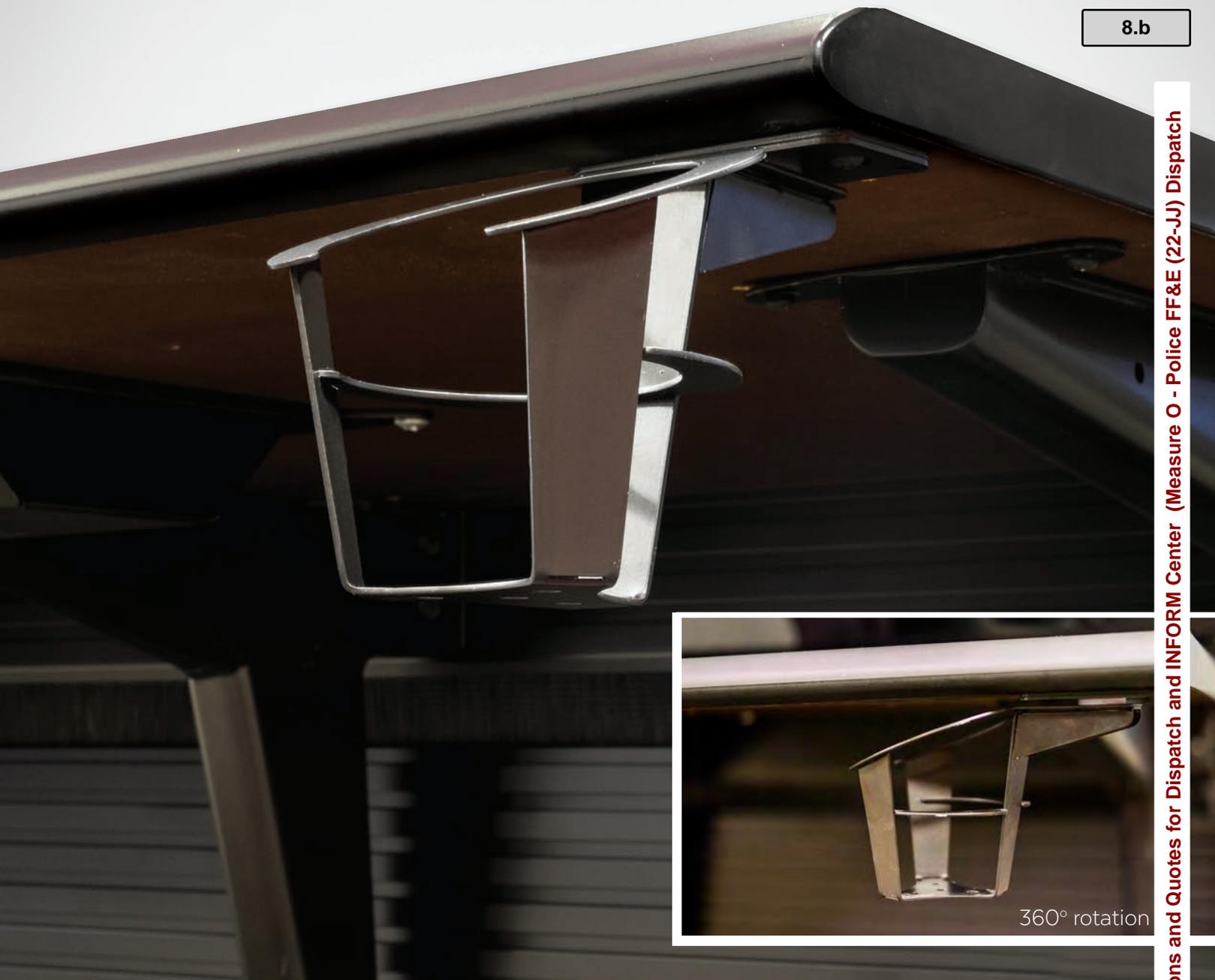
Roll away the hood to provide complete access to Technology.

- Tech Pods are available for Flex and Define Array Consoles in widths of 9", 12", 15" & 18", and fit technology up to 18"H x 18"D and 2.5" less than nominal width.
- Technology is placed on the Tech Pod Platform with easy cable access into the Technology Frame without the need of cable carriers.
- The Vented Steel Tech Pod hood rolls away on heavy-duty steel ball bearing rollers providing complete access to the technology.
- Passive cooling vents on the front, top and sides eliminate the need for active cooling fans.
- Included Surge Protective Device protects your equipment against service disruption caused by building power fluctuation.
- Tech Pods replace Inside Access panels and can be added or removed as technology storage needs change.

# CONSOLE ACCESSORIES CUP HOLDER



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch



## CONSOLE ACCESSORIES

# CUP HOLDER

Part Number	DAC-CUPHLDR-US-R
Application	Fits disposable beverage containers, travel mugs and traditional ceramic coffee cups up to 3 ¼" diameter
Construction	Welded steel construction with a black powder coated finish
Application	Mounts anywhere under the desk, rotates 360° so it can be tucked out of the way

 russbassett

www.russbassett.com

8189 BYRON ROAD WHITTIER, CA 90606 | TEL 562.945.2445 / FAX 562.698.8972 | INFO@RUSSBASSETT.COM

Packet Pg. 124

## Data Termination Bracket

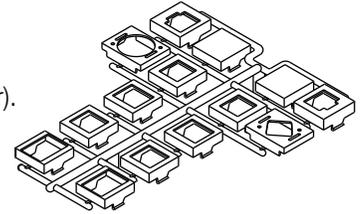
The optional Data Termination Bracket allows easy integration of voice/data keystones and into the Flex Console platform. The bracket has space for up to (14) keystones. Each bracket comes with adapters to fit the most common brand name manufacturers (refer to page two for supported brands). The Data Termination bracket is designed to mount vertically at the end of any Flex wall and includes keyhole installation slots to make it easier to install keystones and cables outside the wall, then hang it and secure it when you're done.



## INSTALLATION INSTRUCTIONS FOR THE DATA ADAPTER KIT

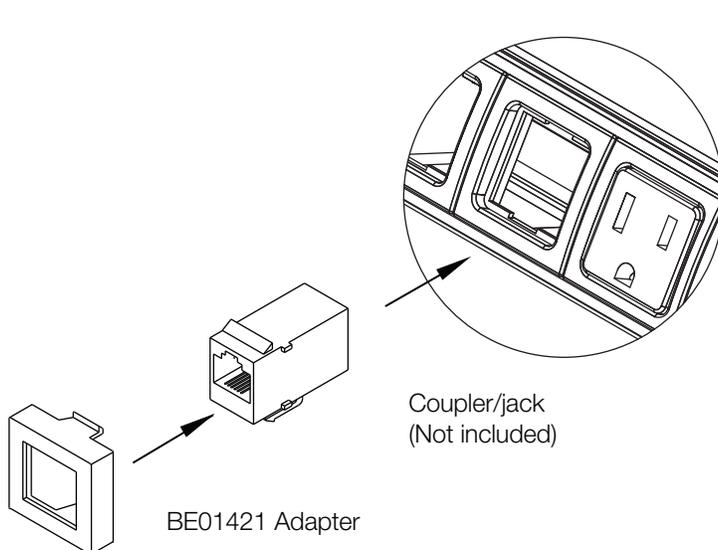
- 1 Select the appropriate BE01421 adapter from the chart below (example: Uniprise jack would use "AA" adapter as marked on back of adapter).

\* Jacks, not included, UL Listed (DUXR) or Recongnized (DUXR2) jacks required.

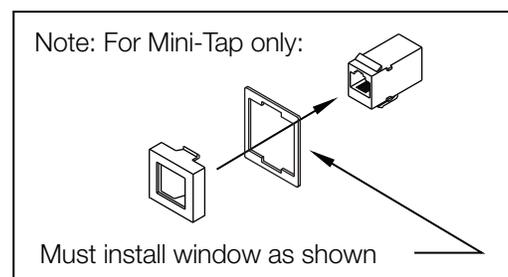


Adapter	Manufacturer	Website
AA	Systemax/CommScope	<a href="http://www.Commscope.com/Systemax">www.Commscope.com/Systemax</a>
AA	Uniprise/CommScope	<a href="http://www.Commscope.com/Uniprise">www.Commscope.com/Uniprise</a>
BB	L-Com Keystone Modular	<a href="http://www.L-Com.com">www.L-Com.com</a>
BB	NETCONNECT, and 110 Connect Series Modular Jack	<a href="http://www.Anixter.com">www.Anixter.com</a>
BB	Siemon ZMAX Style	<a href="http://www.Siemon.com">www.Siemon.com</a>
BB	Allen Tel Versa Tap Series	<a href="http://www.Graybar.com">www.Graybar.com</a>
BB	Leviton Quick Port® Series	<a href="http://www.Leviton.com">www.Leviton.com</a>
BB	Belden REVconnect	<a href="http://www.Belden.com">www.Belden.com</a>
CC	Hubbell Nextspeed™ Keystone Series	<a href="http://www.Hubbell-premise.com">www.Hubbell-premise.com</a>
DD	Blank (no coupler/jack)	
EE	Ortronics TracJack Series	<a href="http://www.Ortronics.com">www.Ortronics.com</a>
FF	Panduit Mini-Com Series	<a href="http://www.Panduit.com">www.Panduit.com</a>
GG	Microphone Jack/3-pin XLR, solder type only	<a href="http://www.Byrne.com">www.Byrne.com</a>
HH	Video Monitor Jack/DB-15, panel mount solder style	<a href="http://www.Byrne.com">www.Byrne.com</a>

Note: Please verify fit of jack in adapter before ordering large quantities as manufacturer designs may change without notice.



- 2 Snap jack into adapter following the instructions provided with the jack.
- 3 Once assemble, snap adapter into the notched, square holes in the orientation shown.



# Define Storage Solutions



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch



# WEST CITIES POLICE COMMUNICATIONS CENTER

911 Seal Beach Blvd., Seal Beach, CA 90740 • (562) 594-7232 • Fax (562) 594-7250

Ava Rabago  
Russ Bassett Corporation  
8189 Byron Road  
Whittier, CA 90606

Dear Ava,

I would like to take this opportunity to express our gratitude and appreciation while working together with you and the rest of the Russ Bassett team with our recent dispatch console remodel project.

Throughout the entire purchasing process, the staff at Russ Bassett demonstrated professionalism, attention to detail, and a strong commitment to customer satisfaction. Your team was responsive to our inquiries and provided resourceful feedback that helped us make informed decisions regarding the layout and design of our workplace. The installation team was punctual, efficient, and completed the install in a timely manner; additionally, they provided updates and stayed in contact with us the entire time, making sure we were kept in the loop of what was expected to come next. Upon completion, the installation team leader recognized and immediately addressed a few issues that required some replacement pieces, which have since been completed.

Based on our experience working with Russ Bassett from beginning to end, I confidently recommend this company to any organization seeking high quality dispatch consoles and reliable service. Please pass along our sincerest gratitude to all of your team members that helped make this project possible and come together seamlessly for our agency. As a new manager taking on their first major project, I couldn't have asked for a better experience. We are incredibly happy with our choice to work with you and look forward to contacting you in the future for other projects.

Sincerely,

Lindsay Lenart  
Dispatch Manager

Kasandra Edwards  
Communications Director



# CITY OF LA VERNE POLICE DEPARTMENT

2061 Third Street, La Verne, California 91750

www.lvpd.org

Ava Rabago  
Russ Bassett Corporation  
8189 Byron Road  
Whittier, CA 90606

Dear Ava,

I wanted to reach out and say a big THANK YOU to you and your team for the work on the remodel of our Communications Center. From the many conversations that you and I had, both at the California CLETS Users Group meetings and CalNENA, to the numerous emails back and forth, it was a huge pleasure to work with you. Our center has a very small footprint to work with and you were able to take our setup and transform it into a more open and inclusive space. When we let you know that the estimates presented were outside of our price range, you worked with us to meet our budget while still allowing us to put together a high-quality center. Throughout the planning, scheduling and remodel process, I knew I could always call you with any questions or concerns that came up. Your institutional knowledge, not only of the product, but of the law enforcement industry proved invaluable. Once the installation was complete, your team did not disappear and leave us on our own. Any issues that have come up have been addressed in a timely manner, never leaving us feeling that once the invoice was paid, we were forgotten.

Any agency that may be considering Russ Bassett for their furniture needs can rest assured that not only will they be getting a quality product but also that it will be backed by a quality company.

Respectfully,

Rebekah Biedermann  
Communications Supervisor

Jason Prows  
Administrative Lieutenant

SISTER CITIES

Acambam, Mexico  
Enghizadun, Armenia  
Skopelos, Greece



## Los Angeles Regional Criminal Information Clearinghouse

Peter Fink, President  
 Russ Bassett Corporation  
 8189 Bryon Road  
 Whittier, California 90606

October 30, 2020

Dear Mr. Fink,

Beginning in late 2018, the Los Angeles Regional Criminal Information Clearinghouse (LA CLEAR) began to explore the possibilities of upgrading and redesigning our Watch Center. The LA CLEAR Watch Center is a 24/7 deconfliction unit within the Los Angeles High Intensity Drug Trafficking Area (LA HIDTA) servicing all local, state, and federal law enforcement agencies in Los Angeles, Orange, San Bernardino and Riverside Counties. Our crime analysts were using furniture that was more than 20 years old and, as the busiest Watch Center in the United States, it was time for an upgrade. I reached out to Russ Bassett along with other companies who manufacture 24/7 sit-stand work consoles to begin our selection process. During the process, your staff invited me and a team of Watch Center employees to visit your showroom for a presentation and a tour of your factory. From the beginning, your staff was kind and professional, the furniture showroom was impressive, and the factory was amazing to see in operation. Additionally, we had the opportunity to speak with and tour several law enforcement agencies in Southern California who were using your furniture; all of whom had nothing but great things to say about the consoles and your company. We selected Russ Bassett and our LA CLEAR analysts put together a design and created a wish list of accessories.

Finally, in early 2020 we began to remodel our Watch Center and we placed our order. Throughout multiple construction postponements and Covid-19, your company accommodated our change orders, our delayed installation dates and even stored our furniture for us. Once the installation began, I found your installation team to be very skilled and proficient, finishing the job ahead of schedule.

I cannot thank Ava and Van enough for their professionalism and excellent customer service. Also, it was a pleasure to meet with you and to give you a tour of our facility after our 19 consoles were installed. Our analysts love their new workstations and you were right, the heaters are by far the most popular accessory that we added!

It is my pleasure to recommend Russ Bassett, its employees, and their products to anyone who is considering purchasing 24/7 sit-stand work consoles. We couldn't be any happier with the furniture. Please feel free to contact me should you have any questions.

Best regards,

Brian Rose, Executive Director  
 Special Agent in Charge  
 Los Angeles Regional Criminal Information Clearinghouse.

# PRODUCT PROTECTION 10 YEAR EVERYTHING WARRANTY



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch



There is ZERO fine print. This page is our complete warranty statement.

# 10 YEAR EVERYTHING WARRANTY

Simple, Honest, Robust.

Russ Bassett warrants, to the original Buyer, that all products will be free from defects in material and workmanship for 10 full years.

 **What's covered?**  
**Everything.**

 **What's included?**  
**Parts, Shipping and Labor.**

## MISSION CRITICAL SERVICE AND SUPPORT

In mission critical, 24/7/365 environments, quickly resolving a product issue is of top priority for both the Buyer and Russ Bassett.

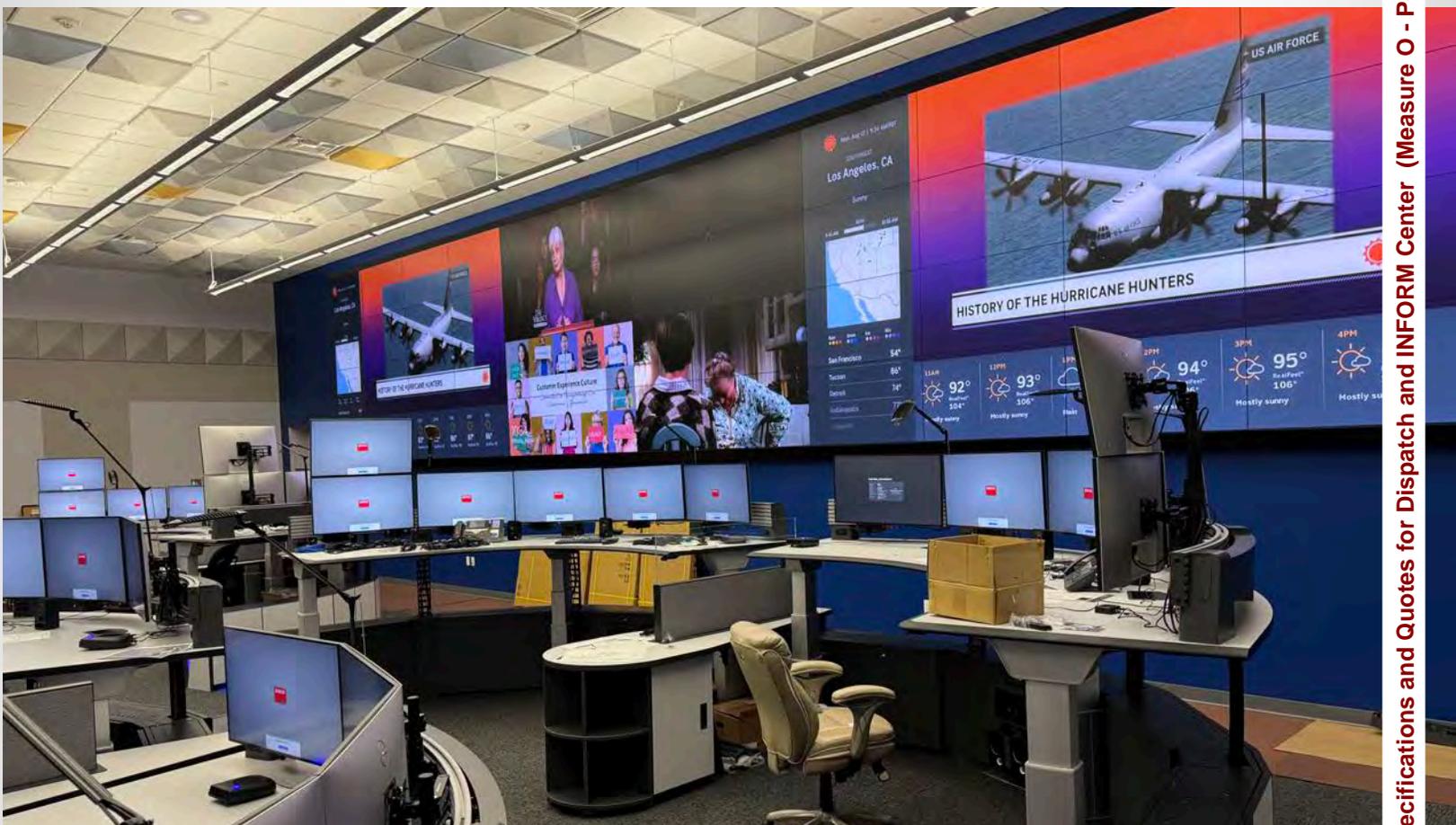
Prompt execution of this warranty requires cooperation. With guidance from Russ Bassett, Buyer agrees to perform basic troubleshooting tasks to determine the nature of the defect and to self-correct before on-site assistance can be provided.

For simple replacements, the part will be quickly shipped directly to Buyer. If the problem requires on-site assistance, Russ Bassett will come out during normal work hours to resolve the issue. If the defect is found to have resulted from circumstances outside of the warranty coverage, and/or Buyer imposes conditions or restrictions that increases the service cost, Buyer agrees to reimburse Russ Bassett for any resulting additional expense. Buyer also agrees to properly dispose of the old parts and packing material.

The few circumstances where this warranty against defects would not apply include normal wear and tear, damage, misuse, modifications, consumable items or product shipped outside the U.S.

Repairs, substitute products or replacements, of equal or higher value, used to resolve a warranty claim will in no way extend the applicable warranty period applied to the original product. Product repair or replacement is Buyer's exclusive remedy for all product defects covered under this non-transferable warranty. Russ Bassett makes no other express or implied warranties to any product except as stated above and makes no warranty of Russ Bassett product fitness except for use as standard console furniture.

# CAMPBELL POLICE HEADQUARTERS REAL TIME INFORMATION CENTER FURNITURE VISTA CONSOLE FURNITURE DESIGN & COST PROPOSAL JANUARY 17, 2015



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch



**CUSTOMER**

CUSTOMER: **CAMPBELL POLICE DEPARTMENT**  
PROJECT ADDRESS: 70 N 1ST STREET  
CAMPBELL, CA 95008

**PROJECT**

PROJECT NAME: CAMPBELL RTIC INFORM CENTER  
PROJECT INITIATION DATE: 10/09/24  
CONSOLE TYPE: VISTA NUMBER OF POSITIONS: 3  
SCALE: NTS

SALES EXECUTIVE  
AVA RABAGO

DESIGNER  
TRISH CASELLA

**SHEET INDEX**

NO.	SHEET NAME
1	3D VIEW 1
2	3D VIEW 2
3	PLAN VIEW
4	ELEVATION A
5	ELEVATION B
6	LINE OF SIGHT - RTIC
7	LINE OF SIGHT - DFR
8	EQUIPMENT FIT
9	
10	
11	
12	
13	
14	
15	

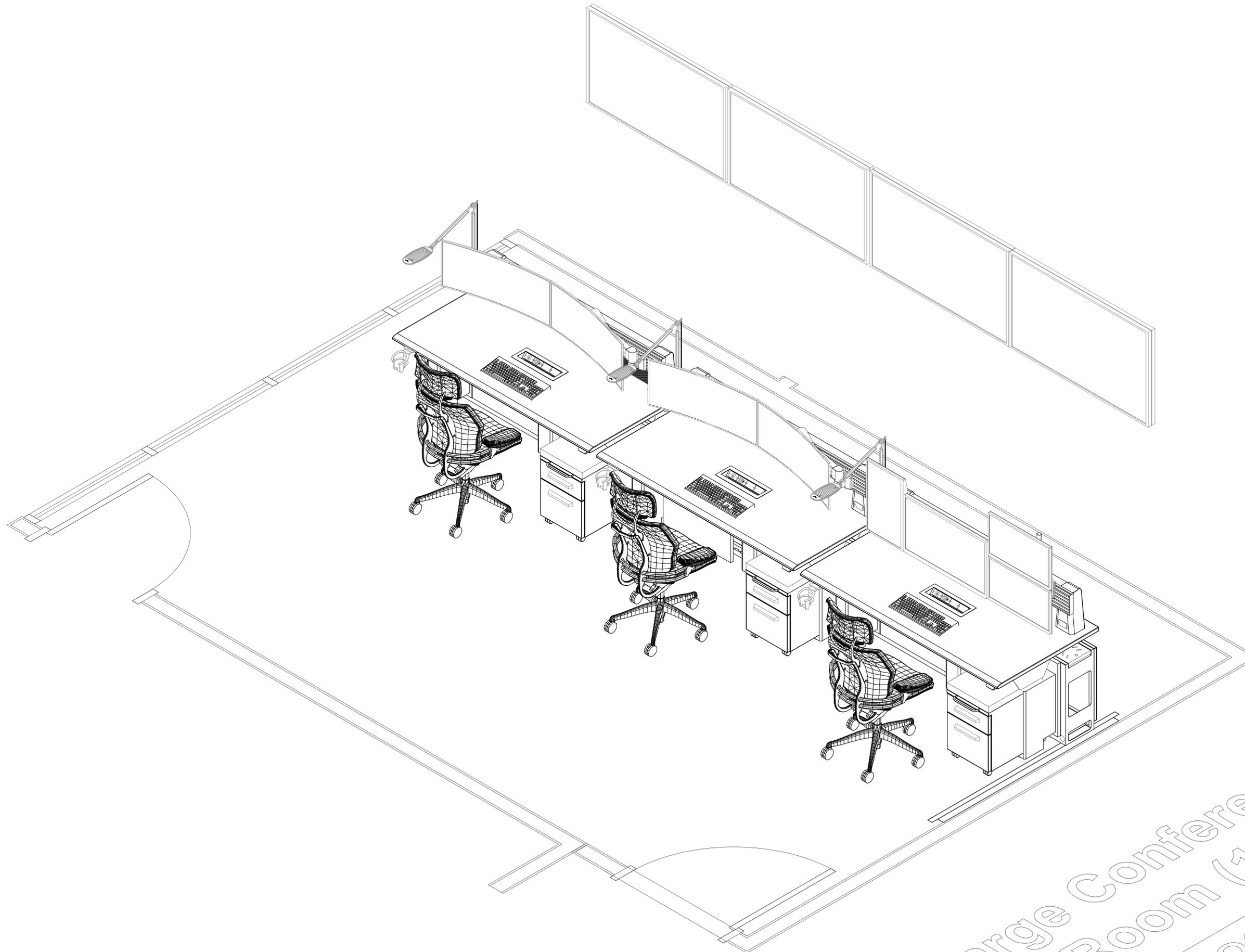
**REVISIONS**

REV	DATE	DESCRIPTION	BY
A	10/09/24	2D & 3D PRELIMINARY DRAWING	TC
A	10/14/24	MON UPDT W/ 34" UW	JN
A	10/17/24	ADDED EDGE MT & ELEV PAGE	TC
A	10/21/24	ADDED AC TO DASH	TC
B	11/01/24	REVS GO TO MEETING	TC
C	12/27/24	RMVD STORAGED ADDED SIGHT LINE	TC
C	1/06/25	UPDATED SIGHT LINE DWGS	TC

SHEET DESCRIPTION

**3D VIEW 1**

DRAWING #	OPTION	REV.	SHEET
<b>PN-10639-01</b>	3	C	1



Large Conferen  
Room (12'  
22"

**CUSTOMER**

CUSTOMER: **CAMPBELL  
POLICE DEPARTMENT**  
PROJECT ADDRESS:  
70 N 1ST STREET  
CAMPBELL, CA 95008

**PROJECT**

PROJECT NAME:  
CAMPBELL RTIC INFORM CENTER  
  
PROJECT INITIATION DATE:  
10/09/24  
  
CONSOLE TYPE: VISTA NUMBER OF POSITIONS: 3  
  
SCALE:  
NTS

SALES EXECUTIVE  
AVA RABAGO

DESIGNER  
TRISH CASELLA

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10	
11	
12	
13	
14	
15	

**REVISIONS**

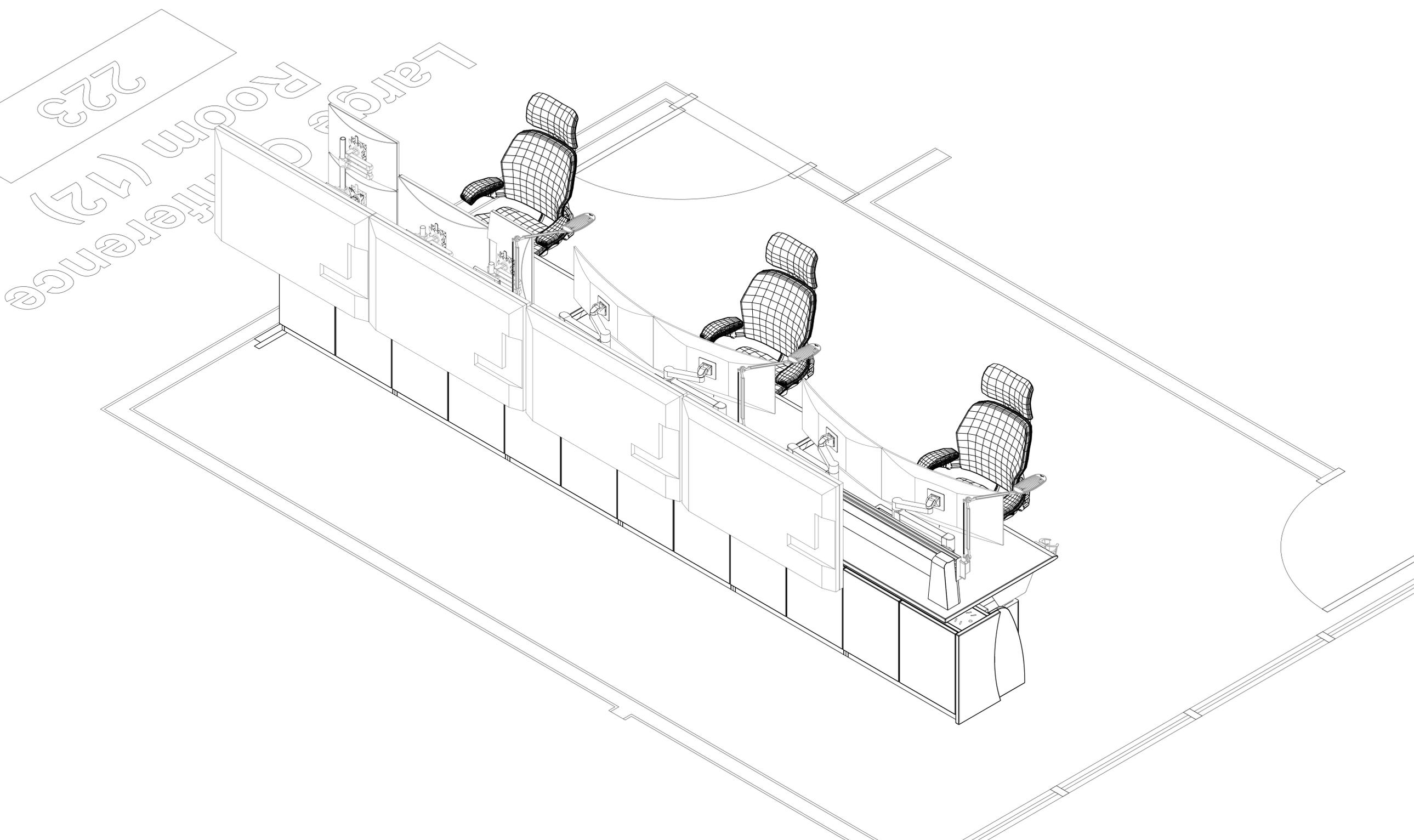
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A	10/17/24	ADDED EDGE MT & ELEV PAGE	TC
A	10/21/24	ADDED AC TO DASH	TC
B	11/01/24	REVS GO TO MEETING	TC
C	12/27/24	RMVD STORAGED ADDED SIGHT LINE	TC
C	1/06/25	UPDATED SIGHT LINE DWGS	TC

SHEET DESCRIPTION

**3D VIEW 2**

DRAWING #	OPTION	REV.	SHEET
<b>PN-10639-01</b>	3	C	2

Attachment: Russ Bassett Proposal - Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch Specialty Furniture)



**CUSTOMER**

CUSTOMER: **CAMPBELL POLICE DEPARTMENT**  
 PROJECT ADDRESS: 70 N 1ST STREET  
 CAMPBELL, CA 95008

**PROJECT**

PROJECT NAME: **CAMPBELL RTIC INFORM CENTER**  
 PROJECT INITIATION DATE: 10/09/24  
 CONSOLE TYPE: **VISTA** NUMBER OF POSITIONS: **3**  
 SCALE: 1" = 1' - 0"

SALES EXECUTIVE  
**AVA RABAGO**

DESIGNER  
**TRISH CASELLA**

**SHEET INDEX**

NO.	SHEET NAME
1	3D VIEW 1
2	3D VIEW 2
3	PLAN VIEW
4	ELEVATION A
5	ELEVATION B
6	LINE OF SIGHT - RTIC
7	LINE OF SIGHT - DFR
8	EQUIPMENT FIT
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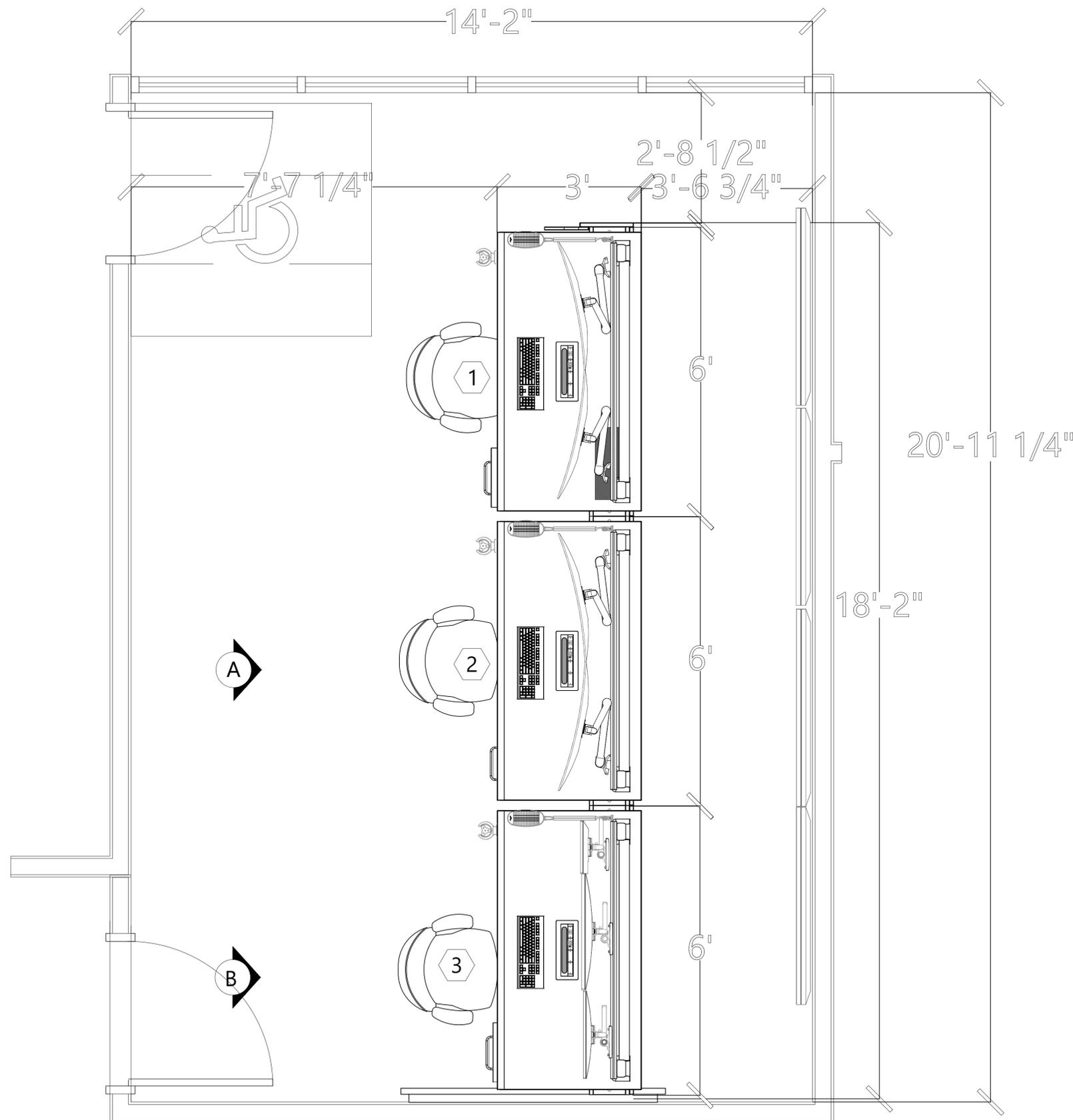
**REVISIONS**

REV	DATE	DESCRIPTION	BY
A	10/09/24	2D & 3D PRELIMINARY DRAWING	TC
A	10/14/24	MON UPDT W/ 34" UW	JN
A	10/17/24	ADDED EDGE MT & ELEV PAGE	TC
A	10/21/24	ADDED AC TO DASH	TC
B	11/01/24	REVS GO TO MEETING	TC
C	12/27/24	RMVD STORAGED ADDED SIGHT LINE	TC
C	1/06/25	UPDATED SIGHT LINE DWGS	TC

SHEET DESCRIPTION

**PLAN VIEW**

DRAWING #	OPTION	REV.	SHEET
<b>PN-10639-01</b>	<b>3</b>	<b>C</b>	<b>3</b>



**CUSTOMER**

CUSTOMER: **CAMPBELL POLICE DEPARTMENT**  
PROJECT ADDRESS: 70 N 1ST STREET  
CAMPBELL, CA 95008

**PROJECT**

PROJECT NAME: CAMPBELL RTIC INFORM CENTER  
PROJECT INITIATION DATE: 10/09/24  
CONSOLE TYPE: VISTA NUMBER OF POSITIONS: 3  
SCALE: 1" = 1' - 0"

SALES EXECUTIVE  
AVA RABAGO

DESIGNER  
TRISH CASELLA

**SHEET INDEX**

NO.	SHEET NAME
1	3D VIEW 1
2	3D VIEW 2
3	PLAN VIEW
4	ELEVATION A
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C	12/27/24	RMVD STORAGED ADDED SIGHT LINE	TC
C	1/06/25	UPDATED SIGHT LINE DWGS	TC

SHEET DESCRIPTION

**ELEVATION A**

DRAWING # OPTION REV. SHEET

**PN-10639-01** 3 C 4

Attachment: Russ Bassett Proposal - Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch Specialty Furniture)

SLATWALL MOUNTED LED TASK LIGHT

ARRAY SLATWALL MOUNTED  
MONITOR MOUNTS

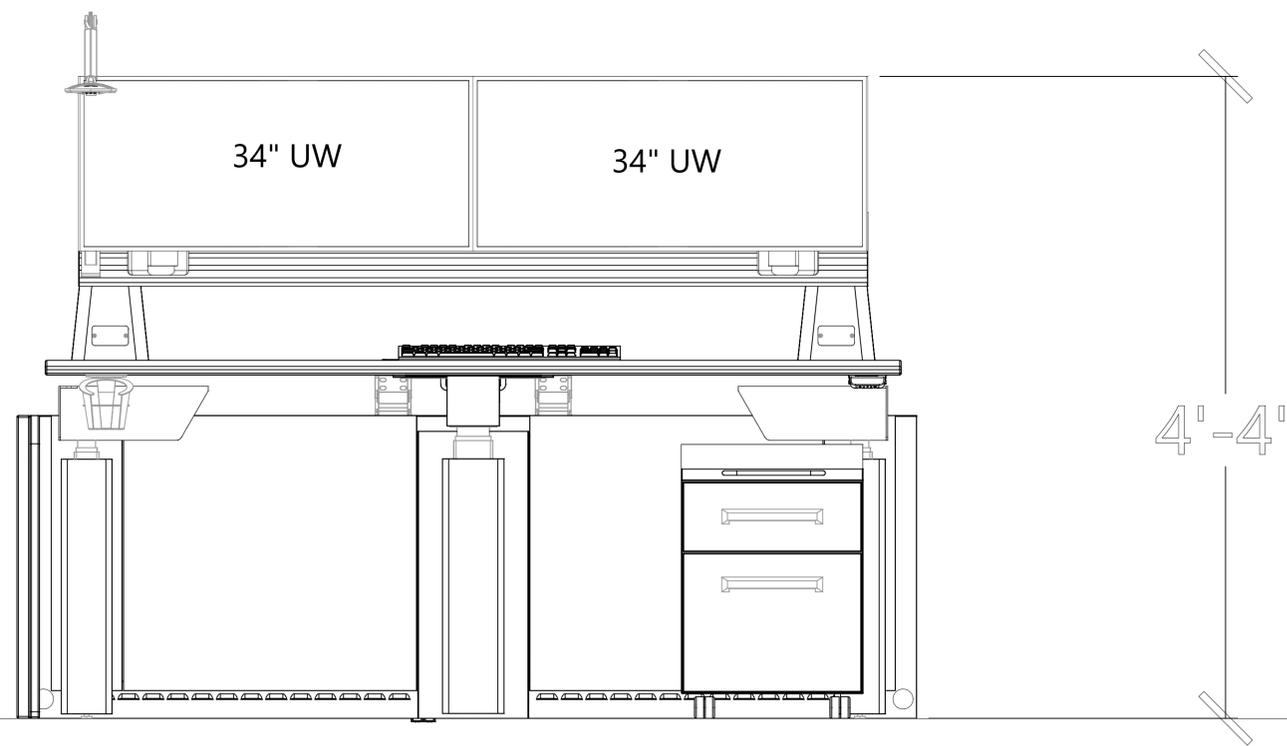
SLATWALL FOR MOUNTING  
MONITOR ARMS & ACCESSORIES

CUP HOLDER

HIGH PRESSURE LAMINATE WORK  
SURFACE W/ COMFORT FRONT EDGE

BOX/FILE MOBILE CUSHION  
BOX/FILE MOBILE PEDESTAL

**PERSPECTIVE VIEW**



FINISH FLOOR

**A** **ELEVATION VIEW**

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**CUSTOMER**

CUSTOMER: **CAMPBELL POLICE DEPARTMENT**  
 PROJECT ADDRESS:  
 70 N 1ST STREET  
 CAMPBELL, CA 95008

**PROJECT**

PROJECT NAME:  
 CAMPBELL RTIC INFORM CENTER

PROJECT INITIATION DATE:  
 10/09/24

CONSOLE TYPE: VISTA NUMBER OF POSITIONS: 3

SCALE:  
 1" = 1' - 0"

SALES EXECUTIVE  
 AVA RABAGO

DESIGNER  
 TRISH CASELLA

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C	1/06/25	UPDATED SIGHT LINE DWGS	TC

SHEET DESCRIPTION

**ELEVATION B**

DRAWING #	OPTION	REV.	SHEET
<b>PN-10639-01</b>	3	C	5

Attachment: Russ Bassett Proposal - Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch Specialty Furniture)

SLATWALL MOUNTED LED TASK LIGHT

ARRAY SLATWALL MOUNTED MONITOR MOUNTS

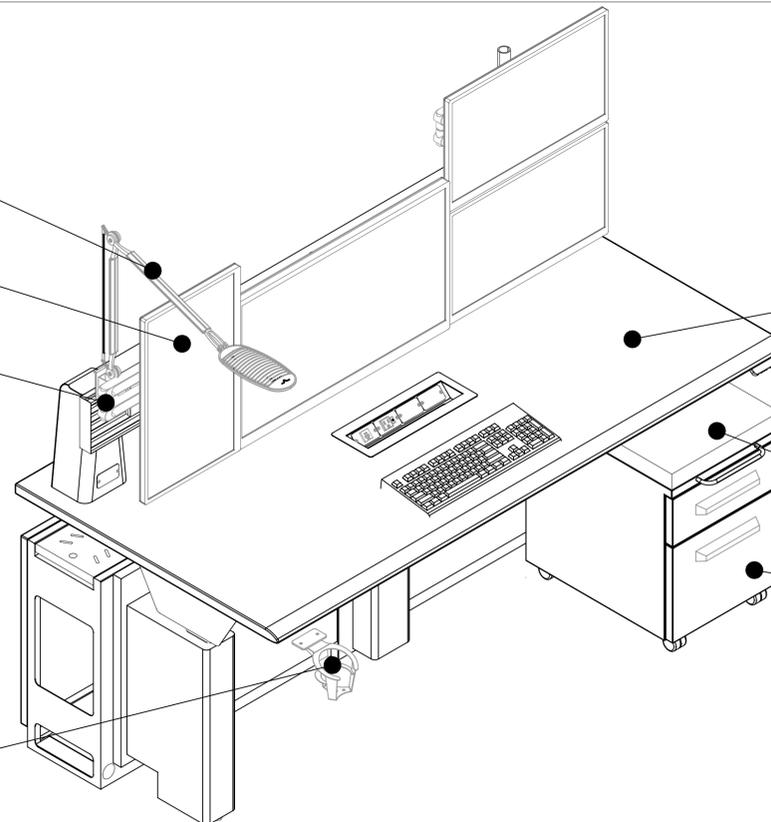
SLATWALL FOR MOUNTING MONITOR ARMS & ACCESSORIES

CUP HOLDER

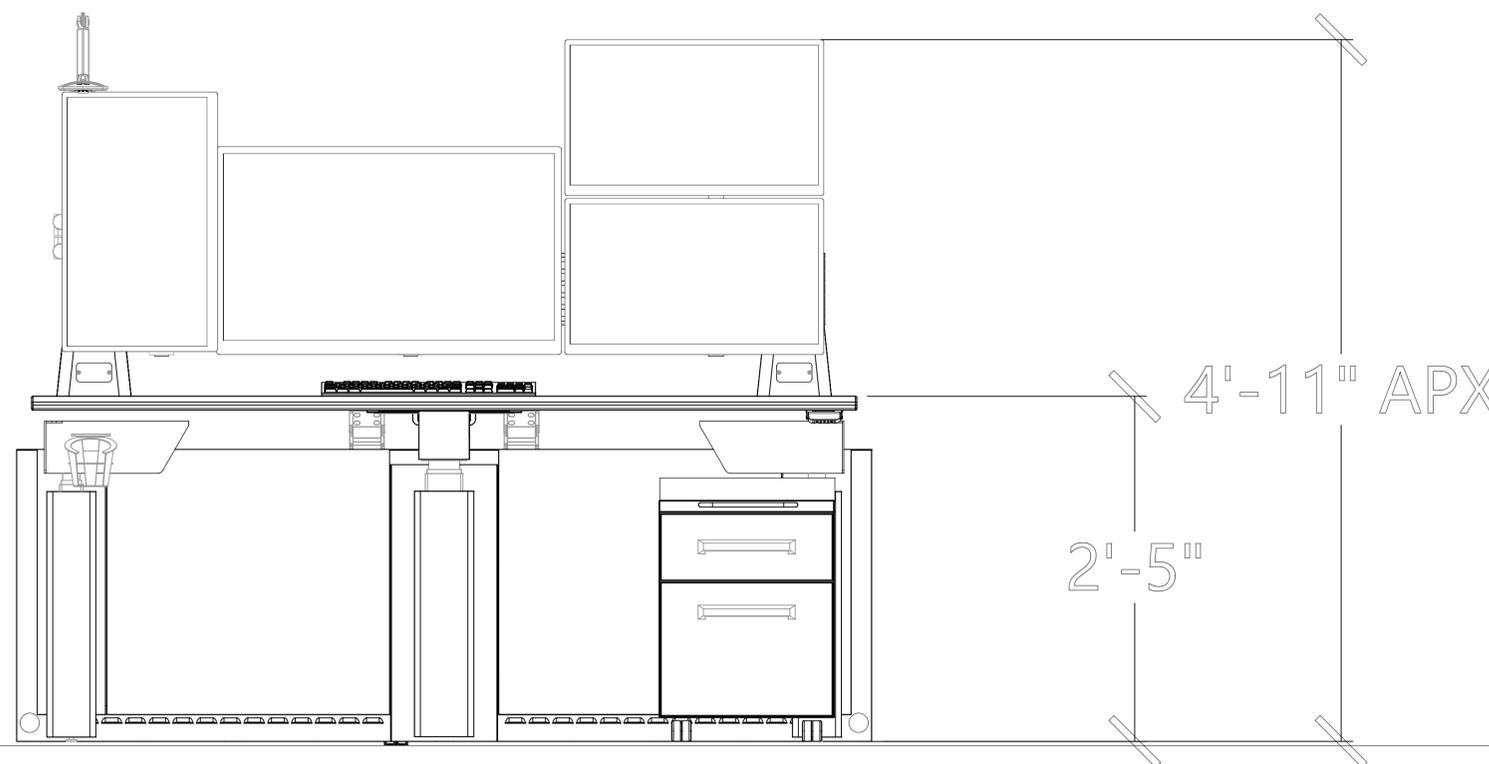
HIGH PRESSURE LAMINATE WORK SURFACE W/ COMFORT FRONT EDGE

BOX/FILE MOBILE CUSHION

BOX/FILE MOBILE PEDESTAL



**PERSPECTIVE VIEW**



**ELEVATION VIEW**

FINISH FLOOR

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**CUSTOMER**

CUSTOMER: **CAMPBELL POLICE DEPARTMENT**  
 PROJECT ADDRESS:  
 70 N 1ST STREET  
 CAMPBELL, CA 95008

**PROJECT**

PROJECT NAME:  
 CAMPBELL RTIC INFORM CENTER

PROJECT INITIATION DATE:  
 10/09/24

CONSOLE TYPE: VISTA NUMBER OF POSITIONS: 3

SCALE:  
 1" = 1' - 0"

SALES EXECUTIVE  
 AVA RABAGO

DESIGNER  
 TRISH CASELLA

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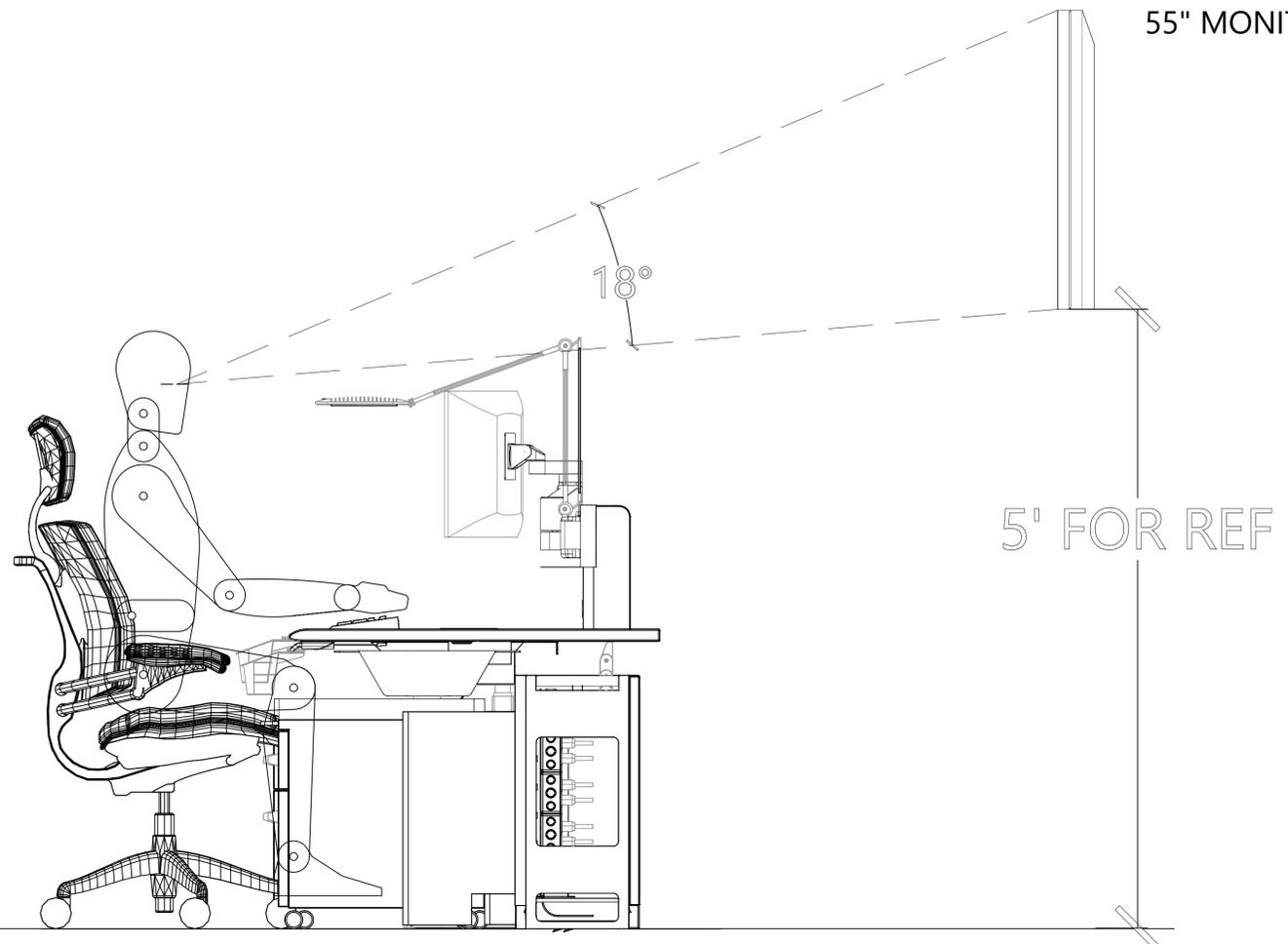
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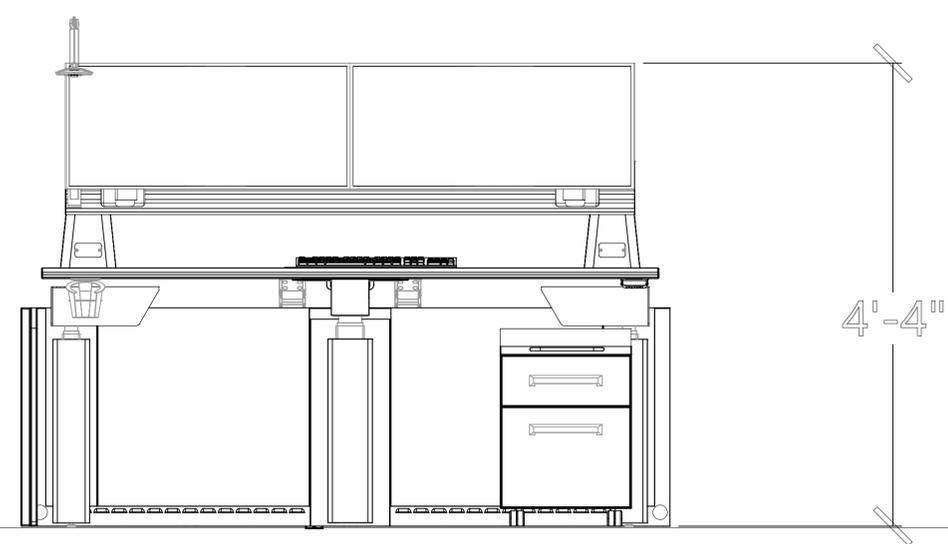
SHEET DESCRIPTION

**LINE OF SIGHT - RTIC**

DRAWING #	OPTION	REV.	SHEET
<b>PN-10639-01</b>	3	C	6



**SIDE ELEVATION VIEW**



**FRONT ELEVATION VIEW**

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PROJECT ADDRESS: 70 N 1ST STREET  
CAMPBELL, CA 95008

**PROJECT**

PROJECT NAME: **CAMPBELL RTIC INFORM CENTER**  
PROJECT INITIATION DATE: 10/09/24  
CONSOLE TYPE: **VISTA** NUMBER OF POSITIONS: **3**  
SCALE: **1" = 1' - 0"**

SALES EXECUTIVE  
**AVA RABAGO**

DESIGNER  
**TRISH CASELLA**

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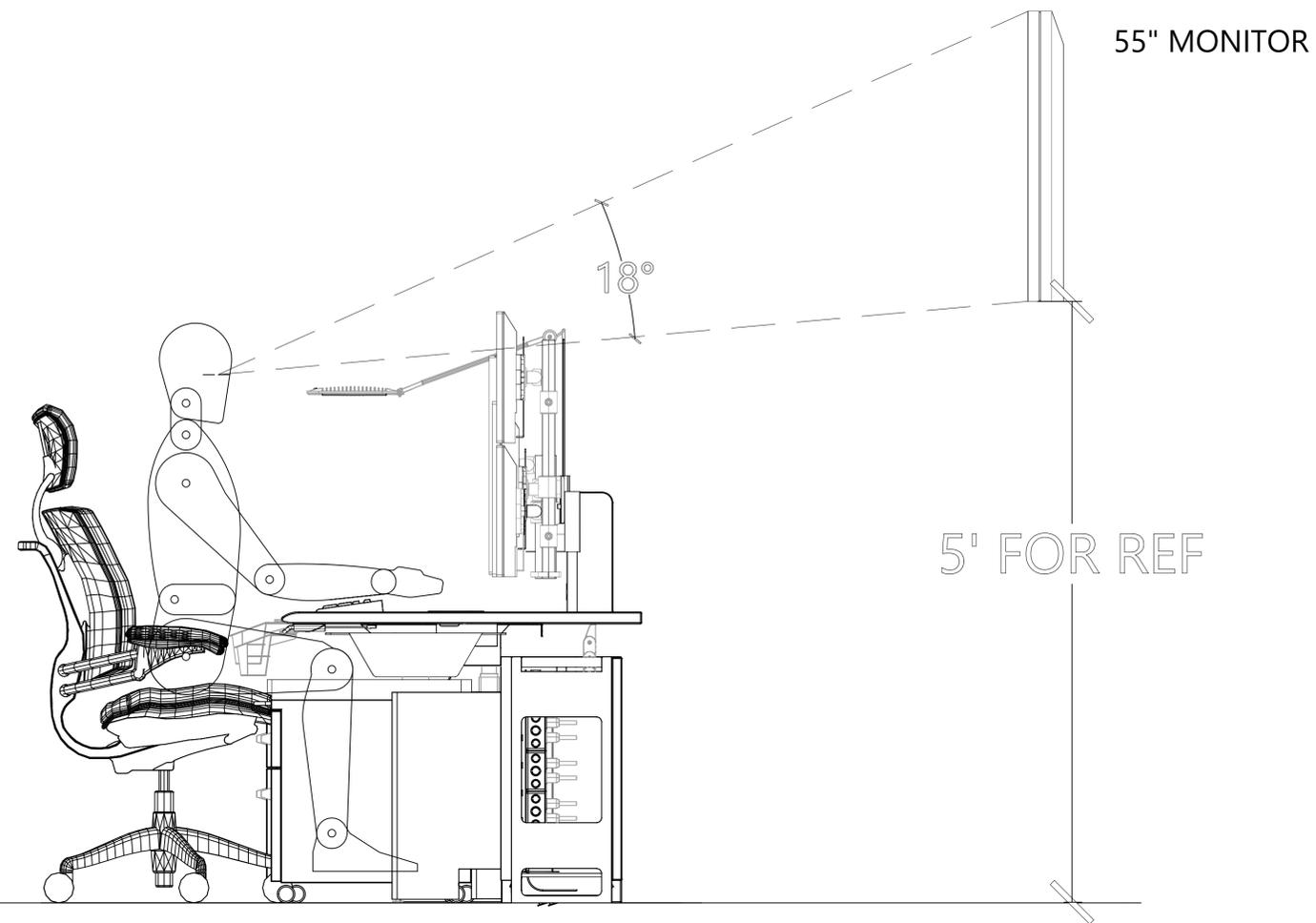
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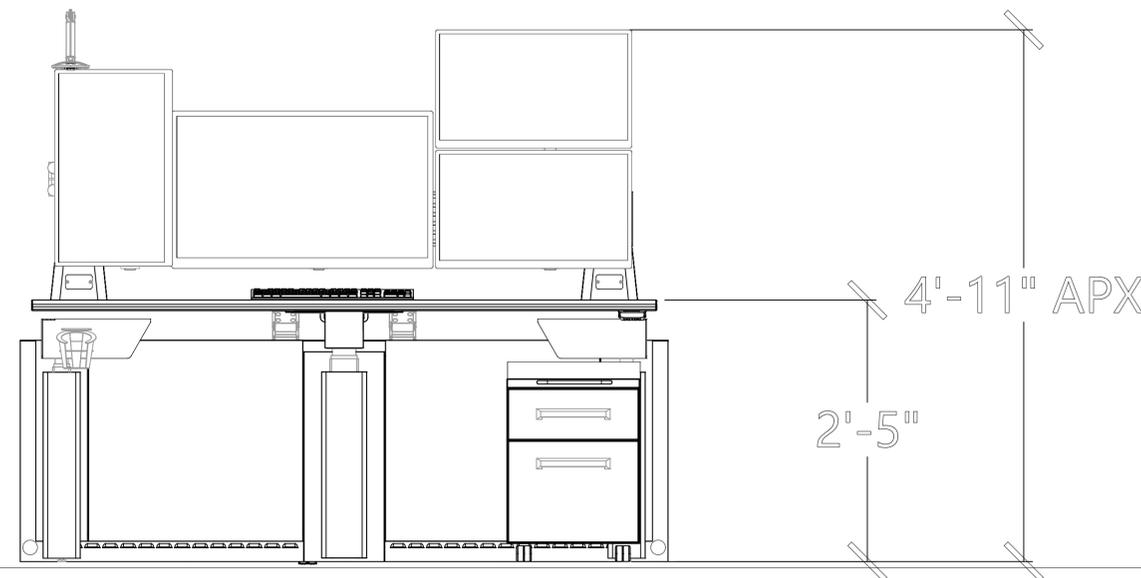
SHEET DESCRIPTION

**LINE OF SIGHT - DFR**

DRAWING #	OPTION	REV.	SHEET
<b>PN-10639-01</b>	<b>3</b>	<b>C</b>	<b>7</b>



**SIDE ELEVATION VIEW**



**FRONT ELEVATION VIEW**

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Attachment: Russ Bassett Proposal - Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch Specialty Furniture)

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PROJECT ADDRESS: 70 N 1ST STREET  
CAMPBELL, CA 95008

**PROJECT**

PROJECT NAME: **CAMPBELL RTIC INFORM CENTER**  
PROJECT INITIATION DATE: 10/09/24  
CONSOLE TYPE: **VISTA** NUMBER OF POSITIONS: **3**  
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SALES EXECUTIVE  
**AVA RABAGO**

DESIGNER  
**TRISH CASELLA**

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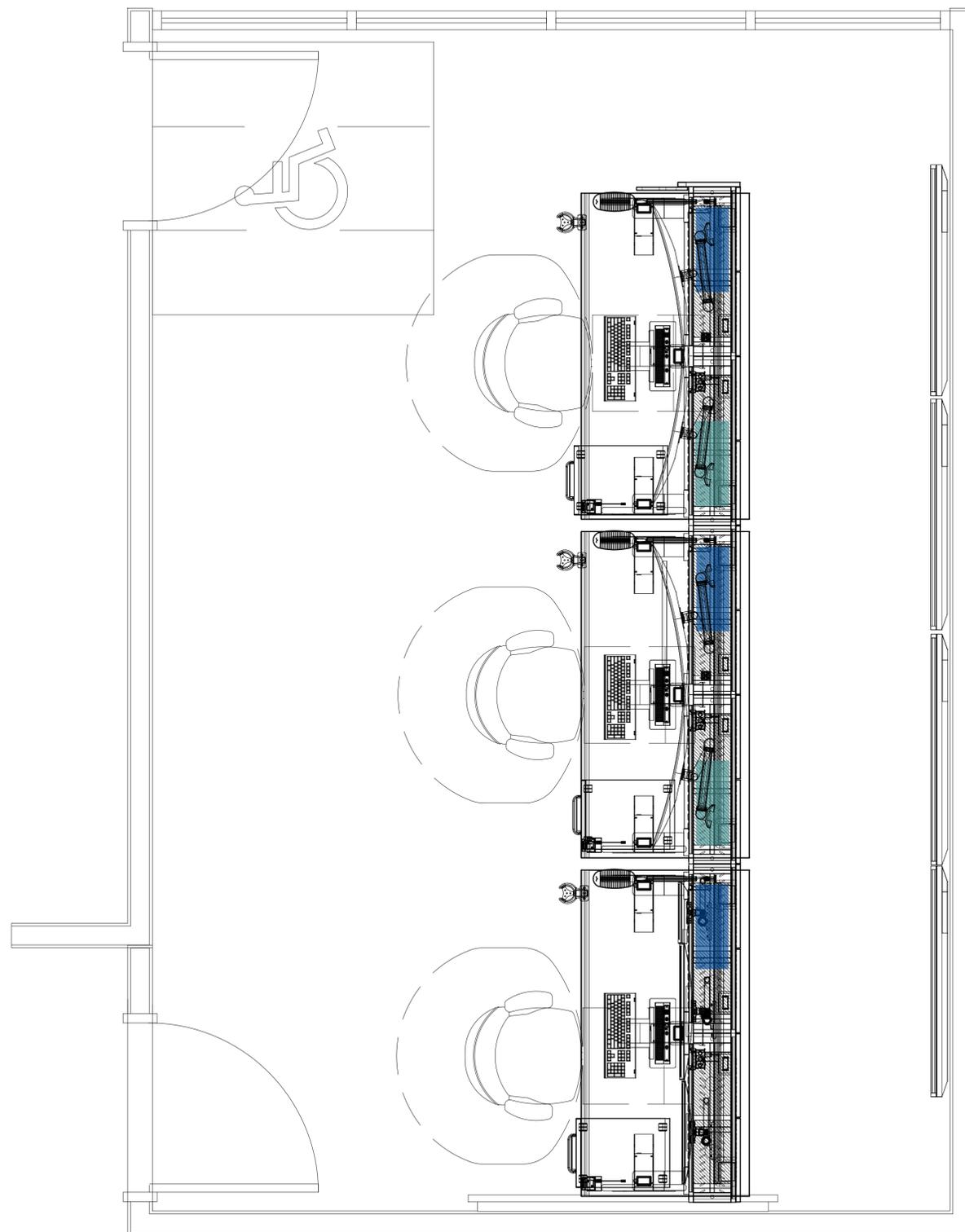
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SHEET DESCRIPTION

**EQUIPMENT FIT**

DRAWING #	OPTION	REV.	SHEET
<b>PN-10639-01</b>	<b>3</b>	<b>C</b>	<b>8</b>



EQUIPMENT FIT	
	STANDARD-18Hx7Wx18D
	STANDARD-18Hx7Wx18D

# Quotation



8.b

**PROJECT #:** PN-10639-01      **Option:** 3  
**REVISION:** C  
**PROJECT NAME:** Campbell RTIC Center

Russ Bassett Corporation  
 8189 Byron Road Whittier, CA 90606  
 Tel: 800.350.2445 Fax: 562.698.8972  
 www.russbassett.com

<b>QUOTE DATE:</b> 1/17/2025	<b>SALES EXECUTIVE:</b> Ava Rabago
<b>EXPIRATION DATE:</b> 4/17/2025	<b>ADDRESS:</b> 8189 Byron Rd Whittier, CA 90606
<b>CUSTOMER:</b> Campbell Police Department	<b>PHONE:</b> (562) 505-4719
<b>CONTACT:</b> Andrea Atkinson	<b>EMAIL:</b> arabago@russbassett.com
<b>ADDRESS:</b> 100 N 1st Street Campbell, CA 95008	
<b>PHONE:</b> 408 866-2101	
<b>EMAIL:</b> aatkinson@campbellca.gov	

QTY	PART NUMBER	DESCRIPTION	HGACBuy PRICE	EXTENDED
<b>AREA: 1</b>		<b>VISTA CONSOLES</b>	<b>AREA 1 TOTAL: \$</b>	<b>29,772.50</b>
3	VS-ACC-FR-DTB	Frame Mount Data Termination Bracket	\$ 57.50	\$ 172.50
3	VS-ACC-FR-JBOX-BRKT	Frame Mount Junction Box Bracket	\$ 51.75	\$ 155.25
3	VS-ACC-FR-SPD-15-06	Frame Mount SPD - Power Strip, 15A, 6 Outlet	\$ 209.88	\$ 629.64
1	VS-EC-SS-A-NA-LH	End Cap, SS, Style A, No Acrylic, LH	\$ 345.00	\$ 345.00
6	VS-IAP-24	Inside Access Panel, 24W	\$ 44.85	\$ 269.10
3	VS-SSL-072-LDO	Vista SS Base, Linear, 72", Laminate Door	\$ 5,161.78	\$ 15,485.34
3	VS-TP-DXL-072-36-WN-DB	Vista DX Top, Linear, 72", 36D, Comfort Edge, Dashboard	\$ 2,044.13	\$ 6,132.39
3	FPM-2015-BF-L-N	Flex Mobile Pedestal, 20D x 15W, Box/File, Lam, No Lock	\$ 363.40	\$ 1,090.20
12	DAC-CO-USB	USB-A 3.0 Keystone - Coupler (Includes 15' Extension)	\$ 41.98	\$ 503.76
3	DAC-CUPHLDR-US-R	Cup Holder, Under Surface, Rotating	\$ 114.43	\$ 343.29
3	DAC-DASH-CHRG-AC	Dash Plate, Device Charging, USB A-C	\$ 163.88	\$ 491.64
3	DAC-DASH-PWR	Dash Plate, 110V Power Receptacle	\$ 169.63	\$ 508.89
3	DAC-LED-DA-SW	Dimmable LED Task Light - Double Arm, Slatwall Mount	\$ 317.40	\$ 952.20
4	DAC-MA-01-SW-75E-HD	Fully Articulating Monitor Arm - Weight Range 13.5-44 lbs	\$ 345.58	\$ 1,382.32
1	DAC-MM-01-SW-PM	Monitor Mount, Slatwall, Pole Mount	\$ 362.25	\$ 362.25
1	DAC-MM-01-SW-PM	Monitor Mount, Slatwall, Pole Mount	\$ 362.25	\$ 362.25
1	DAC-MM-11-SW-PM	Monitor Mount, 1-Over-1, Slatwall, Pole Mount	\$ 586.50	\$ 586.50

Attachment: Russ Bassett Proposal - Specifications and Quotes for Dispatch and INFORM Center



# Quotation



8.b

PROJECT #: **PN-10639-01** Option: 1  
 REVISION: 1C  
 PROJECT NAME: Campbell RTIC Center

Russ Bassett Corporation  
 8189 Byron Road Whittier, CA 90606  
 Tel: 800.350.2445 Fax: 562.698.8972  
 www.russbassett.com

QUOTE DATE: 1/17/2025  
 EXPIRATION DATE: 4/17/2025

CUSTOMER: **Campbell Police Department**  
 CONTACT: Andrea Atkinson  
 ADDRESS: 100 N 1st Street  
 Campbell, CA 95008  
 PHONE: 408 866-2101  
 EMAIL: aatkinson@campbellca.gov

SALES EXECUTIVE: **Ava Rabago**  
 ADDRESS: 8189 Byron Rd  
 Whittier, CA 90606  
 PHONE: (562) 505-4719  
 EMAIL: arabago@russbassett.com

QTY	PART NUMBER	DESCRIPTION	PRICE	EXTENDED
<b>AREA: 1</b>			<b>AREA 1 TOTAL: \$</b>	<b>3,123.00</b>
3	WAC-BOND-KIT-R56	Flex Console Bonding Kit, R56	\$ 540.60	\$ 1,621.80
6	WAC-PSTRIP-V-15-R56	SPD, Power Strip, Vertical Wall Mounting Bracket, 6 Outlet, R56	\$ 250.20	\$ 1,501.20

**If shipped with main order, freight and installation cost will be waived.  
 R56 power strips for Radio monitors and computers if required by Motorola.**

Product Total: \$ **3,123.00**  
 Sales/Use Tax (9.375%): \$ 292.78  
 Delivery Services: \$ 70.00  
 Russ Bassett Installation Services: \$ 1,200.00  
**Total Due \$ 4,685.78**

Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center

# SALES AGREEMENT



## PROJECT / ORDER DETAILS

BUYER: Campbell Police Department  
 PROJECT NAME: Campbell Dispatch  
 PROJECT NUMBER: PN-10639-01 Option 3 Rev C  
 BUYER PURCHASE ORDER NO: \_\_\_\_\_

Thank you for your order! To make sure both parties agree on their individual responsibilities, we have prepared the following "Sales Agreement" to cover items relating to your order.

### 1. GENERAL

The terms outlined herein represent the complete agreement between the seller, Russ Bassett Corp. ("RBC") and **Campbell Police Department** ("BUYER"). This Sales Agreement supersedes any other prior conversations, understandings, and agreements, written or verbal.

### 2. SCOPE OF WORK

RBC agrees to provide product,(specifically built-to-order for this project), delivery, and installation as detailed in the attached drawings, renderings, and quotation / proposal, collectively referred to as "Attachment A".

### 3. INVESTMENT

BUYER shall pay RBC **\$42,863.70** in U.S. currency in return for the products and services outlined in Attachment A, per the milestone payment schedule below.

### 4. MILESTONE PAYMENT SCHEDULE

RBC milestone payment term schedule for this project are as follows:

MILESTONE	PROGRESS PAYMENT INVOICED
1. SUBMITTAL OF ORDER TO RBC	25% Due: Net 30 Days
2. ORDER SHIPMENT	50% Due: Net 30 Days
3. SUBSTANTIAL COMPLETION OF THE PROJECT	25% Due: Net 30 Days*
<i>*10% retainage can be held back if there are minor punch list items delaying final completion.</i>	

### 5. BONDS

No bonds are included as part of this order.

### 6. TAXES

BUYER shall be responsible for all sales and use taxes beyond what is collected on this order.

### 7. FINAL ORDER APPROVAL

Receipt of BUYER's purchase order, signed copy of this Sales Agreement, and receipt of 25% milestone payment #1 constitutes final approval of all attachments and conveys to RBC clear approval and authority to move forward with manufacturing to meet your firm delivery requirements.

### 8. SCHEDULE

## SALES AGREEMENT



RBC shall coordinate with BUYER's Designated Contact to establish a firm shipment and delivery schedule to meet BUYER's desired installation requirements. This schedule will then be published and made part of this Agreement.

### 9. CHANGES

Any REQUEST for changes to the design, scope of work or schedule shall be made in writing. RBC will notify BUYER if it is possible to accommodate the requested change and, if so, what costs and schedule impacts would apply. No change will be made without sign-off of the updated quote and drawing by BUYER and prepayment of additional costs. Once a confirmed order is within 4 WEEKS of the scheduled ship date, it is NOT AVAILABLE FOR CHANGES.

### 10. DELAYS

If BUYER is unable to take delivery per the agreed upon schedule, RBC will, as a courtesy, warehouse the product at no charge for up to 30 days. After 45 days, 100% of the Product Total will be invoiced, less any prior progress payments already received. At that time STORAGE FEES OF 1% PER MONTH, of the product total will apply and be billed monthly. Freight and Installation fees will be billed at time of shipment and due upon substantial completion of the installation. A 10% retainage may be held back to cover resolution of any outstanding punch list items.

### 11. SHIPPING

Freight and delivery charges include inside delivery and removal of packaging debris. If damage occurred during shipping, RBC would rush a replacement item to the installation site and remove the damaged item at no cost to BUYER. If BUYER modifies the schedule, requests additional shipments, expedited shipments, or off-site storage beyond the original scope of work, any resulting additional costs shall be the sole responsibility of BUYER.

### 12. SITE CONDITIONS

To ensure a successful installation, the delivery and installation site must be 100% ready. This includes clean and free access to allow delivery, movement, staging and installation of the product as agreed at the time of order, including elevator access if not a "ground floor" installation. All flooring, walls, painting, carpeting, ceiling, and electrical work should be complete prior to the arrival of the RBC product. BUYER shall appoint an on-site representative that will be available to RBC's installation team for security, site safety and product placement coordination. Unless otherwise arranged, RBC is not responsible for professional architectural, electrical, mechanical, structural or floor loading analysis. These services may be available on a fee basis upon request.

### 13. INSTALLATION

RBC installations are performed by RBC authorized, factory trained, non-union furniture installers during normal, uninterrupted, business hours. Overtime, evening, weekend, and holiday work is available at an additional charge. The installation charge includes the placement, installation, clean-up and training on the use, service and maintenance of the products supplied. Any existing materials subject to relocation by RBC that were not included in the original scope of work may be subject to additional charges. RBC assumes that the site is prepared to allow RBC installers to receive the product and complete the installation in a single installation activity unless it is already quoted otherwise under the scope of work. If multiple site visits are required at the request of BUYER, RBC will provide a revised quotation for any resulting additional costs.

### 14. ACCEPTANCE

## SALES AGREEMENT



To ensure BUYER's complete satisfaction, BUYER shall have a representative join an RBC representative for a walk through after final installation. At this time, RBC will turn over the product to BUYER, provide a product demonstration and training session outlining its proper use and maintenance. BUYER will be requested to sign-off on the installation or create a "punch list" of all incomplete or unsatisfactory items. All "non punch list" items will be considered complete and accepted. Once all agreed punch list items are corrected, BUYER shall sign-off on the project and will be invited to comment on the Installation Survey form.

### 15. CANCELLATION / RETURNS

As stated above, orders are BUILT TO ORDER and therefore, once started, it is not subject to cancellation or return. Any requests for consideration of cancellation must be submitted in writing and approved by an officer of RBC. Requests received and approved within two weeks of receipt of order will be accommodated at no charge.

If the request is received after two weeks, it will be subject to a cancellation charge. The cancellation charge will be between 25% and 100% of the contract amount depending on how far the order has progressed through the system. RBC will deliver a Cancellation Quote with supporting documentation. If BUYER decides to proceed with the cancellation, BUYER agrees to pay RBC within 30 days of cancellation invoice.

### 16. WARRANTY

RBC warrants, to the original BUYER, that all products will be free from defects in material and workmanship for 10 full years.

In mission critical, 24/7/365 environments, quickly resolving a product issue is of top priority for both the BUYER and RBC. Prompt execution of this warranty requires cooperation. With guidance from RBC, BUYER agrees to perform basic troubleshooting tasks to determine the nature of the defect and to self-correct before on-site assistance can be provided.

For simple replacements, the part will be quickly shipped directly to BUYER. If the problem requires on-site assistance, RBC will come out during normal work hours to resolve the issue. If the defect is found to have resulted from circumstances outside of the warranty coverage, and/or BUYER imposes conditions or restrictions that increases the service cost, BUYER agrees to reimburse RBC for any resulting additional expense. BUYER also agrees to properly dispose of the old parts and packing material. The few circumstances where this warranty against defects would not apply include normal wear and tear, damage, misuse, modifications, consumable items, or product shipped outside the U.S.

Repairs, substitute products or replacements, of equal or higher value, used to resolve a warranty claim will in no way extend the warranty period applied to the original product. Product repair or replacement is BUYER's exclusive remedy for all product defects covered under this non-transferable warranty. RBC makes no other express or implied warranties on any product except as stated above and makes no warranty of RBC product fitness except for use as standard console furniture.

### 17. LIABILITY

RBC shall not be liable for damages in any form or any other claim arising out of strikes, floods, fire, accidents, or any other causes beyond RBC's control. RBC shall not be liable for any liquidated, consequential, or incurred damages, nor penalties of any kind for delays in the completion of work. Acceptance of final payment under this agreement shall be conclusive evidence that RBC

## SALES AGREEMENT



has performed all its obligations under this agreement and shall release RBC from all claims by BUYER.

### 18. NON-DISCLOSURE

All engineering, drawings, specifications, or other written materials provided shall represent an RBC investment and shall remain the property of RBC. Such items are submitted with the understanding and agreement that the information will not be disclosed to any third party without the written consent of RBC.

### 19. FORCE MAJEURE

In the event that either party is prevented from performing or is unable to perform any of its obligations under this Agreement (other than a payment obligation) due to any act of God, acts or decrees of governmental or military bodies, fire, casualty, flood, earthquake, war, strike, lockout, epidemic, destruction of production facilities, riot, civil unrest, insurrection, materials unavailability, or any other cause beyond the reasonable control of the party invoking this section (collectively, a "Force Majeure"), and if such party shall have used its commercially reasonable efforts to mitigate its effects, such party shall give prompt written notice to the other party, its performance shall be excused, and the time for the performance shall be extended for the period of delay or inability to perform due to such occurrences. Regardless of the excuse of Force Majeure, if such party is not able to perform within ninety (90) days after such event, the other party may terminate the Agreement.

### 20. NOTICES

All notices, requests, demands, and other communications given under this agreement shall be in writing and shall be deemed to have been duly given if delivered personally, via e-mail with receipt confirmed, or sent by Federal Express (or other overnight courier).

For BUYER send to:

**Andrea Atkinson**

Campbell Police Department  
100 N 1st Street  
Campbell, CA 95008  
[aatkinson@campbellca.gov](mailto:aatkinson@campbellca.gov)

For Seller send to:

**Daniel Nonaka**  
Controller

Russ Bassett Corp.  
8189 Byron Road  
Whittier, CA 90606  
[dnonaka@russbassett.com](mailto:dnonaka@russbassett.com)

**SIGNATURE PAGE**

# SALES AGREEMENT



Please sign and return this page to RBC with your order.

## PROJECT / ORDER DETAILS

BUYER: Campbell Police Department

PROJECT: Campbell Dispatch

PROJECT NUMBER: PN-10639-01 Option 3 Rev C

BUYER ORDER NO: \_\_\_\_\_

## ATTACHMENTS PART OF THIS AGREEMENT

- RBC Proposal Package (Attachment A)
- Buyer Purchase Order or Letter of Intent (Provided by Buyer)

## APPROVAL OF AGREEMENT

Upon signature below by designated BUYER, this Sales Agreement, and all attachments for the purchase of product and related services is immediately in effect.

## SIGNATURE

### BUYER

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# russbassett



## VISTA Control Consoles for Mission Critical Environments

VISTA Consoles offer innovative design that combines form and function | Optimal operator support is fundamental for situational awareness | Furniture housed technology is mandatory for critical functions | VISTA brings human-machine interface together impacting risk mitigation.



# VISTA CONTROL CONSOLES

All Features Allow for Easy Access, Changes and Modifications



- Premium Feature Rich Control Console
- Built to Endure 24/7/365 Use
- Flexible – Layered Modularity
- Sit/Stand Height Adjustment or Fixed Height
- 3 Integrated Horizontal Cable Management Zones



- Uniquely Curved Slatwall
- Lighted Lower Technology Storage
- Accessories Available for User Comfort and Personalization (Lighting, Environmental Controls, Storage)
- Supports Various Monitor Configurations
- Ergonomically Engineered

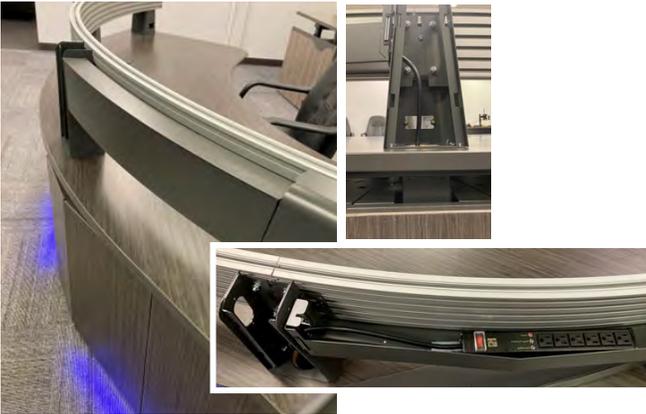


## Form and Function



Curved Slatwall elegantly surrounds the user, naturally providing perpendicular monitor viewing and consistent focal distances | Functions as monitor and accessory support | Manages and conceals upper cables | Elevated “Monuments” function to support the slatwall and accommodate accessories, such as device charging power, task lighting, switching, etc., and guide cables to the lower technology cabinets. All easily accessible for quick changes and technology modifications.

Contemporary aisle lighting and lit end panels add to the overall aesthetic.



## Exceptional Power / Data and Technology Integration

Unique interior cabinet slatwall allows for technology mounting with auto-illumination when doors open. Horizontal and vertical cables flow to where you need them while staying cleanly out-of-sight but easily reached.

Thoughtful engineering makes this a console for every control room.



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch

# VISTA CONTROL ROOM CONSOLES

Manufactured in the USA for Mission Critical Environments



Attachment: Russ Bassett Proposal – Specifications and Quotes for Dispatch and INFORM Center (Measure O - Police FF&E (22-JJ) Dispatch



## LIFETIME + 5 WARRANTY

Simple, Honest, Robust.

Russ Bassett warrants, to the original Buyer, that the frames will be free from defects in material and workmanship for the life of the product, and everything else for 5 full years.

**What's covered?**  
**Everything.**

**What's included?**  
**Parts, Shipping and Labor.**

### MISSION CRITICAL SERVICE AND SUPPORT

In mission critical, 24/7/365 environments, quickly resolving a product issue is of top priority for both the Buyer and Russ Bassett.

Prompt execution of this warranty requires cooperation. With guidance from Russ Bassett, Buyer agrees to perform basic troubleshooting tasks to determine the nature of the defect and to self-correct before on-site assistance can be provided.

For simple replacements, the part will be quickly shipped directly to Buyer. If the problem requires on-site assistance, Russ Bassett will come out during normal work hours to resolve the issue. If the defect is found to have resulted from circumstances outside of the warranty coverage, and/or Buyer imposes conditions or restrictions that increases the service cost, Buyer agrees to reimburse Russ Bassett for any resulting additional expense. Buyer also agrees to properly dispose of the old parts and packing material.

The few circumstances where this warranty against defects would not apply include normal wear and tear, damage, misuse, modifications, consumable items or product shipped outside the U.S.

Repairs, substitute products or replacements, of equal or higher value, used to resolve a warranty claim will in no way extend the applicable warranty period applied to the original product. Product repair or replacement is Buyer's exclusive remedy for all product defects covered under this non-transferable warranty. Russ Bassett makes no other express or implied warranties to any product except as stated above and makes no warranty of Russ Bassett product fitness except for use as standard console furniture.



*City  
Council  
Report*

**Item: 9**  
**Category: PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES**  
**Meeting Date: February 4, 2025**

**TITLE: Public Hearing to Consider Adoption of a Resolution Directing the Community Development Director to Proceed with Abatement of Hazardous Vegetation (Resolution/Roll Call Vote)**

**RECOMMENDED ACTION**

That the City Council adopt a Resolution directing the Community Development Director to proceed with the abatement of hazardous vegetation by the Santa Clara County Consumer and Environmental Protection Agency.

**DISCUSSION**

This is a continued public hearing to hear objections from property owners regarding removal of hazardous vegetation on private property or public streets or alleys.

At the initial January 13, 2025 City Council meeting, the Council accepted testimony from the public and the County's Weed Abatement Program Manager, Garik Iosilevsky, concerning properties identified for hazardous vegetation ("weed") abatement as presented to the Council (Item #6 on the Agenda <<https://www.campbellca.gov/AgendaCenter/ViewFile/Agenda/01132025-3023>>). The Council continued the hearing to February 4, with direction to the County Program Manager to work with the property owners in attendance to address the concerns raised and provide an additional notice to all affected property owners of the February 4 Council meeting.

Mr. Iosilevsky has reported that the County provided a new public notice to property owners of the February 4<sup>th</sup> Council meeting on January 15, 2025 and has subsequently conducted additional investigations and met with five property owners to identify if they should remain on the Hazardous Vegetation Abatement List.

Subsequently, Mr. Iosilevsky has recommended that two properties of the five under additional investigation be removed from the list but three of the properties be maintained on the list, as described below (excerpted correspondence in *italics*):

*I recommend removing the following two properties from the list:*

- 1) APN 424-04-045 - 1078 Longfellow Av**
  - a. The issue was dead tree material on the roof. It has been removed.*
- 2) APN 406-23-001 - 730 Chapman Dr**
  - a. The property was landscaped sufficiently to prevent the fire hazard from re-growing*

I am **not recommending** that the rest of the properties be removed at this time. They are in compliance at this time, however I would like to keep them in the program for the upcoming fire season:

**1) 406-19-054 - 1270 Theresa Av**

- a. They need to demonstrate one more year of compliance to come off the program. Today's inspection showed that they are working on landscaping that would be sufficient to remove the hazard, but it is not completed yet. If we see that it is completed to satisfaction this year, we will remove them from the list and will not charge any fees.

**2) 406-18-052 - 1231 Virginia Av**

- a. Currently the property is in compliance. They were out of compliance in 2023, however they passed the inspection in 2024. Our policy is to have 3 consecutive years of voluntary compliance to remove a parcel from the program.

**3) 406-04-020 - 904 Hazel Av**

- a. Currently the property is in compliance. They were out of compliance in 2023, however they passed the inspection in 2024. Our policy is to have 3 consecutive years of voluntary compliance to remove a parcel from the program.

The property list (Exhibit A to the Resolution) directing the abatement of hazardous vegetation has been updated to reflect this.

Following the public hearing, it would be appropriate for the Council to adopt a resolution directing the Community Development Director to proceed with the abatement of hazardous vegetation by the Santa Clara County Consumer and Environmental Protection Agency.

### **FISCAL IMPACT**

None to the City. The County weed abatement program is funded by fees assessed on the annual property tax roll. This is a reoccurring annual report that has been anticipated in the City's operating budget.

### **ALTERNATIVES**

Take no action on this Resolution, require that the removal of hazardous vegetation be instigated through Code Enforcement.

Prepared by:



Randy Sweet, Code Enforcement Officer

Reviewed by:



Rob Eastwood, Community  
Development Director

Approved by:



Brian Loventhal, City Manager

**Attachment:**

- a. 2025 Campbell Commenment report\_Revised 012825

**2025 WEED ABATEMENT PROGRAM  
COMMENCEMENT REPORT  
CITY OF CAMPBELL**

Situs		APN			CITY/STATE					
1	95	E	HAMILTON	AVE	279-27-096	95 HAMILTON LLC	101 S SANTA CRUZ AVE	LOS GATOS	CA	95030-6701
2	499	E	HAMILTON	AVE	279-30-051	J G DUTRA & SON	4568 THORNTON AVE	FREMONT	CA	94536
3	1402		SHEFFIELD	AVE	288-13-036	LOVETT ZACHARIAH AND JILLIAN A	1402 SHEFFIELD AVE	CAMPBELL	CA	95008
4	1288		RIDGELEY	DR	288-14-002	ZENG, KUNPEN AND LIN, JIAYIN	1288 RIDGELEY DRIVE	CAMPBELL	CA	95008
5	412		KINGS	CT	305-18-046	PRUITT PATRICIA A TRUSTEE	412 KINGS CT	CAMPBELL	CA	95008-1943
6	465	W	CAMPBELL	AVE	305-24-021	HOFFMAN, RYAN ET AL	465 W CAMPBELL AVE	CAMPBELL	CA	95008-1910
7	336		CALIFORNIA	ST	305-34-046	ZHOU, LE TIAN AND BRYNA	336 CALIFORNIA ST	CAMPBELL	CA	95008
8	301		BUDD	AVE	305-35-018	FARAHANI, HADI ET AL	20242 ALMADEN RD	SAN JOSE	CA	95120
9	599		INWOOD	DR	403-08-088	WELLER, KATHLEEN R TRUSTEE	599 INWOOD DR	CAMPBELL	CA	95008-4407
10	1009	S	SAN TOMAS	RD	403-10-124	NORCAL HOUSESMITH INVESTMENT	1009 S SAN TOMAS AQUINO	CAMPBELL	CA	95008-4421
11	101		TRAILBLAZER	PL	403-10-140	WESTMONTAVE LLC ET AL	97 BOSTON AVE	SAN JOSE	CA	95128
12	103		TRAILBLAZER	PL	403-10-141	WESTMONTAVE LLC ET AL	97 BOSTON AVE	SAN JOSE	CA	95128
13	105		TRAILBLAZER	PL	403-10-142	WESTMONTAVE LLC ET AL	97 BOSTON AVE	SAN JOSE	CA	95128
14	109		TRAILBLAZER	PL	403-10-144	WESTMONTAVE LLC ET AL	97 BOSTON AVE	SAN JOSE	CA	95128
15	111		TRAILBLAZER	PL	403-10-145	WESTMONTAVE LLC ET AL	97 BOSTON AVE	SAN JOSE	CA	95128
16	1660		WESTMONT	AVE	403-13-014	FISK, PATRICIA A TRUSTEE	PO BOX 834	CAMPBELL	CA	95009-0834
17	1410		WESTMONT	AVE	403-14-005	KUPPUSWAMY, SETHURAMAN AND	1410 WESTMONT AVE	CAMPBELL	CA	95008
18	1265		BURROWS	RD	403-16-113	TOORIANS ARMAN AND GREGORIAN	1427 LUJOSO CT	SAN JOSE	CA	95128-4516
19	1270	W.	HACIENDA	ACE	403-16-115	BURROWSRD LLC	97 BOSTON AVE	SAN JOSE	CA	95128-1911
20	1250	W.	HACIENDA	ACE	403-16-116	BURROWSRD LLC	97 BOSTON AVE	SAN JOSE	CA	95128-1911
21	1420		VAN DUSEN		403-19-025	HOUSEWORTH COMPANY LLC	379 QUAY LN	REDWOOD CITY	CA	94065
22	1615		WESTMONT	AVE	403-44-040	SUBRAMANIAN, SANKARARAM	1615 WESTMONT AVE	CAMPBELL	CA	95008-5134
23	1625		WESTMONT	AVE	403-44-041	LIU, YONG AND HU , XUHUI	1625 WESTMONT AVE	CAMPBELL	CA	95008-5134
24	780		JEFFREY	AVE	404-23-001	VU, JOSEPH AND MARIA	780 JEFFREY AVE	CAMPBELL	CA	95008-4618

Attachment: 2025 Campbell Comment report\_ Revised 012825 (Hazardous Vegetation Abatement)

**2025 WEED ABATEMENT PROGRAM  
COMMENCEMENT REPORT  
CITY OF CAMPBELL**

Situs	APN	CITY/STATE
25 638 SOBRATO LN	404-23-024 RUNYAN DEBORAH A AND NOEL H	638 SOBRATO LN CAMPBELL CA 95008
26 751 BUDD AVE	404-24-041 LIN, DANIEL L AND HUNG L ET AL	953 INDIAN WELLS AVE SUNNYVALE CA 94085
27 781 JEFFREY AVE	404-24-070 TERASAWA, YOSHINOBU AND	781 JEFFREY AVE CAMPBELL CA 95008-4617
28 725 KENNETH AVE	404-26-014 DHULIPALA, VISWANATH L AND	21820 HERMOSA AVE CUPERTINO CA 95014
29 738 SOBRATO DR	404-26-016 COLVILL, NICHOLAS S AND YAMATO	310 AMY WAY ALPINE CA 91901-2820
30 654 SOBRATO DR	404-26-023 TUBER ROBERT S AND ROSS	654 SOBRATO DRIVE CAMPBELL CA 95008
31 996 KENNETH AVE	404-30-020 WEST VIRGINIA CROSSING LLC	996 KENNETH AVE CAMPBELL CA 95008
32 912 SOBRATO DR	404-30-062 KING, NELSON TRUSTEE	3409 RAMSTAD DR SAN JOSE CA 95127-4322
33 888 SOBRATO DR	404-30-064 LIM, CHUCK AND LI , HELEN XIAOLI	1051 AUDREY AVE CAMPBELL CA 95008-6402
34 800 SOBRATO DR	404-30-070 PACIFIC REDBRICK PARTNERS LLC	18873 MCFARLAND AVE SARATOGA CA 95070
35 611 LAURA DR	404-31-001 LI, POKING AND CHEN , CHRISTINE M	515 BEVANS DR SAN JOSE CA 95129-1804
36 621 LAURA DR	404-31-002 UHROWCZIK, NORMA TRUSTEE	103 EL PINAR LOS GATOS CA 95032-0000
37 629 LAURA DR	404-31-003 UHROWCZIK, NORMA TRUSTEE	103 EL PINAR LOS GATOS CA 95032-0000
38 775 W SUNNYOAKS AVE	404-32-014 TIWARI TANYA AND JOSHI, ADITYA	775 WEST SUNNYOAKS AVE CAMPBELL CA 95008
39 803 W SUNNYOAKS AVE	404-32-016 DREAMHOUSE3 INVESTMENT LLC	15940 ROCHIN TER LOS GATOS CA 95032-0000
40 817 W SUNNYOAKS AV	404-32-017 LO, PING	817 W SUNNYOAKS AVE CAMPBELL CA 95008-6047
41 850 CONNIE DR	404-32-023 RAJENDRAN, RAMKUMAR AND	850 CONNIE DR CAMPBELL CA 95008-4514
42 772 MARILYN DR	404-32-045 CHAU, HIEN QUANG AND TRAN ,	772 MARILYN DR CAMPBELL CA 95008-6012
43 805 SHARMON LN	404-32-054 JOHNSON, THOMAS E	22994 STANDING OAK CT CUPERTINO CA 95014-2660
44 817 SHARMON LN	404-32-055 CHERN, HARRY AND KATHY K	1241 PINETO PL PLEASANTON CA 94566
45 747 MARILYN DR	404-33-002 LIM, MUI CHUN AND WONG , TSUEY	747 MARILYN DR CAMPBELL CA 95008-6011
46 759 MARILYN DR	404-33-003 OLSZEWSKI, DAVID	759 MARILYN DR CAMPBELL CA 95008-6011
47 815 MARILYN DR	404-33-013 NOONAN, RHONDA G TRUSTEE	815 MARILYN DR CAMPBELL CA 95008-6013
48 944 VIRGINIA AVE	404-33-038 PASTRE, GRACIELA TRUSTEE	302 LAUREL AVE MENLO PARK CA 94025

Attachment: 2025 Campbell Comment report\_ Revised 012825 (Hazardous Vegetation Abatement)

**2025 WEED ABATEMENT PROGRAM  
COMMENCEMENT REPORT  
CITY OF CAMPBELL**

Situs	APN	CITY/STATE	
49 587 VIRGINIA AVE	406-01-006	TAGATAC, ERNEST M AND SANDRA S	587 VIRGINIA AVE CAMPBELL CA 95008-4605
50 625 VIRGINIA AVE	406-01-009	ALTUS, CHRISTINA M AND STEPHEN	625 VIRGINIA AVE CAMPBELL CA 95008-4605
51 1103 HAZEL AVE	406-02-027	NISHIJIMA ALICE ET AL	1103 HAZEL AVE CAMPBELL CA 95008
52 1121 HAZELWOOD AV	406-02-034	HSU TRACY TRUSTEE & ET AL	22330 SANTA PAULA AVE CUPERTINO CA 95014
53 904 HAZEL AVE	406-04-020	KNIGHT, LEE A	904 HAZEL AVE CAMPBELL CA 95008-4560
54 821 VIRGINIA AVE	406-04-023	KOLTCEV JIVKO AND ANMARI	821 VIRGINIA AVE CAMPBELL CA 95008
55 955 LINDA DR	406-05-017	TREMAIN, MATT	955 LINDA DR CAMPBELL CA 95008-4505
56 965 LINDA DR	406-05-018	LU, EDDIE C AND LILIEN T ET AL	965 LINDA DR CAMPBELL CA 95008-4505
57 975 LINDA DR	406-05-019	UTSCHIG, WILLIAM G AND LINDA E	975 LINDA DR CAMPBELL CA 95008-4505
58 978 LINDA DR	406-05-037	CAMPBELL, DOUGLAS	4156 LAFAYETTE PL CULVER CITY CA 90232-2818
59 891 CONNIE DR	406-05-045	SCHUMACHER, RICHARD	891 CONNIE DR CAMPBELL CA 95008-4501
60 930 S SAN TOMAS RD	406-06-006	JAVANMARD, ARIA	930 S SAN TOMAS AQUINO CAMPBELL CA 95008-4422
61 920 S. SAN TOMAS RD	406-06-007	6A HOLDINGS, LLC	97 BOSTON AVE SAN JOSE CA 9128
62 1200 SMITH AVE	406-06-009	6A HOLDINGS, LLC	97 BOSTON AVE SAN JOSE CA 95128
63 908 KARA WY	406-06-078	CROSSEN, DWIGHT E AND JUDY D	908 KARA WAY CAMPBELL CA 95008-4556
64 904 KARA WY	406-06-080	IMAI PROPERTIES, L P	3526 FELLER AVE SAN JOSE CA 95127
65 865 BUCKNAM AVE	406-07-004	TIBBS, KEVIN W TRUSTEE	865 BUCKNAM AVE CAMPBELL CA 95008-5906
66 925 BUCKNAM AVE	406-07-010	VATTADI, TARA	2506 GLEN CANYON RD SANTA CRUZ CA 95060-1211
67 1046 LOVELL AVE	406-07-016	GAMBLE, JAMES P TRUSTEE	1046 LOVELL AVE CAMPBELL CA 95008-5916
68 1032 LOVELL AVE	406-07-017	CHUI, CHRISTOPHER ET AL	1032 LOVELL AVE CAMPBELL CA 95008-5916
69 1030 CONNIE DR	406-07-036	ALBRECHT, THOMAS EDWARD AND	1030 CONNIE DR CAMPBELL CA 95008-4502
70 1008 CONNIE DR	406-07-039	LAU, KENNETH W AND IRENE	54 STARR WAY MOUNTAIN VIEW CA 94040-3058
71 976 CONNIE DR	406-07-042	MAKHOTA, MAXYM AND IRYNA	976 CONNIE DR CAMPBELL CA 95008-4502
72 948 CONNIE DR	406-07-044	KHOSRAVI MEHRDAD	PO BOX 9974 SAN JOSE CA 95157

Attachment: 2025 Campbell Comment report\_ Revised 012825 (Hazardous Vegetation Abatement)

**2025 WEED ABATEMENT PROGRAM  
COMMENCEMENT REPORT  
CITY OF CAMPBELL**

Situs	APN	CITY/STATE
73 870 W SUNNYOAKS AVE	406-12-047 KHOSRAVIANI, ESFANDIAR AND	870 W SUNNYOAKS AVE CAMPBELL CA 95008-6046
74 864 W SUNNYOAKS AVE	406-12-048 KAPLAN, GALE H	864 W SUNNYOAKS AVE CAMPBELL CA 95008-6046
75 1190 STEINWAY AVE	406-16-008 DAFTARI-FARAHBAKHS, NAZANIN	1190 STEINWAY AVE CAMPBELL CA 95008-6329
76 1236 HACIENDA AVE	406-16-083 FEBER, DAVID AND HELEN	18360 KNOTH RD LOS GATOS CA 95033
77 1109 STEINWAY AVE	406-17-001 KLASS, KEVIN M AND SHARON S	1109 STEINWAY AVE CAMPBELL CA 95008-6332
78 1017 STEINWAY AVE	406-17-035 CHUANG, BING WEN AND TAN, YEN	1017 STEINWAY AVE CAMPBELL CA 95008-6424
79 1021 STEINWAY AVE	406-17-036 REHER BRANDON W AND KELLEY	1021 STEINWAY AVE CAMPBELL CA 95008
80 1052 STEINWAY AVE	406-17-042 HUANG, WEI H ET AL	1052 STEINWAY AVE CAMPBELL CA 95008-6425
81 1018 STEINWAY AVE	406-17-047 RYAN, JAMES M AND ELIZABETH V	1018 STEINWAY AVE CAMPBELL CA 95008-6425
82 1217 VIRGINIA AVE	406-18-051 AFSHAR, MAHNAZ	383 HUNTINGTON IRVINE CA 92620
83 1231 VIRGINIA AV	406-18-052 MCCRAVEN ELIZABETH J	1231 VIRGINIA AVE CAMPBELL CA 95008-6808
84 1200 THERESA AVE	406-19-002 FANG MARGARET ET AL	1200 THERESA AVE CAMPBELL CA 95008
85 1300 CORA CT	406-19-004 MAGILL JOHN J AND MARGARET V	15474 MONTE VISTA DR SARATOGA CA 95070
86 700 HACIENDA AVE	406-19-036 ALMASI, AZITA TRUSTEE	965 LAUREL GLEN DR PALO ALTO CA 94304-1323
87 1270 THERESA AVE	406-19-054 DOUGHERTY, ROBERT S AND ELLEN	1270 THERESA AVE CAMPBELL CA 95008-6833
88 1404 THERESA AVE	406-23-024 MORRIS RICHARD M TRUSTEE	1404 THERESA CAMPBELL CA 95008
89 1429 THERESA AVE	406-23-027 AGHAZADEH, MAX AND CYNTHIA E	1429 THERESA AVE CAMPBELL CA 95008-6834
90 1461 THERESA AVE	406-23-029 BILEK, BONNIE J TRUSTEE	363 GRACELAND BLVD UNIT COLUMBUS OH 43214-1888
91 999 W PARR AVE	406-23-038 KRAG, MARK D TRUSTEE	999 W PARR AVE CAMPBELL CA 95008-6803
92 1560 VALE AVE	406-23-039 MERRILL, NELDA G TRUSTEE & ET	1560 VALE AVE CAMPBELL CA 95008-6413
93 1001 AUDREY AVE	406-24-002 3932 MIDDLETOWN LLC	12062 JAMESTOWN CT SARATOGA CA 95070
94 1080 AUDREY AVE	406-24-023 MARAHRENS, HENNING	2208 BARNETT DRIVE CEDAR PARK TX 78613
95 1032 AUDREY AVE	406-24-027 SEMENOFF, CYNTHIA J	1032 AUDREY AVE CAMPBELL CA 95008-6403
96 1247 POLLARD RD	406-25-014 HOPKINS, JEFFREY M TRUSTEE	1247 POLLARD RD LOS GATOS CA 95032

Attachment: 2025 Campbell Comment report\_ Revised 012825 (Hazardous Vegetation Abatement)

**2025 WEED ABATEMENT PROGRAM  
COMMENCEMENT REPORT  
CITY OF CAMPBELL**

Situs		APN			CITY/STATE				
97	1420	BURROWS	RD	406-25-039	BROWN, EDWIN H	8331 COPPERKNOLL	CONVERSE	TX	78109
98	1246	BRACEBRIDGE	CT	406-25-044	CHUN GOON JONG AND HONG SO	1246 BRACEBRIDGE CT	CAMPBELL	CA	95008
99	1500	CAMDEN	AVE	414-04-005	KOBATA, KIMIYO	3426 KATHLEEN ST	SAN JOSE	CA	95124-2135
100	1766	WHITE OAKS	RD	414-40-011	BRACHER, ERIC A TRUSTEE & ET AL	19542 CHARDONNAY CT	SARATOGA	CA	95070-4460

Attachment: 2025 Campbell Commencement report\_ Revised 012825 (Hazardous Vegetation Abatement)



*City  
Council  
Report*

**Item:** 10  
**Category:** NEW BUSINESS  
**Meeting Date:** February 4, 2025

**TITLE:** Designation of City Representative for County of Santa Clara Housing and Community Development Advisory Committee (Resolution/Roll Call Vote)

**RECOMMENDED ACTION**

That the City Council adopt a resolution designating a city representative and an alternate member for the County of Santa Clara Housing and Community Development Advisory Committee.

**BACKGROUND**

The County of Santa Clara Housing and Community Development Advisory Committee (“Committee”) is a nine-member committee that serves as the policy recommending body to the Board of Supervisors on planning, monitoring, and implementation of the HCD (Housing and Community Development) Program and the development of a comprehensive, coordinated program. The Committee, consisting of representatives of the Urban County jurisdictions selected by the City Councils and the Board of Supervisors, and a City Council member from each of the cities participating in the Urban County and HOME Investment Partnerships (HOME) Programs, reviews program materials and develops recommendations from an urban county perspective.

**DISCUSSION**

The City of Campbell is a non-entitlement city that participates in the Urban County CDBG and HOME Programs. In accordance with the Committee bylaws, the city representative shall be appointed by the City Council. According to County staff, the committee met one time in 2024, and it is expected that they will meet approximately one time in 2025. The city representatives that were appointed to the committee in 2024 are outgoing Mayor Susan M. Landry and Councilmember Elliot Scozzola (Alternate), however their terms expired on December 31, 2024.

The City Council is being asked to designate a primary representative and alternate member to the Committee.

**FISCAL IMPACT**

There is no impact with the adoption of the attached resolution.

**Eloiza Murillo-Garcia**

Prepared by:

\_\_\_\_\_  
Eloiza Murillo-Garcia, Housing Program  
Manager

Reviewed by:

  
\_\_\_\_\_  
Rob Eastwood, Community  
Development Director

Approved by:

  
\_\_\_\_\_  
Brian Loventhal, City Manager

**Attachment:**

- a. Proposed Resolution
- b. HCDAC Bylaws
- c. HCDAC Membership Roster 12-12-24

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL APPOINTING MEMBERS TO THE COUNTY OF SANTA CLARA HOUSING AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (COMMITTEE)**

**WHEREAS**, The County of Santa Clara Housing and Community Development Advisory Committee (“Committee”) is a nine-member committee that serves as the policy recommending body to the Board of Supervisors on planning, monitoring, and implementation of the HCD (Housing and Community Development) Program and the development of a comprehensive, coordinated program.

**WHEREAS**, The Committee, consisting of representatives of the Urban County jurisdictions selected by the City Councils and the Board of Supervisors, and a City Council member from each of the cities participating in the Urban County and HOME Investment Partnerships (HOME) Programs, reviews program materials and develops recommendations from an urban county perspective; and

**WHEREAS**, The City of Campbell is a non-entitlement city that participates in the Urban County and HOME Programs;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMPBELL** that it hereby designates \_\_\_\_\_ as its representative Committee Member; and \_\_\_\_\_ as the Committee Member Alternate.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by the following roll call vote:

- AYES:** Councilmembers:
- NOES:** Councilmembers:
- ABSENT:** Councilmembers:

**APPROVED:**

\_\_\_\_\_  
Sergio Lopez, Mayor

**ATTEST:**

\_\_\_\_\_  
Andrea Sanders, City Clerk

Attachment: Proposed Resolution (2025 County Housing and Community Development Advisory Committee)

County of Santa Clara  
Housing and Community Development Advisory Committee



90854

**DATE:** June 5, 2018  
**TO:** Board of Supervisors  
**FROM:** Consuelo Hernandez, Program Manager II  
**SUBJECT:** Housing and Community Development Advisory Committee (HCDAC) -  
 Amendment to Bylaws

**RECOMMENDED ACTION**

Approve Amendment to Bylaws for the Housing and Community Development Advisory Committee.

**FISCAL IMPLICATIONS**

There are no fiscal implications associated with the recommended action.

**REASONS FOR RECOMMENDATION**

An amendment to the current bylaws is needed in order to reflect the current composition of the Housing and Community Development Advisory Committee (HCDAC). The Office of Supportive Housing (OSH) has worked closely with the HCDAC and each of the cities to understand the impact of the changes. The proposed changes to the HCDAC bylaws were integrated into the updated 2017 Joint Powers Agreement (the agreement required by the U.S. Department of Housing and Urban Development for the Community Development Block Grant program – CDBG). Each of the Urban County members have agreed to the changes.

Currently, the HCDAC is comprised of 16 members. The changes reduce the HCDAC to nine members. Eight seats have remained vacant as a result of the anticipated changes. Unfortunately, the HCDAC did not review and approve the bylaws before the vacancies occurred and the HCDAC does not currently have enough members to meet the quorum requirements. As a result, the Board needs to approve the amended bylaws in order for the HCDAC membership to be updated to allow the HCDAC to meet.

Revisions to the HCDAC bylaws contain a number of minor technical updates and also updates to reflect current practices and reflect the updated composition of the HCDAC. The following is a high-level summary of the changes:

- Updated Article I, Section I to include the HOME Investment Partnership Act (HOME) Consortia members.
- Updated Article III, Section I relating to the membership of the HCDAC by adding one member of the City Council from each of the jurisdictions participating in the HOME Consortia and eliminating the citizen appointments, and specifying the designation of an alternate for each member.
- Updated Article III, Section II to specify a term is one year and until a successor is appointed.
- Updated Article VI to reflect that the Clerk of the Board of Supervisors provides secretarial support to the HCDAC and the Office of Supportive Housing provides staff support.
- Added Article XI to reflect the process for County boards/commissions' creation of subcommittees.
- Added Article XIII to identify the required trainings for members of the HCDAC.

### **CHILD IMPACT**

The recommended action will have no/neutral impact on children and youth.

### **SENIOR IMPACT**

The recommended action will have no/neutral impact on seniors.

### **SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

### **BACKGROUND**

The primary role of the HCDAC is to advise the Board of Supervisors regarding the use of CDBG and HOME funds. The HCDAC is a result of the merger of the Housing and Community Development (HCD) Citizens Advisory Committee (CAC) and the HCD Council Committee (CC) for the Urban County CDBG program that took place in 2007. Over the past two years OSH has been working on making changes to the bylaws to better reflect the current operation of the HCDAC and to streamline the Urban County Program.

### **CONSEQUENCES OF NEGATIVE ACTION**

If the Board does not approve the recommended action the HCDAC would not have a quorum and would be unable to meet. As a result, the Board would be required to review funding recommendations for the Urban County program without a recommendation from the HCDAC.

### **STEPS FOLLOWING APPROVAL**

Upon approval, the Clerk of the Board is asked to notify Consuelo Hernandez ([Consuelo.hernandez@hhs.sccgov.org](mailto:Consuelo.hernandez@hhs.sccgov.org)), Eloiza Murillo-Garcia ([Eloiza.murillogarcia@hhs.sccgov.org](mailto:Eloiza.murillogarcia@hhs.sccgov.org)) and Tracy Cunningham ([Tracy.Cunningham@hhs.sccgov.org](mailto:Tracy.Cunningham@hhs.sccgov.org)).

**ATTACHMENTS:**

- Attachment A: Amended HCDAC Bylaws (clean version) (PDF)
- Attachment B: Amended HCDAC Bylaws (redline) (PDF)
- Attachment C - Changes to Urban County Program (2015) (PDF)

**BYLAWS**  
**Housing and Community Development Advisory Committee**  
**(HCDAC)**

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**ARTICLE I – ESTABLISHMENT**

**Section I**

The **Housing and Community Development Advisory Committee (HCDAC)** for the Urban County is a result of the merger of the Housing and Community Development (HCD) Citizen’s Advisory Committee (CAC), and the HCD Council Committee (CC) for the Urban County Community Development Block Grant (CDBG) Program and HOME Consortia.

**ARTICLE II – ROLE AND RESPONSIBILITIES**

**Section I – Role**

The HCDAC is the policy recommending body to the Board of Supervisors on planning, monitoring, and implementation of the HCD Program and the development of a comprehensive, coordinated Housing and Community Development Program. The body, consisting of representatives of the Urban County jurisdictions selected by the City Councils and the Board of Supervisors, and a City Council member from each of the cities participating in the Urban County CDBG and HOME Investment Partnerships (HOME) Programs, will review program materials and develop recommendations from an urban county perspective.

**Section II – Responsibility**

The responsibilities of the HCDAC are to:

- a) Develop recommendations on the Five-Year Urban County Consolidated Plan and the Annual Plan which provides the framework for funding projects.
- b) Develop recommendations on projects to be funded addressing the objectives approved in the Consolidated Plan.
- c) Monitor the progress of approved projects on a quarterly basis and prepare recommendations on projects facing significant delays.
- d) Evaluate the overall direction and implementation of the program on a yearly basis and prepare recommendations on housing policies and procedures. This will include site inspections of projects, review of quarterly and annual performance reports, and overall program performance evaluation.
- e) Transmit the HCDAC recommendations on project proposals to the Board of Supervisors in order to make final funding recommendations on the CDBG and HOME projects and programs.

### **Section III – Relationship to the Board of Supervisors**

The Board of Supervisors is the legal recipient of funds from the U.S. Department of Housing and Urban Development (HUD) for the CDBG and HOME programs.

The Board of Supervisors will consider all recommendations submitted by the HCDAC regarding the HCD program.

The HCDAC will submit recommendations to the Board of Supervisors on all matters dealing with planning, funding, monitoring, and evaluation of the HCD program.

### **ARTICLE III – MEMBERSHIP**

#### **Section I – Membership**

Membership on the HCDAC consists of nine members as follows:

- a. One member of the County of Santa Clara Board of Supervisors, who will serve as Chairperson of the HCDAC, to be appointed by the President of the Board of Supervisors.
- b. One member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME programs, consisting of five members from the cities of Campbell, Los Altos, Town of Los Gatos, Morgan Hill, and Saratoga, appointed by the City Council of that city.
- c. One member of the City Council from each of the jurisdictions participating in the HOME Consortia, consisting of three members from the cities of Cupertino, Gilroy, and Palo Alto appointed by the City Council of that city.
- d. Each member shall have a designated alternate who shall be appointed by the member's jurisdiction in the same manner the member is appointed. A member's designated alternate may attend and vote when the member is unable to attend a meeting.

#### **Section II – Term**

- a) Term of membership is effective from the day of appointment to the HCDAC.
- b) Each member shall have a term of one year and until his or her successor is appointed.
- c) There is no limit on the number of consecutive terms a member may serve.
- d) The term of an elected official will automatically terminate upon leaving the elective office.
- e) Upon appointment, each member and alternate shall take the Oath of Office. A certified copy of the Oath shall be filed with the Clerk of the Board of Supervisors.

### **Section III – Attendance**

- a) Any member not in attendance at three (3) consecutive meetings, unless excused by the majority of the HCDAC members, may be removed from the HCDAC with a request to the appointing jurisdiction to appoint a replacement.
- b) An alternate may not represent a member for more than three (3) consecutive meetings without prior approval of the majority of HCDAC.

### **Section IV – Replacement of a member**

In the event that a member wishes to resign from the HCDAC or is recalled by the appointing authority, the appointing jurisdiction shall be requested to appoint a new member. A resignation by a member shall be in writing and shall be filed with the Clerk of the Board of Supervisors and the Chairperson of the HCDAC.

## **ARTICLE IV – OFFICERS**

### **Section I – Officers**

The officers of this organization will be:

- a) Chairperson
- b) Vice-Chairperson

The Chairperson and Vice-Chairperson will be regular voting members of the HCDAC.

### **Section II – Chairperson**

The permanent Chairperson will be the appointed Supervisor from the County of Santa Clara Board of Supervisors.

### **Section III – Vice-Chairperson**

The Vice-Chairperson will be elected at the first meeting of the fiscal year (July 1 – June 30) and will serve a 12-month term of office.

### **Section IV – Nominations**

Nominations for the Vice-Chairperson will come from the members of the HCDAC. Nominations may be submitted from one month prior to the meeting date on which the election is to be held, up to and including the day of the election.

### **Section V – Term**

There is no limit on the number of consecutive terms the Vice-Chairperson may serve.

## **Section VI – Chairperson Vacancy**

In the case that the Chairperson’s seat is vacated, as through resignation, death, or leaving elective office, a new Chairperson will be appointed by the President of the Board of Supervisors. The Vice-Chairperson will stand in for the Chairperson until the new Chairperson is appointed.

## **Section VII – Vice Chairperson Vacancy**

In the case that the Vice-Chairperson’s seat is vacated, as through resignation, death, or leaving elective office, a special election of the HCDAC will be held at the earliest meeting at which such election is practicable. At the time of the election, nominations from the HCDAC membership may be submitted. Such election shall be for the unexpired term of the office.

## **ARTICLE V – DUTIES OF OFFICERS**

### **Section I – Duties of Chairperson**

The Chairperson will:

- a) Preside at meetings of the HCDAC.
- b) Appoint subcommittees as required, subject to confirmation by the membership.
- c) Coordinate the work and recommendations of the HCDAC.
- d) Prepare work and recommendation reports for presentation to the Board of Supervisors.
- e) Perform other duties customarily performed by a Chairperson.

Duties of the Chairperson can be delegated by the Chairperson to other members of the HCDAC.

### **Section II – Duties of the Vice-Chairperson**

The Vice-Chairperson will:

- a) Upon temporary absence or incapacity of the Chairperson, serve as Chairperson.
- b) Assist the Chairperson in serving as liaison to the Board of Supervisors.

## **ARTICLE VI – SECRETARY SUPPORT**

### **Section I – Secretary**

The Clerk of the Board of Supervisors shall be ex-officio secretary of the HCDAC and shall be responsible for providing secretarial assistance to the HCDAC, such as preparation of HCDAC agendas, attendance at meetings, preparation of minutes, meeting room support, and maintenance of HCDAC records. However, the Clerk of the Board of Supervisors does not provide secretarial assistance to any subcommittees of the HCDAC.

## ARTICLE VII – MEETINGS

### Section I – Regular Meetings

Meetings of the HCDAC shall be properly noticed in accordance with the Ralph M. Brown Act (Government Code section 54950 *et seq.*) and the County Open Government Ordinance (Division A17). One regular meeting of the HCDAC will normally be held approximately five times a year, at the County Government Center, at 6:15 p.m. Each year the HCDAC shall approve its schedule of regular meeting dates prior to the first meeting of the calendar year. The schedule of regular meeting dates can be amended, with the Chairperson’s approval, by a majority vote of the HCDAC members.

### Section II – Special Meetings

Special meetings of the HCDAC may be called by the Chairperson, with the provision that written notice is given to all members at least seven days prior to the meeting.

### Section III – Quorum

A quorum of the HCDAC is a majority of its membership seats, whether filled or vacant (5 of 9). A member who abstains from an item is counted to determine whether a quorum exists. However a member who is disqualified from participating and recuses from an item due to a conflict of interest is not counted toward the quorum for that item.

## ARTICLE VIII – VOTING PROCEDURES

### Section I

At the time of voting on any issues before the HCDAC, each member will cast one vote.

### Section II

Only members or their authorized alternates who are present may vote. An alternate may only vote when serving in the absence of a member.

### Section III

Except as otherwise provided herein, a motion passes only when a majority of the membership seats (5 of 9) votes in support of the motion.

In compliance with Government Code section 54953(c)(2) of the Ralph M. Brown Act, the HCDAC shall publicly report any action taken and the vote or abstention on that action of each member present for the action. Items cannot be approved by consensus.

## **ARTICLE IX – GENERAL RULES OF PROCEDURE**

### **Section I**

No member or officer of the HCDAC will issue any public statement which purports to be an official opinion or stand of the HCDAC unless such statement has been authorized by a majority vote in a meeting at which a quorum is present, subject to any applicable requirements of the Board of Supervisors' Policy Manual.

### **Section II**

Except as provided in these bylaws or to comply with state or county law or policy, Roberts Rules of Order will be used in the conduct of all meetings.

## **ARTICLE X – PUBLIC PARTICIPATION**

### **Section I**

All meetings of the HCDAC and any subcommittees subject to the Ralph M. Brown Act are open to the public.

### **Section II**

Agenda and minutes of all meetings of the HCDAC will be made available to the public on the County of Santa Clara's website and upon request at the Office of the Clerk of the Board of Supervisors. Reports will be made available to the public at the same time they are available to the HCDAC. Copies for public review will be available in the Office of the Clerk of the Board of Supervisors located at 70 West Hedding Street, 10<sup>th</sup> floor, East Wing, San Jose 95110. Interested persons may request to be placed on the notification list for HCDAC minutes and agendas.

## **ARTICLE XI – SUBCOMMITTEES**

### **Section I – Creation of Subcommittees Generally**

The HCDAC may establish standing and ad hoc subcommittees, as prescribed in these bylaws and the County of Santa Clara Boards and Commissions Handbook, to assist in furthering the purposes of the HCDAC.

Any subcommittee will have the duties provided by its mandate, but will not have the power to exercise the authority of the HCDAC or to bind the HCDAC. Subcommittees report their recommendations to the full HCDAC for consideration.

Subcommittees may be composed of members from the HCDAC as well as individuals not on the HCDAC. However, a subcommittee may not include a quorum of the entire HCDAC membership.

In creating any subcommittee, the HCDAC will:

1. Define the purpose and scope of the subcommittee's charge;
2. Identify if the subcommittee will have an ongoing role in a particular subject area/issue or if the subcommittee is being created for a limited duration to address a single issue/purpose;
3. Only set a meeting schedule if the subcommittee is to be subject to the Brown Act;
4. Define the membership of the subcommittee;
5. Document the creation of the subcommittee in the HCDAC's minutes;
6. If the subcommittee is subject to the Brown Act, immediately notify the Clerk of the Board's Records Unit; and
7. If the subcommittee is to be a standing subcommittee, update the bylaws for approval by the Board of Supervisors.

### **Section II – Creation of Standing Subcommittees**

A standing subcommittee has a continuing subject matter it oversees or a meeting schedule fixed by formal action.

A standing subcommittee may be created following majority approval of the HCDAC and designation in the HCDAC's bylaws, approved by the Board of Supervisors. A majority is defined as a majority of the entire HCDAC membership seats.

The Chairperson of the HCDAC shall appoint a chair and members to each subcommittee subject to confirmation by the HCDAC.

All standing subcommittees are subject to the Brown Act and must be properly noticed, open to the public, and have a quorum of the subcommittee membership present to transact business. Each standing subcommittee is required to prepare an agenda for each meeting and ensure the agenda is properly posted. Minutes (in summary form) of each subcommittee meeting shall be prepared and shall include a record of attendance of the members and the vote taken on each matter. Copies of the minutes shall be submitted to the next meeting of the subcommittee for approval.

### **Section III – Standing Subcommittees of the HCDAC**

The HCDAC has no standing subcommittees.

### **Section IV – Creation of Ad Hoc Subcommittees**

An ad hoc subcommittee may be established by the HCDAC, as the need arises, to carry out a specific task for a limited duration.

An ad hoc subcommittee may be created following majority approval of the HCDAC. A majority is defined as a majority of the entire HCDAC membership seats.

The Chairperson of the HCDAC shall appoint a chair and members to each subcommittee subject to confirmation by the HCDAC.

If an ad hoc subcommittee includes as a member one or more individuals who is not a member of the HCDAC, the ad hoc subcommittee is subject to the Ralph M. Brown Act. For ad hoc subcommittees subject to the Brown Act, meetings must be properly noticed, open to the public, and have a quorum of the subcommittee membership present to transact business. Each ad hoc subcommittee that is subject to the Brown Act is required to prepare an agenda for each meeting, ensure the agenda is properly posted. Minutes (in summary form) of each subcommittee meeting shall be prepared and shall include a record of attendance of the members and the vote taken on each matter. Copies of the minutes shall be submitted to the next meeting of the subcommittee for approval.

### **Section V – Disbanding Ad Hoc Subcommittees**

The HCDAC shall agendize the disbanding of an ad hoc subcommittee when the subcommittee's specific task is completed. The disbanding of the ad hoc subcommittee shall be noted in the HCDAC's meeting minutes.

## **ARTICLE XII – CONFLICTS OF INTEREST**

### **Section I**

Members of the HCDAC shall comply with the requirements of all applicable federal, state, and local laws and regulations relating to conflicts of interest, including, without limitation, California Government Code section 1090, *et seq.*, the California Political Reform Act (California Government Code section 87100 *et seq.*), and the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations section 18700 *et seq.*).

Generally, if a member is disqualified from participating in a decision because of a conflict of interest, the member must (1) publicly recuse him or herself and announce the source of the conflict of interest, (2) leave the room during any discussion or deliberations on the matter in question, and (3) not participate in the decision or be counted for purposes of a quorum.

## **ARTICLE XIII – TRAININGS**

### **Section I – AB 1234 Ethics Training**

Each member must receive training in public service ethics laws and principles within 12 months of assuming membership on HCDAC and every two years thereafter. If a member has already received the training prior to assuming membership, the member may submit proof of his/her last training completion. The signed certification of completion must be sent to the Clerk of the Board as soon as practicable upon completion of the training.

**Section II – AB 1661 Sexual Harassment Prevention Training**

Each member must receive training regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims of sexual harassment in employment within six months of assuming office on HCDAC and every two years thereafter. If a member has already received the training prior to assuming membership, the member may submit proof of his/her last training completion. The certification of completion must be sent to the Clerk of the Board as soon as practicable upon completion of the training.

**ARTICLE IV – APPROVAL AND AMMENDMENTS**

**Section I**

All amendments to these bylaws must be approved by the HCDAC membership and the Board of Supervisors, following approval as to form and legality by County Counsel.

Approved as to Form and Legality

  
\_\_\_\_\_  
Christopher Cheleden  
Lead Deputy County Counsel

Bylaws of the HCD Council Committee were approved by the Board of Supervisors on November 19, 1979.

Prior amendments to bylaws approved by the Board of Supervisors:

01/09/90

05/22/07

1785606

Attachment: HCDAC Bylaws (2025 County Housing and Community Development Advisory Committee)

**BYLAWS**  
**Housing and Community Development Advisory Committee**  
**(HCDAC)**

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**ARTICLE I – ~~NAME~~ ESTABLISHMENT**

**Section I**

~~The name of this committee will be~~ **The Housing and Community Development Advisory Committee (HCDAC)** for the Urban County, ~~is~~ a result of the merger of the Housing and Community Development (HCD), Citizen's Advisory Committee (CAC), and the HCD Council Committee (CC) for the Urban County Community Development Block Grant (CDBG) Program ~~and HOME Consortia.~~

**ARTICLE II – ROLE AND RESPONSIBILITIES**

**Section I – Role**

The HCDAC is the policy recommending body to the Board of Supervisors on planning, monitoring, and implementation of the HCD Program and the development of a comprehensive, coordinated Housing and Community Development Program. The body, consisting of representatives of the Urban County jurisdictions selected by the City Councils and the Board of Supervisors, and a City Council member from each of the cities participating in the Urban County CDBG and HOME Investment Partnerships (HOME) PPrograms, will review program materials and develop recommendations from an urban county perspective.

**Section II – Responsibility**

The responsibilities of the HCDAC ~~will be~~ are to:

- a) Develop recommendations on the Five-Year Urban County Consolidated Plan and the Annual Plan which provides the framework for funding projects.
- b) Develop recommendations on projects to be funded addressing the objectives approved in the Consolidated Plan.
- c) Monitor the progress of approved projects on a quarterly basis and prepare recommendations on projects facing significant delays.
- d) Evaluate the overall direction and implementation of the program on a yearly basis and prepare recommendations on housing policies and procedures. This will include site inspections of projects, review of quarterly and annual performance reports, and overall program performance evaluation.
- e) Transmit the HCDAC recommendations on project proposals to the Board of Supervisors in order to make final funding recommendations on the CDBG and HOME projects and programs.

**Section III – Relationship to the Board of Supervisors**

~~The relationship of the HCDAC to the Board of Supervisors will be:~~

- a) The Board of Supervisors is the legal recipient of funds from the U.S. Department of Housing and Urban Development (HUD) for the CDBG and HOME programs.
- b) The Board of Supervisors will consider all recommendations submitted by the HCDAC regarding the HCD program.
- c) The HCDAC will submit recommendations to the Board of Supervisors on all matters dealing with planning, funding, monitoring, and evaluation of the HCD program.

## ARTICLE III – MEMBERSHIP

### Section I – Membership

Membership on the HCDAC ~~will~~ consists of nine members as follows:

- a. One member of the County of Santa Clara Board of Supervisors, who will serve as Chairperson of the HCDAC, to be appointed by the ~~Chairperson of said board~~ President of the Board of Supervisors.
- b. One member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME programs, consisting of five members from the cities of Campbell, Los Altos, Town of Los Gatos, Morgan Hill, and Saratoga, appointed by the City Council of that city. ~~If the member is not able to attend a meeting, that member may designate another member of the City Council to attend the meeting.~~
- ~~a.c.~~ One member of the City Council from each of the jurisdictions participating in the HOME Consortia, consisting of three members from the cities of Cupertino, Gilroy, and Palo Alto appointed by the City Council of that city.
- ~~e.~~ One citizen selected by the City Council of each of the participating non-entitlement cities representing that city.
- ~~d.~~ One citizen selected by each member of the Board of Supervisors from his or her representative districts.
- ~~b.d.~~ Each member shall have a designated Aalternates are encouraged and who shall be appointed will be approved by the the member's jurisdiction in the same which selected manner the member is appointed. A member's designated alternate may attend and vote when the member is unable to attend a meeting.

### Section II – Term

- a) Term of membership is effective from the day of appointment to the ~~Committee~~ HCDAC.
- b) Each member shall have a term of one year and until his or her successor is appointed. The appointing jurisdiction, i.e. City Councils or the Board of Supervisors, will determine the length of term for the appointment.
- c) There is no ~~specific~~ limit on the number of consecutive terms a member may serve.

- d) The term of an elected official will automatically terminate upon leaving the elective office.
- e) Upon appointment, each member and alternate shall take the Oath of Office. A certified copy of the Oath shall be filed with the Clerk of the Board of Supervisors.

### **Section III – Attendance**

- a) Any member ~~or alternate~~ not in attendance at three (3) consecutive meetings, unless excused by the majority of the HCDAC members, may be ~~dropped removed~~ from the ~~committee~~ HCDAC with a request to the appointing jurisdiction to appoint a replacement.
- b) An alternate may not represent a member for more than ~~five (5)~~ three (3) consecutive meetings without prior approval of the majority of HCDAC ~~members present at the meeting that the request was made.~~

### **Section IV – Replacement of a member**

In the event that a member wishes to resign from the HCDAC or is recalled by the appointing authority, ~~a new member will be selected by~~ the appointing jurisdiction shall be requested to appoint a new member. A resignation by a member shall be in writing and shall be filed with the Clerk of the Board of Supervisors and the Chairperson of the HCDAC.

## **ARTICLE IV – OFFICERS**

### **Section I – Officers**

The officers of this organization will be:

- a) Chairperson
- b) Vice-Chairperson

The Chairperson and Vice-Chairperson will be regular voting members of the HCDAC.

### **Section II – Chairperson**

The permanent Chairperson will be the appointed Supervisor from the County of Santa Clara Board of Supervisors.

### **Section III – Vice-Chairperson**

The Vice-Chairperson will be elected at the first meeting of the fiscal year (July 1 – June 30) and will serve a 12-month term of office.

### **Section IV – Nominations**

Nominations for the Vice-Chairperson will come from the members of the HCDAC. Nominations may be submitted from one month prior to the meeting date on which the election is to be held, up to and including the day of the election.

### **Section V – Term**

There is no limit on the number of consecutive terms the Vice-Chairperson may serve.

### **Section VI – Chairperson Vacancy**

In the case that the Chairperson’s seat is vacated, as through resignation, death, or leaving elective office, a new Chairperson will be appointed by the ~~Chair-President~~ of the Board of Supervisors. The Vice-Chairperson will stand in for the Chairperson until the new Chairperson is appointed.

### **Section VII – Vice Chairperson Vacancy**

In the case that the Vice-Chairperson’s seat is vacated, as through resignation, death, or leaving elective office, a special election of the HCDAC will be held at the earliest meeting at which such election is practicable. At the time of the election, nominations from the HCDAC membership may be submitted. Such election shall be for the unexpired term of the office.

## **ARTICLE V – DUTIES OF OFFICERS**

### **Section I – Duties of Chairperson**

The Chairperson will:

- a) Preside at meetings of the HCDAC.
- b) Appoint subcommittees as required, subject to confirmation by the membership.
- c) Coordinate the work and recommendations of the HCDAC.
- d) Prepare work and recommendation reports for presentation to the Board of Supervisors.
- e) Perform other duties customarily performed by a Chairperson.

~~f)~~

Duties of the Chairperson can be delegated by the Chairperson to other members of the ~~Committee~~HCDAC.

### **Section II – Duties of the Vice-Chairperson**

The Vice-Chairperson will:

- a) Upon temporary absence or incapacity of the Chairperson, ~~the Vice-Chairperson will~~ serve as Chairperson.
- b) Assist the Chairperson in serving as liaison ~~with~~to the Board of Supervisors.
- ~~c) Assist in liaison between the subcommittees and the HCDAC, and will serve on special assignment as determined by the Chairperson.~~

## **ARTICLE VI – ~~STAFF~~SECRETARY SUPPORT**

### ~~Section I – HCD Staff~~

~~The HCD staff will assist the HCDAC by the following:~~

- ~~a) Provide information to the HCDAC on matters involving the planning, implementation, reprogramming of funds, monitoring, and evaluation of the HCD program.~~
- ~~b) Report to the HCDAC changes in HUD regulations that affect the HCD program.~~
- ~~c) Report to the HCDAC all actions and policies of the Board of Supervisors impacting the Urban County CDBG program.~~

- d) ~~Convey the County Administration's position to the HCDAC on all matters concerning the HCD program.~~
- e) ~~Prepare and distribute copies of the agenda for each meeting of the HCDAC at least seven days prior to the meeting date.~~
- f) ~~Prepare, print, and distribute minutes of each meeting to the HCDAC.~~
- g) ~~Maintain the records of the HCDAC.~~

#### Section II – Urban County Staff

~~Urban County Support Staff will be assigned by the HCD Program Manager to assist the HCDAC.~~

#### Section I – Secretary

~~The Clerk of the Board of Supervisors shall be ex-officio secretary of the HCDAC and shall be responsible for providing secretarial assistance to the HCDAC, such as preparation of HCDAC agendas, attendance at meetings, preparation of minutes, meeting room support, and maintenance of HCDAC records. However, the Clerk of the Board of Supervisors does not provide secretarial assistance to any subcommittees of the HCDAC.~~

### ARTICLE VII – MEETINGS

#### Section I – Regular Meetings

~~Meetings of the HCDAC shall be properly noticed in accordance with the Ralph M. Brown Act (Government Code section 54950 *et seq.*) and the County Open Government Ordinance (Division A17). One regular meeting of the HCDAC will normally be held approximately five times a year, at the ~~County Charet~~ Government Center, ~~2310 North First Street, San Jose, CA 95131~~, at ~~6:15:30~~ p.m. ~~Each year the HCDAC shall approve its schedule of regular meeting dates prior to the first meeting of the calendar year.~~ The schedule of regular meeting dates can be ~~changed~~amended, with the Chairperson's approval, by a majority vote of the HCDAC members.~~

#### Section II – Special Meetings

Special meetings of the HCDAC may be called by the Chairperson, with the provision that written notice is given to all members at least seven days prior to the meeting.

#### Section III – Quorum

~~A quorum of the HCDAC will consist of~~ a majority of its membership seats, whether filled or vacant (5 of 9), ~~based on the number of seats filled at time of vote. Business can be conducted when a quorum is not present. However, no action requiring a vote may be made when a quorum is not present. A member who abstains from an item is counted to determine whether a quorum exists. However a member who is disqualified from participating and recuses from an item due to a conflict of interest is not counted toward the quorum for that item.~~

### ARTICLE VIII – VOTING PROCEDURES

#### Section I

At the time of voting on any issues before the HCDAC, each member will cast one vote.

## **Section II**

Only members or their authorized alternates who are present may vote. An alternate may only vote when serving in the absence of a member.

## **Section III**

Except as otherwise provided herein, a motion passes only when a majority of the membership seats (5 of 9) votes in support of the motion. ~~votes cast will rule, provided a quorum is present at the time a vote is taken.~~

In compliance with Government Code section 54953(c)(2) of the Ralph M. Brown Act, the HCDAC shall publicly report any action taken and the vote or abstention on that action of each member present for the action. Items cannot be approved by consensus.

## **ARTICLE IX – GENERAL RULES OF PROCEDURE**

### **Section I**

~~Agenda and minutes of all meetings of the HCDAC will be made available to:~~

- ~~a) Members of the HCDAC~~
- ~~b) Each of the County Supervisors~~
- ~~c) Urban County staff~~
- ~~d) Members of the Local Press~~
- ~~e) Interested persons on the official mailing requesting minutes.~~

### **Section II**

No member or officer of the HCDAC will issue any public statement which purports to be an official opinion or stand of the ~~Committee-HCDAC~~ unless such statement has been authorized by a majority vote ~~of in~~ a meeting at which a quorum is present, subject to any applicable requirements of the Board of Supervisors' Policy Manual.

### **Section III**

Except as provided in these bylaws or to comply with state or county law or policy, Roberts Rules of Order will be used in the conduct of all meetings.

## **ARTICLE X – PUBLIC PARTICIPATION**

### **Section I**

All meetings of the HCDAC ~~or~~and any subcommittees subject to the Ralph M. Brown Act are open to the public.

### **Section II**

Agenda and minutes of all meetings of the HCDAC will be made available to the public on the County of Santa Clara's website and upon request at the Office of the Clerk of the Board of Supervisors. Reports will be made available to the public at the same time they are available to

the HCDAC. Copies for public review will be available in the Office of the Clerk of the Board of Supervisors Affordable Housing, 1735 N. First Street, Suite 265, San Jose, 95112. located at 70 West Hedding Street, 10<sup>th</sup> floor, East Wing, San Jose 95110. People-Interested persons may request to be placed on the mailing-notification list for Committee HCDAC minutes and agendas.

## **ARTICLE XI – SUBCOMMITTEES**

### **Section I – Creation of Subcommittees Generally**

The HCDAC may establish standing and ad hoc subcommittees, as prescribed in these bylaws and the County of Santa Clara Boards and Commissions Handbook, to assist in furthering the purposes of the HCDAC.

Any subcommittee will have the duties provided by its mandate, but will not have the power to exercise the authority of the HCDAC or to bind the HCDAC. Subcommittees report their recommendations to the full HCDAC for consideration.

Subcommittees may be composed of members from the HCDAC as well as individuals not on the HCDAC. However, a subcommittee may not include a quorum of the entire HCDAC membership.

In creating any subcommittee, the HCDAC will:

1. Define the purpose and scope of the subcommittee’s charge;
2. Identify if the subcommittee will have an ongoing role in a particular subject area/issue or if the subcommittee is being created for a limited duration to address a single issue/purpose;
3. Only set a meeting schedule if the subcommittee is to be subject to the Brown Act;
4. Define the membership of the subcommittee;
5. Document the creation of the subcommittee in the HCDAC’s minutes;
6. If the subcommittee is subject to the Brown Act, immediately notify the Clerk of the Board’s Records Unit; and
7. If the subcommittee is to be a standing subcommittee, update the bylaws for approval by the Board of Supervisors.

### **Section II – Creation of Standing Subcommittees**

A standing subcommittee has a continuing subject matter it oversees or a meeting schedule fixed by formal action.

A standing subcommittee may be created following majority approval of the HCDAC and designation in the HCDAC’s bylaws, approved by the Board of Supervisors. A majority is defined as a majority of the entire HCDAC membership seats.

The Chairperson of the HCDAC shall appoint a chair and members to each subcommittee subject to confirmation by the HCDAC.

All standing subcommittees are subject to the Brown Act and must be properly noticed, open to the public, and have a quorum of the subcommittee membership present to transact business. Each standing subcommittee is required to prepare an agenda for each meeting and ensure the agenda is properly posted. Minutes (in summary form) of each subcommittee meeting shall be prepared and shall include a record of attendance of the members and the vote taken on each matter. Copies of the minutes shall be submitted to the next meeting of the subcommittee for approval.

### **Section III – Standing Subcommittees of the HCDAC**

The HCDAC has no standing subcommittees.

### **Section IV – Creation of Ad Hoc Subcommittees**

An ad hoc subcommittee may be established by the HCDAC, as the need arises, to carry out a specific task for a limited duration.

An ad hoc subcommittee may be created following majority approval of the HCDAC. A majority is defined as a majority of the entire HCDAC membership seats.

The Chairperson of the HCDAC shall appoint a chair and members to each subcommittee subject to confirmation by the HCDAC.

If an ad hoc subcommittee includes as a member one or more individuals who is not a member of the HCDAC, the ad hoc subcommittee is subject to the Ralph M. Brown Act. For ad hoc subcommittees subject to the Brown Act, meetings must be properly noticed, open to the public, and have a quorum of the subcommittee membership present to transact business. Each ad hoc subcommittee that is subject to the Brown Act is required to prepare an agenda for each meeting, ensure the agenda is properly posted. Minutes (in summary form) of each subcommittee meeting shall be prepared and shall include a record of attendance of the members and the vote taken on each matter. Copies of the minutes shall be submitted to the next meeting of the subcommittee for approval.

### **Section V – Disbanding Ad Hoc Subcommittees**

The HCDAC shall agendize the disbanding of an ad hoc subcommittee when the subcommittee’s specific task is completed. The disbanding of the ad hoc subcommittee shall be noted in the HCDAC’s meeting minutes.

## **ARTICLE XII – CONFLICTS OF INTEREST**

### **Section I**

- a) ~~If a Committee member or alternate has direct financial interest in, or is on a payroll of an organization applying for funds, the member or alternate must disclose it to the Committee.~~
- b) ~~The member or alternate cannot vote on said project or related projects, cannot discuss the project nor can he/she remain in the room during discussion. An alternate can be called to replace him/her as long as the alternate does not have a conflict of interest.~~

## **Section II**

Members of the HCDAC ~~will~~shall comply with the requirements of all applicable federal, state, and local laws and regulations relating to ~~the subject of conflicts~~ of interests, including, without limitation, California Government Code section 1090, et seq., the California Political Reform Act (California Government Code section 87100 et seq.), and the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations section 18700 et seq.).

Generally, if a member is disqualified from participating in a decision because of a conflict of interest, the member must (1) publicly recuse him or herself and announce the source of the conflict of interest, (2) leave the room during any discussion or deliberations on the matter in question, and (3) not participate in the decision or be counted for purposes of a quorum.

## **ARTICLE XIII – TRAININGS**

### **Section I – AB 1234 Ethics Training**

Each member must receive training in public service ethics laws and principles within 12 months of assuming membership on HCDAC and every two years thereafter. If a member has already received the training prior to assuming membership, the member may submit proof of his/her last training completion. The signed certification of completion must be sent to the Clerk of the Board as soon as practicable upon completion of the training.

### **Section II – AB 1661 Sexual Harassment Prevention Training**

Each member must receive training regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims of sexual harassment in employment within six months of assuming office on HCDAC and every two years thereafter. If a member has already received the training prior to assuming membership, the member may submit proof of his/her last training completion. The certification of completion must be sent to the Clerk of the Board as soon as practicable upon completion of the training.

## **ARTICLE ~~IV~~XII – APPROVAL AND AMMENDMENTS**

### **Section I**

~~These bylaws for the HCDAC become official by a vote of two thirds of the HCDAC membership and the subsequent adoption by the Board of Supervisors.~~

Section II

~~These bylaws may be amended by a vote of two thirds of the HCDAC membership, with the provision that any amendment considered is submitted in writing to all members at least two weeks prior to the meeting at which the vote is taken.~~

Section III

All amendments to these bylaws must be approved by the HCDAC membership and the Board of Supervisors, following approval as to form and legality by County Counsel.

Approved as to Form and Legality

---

Christopher Cheleden  
Lead Deputy County Counsel

Bylaws of the HCD Council Committee were approved by the Board of Supervisors on November 19, 1979.

Prior Aamendments to bylaws approved by the Board of Supervisors:

01/09/90

05/22/07

<u>Date</u>	<u>Section</u>	<u>Amendments</u>
<del>1/16/1990</del>	<del>Article IV</del>	<del>Name of Permanent Chair from County Board of Supervisor.</del>
<del>1/16/1990</del>	<del>Article IV</del>	<del>Explain steps to be taken after resignation or death of officers.</del>
<del>1/16/1990</del>	<del>Article VI</del>	<del>Define responsibilities of HCD staff.</del>
<del>1/16/1990</del>	<del>Article IX</del>	<del>Delete "second Thursday" meeting date</del>
<del>1/16/1990</del>	<del>All Articles</del>	<del>Edit for clarity.</del>
<del>1/18/2007</del>	<del>All Articles</del>	<del>Combined and Revised Bylaws, including revised Definition of Quorum, approved by HCDAC.</del>
<u>TBD</u>	<u>Article I</u>	<u>Adds the HOME Consortia to the program covered by the HCDAC</u>
<u>TBD</u>	<u>Article II, Section I</u>	<u>Updates the HCDAC membership composition</u>

<u>TBD</u>	<u>Article VII, Section I</u>	<u>Updates the meeting time and location.</u>
<u>TBD</u>	<u>Article X, Section II</u>	<u>Removes reference to the Office of Affordable Housing and replaced with the Office of Supportive Housing (OSH) overseeing the HCD Program. In addition, updates the address for OSH.</u>

Approved by BOS on 5/22/2007  
To be considered by the BOS on 6/5/2018

1785607

# County of Santa Clara

## Office of Supportive Housing

3180 Newberry Dr. Suite 150  
San Jose, CA 95118  
(408) 793-0550 Main  
(408) 266-0124 Fax



October 23, 2015

TO: Housing and Community Development Advisory Committee

FROM: Consuelo Hernandez, Housing and Community Development Program Manager

SUBJECT: Implementation of changes to the Urban County Program

### Recommendations:

Direct the Office of Supportive Housing (OSH) to prepare the necessary documents to formalize the changes to the County's Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) programs, which are collectively known as the Urban County Program. This includes but is not limited to the following actions:

- a. Update the HCDAC bylaws to reflect changes to the composition of the committee.
- b. Update the Public Participation Plan to reflect changes to the funding allocation process.
- c. Draft JPA agreement (or amendment to existing) for the October 1, 2017 - 2020 period.

The HCDAC is being asked to review and comment on the implementation strategy as outlined in the discussion section of this report.

### Background:

On May 2, 2014, OSH Staff held a meeting to discuss renewal of the CDBG and Home Joint Powers Agreement (JPA). During this meeting OSH Staff presented a set of recommendations for administering the Urban County program moving forward. A copy of the presentation is appended to this report as Attachment A. In addition, a meeting was held with each of the participating jurisdictions to propose restructuring the funding allocation process and refocusing the Program to be more effective, compliant and work towards developing shared and measurable goals.

OSH Staff developed recommendations on the administration of the Urban County Program and presented the following to HCDAC in October 2014:

1. Consolidate the two committees into one HCDAC committee with one voting member for each City/County.
2. Distribute funding equally to each City for Capital Improvement Projects (CIP) for the remaining JPA term to 9/30/2017. The project must be eligible and funding must be expended within one year. Funds that are not used would go towards Development category of the NOFA.

3. Public Service grants to be increased from a minimum of \$10,000 to \$20,000. Each participant (Cities and County) would have a designated share of approximately \$30,000 to \$40,000, contingent on annual funding allocations, for up to two contracts per City/County.
4. Work closely together in the upcoming year to develop shared measurable 2015-2020 Consolidated Plan goals.

Generally, all of the participating jurisdictions were amenable to the recommended changes. OSH staff must take additional steps to implement changes #1 - #3. Consolidated Plan goals were developed and approved as part of the adopted 2015-2020 Consolidated Plan.

### Discussion

OSH staff has been working with participating jurisdiction staff to identify City specific priorities and how to implement the changes discussed above. These conversations have included the necessary steps needed to formally implement the changes. The following describes the recommended changes and the proposed implementation strategy. In addition, OSH staff is recommending that the Urban County Program operate under a, at a minimum, two-year funding cycle.

#### Recommended Change No. 1: Funding Allocation Process and Composition of the HCDAC

Currently two committees are involved in the funding allocation process; 1) the Technical Advisory Committee (TAC) and 2) the Housing and Community Development Advisory Committee (HCDAC). The TAC reviews the applications for funding and makes a recommendation to the HCDAC. OSH Staff is recommending elimination of the TAC. If approved, future funding recommendations would come directly from OSH Staff to the HCDAC. The second component to this recommendation is to change the composition of the HCDAC. Currently the HCDAC includes 16 members; 5 County District residents; 5 City residents; 1 elected official per City; and 1 elected Board of Supervisors.

OSH Staff is recommending consolidation of the two committees into one HCDAC committee with one voting member for each City/County. Each City would have the option to choose their voting member; either an elected official or a staff member. This recommendation would result in the elimination of the five County and five City representative seats. If this recommendation is approved, the HCDAC would be comprised of 8 elected officials per city (or their designee) and 1 elected Board of Supervisors.

A change in the composition of the HCDAC and the allocation process for the Urban County Program requires an amendment to the following adopted documents:

1. Housing and Community Development Advisory Committee Bylaws;
2. Joint Powers Agreement; and
3. Public Participation Plan.

If the HCDAC votes to approve this recommendation, OSH Staff will work with each City to obtain a letter of support from their respective City Council about the recommended changes. Once these documents are obtained, OSH Staff will make the necessary changes to the governing documents. A redline version will be provided for review and comment at a future HCDAC meeting.

#### Recommended Change No. 2: Capital Funds targeted towards Housing Development

County and City Staff agreed to significantly change funding for smaller capital improvement projects. OSH Staff would like to revisit this topic now in preparation for the next JPA term. Currently each City is allocated

a fair share of funding towards capital improvement projects. These projects have not always been completed within a fiscal year and require a substantial amount of staff time to manage.

OSH staff is suggesting a more strategic approach in distributing these dollars. Instead of allocating a fair share, cities that have an eligible CIP that is shelf ready by the start of the next fiscal year, will submit their project for review to OSH Staff. The project will be reviewed for eligibility and consistency with the 2015-2020 Consolidated Plan. If the project is eligible it will be forwarded to the HCDAC for consideration. If multiple projects are deemed eligible, it will be up to the HCDAC to decide which project to fund. If no eligible projects are identified for any given year, the funds would all go towards the development category.

In the short term, CIP funds will remain unchanged. Each jurisdiction can, however, choose to put their share towards the development category if they do not have an eligible activity that will be ready for funding in July 2016.

In order to implement this change, the allocation method will need to be removed from the JPA.

Recommended Change No. 3: Increase the minimum public service grants from \$10,000 to \$20,000

The third recommendation, in the short term, will increase the minimum public service grants from \$10,000 to \$20,000. This change has been included in the draft Notice of Funding Availability and no additional action is required by the HCDAC.

In the long term, the County is recommending two options for the future allocation of public service dollars. Note that the \$40,000 is based on current year funding and the amount would decrease or increase proportionally based on the County's allocation from HUD.

1. Option 1: Each City would be allowed to allocate \$40,000 towards funding two public service agencies. The responsibility for identifying the agencies would rest with each city. This will allow each City to ensure the most urgent needs in their community are being addressed. The process would be similar to the current identification of capital improvement projects;
2. Option 2: Alternatively, a City can decide not to identify an agency and a Notice of Funding Availability would be issued for these service dollars. Each City would still be allowed to dedicate \$40,000 towards public services but the selection would be competitive and identical to the current NOFA process.

This approach more effectively addresses the needs in each city and better addresses the goals identified in the adopted Consolidated Plan. In order to implement this change, the allocation method will need to be included in the new or amended JPA.

New Recommended Change No. 4: Operate under a two-year funding cycle

Currently the Urban County's Program operates on a one-year funding cycle with a NOFA issued every fall. Historically the same agencies are funded every year and preparation can be burdensome on both the applicants and OSH Staff. This recommendation would allow applicants to apply for two years, at a minimum, with final funding recommendations contingent upon the final allocation from HUD.

This change has been incorporated into the draft NOFA. Should the HCDAC decide against this recommendation, OSH staff will strike any language from the NOFA that identifies the two-year funding cycle.

**Next Steps**

OSH staff will meet with the jurisdiction Staff to obtain letters of support from their respective City Council for these changes and will then prepare the changes to the necessary documents. Once the documents are gathered, OSH Staff will return to the HCDAC for formal recommendations to the Board of Supervisors.

Attachment 1: May 2, 2014 Renewal of CDBG and HOME JPA Presentation

Attachment 2: HCDAC Bylaws

# BYLAWS

## Housing and Community Development Advisory Committee (HCDAC)

### ARTICLE I - NAME

#### Section I

The name of this committee will be the **Housing and Community Development Advisory Committee (HCDAC)** for the Urban County, a result of the merger of the Housing and Community Development (HCD) Citizens Advisory Committee (CAC) and the HCD Council Committee (CC) for the Urban County Community Development Block Grant (CDBG) Program.

### ARTICLE II - ROLE AND RESPONSIBILITIES

#### Section I - Role

The HCDAC is the policy recommending body to the Board of Supervisors on planning, monitoring, and implementation of the HCD Program and the development of a comprehensive, coordinated Housing and Community Development Program. The body, consisting of representatives of the Urban County jurisdictions selected by the City Councils and the Board of Supervisors, and a City Council member from each of the cities participating in the Urban County CDBG and HOME programs, will review program materials and develop recommendations from an urban county perspective.

#### Section II - Responsibility

The responsibilities of the HCDAC will be:

- a. Develop recommendations on the Five-Year Urban County Consolidated Plan and the Annual Plan which provides the framework for funding projects.
- b. Develop recommendations on projects to be funded addressing the objectives approved in the Consolidated Plan.
- c. Monitor the progress of approved projects on a quarterly basis and prepare recommendations on projects facing significant delays.
- d. Evaluate the overall direction and implementation of the program on a yearly basis and prepare recommendations on housing policies and procedures. This will include site inspections of projects, review of quarterly and annual performance reports, and overall program performance evaluation.
- e. Transmit the HCDAC recommendations on project proposals to the Board of Supervisors in order to make final funding recommendations on the CDBG and HOME projects and programs.

### Section III - Relationship to the Board of Supervisors

The relationship of the HCDAC to the Board of Supervisors will be:

- a. The Board of Supervisors is the legal recipient of funds from the U. S. Department of Housing and Urban Development (HUD) for the CDBG and the HOME programs.
- b. The Board of Supervisors will consider all recommendations submitted by the HCDAC regarding the HCD program.
- c. The HCDAC will submit recommendations to the Board of Supervisors on all matters dealing with planning, funding, monitoring, and evaluation of the HCD program.

## **ARTICLE III - MEMBERSHIP**

### Section I - Membership

Membership on the HCDAC will consist of:

- a. One member of the County of Santa Clara Board of Supervisors, who will serve as Chairperson of the HCDAC, to be appointed by the Chairperson of said Board.
- b. One member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME programs, appointed by the City Council of that city. If the member is not able to attend a meeting, that member may designate another member of the City Council or a member of the Board of Supervisors to attend the meeting.
- c. One citizen selected by the City Council of each of the participating non-entitlement cities representing that city.
- d. One citizen selected by each member of the Board of Supervisors from his or her representative districts.
- e. Alternates are encouraged and will be approved by the jurisdiction which selected the member.

### Section II - Term

- a. Term of membership is effective from the day of appointment to the Committee.
- b. The appointing jurisdiction, i.e. City Councils or Board of Supervisors, will determine the length of the term for the appointment.
- c. There is no specific limit on the number of consecutive terms a member may serve.
- d. The term of an elected official will automatically terminate upon leaving elective office.

Section III - Attendance

- a. Any member or alternate not in attendance at three (3) consecutive meetings, unless excused by the majority of the HCDAC members, may be dropped from the Committee.
- b. An alternate may not represent a member for more than five (5) consecutive meetings without prior approval of the majority of HCDAC members present at the meeting that the request was made.

Section IV - Replacement of a Member

In the event that a member wishes to resign from the HCDAC or is recalled by the appointing authority, a new member will be selected by the appointing jurisdiction.

**ARTICLE IV - OFFICERS**Section 1 - Officers

The officers of this organization will be:

- a. Chairperson
- b. Vice-Chairperson

The Chairperson and Vice-Chairperson will be regular voting members of the HCDAC.

Section II - Chairperson

The permanent Chairperson will be the appointed Supervisor from the County of Santa Clara Board of Supervisors.

Section III - Vice-Chairperson

The Vice-Chairperson will be elected at the first meeting of the fiscal year and will serve a 12-month term of office.

Section IV - Nominations

Nominations for the Vice-Chairperson will come from the members of the HCDAC. Nominations may be submitted from one month prior to the meeting date on which the election is to be held, up to and including the day of the election.

Section V - Term

There is no limit to the number of consecutive terms that the Vice-Chair may serve.

Section VI - Chairperson Vacancy

In case the Chairperson's seat is vacated, as through resignation, death, or leaving elective office, a new Chairperson will be appointed by the Chair of the Board of Supervisors. The Vice-Chairperson will stand in for the Chairperson until the new Chairperson has been appointed.

### Section VII - Vice-Chairperson Vacancy

In case the Vice-Chairperson's seat is vacated, as through resignation, death, or removal for cause, a special election will be held. At the time of the election, nominations from the membership may be submitted.

## **ARTICLE V - DUTIES OF OFFICERS**

### Section I - Duties of the Chairperson

The Chairperson will:

- a. Preside at meetings of the HCDAC.
- b. Appoint subcommittees as required, subject to confirmation by the membership.
- c. Coordinate the work and recommendations of the HCDAC.
- d. Prepare work and recommendation reports for presentation to the Board of Supervisors.
- e. Perform other duties customarily performed by a Chairperson.
- f. Duties of the Chairperson can be delegated by the Chairperson to other members of the Committee.

### Section II - Duties of the Vice-Chairperson

The Vice-Chairperson will:

- a. Upon temporary absence or incapacity of the Chairperson, the Vice-Chairperson will serve as Chairperson.
- b. Assist the Chairperson in serving as liaison with the Board of Supervisors.
- c. Assist in liaison between the subcommittees and the HCDAC, and will serve on special assignment as determined by the Chairperson.

## **ARTICLE VI - STAFF**

### Section I - HCD Staff

The HCD staff will assist the HCDAC by the following:

- a. Provide information to the HCDAC on matters involving the planning, implementation, reprogramming of funds, monitoring and evaluation of the HCD program.
- b. Report to the HCDAC changes in HUD regulations that affect the HCD program.
- c. Report to the HCDAC all actions and policies of the Board of Supervisors impacting the Urban County CDBG program.

- d. Convey the County Administration's position to the HCDAC on all matters concerning the HCD program.
- e. Prepare and distribute copies of the agenda for each meeting of the HCDAC at least seven days prior to the meeting date.
- f. Prepare, print, and distribute minutes of each meeting of the HCDAC.
- g. Maintain the records of the HCDAC.

Section II - Urban County Staff

Urban County Support Staff will be assigned by the HCD Program Manager to assist the HCDAC.

**ARTICLE VII - MEETINGS**

Section 1 - Regular Meetings

One regular meeting of the HCDAC will normally be held approximately 5 times a year, at the Charcot Government Center, 2310 N. First Street, San Jose, CA 95131, at 5:30 p.m. The regular meeting date can be changed, with the Chairperson's approval, by a majority vote of HCDAC members.

Section II - Special Meetings

Special meetings of the HCDAC may be called by the Chairperson, with the provision that written notice is given to all members at least seven days prior to the meeting.

Section III - Quorum

A quorum of the HCDAC will consist of a majority of its members, based on the number of seats filled at time of vote. Business can be conducted when a quorum is not present. However, no action requiring a vote may be made when a quorum is not present.

**ARTICLE VIII - VOTING PROCEDURES**

Section I

At the time of voting on any issues before the HCDAC, each member will cast one vote.

Section II

Only members or their authorized alternates who are present may vote.

Section III

Except as otherwise provided herein, a majority of votes cast will rule, provided a quorum is present at the time a vote is taken.

## ARTICLE IX - GENERAL RULES OF PROCEDURE

### Section I

Agenda and minutes of all meetings of the HCDAC will be made available to:

- a. Members of the HCDAC
- b. Each of the County Supervisors
- c. Urban County Staff
- d. Members of the Local Press
- e. Interested persons on the official mailing list requesting minutes.

### Section II

No member or officer of the HCDAC will issue any public statement which purports to be an official opinion or stand of the Committee unless such statement has been authorized by a majority vote of a meeting at which a quorum is present.

### Section III

Roberts Rule of Order will be used in the conduct of all meetings.

## ARTICLE X - PUBLIC PARTICIPATION

### Section I

All meetings of the HCDAC or any subcommittees are open to the public.

### Section II

Reports will be made available to the public at the same time they are available to the HCDAC. Copies for public review will be available in the Office of Affordable Housing, 1735 N. First Street, Suite 265, San Jose, 95112. People may request to be placed on the mailing list for Committee minutes and agendas.

## ARTICLE XI - CONFLICT OF INTEREST

### Section I

- a. If a Committee member or alternate has direct financial interest in or is on a payroll of an organization applying for funds, the member or alternate must disclose it to the Committee.
- b. The member or alternate cannot vote on the project or related projects, cannot discuss the project nor can he/she remain in the room during discussion. An alternate can be called to replace him/her as long as the alternate does not have a conflict of interest.

Section II

Members of the HCDAC will comply with the requirements of federal, state and local laws relating to the subject of conflict of interests.

**ARTICLE XII - APPROVAL AND AMENDMENTS**Section 1

These bylaws for the HCDAC become official by a vote of two-thirds of the HCDAC membership and the subsequent adoption by the Board of Supervisors.

Section II

These bylaws may be amended by a vote of two-thirds of the HCDAC membership, with the provision that any amendment considered is submitted in writing to all members at least two weeks prior to the meeting at which the vote is taken.

Section III

All amendments to these bylaws must be approved by the HCDAC membership and the Board of Supervisors.

Bylaws of the HCD Council Committee were approved by the Board of Supervisors on November 19, 1979.

Amendments to bylaws approved by the Board of Supervisors:

<u>Date</u>	<u>Section</u>	<u>Amendments</u>
1/16/1990	Article IV	Name of Permanent Chair from County Board of Supervisor.
	Article IV	Explain steps to be taken after resignation or death of officers.
	Article VI	Define responsibilities of HCD Staff.
	Article IX	Delete "second Thursday" meeting date.
	All Articles	Edit for clarity.
1/18/2007	All Articles	Combined and Revised Bylaws, including revised Definition of Quorum, approved by HCDAC.

# Changes to Urban County Program

Consuelo Hernandez, Program Manager  
County of Santa Clara  
November 2, 2015



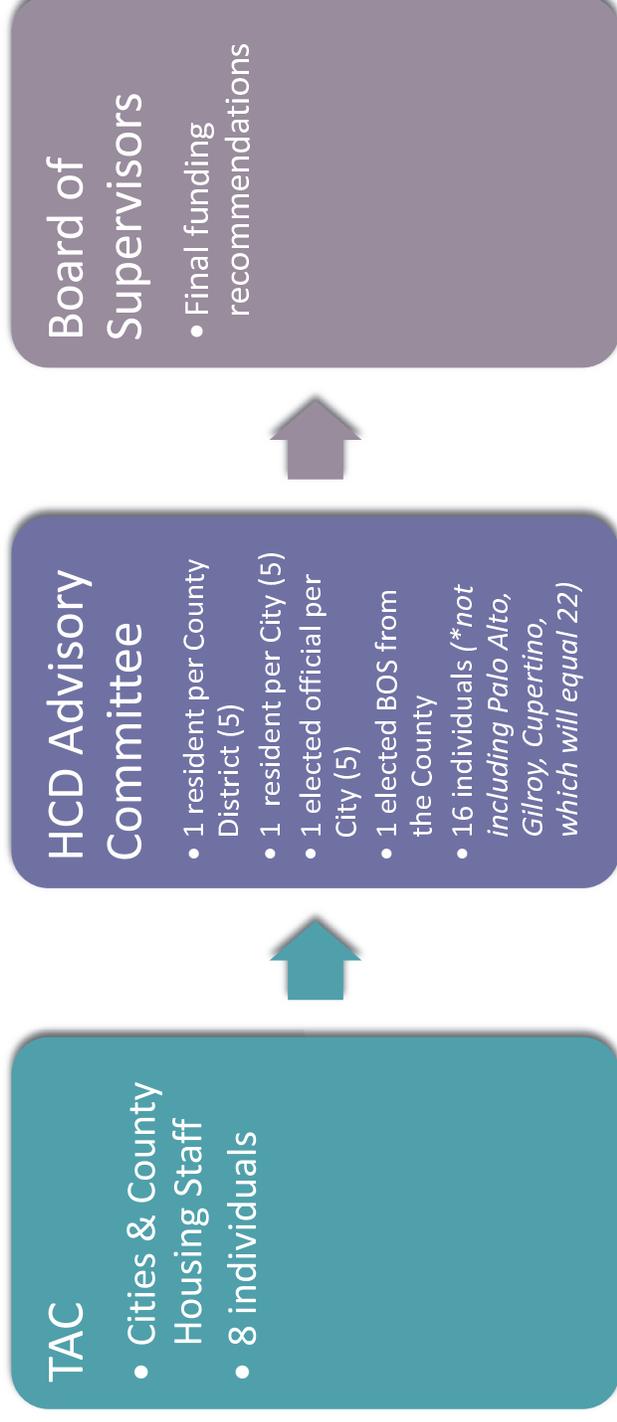
# BACKGROUND

- Title I of The HCD ACT of 1974 made CDBG HUD funding available to our community.
- Entitlement grants are available to Cities with a population of 50,000 or more.
- The Urban County has to have a combined population of 200,000 or more within its unincorporated areas and cities to qualify.
- Through this partnership 7 Non-Entitlement Cities and the County have qualified for funding as an “Urban County” since 1976.
- 3 year Agreements with the option to “opt-in” or “opt-out”
- CDBG and HOME programs are collectively know as the “Urban County Program”.

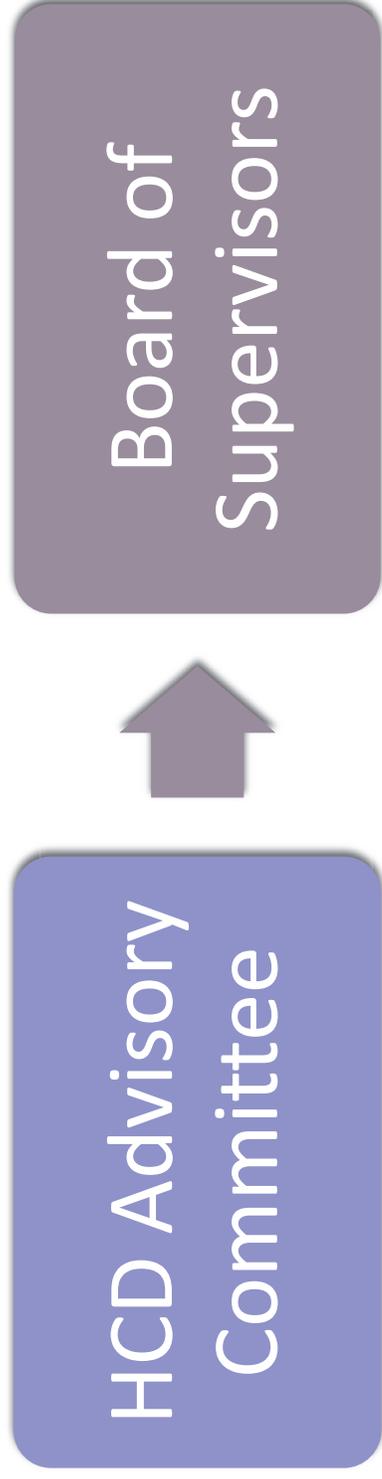
# BACKGROUND

- On May 2, 2014 retreat held with HCD Advisory Committee.
- Office of Supportive Housing (OSH) Staff proposed a number of changes to the Urban County Program.
- Individual meetings with jurisdiction staff were held and most were amenable to the recommended changes.
- No action was taken to formalize the changes.
- OSH Staff is revisiting the discussion, creating an implementation plan for recommendations 1-3 and proposing an additional recommendation not previously discussed.

# Recommendation 1a: Funding Allocation Process



# Proposed Process



# Recommendation 1b: HCDAC Composition

## Existing HCD Advisory Committee

- 1 resident per County District (5)
- 1 resident per City (5)
- 1 elected official per City (5)
- 1 elected BOS from the County
- 16 individuals (*\*not including Palo Alto, Gilroy, Cupertino, which will equal 22*)

## Proposed HCD Advisory Committee

- 1 elected official/city staff per City (9)
- 1 elected BOS from the County
- 10 individuals (including Palo Alto, Gilroy and Cupertino)

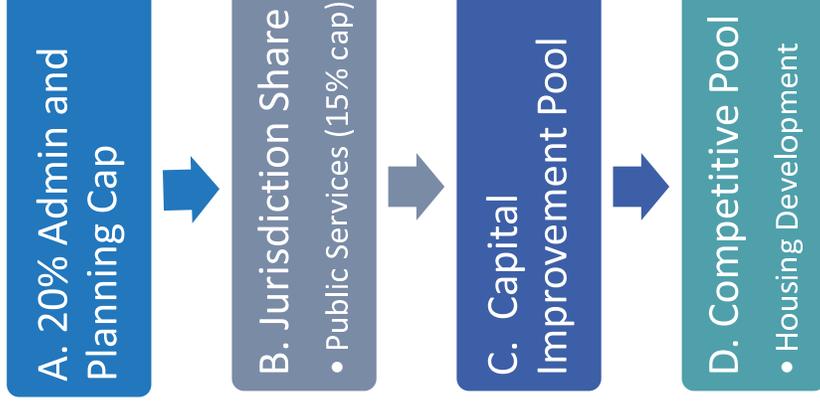
# Recommendation 2: Existing Jurisdiction Share

- Funding split evenly - \$114,374 each

Jurisdiction	Competitive Housing Development Pool	Public Service	Capital Improvement Projects
County	\$77,952	\$36,422	
City of Campbell		\$36,422	\$77,952
Los Gatos		\$36,422	\$77,952
Los Altos		\$36,422	\$77,952
Morgan Hill		\$36,422	\$77,952
Saratoga		\$36,422	\$77,952
<b>TOTALS</b>	<b>\$77,952</b>	<b>\$218,535</b>	<b>\$389,758</b>

# Recommendation 2: Proposed Jurisdiction Share

- \$40,000 each for Public Service.
- \$389,758 available for eligible capital improvement projects.
- Jurisdiction will have to submit an eligible project to OSH staff by December.
- If no eligible projects are identified, funds will move to Competitive pool.



# Recommendation 3: Public Service Grants

## Option 1

- A jurisdiction will select two (2) public service agencies and notify OSH staff of selection.
- HCDAC to consider recommendations for funding only.

## Option 2

- A jurisdiction can elect not to identify an agency.
- A NOFA would be issued.
- HCDAC to consider recommendations for the agencies and funding amounts.

# Recommendation 4: Funding Cycle (New)

## Year 1



## Year 2



# Impact of Proposed Changes

- Reduction in staff time and cost to administer Urban County Program.
  - 12 Public Service contracts instead of 25.
  - 6 monitoring visits instead of 25.
- Streamline the existing funding allocation process.
  - NOFA issued every other year instead of annually.
  - One recommending committee instead of two.
- Increase in public participation at the “local” level.
  - Discussion about priorities to take place within each Jurisdiction. (OSH Staff to assist with public engagement)
- Will result in a more strategic use of funding.
  - Thinking regionally when making funding recommendations.

# Next Steps: Implementation

- County to meet with each City to obtain formal approval of recommended changes.
- A resolution approved by each City/Town Council verifying acceptance of recommended changes.
- County will prepare changes to the adopted documents and will present a draft of each to the HCDAC for review and comment.
- Board of Supervisors will consider recommendations and adopt amendment to required documents (i.e. Public Participation, HCDAC Bylaws and JPA).
- HUD reviews and certifies that amendment to JPA meets the requirements.

## Housing and Community Development Advisory Committee

The Housing and Community Development Advisory Committee (HCDAC) for the Urban County is a result of the merger of the Housing and Community Development (HCD) Citizen's Advisory Committee (CAC), and the HCD Council Committee (CC) for the Urban County Community Development Block Grant (CDBG) Program and HOME Consortia.

The HCDAC is the policy recommending body to the Board of Supervisors on planning, monitoring, and implementation of the HCD Program and the development of a comprehensive, coordinated Housing and Community Development Program. The body, consisting of representatives of the Urban County jurisdictions selected by the City Councils and the Board of Supervisors, and a City Council member from each of the cities participating in the Urban County CDBG and HOME Investment Partnerships (HOME) Programs, will review program materials and develop recommendations from an urban county perspective.

### The Committee consists of nine (9) members.

One member of the County of Santa Clara Board of Supervisors, who will serve as Chairperson of the HCDAC, to be appointed by the President of the Board of Supervisors. One member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME programs, consisting of five members from the cities of Campbell, Los Altos, Town of Los Gatos, Morgan Hill, and Saratoga, appointed by the City Council of that city. One member of the City Council from each of the jurisdictions participating in the HOME Consortia, consisting of three members from the cities of Cupertino, Gilroy, and Palo Alto appointed by the City Council of that city.

The Term of membership is effective from the day of appointment to the HCDAC. Each member shall have a term of one year and until his or her successor is appointed.

#### Seat 01

Name: Sylvia Arenas

EXPIRED

Current Appointing District: Allocated to President

Current Term Expiration Date: 06/30/2025

Qualify: Appointee shall be a member of the Santa Clara County Board of Supervisors, who will serve as Chairperson of the HCDAC, to be appointed by the President of the Board of Supervisors.

Seat Type: Allocated

Date Appointed: 01/01/2024

#### Seat 01A

Name: N/A

VACANT

Current Appointing District: Allocated to President

Current Term Expiration Date: 06/30/2025

Qualify: Appointee shall be a member of the Santa Clara County Board of Supervisors, who will serve as Chairperson of the HCDAC, Alternate, to be appointed by the President of the Board of Supervisors.

Seat Type: Allocated

Date Appointed: N/A

<b>Seat 02</b>	<p>Name: Susan Landry</p> <p>Current Appointing District: Campbell City Council</p> <p>Current Term Expiration Date: 12/31/2024</p> <p>Qualify: Appointee shall be a member of the City Council from one of the non-entitlement cities participating in the Urban County CDBG and HOME program (Campbell), appointed by the City Council of the city.</p> <p>Seat Type: Allocated</p> <p>Date Appointed: 01/01/2024</p>	FILLED
<b>Seat 02A</b>	<p>Name: Elliot Scozzola</p> <p>Current Appointing District: Campbell City Council</p> <p>Current Term Expiration Date: 12/31/2024</p> <p>Qualify: Appointee shall be a member of the City Council from one of the non-entitlement cities participating in the Urban County CDBG and HOME program (Campbell, Alternate), appointed by the City Council of the city.</p> <p>Seat Type: Allocated</p> <p>Date Appointed: 01/01/2024</p>	FILLED
<b>Seat 03</b>	<p>Name: Sally Meadows</p> <p>Current Appointing District: Los Altos City Council</p> <p>Current Term Expiration Date: 12/31/2024</p> <p>Qualify: Appointee shall be a member of the City Council from one of the non-entitlement cities participating in the Urban County CDBG and HOME program (Los Altos), appointed by the City Council of the city.</p> <p>Seat Type: Allocated</p> <p>Date Appointed: 01/01/2024</p>	FILLED
<b>Seat 03A</b>	<p>Name: N/A</p> <p>Current Appointing District: Los Altos City Council</p> <p>Current Term Expiration Date: 06/30/2025</p> <p>Qualify: Appointee shall be a member of the City Council from one of the non-entitlement cities participating in the Urban County CDBG and HOME program (Los Altos, Alternate), appointed by the City Council of the city.</p> <p>Seat Type: Allocated</p> <p>Date Appointed: N/A</p>	VACANT
<b>Seat 04</b>	<p>Name: Yvonne Martinez Beltran</p> <p>Current Appointing District: Morgan Hill City Council</p> <p>Current Term Expiration Date: 12/31/2024</p> <p>Qualify: Appointee shall be a member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Morgan Hill), appointed by the City Council of the city.</p>	FILLED

Seat Type: Allocated  
Date Appointed: 01/01/2024

<b>Seat 04A</b>	<p>Name: <b>Marilyn Librers</b></p> <p>Current Appointing District: Morgan Hill City Council</p> <p>Current Term Expiration Date: 12/31/2024</p> <p>Qualify: Appointee shall be a member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Morgan Hill, Alternate), appointed by the City Council of the city.</p> <p>Seat Type: Allocated</p> <p>Date Appointed: 01/01/2024</p>	FILLED
<b>Seat 05</b>	<p>Name: <b>Mary Badame</b></p> <p>Current Appointing District: <b>Los Gatos</b> City Council</p> <p>Current Term Expiration Date: 06/30/2025</p> <p>Qualify: Appointee shall be a member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Los Gatos), appointed by the City Council of the city.</p> <p>Seat Type: Allocated</p> <p>Date Appointed: 01/01/2024</p>	EXPIRED
<b>Seat 05A</b>	<p>Name: <b>Rob Moore</b></p> <p>Current Appointing District: Los Gatos City Council</p> <p>Current Term Expiration Date: 06/30/2025</p> <p>Qualify: Appointee shall be a member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Los Gatos, Alternate), appointed by the City Council of the city.</p> <p>Seat Type: Allocated</p> <p>Date Appointed: 01/01/2024</p>	EXPIRED
<b>Seat 06</b>	<p>Name: <b>Yan Zhao</b></p> <p>Current Appointing District: <b>Saratoga</b> City Council</p> <p>Current Term Expiration Date: 01/08/2025</p> <p>Qualify: Appointee shall be a member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Saratoga), appointed by the City Council of the city.</p> <p>Seat Type: Allocated</p> <p>Date Appointed: 01/09/2024</p>	FILLED
<b>Seat 06A</b>	<p>Name: <b>Kookie Fitzsimmons</b></p> <p>Current Appointing District: Saratoga City Council</p> <p>Current Term Expiration Date: 01/08/2025</p> <p>Qualify: Appointee shall be a member of the City Council from each of the</p>	FILLED

non-entitlement cities participating in the Urban County CDBG and HOME program (Saratoga, Alternate), appointed by the City Council of the city.

Seat Type: Allocated

Date Appointed: 01/09/2024

**Seat 07**

Name: **Kitty Moore**

FILLED

Current Appointing District: **Cupertino** City Council

Current Term Expiration Date: 12/31/2024

Qualify: Appointee shall be a member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Cupertino), appointed by the City Council of the city.

Seat Type: Allocated

Date Appointed: 01/01/2024

**Seat 07A**

Name: **J.R. Fruen**

FILLED

Current Appointing District: Cupertino City Council

Current Term Expiration Date: 12/31/2024

Qualify: Appointee shall be a member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Cupertino, Alternate), appointed by the City Council of the city.

Seat Type: Allocated

Date Appointed: 01/01/2024

**Seat 08**

Name: **Rebeca Armendariz**

FILLED

Current Appointing District: **Gilroy** City Council

Current Term Expiration Date: 03/03/2025

Qualify: Appointee shall be a member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Gilroy), appointed by the City Council of the city.

Seat Type: Allocated

Date Appointed: 03/04/2024

**Seat 08A**

Name: **Carol Marques**

FILLED

Current Appointing District: Gilroy City Council

Current Term Expiration Date: 03/03/2025

Qualify: Appointee shall be a member of the City Council from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Gilroy, Alternate), appointed by the City Council of the city.

Seat Type: Allocated

Date Appointed: 03/04/2024

**Seat 09**

Name: **Julie Lythcott-Haims**

FILLED

Current Appointing District: **Palo Alto** City Council

Current Term Expiration Date: 12/31/2024

Qualify: Appointee shall be a resident from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Palo Alto), appointed by the City Council of the city.

Seat Type: Allocated

Date Appointed: 01/01/2024

**Seat 09A**

Name: Greer Stone

FILLED

Current Appointing District: Palo Alto City Council

Current Term Expiration Date: 12/31/2024

Qualify: Appointee shall be a resident from each of the non-entitlement cities participating in the Urban County CDBG and HOME program (Palo Alto, Alternate), appointed by the City Council of the city.

Seat Type: Allocated

Date Appointed: 01/01/2024



## City Council Report

Item: 11  
 Category: NEW BUSINESS  
 Meeting Date: February 4, 2025

**TITLE: Approve Re-Appointments to the Citizen's Bond Oversight Committee for Measure O**

### RECOMMENDED ACTION

It is recommended that the City Council approve the recommendations of the City Manager and the Finance Director, to re-appoint five (5) members to the Citizen's Bond Oversight Committee for Measure O, each for a three year term.

### BACKGROUND

On November 6, 2018, City of Campbell voters approved Measure O with a 'Yes' vote of 69.5% by the citizens that voted in the General Election. Measure O authorized the City to issue general obligation (GO) bonds in an aggregate principal amount of up to \$50 million. The first series of Measure O Bonds was issued for a principal amount of \$20 million in August 2020. The second (and final) series of Measure O Bonds was issued for a principal amount of \$30 million in June 2022. As a condition of the Measure O voter authorization and in order to ensure accountability for the expenditure of bond proceeds, the City was required to establish a Citizens' Bond Oversight Committee once bond proceeds were received and then begun to be expended.

As such, on November 2, 2021, the City Council appointed the following seven (7) members to the Citizen's Bond Oversight Committee based on recommendations from the City Manager and the Finance Director and subsequent to a required recruitment and application process as specified in the Oversight Committee Bylaws (Adopted by **Resolution 12561** on February 18, 2020):

- Terry Hines - District 1
- Thomas Russell - District 2
- Steven Saunders - District 3
- Paul Russell - District 4
- Al Bito - District 5
- Anne Souza - At-Large (District 1)
- Doris Quai Hoi – At-Large (District 2)

Per **Section 5.4 (Term)** of the Oversight Committee Bylaws, which are included for reference purposes as **Attachment A**, the members of the Committee shall serve a

term of **3 years** commencing on the date of the first meeting of the Committee. Additionally, no member may serve more than five (5) consecutive terms unless deemed necessary by the City Council. The Oversight Committee's first official meeting was held on December 16, 2021 and thus, each member's term expired on **December 16, 2024**. Since Measure O Bond funds are not expected to be fully spent down until the Spring of 2026, the City will need for the Oversight Committee to continue its activities for at least two (2) more years until the Spring of 2027. This should allow all Measure O Bond funds to be spent down and for final annual financial reports to be prepared and reviewed for Fiscal Year (FY) 2026. Annual financial reports for FY 2026 will be ready for the Oversight Committee's review in early 2027.

## DISCUSSION

All members of the Oversight Committee have performed their duties fully and well since their initial appointment in November 2021. Thus, rather than spend time and expense to recruit, evaluate, and onboard new members to fill the Oversight Committee for one (1) more term, ***the City Manager and Finance Director recommend that the City Council re-appoint the following five (5) remaining Oversight Committee members per Section 5.4 of the Bylaws***, which allows for members to serve for up to five (5) consecutive terms. Each of the five (5) remaining Oversight Committee members has also indicated their willingness and availability to serve one (1) additional term:

- Anne Souza - District 1
- Doris Quai Hoi – District 2
- Steven Saunders - District 3
- Paul Russell - District 4
- Al Bito - District 5

Please note that since their original appointment, Committee member Thomas Russell resigned to serve on another City Commission and Committee member Terry Hines was elected to the City Council; thereby leaving five (5) remaining Oversight Committee members. Nevertheless, per **Section 5.1 (Number)** of the Oversight Committee Bylaws, the City Council is only required to appoint five (5) members to the Oversight Committee and ***may*** appoint additional members at its sole discretion. Thus, re-appointing just the remaining five (5) members would fully meet the requirements of the Oversight Committee Bylaws and allow necessary Committee activities and meetings to commence once again. Furthermore, each District of the City would also be represented by the remaining five (5) members; with such District representation required by Section 5.1 of the Oversight Committee Bylaws. The Oversight Committee is next expected to meet in March 2025 to review annual financial reports for FY 2024.

## FISCAL IMPACT

There is no fiscal impact to the City for re-appointing members to the Oversight Committee. Staff shall continue to support the Committee in the preparation of their

annual report and will incur some nominal printing and miscellaneous office expenses, but will not prepare the annual report for the Committee. That shall remain the primary duty of the Committee as an independent oversight board. Thus, staff continues to feel that it can absorb any costs related to the Oversight Committee into existing appropriations and is not requesting a budget adjustment at this time.

## ALTERNATIVES

1. Rather than re-appointing the five (5) remaining Oversight Committee members as recommended by the City Manager and Finance Director, direct staff to open a new recruitment and application process to fill the Oversight Committee for one (1) additional term.
2. Provide other direction to staff.

Prepared by:



Will Fuentes, Finance Director

Approved by:



Brian Loventhal, City Manager

### Attachment:

- a. Oversight Committee Bylaws

**CITY OF CAMPBELL  
CITIZENS' BOND OVERSIGHT COMMITTEE  
MEASURE O BYLAWS**

**Adopted by the City Council of the City on February 18, 2020**

**Section 1. Committee Established.** The City of Campbell (the "City") was successful at the election conducted on November 6, 2018 (the "Bond Election") in obtaining authorization from the City's voters to issue up to \$50 million aggregate principal amount of general obligation bonds ("Measure O"). Pursuant to the Measure O authorization, the City now desires to establish this Citizens' Bond Oversight Committee (the "Committee") in order to achieve ensure accountability. The City Council of the City of Campbell (the "Council") hereby establishes the Committee, to be known as the "Citizens' Bond Oversight Committee for Measure O," which shall have the duties and rights set forth in these bylaws.

**Section 2. Purposes.** The Committee shall be subject to the *Ralph M. Brown Public Meetings Act* of the State of California, Government Code Section 54950 *et seq.* (the "Brown Act"), and shall conduct its meetings in accordance with the provisions thereof. The City shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes.

The proceeds of general obligation bonds issued pursuant to the authority of the Bond Election are hereinafter referred to as "bond proceeds." The Committee shall confine its review of City expenditures specifically to expenditures of bond proceeds generated under Measure O. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

**Section 3. Duties.** To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the City's expenditure of bond proceeds. In fulfilling this duty, all official communications of the Committee to either the Council or the public shall come from the chair of the Committee (the "Chair"), acting on behalf of the Committee. The Chair shall only release information that reflects the consensus view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the City to verify that bond proceeds were expended only for the purposes set forth in Measure O.

3.3 **Annual Report.** At least one time annually, commencing with the end of the first fiscal year in which any bond proceeds are expended, and continuing through the end of the fiscal year in which bond proceeds have been spent in full, the Committee shall prepare an annual written report, following the public issuance of the City's Comprehensive Annual Financial Report (CAFR) and associated audit reports, the findings of which shall be summarized by the Chair of the Committee to the Council in public session, which annual written report shall include the following:

- (a) A statement indicating whether the City is in compliance with the spending requirements of the Measure O authorization; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

Annual reports shall be posted on the City's website in accordance with Sections 7 and 8 hereto.

3.4 Duties of the Council, City Manager and Finance Director, or their Designees. Any of the Council, the City Manager, or the Finance Director, or any of their designees, as the Council shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of contracts,
- (b) Approval of change orders,
- (c) Expenditures of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project prioritization, project plans, design and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure O Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Council has not charged the Committee with responsibility for:

- (a) The establishment of priorities and order of construction for bond projects, which shall be made by the Council in its sole discretion.
- (b) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on City criteria established by the Council in its sole discretion.
- (c) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent), which shall be determined by the Council in its sole discretion.
- (d) The selection of independent audit firm(s), performance and financial audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (e) The appointment or reappointment of qualified applicants to serve on

the Committee, based on criteria adopted in the Council's sole discretion.

**Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in activities authorized by the City, including:

- (a) Receive and review copies of the City's annual independent performance audit and annual independent financial audit.
- (b) Inspect facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the City Manager.

**Section 5. Membership.**

5.1 Number.

The Committee shall consist of at least five members appointed by the Council, upon the recommendation of the City Manager and Finance Director from a list of candidates submitting written applications. Each of the five Council districts shall be represented by a member of the Committee, which member shall be a resident in such district.

One additional member may be appointed to represent the community at-large, on an alternate basis, which member shall be selected upon the recommendation of the City Manager and Finance Director from a list of candidates submitting written applications.

Additional members of the community at-large may be appointed at the Council's sole discretion; however, the Council is only required to appoint five members to the Committee.

5.2 Qualification Standards.

- (a) To be a qualified person, Committee members must be at least 18 years of age.
- (b) Committee members may not be current employees, officials of the City or vendors, contractors or consultants of the City, or commissioners currently serving on commissions related to the City.

5.3 Ethics Rules Applicable to Committee: No Conflicts of Interest. Members of the Committee shall not be financially interested in City contracts, or engage in any activity for compensation that is in conflict with such member's duties described herein. The Committee is established to inform the public regarding the expenditure of bond proceeds. Committee members are not public officials of a government agency with decision-making authority within the meaning of the Political Reform Act of 1974, and the Committee is not a decision-making authority. By accepting appointment to the Committee, each member agrees to comply with the Ethics Policy Statement attached to these bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of 3 years, commencing on the date of the first meeting of the Committee. No member may serve

more than 5 consecutive terms unless deemed necessary by the Council.

5.5 Appointment. Members of the Committee shall be appointed by the Council through the following process: (a) the City shall notify the public through its customary forums that it is accepting applications for Committee members, which may include posting in the City, advertising in the local newspapers, and/or posting notice on the City's website, as well as the solicitation of local groups for applications; (b) applications shall be made available at the City office and/or through the City's web site; (c) the City Manager or Finance Director will review the applications which have been submitted by the stated deadline; and (d) the City Manager or Finance Director will make recommendations to the Council with respect to appointment. Appointments shall be made by the Council upon approval by majority vote at an open meeting. Appointments shall be recorded in the Council minutes.

5.6 Removal; Vacancy. The Council may remove any Committee member for cause, which includes failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, the seat shall be declared vacant. The Council, in accordance with the established appointment process shall fill any vacancies on the Committee. The City shall make best efforts to fill vacancies within 90 days. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed. In the event the City is unable to appoint members meeting the criteria listed in Section 5.1, the Committee may proceed with one or more vacancies.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the City; (b) individual members of the Committee retain the right to address the Council as an individual or, on behalf of the Committee if said member has been authorized to do so by a majority vote of the Committee; and (c) the Committee shall have the right to request and receive only copies of any public records relating to Measure O funded projects.

## **Section 6. Meetings of the Committee.**

6.1 Regular Meetings. The Committee shall meet at least once a year, or more frequently as the Committee deems it necessary to discharge its duty, but no more frequently than quarterly. At the end of each meeting, the Committee shall identify the next approximate meeting date.

6.2 Location. All meetings shall be held within the City.

6.3 Procedures. All meetings shall be open to the public in accordance with the Brown Act. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

## **Section 7. City Support.**

7.1 Technical and Administrative Support. The City shall provide to the Committee necessary technical and administrative assistance in furtherance of its purposes and to publicize its conclusions. Such support shall include:

- (a) preparation of and posting of public notices and agendas as required by the Brown Act, ensuring that all meetings notices and agendas are provided in the same manner as meetings of the City's Council;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas, minutes and reports;
- (d) providing bond expenditure reports produced by the City for review at each meeting;
- (d) retention of all Committee records and reports; and
- (e) providing public access to Committee meeting minutes and reports on an Internet website maintained by the City.

7.2 Copies of Bond Audits. The City shall submit a copy of its annual bond financial audit and performance audit, prepared each fiscal year, to the Committee at the same time such audits are submitted to the Council, and in any event no later than June 1 of each year. In addition, if findings, recommendations or concerns are identified in such audits, within three months of receiving the audits, the City shall provide the Committee with responses to such findings.

7.3 Staff Support. A member of the City staff shall attend Committee meetings in order to report on the status of projects and the expenditure of bond proceeds.

**Section 8. Reports.** The Committee must produce at least one annual report as referenced in Section 3.3. In addition, the Committee may report to the Council from time to time in order to inform the Council on the activities of the Committee. Any such reports shall be in writing and shall summarize the proceedings and activities conducted by the Committee. Such reports shall also be made available on the City's internet web site link to Measure O information.

**Section 9. Officers.** The City Manager or Finance Director shall appoint the initial Chair for purposes of conducting the first meeting of the Committee. At the first meeting, the Committee shall elect by majority vote of its members the Chair and a vice-chair (the "Vice-Chair"), who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of two years, and may be re-elected by vote of a majority of the members of the Committee.

**Section 10. Amendment of Bylaws.** These bylaws may be amended by the Council. Any amendment to these bylaws shall be approved by a majority vote of the Council.

**Section 11. Termination.** The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure O monies.

## CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement (this "Statement") provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

### POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a City decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a City decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the City that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the City with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California and all other applicable government entities, and the policies, procedures, rules and regulations of the City.
- **COMMITMENT TO CITY.** A Committee member shall place the interests of the City above any personal or business interest of the member.



*City  
Council  
Report*

Item: 12  
 Category: COUNCIL COMMITTEE  
 REPORTS  
 Meeting Date: February 4, 2025

**TITLE: Council Committee Reports**

**RECOMMENDED ACTION**

That the City Council report on activities from their committee assignments.

**DISCUSSION**

This is the section of the City Council Agenda that allows the City Councilmembers to report on items of interest and the work of City Council Subcommittees.

**MAYOR LOPEZ**

Campbell Ministerial Interfaith Group  
 City Attorney Performance/Compensation Subcommittee  
 City Clerk Performance/Compensation Subcommittee  
 City Manager Performance/Compensation Subcommittee  
 Finance Subcommittee  
 West Valley Mayors and Managers

Bay Area Quality Management District Board of Directors\*\*  
 Cities Association of Santa Clara County - City Selection Committee  
 League of Cities Peninsula Division Executive Committee\*\*  
 Silicon Valley Clean Energy Audit Committee\*\*  
 Valley Transportation Authority Board of Directors\*\*

Silicon Valley Clean Energy JPA Board of Directors (Alt.)  
 West Valley Sanitation District (Alt.)

**VICE MAYOR FURTADO**

Advisory Commissioner Appointment Interview Subcommittee  
 City Attorney Performance/Compensation Subcommittee  
 City Clerk Performance/Compensation Subcommittee  
 City Manager Performance/Compensation Subcommittee

Association of Bay Area Governments (ABAG)  
 Santa Clara County Emergency Operational Council (EOAC)\*\*  
 West Valley Sanitation District  
 West Valley Solid Waste Authority JPA

West Valley Stormwater Authority

Friends of the Heritage Theater Liaison (Alt.)  
 Silicon Valley Animal Control Authority Board (SVACA) (Alt.)  
 Valley Transportation Authority Policy Advisory Committee (Alt.)  
 West Valley Mayors and Managers (Alt.)

**COUNCILMEMBER BYBEE**

Education Subcommittee  
 Legislative Subcommittee

Cities Association of Santa Clara County:

Board Representative  
 Legislative Action Committee  
 Santa Clara County Library District JPA Board of Directors  
 Silicon Valley Animal Control Authority Board (SVACA)

Campbell Historical Museum & Ainsley House Foundation Liaison (Alt.)  
 West Valley Sanitation District (Alt.)

**COUNCILMEMBER HINES**

DCBA Liaison  
 Economic Development Subcommittee  
 Finance Subcommittee

Santa Clara Valley Water District County Water Commission

Cities Association of Santa Clara County:

Board Representative (Alt.)  
 Legislative Action Committee and City Selection Committee (Alt.)  
 Santa Clara County Housing and Community Development Advisory Committee (Alt.)  
 West Valley Clean Water JPA (Alt.)  
 West Valley Solid Waste Authority JPA (Alt.)

**COUNCILMEMBER SCOZZOLA**

Advisory Commissioner Appointment Interview Committee  
 Campbell Historical Museum & Ainsley House Foundation Liaison  
 Economic Development Subcommittee  
 Education Subcommittee  
 Friends of the Heritage Theater Liaison  
 Legislative Subcommittee

Cities Association of Santa Clara County Executive Board\*\*  
 Santa Clara County Housing and Community Development Advisory Committee  
 Santa Clara Valley Water District: County Water Commission (Alt.)  
 Silicon Valley Clean Energy JPA Board of Directors

Silicon Valley Clean Energy JPA Board of Directors: Executive Committee\*\*  
Silicon Valley Clean Energy Finance and Administration Committee\*\*  
Silicon Valley Clean Energy Legislative Committee\*\*  
Valley Transportation Authority Policy Advisory Committee

DCBA Liaison (Alt.)  
Santa Clara County Library District JPA Board of Directors (Alt.)  
Association of Bay Area Governments (Alt.)

**\*\*appointed by other agencies**

Prepared by:



Kristen Epolite, Deputy City Clerk

MEMORANDUM



City of Campbell

City Clerk's Office

**To:** Honorable Mayor and City Council

**Date:** February 3, 2025

**From:** Andrea Sanders, City Clerk

**Subject:** Desk Item 9 – Weed Abatement Resolution

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The purpose of this desk item is to include a resolution directing the Community Development Director to proceed with the abatement of hazardous vegetation by the Santa Clara County Consumer and Environmental Protection Agency.

**RESOLUTION NO. \_\_\_\_\_**

**BEING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL DIRECTING THE COMMUNITY DEVELOPMENT DIRECTOR TO PROCEED WITH THE ABATEMENT OF HAZARDOUS VEGETATION**

**WHEREAS**, at the initial January 13, 2025 City Council meeting, the Council accepted testimony from the public and the County’s Weed Abatement Program Manager, Garik Losilevsky, concerning properties identified for hazards vegetation (“weed”) abatement as presented to the Council. The Council continued the hearing to February 4, with direction to the County Program Manager to work with the property owners in attendance to address the concerns raised and provide an additional notice to all affected property owners of the February 4 Council meeting.

**WHEREAS**, hazardous vegetation constituting a public nuisance has been found to exist on those properties described in Exhibit A attached hereto, within the past three years;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Campbell, California, that the Community Development Director is directed to cause the abatement of the aforementioned nuisance.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the following roll call vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAINED:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

APPROVED:

\_\_\_\_\_  
Sergio Lopez, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Sanders, City Clerk

MEMORANDUM



City of Campbell  
City Clerk's Office

**To:** Honorable Mayor and City Council

**Date:** February 4, 2025

**From:** Andrea Sanders, City Clerk

**Subject:** Desk Item – Communication

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The purpose of this desk item is to include communication from Adam Buchbinder.

## Kristen Epolite

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**From:** Adam Buchbinder [REDACTED]  
**Sent:** Monday, January 20, 2025 2:11 PM  
**To:** Clerks Office  
**Subject:** FOR PUBLIC COMMENT

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**WARNING: This email originated from an external sender! Please do not open attachments or click on links unless you are certain it is legitimate.**

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Please attach the following to the next City Council packet.

Dear Councilmembers,

I want to alert you to a hazard that could result in serious injuries or death, and huge financial liability to the city: a deep edge or seam running in the direction of travel of the bike lane on Union Avenue, and likely in other bike lanes around the city.

I'm Adam Buchbinder, a Campbell resident and father to a one-year-old. Last September, my daughter and I were returning on my bike from a grocery errand, traveling northward on the (Class II) bike lane on Union Avenue, when I hit the seam between the road and the gutter which pretty nearly bisects the bike lane.



I hit this seam, and the bike immediately flipped over on its side. No one was seriously injured, though we had a *very* exciting trip to the trauma ward.

Edges like this are dangerous because they cause exactly the kind of crash I had, where the front wheel is deflected and slides out, slamming the cyclist face first into the pavement. If a paving situation on a major road caused drivers to lose control of their cars, the city would be taking this seriously. The city should treat this hazard with the same gravity. A similar problem in Oakland led to a man being paralyzed and the city being found liable for over six million dollars. (Fixing the pavement would have cost a few thousand.)

<https://oaklandside.org/2023/12/06/oakland-lawsuit-settlement-6-million-bike-rider-macarthur-boulevard/>

I've attempted to notify the city about this on several occasions, both Public Works and the City Council, and I've gotten no response. It's a matter of time before someone is gravely hurt here. Please fix this.

Adam Buchbinder

Item 5

Also please include the % of GF fund balance and % of what

**[Will Fuentes] Thanks Terry. Your math is correct, but the December balances for both all City funds and the General Fund were also revised to reflect beginning year balances as a result and completion of the FY 2024 final audit as well as other miscellaneous but, necessary adjustments post-closing of some months (July through November 2024). This sometimes results in fund balance changes over and above just the regular monthly revenues and expenditures and that is how we got to the \$ increases reflected in the staff report. In the future, when these types of adjustments are made, I will work with Finance staff to fully note and explain the adjustments in the staff report. I agree that it was not clear in the current report and makes following the numbers from month to month very difficult.**

**In regard to all City funds, here are the complete calculations:**

**\$72,035,776 – Fund Balance as of 11/30/24**  
**+\$8,880,466 – Final Audit Adjustments (FY 2024)**  
**-\$536,407 – Closing Adjustments Prior Months (July through November 2024)**  
**+\$6,779,889 – Revenues (December 2024)**  
**-\$12,691,334 – Expenditures (December 2024)**  
**+\$1,190,158 – Interfund Transfers In (December 2024)**  
**-\$1,190,158 – Interfund Transfers Out (December 2024)**  
**\$74,468,390 – Fund Balance as of 12/31/24**  
**\$72,035,775 – Fund Balance as of 11/30/24**  
**\$2,432,615 – Change in Fund Balance**

**In regard to the General Fund, here are the complete calculations:**

**\$10,438,344 – Fund Balance as of 11/30/24**  
**+\$4,707,132 – Final Audit Adjustments (FY 2024)**  
**-\$266,095 – Closing Adjustments Prior Months (July through November 2024)**  
**+\$5,312,956 – Revenues (December 2024)**  
**-\$5,670,245 – Expenditures (December 2024)**  
**+\$100,008 – Interfund Transfers In (December 2024)**  
**-\$1,087,150 – Interfund Transfers Out (December 2024)**  
**\$13,534,950 – Fund Balance as of 12/31/24**  
**\$10,438,344 – Fund Balance as of 11/30/24**  
**\$3,096,606 – Change in Fund Balance**

**Thank you for your questions and input. The report is a work in progress and we continue to try and improve it in Finance. In regard to % of General Fund balance, we can add this to future monthly reports along with other improvements, but can you provide additional detail as to what you'd like to see in this % number?**