



### Management Services

- Fostered effective and supportive working relationships with the City's legislative representatives, including those who were newly elected to represent Brea as a result of the 2022 Election
- Pursued funding for large-scale projects through the Federal earmark grant application process
- Successfully launched Brea's internal radio station, KBREA, as an internal communication tool to assist in employee relations and retention
- Designed signage to increase awareness of wildlife sightings and pedestrian safety on the Tracks at Brea Trail
- Designed and executed a range of educational and outreach campaigns for city, regional, and collaborative partnership initiatives involving public safety and economic development
- Initiated a citywide scanning effort to digitize historical vital records, resulting in the digitization of over 55,000 images
- Successfully implemented the City of Brea as the fiscal agent to the State Budget Act of 2021 funding allocation of \$8 million to the North Orange County Public Safety Collaborative (NOCPSC)
- Implemented a new agenda management system to improve user experience, increase transparency and standardize agenda interfaces across all City legislative and advisory bodies
- Upgraded technology in the Council Chambers to include digital speaker cards, streamlining processes for public speakers at public meetings
- Implemented the use of a new, electronic public records request tracking system and public portal, streamlining the processing of, and improving the turnaround time of over 700 requests for public records
- Launched the City's new NEOGOV onboarding and performance review portals
- Successfully negotiated long-term contracts with six labor associations
- Completed the first Ambulance Operator recruitment for 22 new in-house Ambulance Program positions
- Hired and trained two (2) new Human Resources employees in response to promotions

### Administrative Services

- Received Award of Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the 34th consecutive year
- Successfully completed the annual independent audit before the December 31, 2024 deadline with no comments or findings
- Implemented Government Accounting Standards Board (GASB) Statements No. 100
- Awarded a new contract for the City's independent auditors, Lance, Soll & Lunghard, LLP, for audit services

- Conducted training sessions for City staff including budget basics, risk management and insurance training
- Prepared quarterly budget updates with Executive and Management staff
- Launched the City's new personnel budgeting software application, ClearGov
- Updated City's CalCard procedures and standardized credit card limits throughout the organization
- Initiated Citywide User Fee Study with departments
- Updated City's boilerplate agreement for use by departments
- Processed over 230 purchase orders and solicited seven formal RFPs, including Ambulance Billing Services, Legislative Services and Citywide Document Scanning Services
- Reinstated City's surplus and disposal program and received over \$235,000 in surplus revenue
- Completed a fire, dispatch, water and sewer impact fee study and updated the corresponding fees (last study was more than 17 years ago)
- Adopted a new sewer impact fee
- Updated sewer connection fees (last updated in 1975)
- Completed the Request for Proposal and awarded a five-year agreement for Section 115 Trust Administration and Investment Advisory Services with Public Agency Retirement Services (PARS) and Chandler Asset Management
- Completed the California Municipal Treasurers Association (CMTA) Investment Policy Certification Program
- Upgraded the City's virtual network infrastructure
- Transitioned the City's intranet to a Microsoft SharePoint hosted solution
- Supported the Police Department's framework development for the Integrated Crime Center (ICC) initiative

## Police Services

- Obtained grant funding from various sources including a Board of State and Community Corrections (BSCC) Organized Retail Theft grant, Cannabis Tax grant, Office of Traffic Safety STEP grant, and Department of Justice Tobacco grant
- Through BSCC grant funding, built the framework/backbone for a proposed multi-faceted Integrated Crime Center (ICC). The center is being used for both after-the-fact crime solving and real-time event monitoring. The backbone includes a software program, video storage, video analytics, license plate readers, UAS/drones, staffing, and a Drone as a First Responder (DFR) program
- Conducted Support Services Division staffing study and process analysis to optimize efficiency and plan for future needs
- Conducted a team building workshop and worked to develop a new proposed five-year Strategic Plan for 2025-2030
- Continued development and implementation of a comprehensive, holistic, employee-driven, department-wide wellness program
- Upgraded employee safety and emergency equipment
- Working with the Orange County District Attorney's Office and technology vendors in efforts to streamline digital evidence storage and transmission of digital evidence to court through application programming interfaces (APIs)

- Implemented technology to improve communication with our community and employed mechanisms to receive and respond to community feedback
- Working with Human Resources to implement a new performance review system
- Implemented a new training management system to streamline the request, approval, and tracking of advanced officer and civilian professional staff training
- Based on call for service data, transitioned to a new district and beat configuration to balance workload among patrol officers, maximize efficiency of staff deployment, and minimize response time
- Implemented a new patrol team policing schedule to provide more effective police staffing to the city, while improving span of control, oversight, mentoring, and evaluation of patrol officers, and reducing overtime
- Entered into a contract with a new background investigation company to more fully leverage our digital process
- Increased partnership with Community Services Department and Brea Resource Center to engage with the homeless population
- Continued participation in the North Orange County Public Safety Collaborative, focusing on homelessness and at-risk youth
- Made significant progress in transitioning response to non-emergency and non-criminal homeless-related calls for service from the Police Department to the HOPE Center
- Worked with City Staff, City Attorney, and BOUSD to develop and implement an e-bike ordinance and e-bike safety and educational campaign
- Continued professional development training for all personnel groups via a partnership with The Optimism Company, Messina & Associates, and Breaking the Chain Consulting
- Partnered with The Counseling Team International (CTI) and Premier First Responder Psychological Services to provide counseling services to employees suffering from work-related trauma
- Hired and retained 19 new employees
- Continued to expand and increase the use of digital and social media for community outreach, education, engagement, and dissemination of helpful information
- Conducted an informal internal audit of technological needs as part of the budget planning process into a permanent Research, Development, and Forecasting Team
- Improved internal communication by building and growing a SharePoint page for Police Department employees
- Worked with City Staff and City Attorney to draft revised and enhanced city ordinances to govern public camping, public storage of property, and obstruction of sidewalk and passages.
- Continued engaging the community through well-attended formal outreach programs (National Night Out, Shop with a Cop, Citizen Academy, and Coffee with a Cop)

### Fire Services

- Performed all state-mandated and non-mandated fire inspections
- Added a third firefighter position based upon the approved Fire Deployment Plan
- Provided public education related to wildfires via 5,000+ educational mailers

- Collaborated with surrounding operational areas to update wildfire response within the San Bernardino, Orange, Los Angeles and Riverside (SOLAR) plan area
- Achieved 100% compliance on state mandated inspections and brush clearance requirements
- Achieved the designation of a Fire Risk Reduction Community by the California Board of Forestry and Fire Protection
- Conducted Emergency Operations Center (EOC) trainings and tabletop exercise.
- Implemented the new in-house ambulance program (CC Priority No. 6)
- Completed Brea's first ever Local Hazard Mitigation Plan including adoption by City Council, Cal OES and FEMA
- Fortified our EMS delivery by successfully graduating six paramedics from Saddleback College Paramedic Program
- Purchased new fire hoses and couplings as well as rope to comply with current standards and ensuring firefighter safety
- Conducted a successful firefighter recruitment
- Updated all Standard Operating Procedures and the Standard Operating Guide to align with Orange County standards
- Delivered Wildland Command and Control training with an emphasis on ICS improvements
- Actively participated in several community outreach events
- Participated in several North Net trainings including Vent-Enter-Isolate-Search (VEIS) training in which Brea Fire staff instructed the other MetroNet Fire Agencies

### Community Development

- Obtained the coveted "Prohousing Designation" from the State of California Housing and Community Development Department, which provides the City with additional grant funding opportunities and advantages related to affordable housing
- Achieved the Top Workplaces Certification in 2024, which recognizes the City's commitment to building an outstanding workforce
- Awarded \$6,028,491.51 in CalOptima Health grant funds for the development of a permanent supportive housing project, serving Extremely Low-Income homeless individuals
- Awarded a \$660,000 grant from the State Department of Housing and Community Development under the Prohousing Incentive Program
- Approved all projects related to the Brea Mall Redevelopment Project, including the reconfiguration of existing spaces adjacent to new buildings
- Launched Brea 2050: Where Opportunity Meets Community, an initiative centered on updates to the City's Focused General Plan and the Brea Core Specific Plan
- Launched Experience Brea, a comprehensive Economic Development campaign
- Developed and introduced the Online Permit Center to streamline the permit application process with real-time permit status updates available 24 hours a day, seven days a week
- Hosted in-person and virtual workshops for small businesses in partnership with the Small Business Development Center (SBDC)
- Collaborated with other City departments in the design and installation of new parklets in the Brea Downtown

- Established and started the implementation of the annual Mills Act compliance reporting procedure
- Processed two and initiated a third Omnibus Zone Text Amendments to modernize and improve relevancy and readability of the Zoning Code, along with ensuring consistency between the City policies and state law
- Processed a Zone Text Amendment to implement several Housing Element Programs, including revamping the City's Affordable Housing requirements
- Processed a Zone Text Amendment to implement a new Minor Conditional Use Permit process to streamline certain development review process
- Processed an entitlement application for new housing development (South Brea Townhomes) at the former McCulloch's Shoes property
- Initiated and continued the processing of planning entitlements for large-scale development projects and associated environmental review (i.e. Environmental Impact Report) for Greenbriar Residential Development, Amazon Warehouse, and Brea Plaza Living Apartments
- Entered into a Disposition, Development, and Loan Agreement with Jamboree Housing Corporation to develop a 39-unit permanent supportive housing project on City-owned property located at 323 North Brea Boulevard
- Continued to work with Jamboree Housing Corporation to develop the permanent supportive housing project, including approval of a Density Bonus application
- Completed seven Housing Rehabilitation Program projects for Low-Income Brea homeowners utilizing Community Development Block Grant (CDBG) funds, with three additional projects slated for completion by fiscal year-end
- Continued annual reporting of all processed Administrative Remedies to the Planning Commission and introduced a new annual reporting for all processed Minor Conditional Use Permit to the Planning Commission
- Processed 16 Temporary Use Permits, including, but not limited to, holiday events, outdoor markets, Brea 8K, and festivals
- Processed five Entertainment Permits, including for Whole Foods, Macallans Public House, The Phoenix Club, Brea Downtown Owners Association, and OC Farmer's Market
- Continued to maintain an interactive development activity map, providing a clear and accessible visualization of all development projects across Brea
- Introduced a new business recognition program known as "Business of the Quarter"
- Introduced the Business Spotlight, which highlights new businesses in print and digital media to the Brea community
- Established meaningful connections in the retail/commercial real estate sector annually by attending the International Council of Shopping Centers Conference
- Established relationships with local workforce and business organizations, including Orange County Workforce Solutions, SCORE, the Small Business Development Center, and Small Business Administration
- Assisted property owners and commercial real estate brokers in identifying potential tenants for vacant properties
- Participated in joint partnerships to understand the regional economic landscape and opportunities for collaboration

- Partnered with California State University, Fullerton to provide internship opportunities to Public Administration students to foster workforce development
- Utilized new tools to assist with Economic Development efforts, regarding commercial real estate opportunities and expanding retailers
- Implemented increased oversight over new business zoning conformance, proactively assisting new businesses in order to ensure their compliance with zoning standards prior to start of their operation
- Solicited feedback for additional methods to increase the City's business-friendly environment
- Enhanced the City's marketing opportunities with the California Film Commission
- Launched SolarAPP+, an automated online permitting platform that enables licensed contractors to apply for solar permits online and receive an instant approval and permit issuance
- Developed and launched a new overnight street parking permit portal to improve accessibility and customer service for residents
- Hired two in-house Junior Plan Checkers to support the review of residential and tenant improvement projects, enabling the Department to efficiently manage a high volume of applications, expedite reviews and permit issuance, and ensure coordination between divisions and departments
- Hired an in-house Combination Inspector to conduct technical fire safety assessments and field inspections for residential and minor commercial buildings
- Integrated PayPal with the City's permitting software (Accela) and the Online Permit Center, allowing applicants to conveniently make payments online
- Successfully closed 234 Code Enforcement cases, ensuring compliance with local and state laws designed to protect the community's health and safety

### Community Services

- Completed the first-ever Cultural Arts Master Plan
- The Curtis Theatre received over 300 play submissions for the annual Page to Stage Playwrights Festival including many from out of state and other countries
- Brea Gallery's Instagram followers increased by 5,000
- The Brea Fitness Center continues to see growing demand for its Silver Sneakers programs with classes regularly averaging 70-90 participants
- Completed the Brea Senior Center Feasibility Study funded by a Community Development Block Grant (CDBG)
- Brea Senior Center's knitting group, "Hooks and Needles for Charity," received a Congressional Certificate of Recognition and were formally entered into the Congressional Record for dedicating 25 years of service to support their community
- The Curtis Theatre earned 16 nominations and 7 wins at the OC Theatre Guild Awards for The Gentleman's Guide to Love and Murder
- Replaced all tables and chairs for the Brea Community Center's Facility Reservation program to meet ongoing and high demand

- The Brea Senior Center hosted the second Fall Mini-Carnival on Halloween for 131 seniors. The event was complete with carnival games, raffle prizes, cotton candy, a photo booth, and a hot dog lunch all provided for free thanks to 13 different senior-service sponsors
- 4,100 art submissions received during the Brea Gallery's 40th Made in California exhibit Call for Art
- A new Mobile Tech Literacy class was added in partnership with NOCE (North Orange Continuing Education) focused on helping seniors navigate smartphones, tablets, apps, and the Internet
- Brea's cultural arts programs were featured in a display at John Wayne Airport
- The Brea Senior Center organized four intergenerational lunch activities with the neighboring Boys & Girls Club of Brea, Placentia, & Yorba Linda
- Eight FreshAIR (Artist-in-Residence) weekends hosted at the Brea Gallery featuring 15 different artists working within the Gallery space. Participation was free to the public

## Public Works

- Approved a Second Amended and Restated Franchise Agreement with Republic Services to comply with Senate Bill 1383
- Approved an updated Cooperative Agreement with Orange County Waste & Recycling for the Olinda-Alpha Landfill
- Completed various Capital Improvement Projects, including Country Hills Subdivision Pavement & Water Rehabilitation Project, Walnut-Juniper-Orange Waterline Improvement Project, South Brea Sewer Repair Project, Brea Boulevard Street Improvement Project, Cliffwood Neighborhood Traffic Calming Improvements, the bridge construction phase of SR-57 Freeway/Lambert Road Interchange Project, and the Brea Creek Siphon S-2 Analysis
- Started the construction phase of the Arovista Park Modernization Project
- Assisted the Police Department in various phases of the Citywide ICC Project
- Contractor CT&T repaired east side parking lot at Brea Sports Park
- Removed 12 Tipu trees east parking lot at Brea Sports Park
- Implemented various City paving and water utility patch repairs
- Installed two A/C package units at Brea Community Center
- Completed the installation of a roundabout striping at Northwood Ave. & Berry St.
- Installed traffic calming measures such as signage, striping, speed humps on N. Puente St.
- Completed Downtown parklet paint work
- Renovated Brea Creek Golf Course driving range and completed the netting extension project
- Replaced switch gears at both Arovista and Country Hills Park
- Stood 10 street light poles
- Renewed CAL-TRANS right-of-way permit
- Planted 189 trees throughout the city
- Replaced ADA door at Brea Creek Golf Course
- Serviced water retention system at Birch Hills Golf Course
- Renovated Sport Park fields for the BIG GAME Centennial Baseball event
- Installed an emergency generator at Brea Senior Center

- Renovated parkway section at Maintenance District 6 and the greenbelt section at Maintenance District 3
- Installed new truncated domes at Brea Community Center
- Installed two package HVAC units at the Brea Community Center
- Assisted with the 20th Inner Coastal Cleanup Event with volunteers, removing 850 pounds of trash from Brea Creek to support a healthy watershed
- Inspected 120 food establishments for compliance with the Fats, Oils, and Grease Program
- Inspected all required industrial/commercial businesses for compliance with the NPDES (Storm Water) Permit
- Successfully passed the Biennial Inspection of Terminals (BIT), conducted by the California Highway Patrol
- Assisted the Police Department with vehicle fatality accident investigations
- Implemented new fleet management software, ManagerPlus, that will improve vehicle cost collection and maintenance
- Completed the Water Audit for FY 2024-25
- Completed the SSMP Audit
- Created a Water System Leak Database to comply with the State Water Resources Control Board (SWRCB)
- Completed the Spill Emergency Response Plan for the SWRCB
- Completed the Lead Service Line Inventory to be in compliance with the EPA
- Completed and submitted the Annual Water Shortage Assessment Report to the Department of Water Resources for compliance with the drought regulations for Water Supply and Demands
- Continued to promote conservation efforts at Level 2 of the Water Shortage Contingency Plan, which calls for a 20% reduction in water usage
- Distributed 157 tons of procured organic materials (i.e., compost, mulch) to Brea residents to work towards meeting SB 1383 organic procurement targets
- Conducted more than 200 Senate Bill 1383 (SB 1383) site visits/waste audits to large solid waste generators (i.e., businesses/multi-family dwellings/industrial properties)
- Awarded \$132,861 from CalRecycle for the SB 1383 Local Assistance Grant Program (Greenhouse Gas Reduction Fund)
- Awarded \$12,399 from CalRecycle for the Beverage Container Recycling City/County Payment Program (California Beverage Container Recycling Fund)
- Received approval from U.S. Department of Energy for the Energy Efficiency and Conservation Block Grant (EECBG) Program Equipment Rebate Voucher application awarding \$76,870 in funds to purchase two electric vehicles (EV's)
- Provided traffic control, street closures, and clean up for Eagle Hills Christmas Lights, Veteran's Day, and Tree Lighting Ceremony
- Cleaned and removed homeless encampment debris from the Tracks trail extension into the City of La Habra
- Collected 2,184 water samples for water quality testing
- Changed out 1,650 water meters
- Repaired and inspected 804 fire hydrants

- Responded to an estimated 1,600-1,800 customer service calls
- Hung 2,200 hang tags pass year for people that are late on water bill payment
- Inspected on 5 pump houses and 6 reservoir sites, daily.
- Exercised 1,050 gate valves
- Sent out over 2,000 backflow notices per year to stay in compliance with the state
- Performed an inventory of 12,953 service connections for the lead survey
- Sewer jetted and inspected over 500,000 feet of sewer main
- Cleaned/ Inspected 1,140 storm drains and catch basins
- Marked over 1,000 USA underground tickets in sewer/ water and storm drain