

# CITY OF ARCADIA

## City Council Regular Meeting Agenda



**Tuesday, June 15, 2021, 6:00 p.m.**

**Location: City Council Conference Room, 240 W. Huntington Drive, Arcadia**

### **VIRTUAL AND IN-PERSON MEETING INSTRUCTIONS**

This meeting of the Arcadia City Council will take place in a hybrid format. Pursuant to Governor Newsom's Executive Order N-25-20 and the Brown Act, the Arcadia City Council may meet virtually or in-person. This meeting is open to the public for in-person attendance and public comment; however, the public is also welcome to view City Council Meetings as they take place on the City's website at [ArcadiaCA.gov/livegov](https://ArcadiaCA.gov/livegov) or on ACTV (check your local listings), and to submit public comment as outlined below. In-person attendance is subject to Los Angeles County Department of Public Health regulations for COVID-19 mitigation. The City of Arcadia reserves the right to limit or deny access to City facilities. The use of face coverings is required for in-person attendance.

### **虚拟和现场出席会议指南**

本次阿凯迪亚市议会会议将以混合形式举行。根据 Newsom 州长的 N-25-20 号行政命令和《布朗法案》的规定，阿凯迪亚市议会以虚拟或现场出席的方式举行。本次会议向公众开放，公众可现场出席和提出意见；但同时欢迎公众通过市政府网站 [ArcadiaCA.gov/livegov](https://ArcadiaCA.gov/livegov) 或 ACTV（请查看您所在地的电视频道列表）参加会议，并按照以下说明提交意见。现场出席须遵守洛杉矶县公共卫生部关于缓解新冠病毒疫情的规定。阿凯迪亚市政府保留限制或拒绝个人进入市政设施的权利。亲自出席需要使用面罩。

### **How to Submit Public Comment:**

Citizens who wish to submit public comment may do so using one of the following methods. Public comment is limited to the time and words allotted.

1. **Website:** Use our online public comment form at [ArcadiaCA.gov/comment](https://ArcadiaCA.gov/comment) at least 30 minutes prior to the posted meeting time. Your comments should be 300 words or less.
2. **Email:** Please submit your comments via email to [cityclerk@ArcadiaCA.gov](mailto:cityclerk@ArcadiaCA.gov) so that it is received at least 30 minutes prior to the posted meeting time. Your email must be 300 words or less.
3. **Phone:** A conference line has been established for public comment. Your call will be recognized in the order it was received. Please keep your phone on MUTE until you are recognized for public comment.

**Conference Line:** (669) 224-3412

**Access Code:** 604-838-893#

Please contact the City Clerk's Office at [cityclerk@ArcadiaCA.gov](mailto:cityclerk@ArcadiaCA.gov) or at (626) 574-5455 for more information.

### 如何提交公众评论意见：

希望提交公众评论意见的公民可使用下列方法之一。公众评论意见受时间和字数限制。

1. **网站：**请在公布的会议时间前至少提前 30 分钟填写 [ArcadiaCA.gov/comment](https://ArcadiaCA.gov/comment) 网站上的在线公众评论意见表。您的评论意见不得超过 300 个字。
2. **电子邮件：**请通过向 [cityclerk@ArcadiaCA.gov](mailto:cityclerk@ArcadiaCA.gov) 发电子邮件的方式提交您的评论意见，我们必须在公布的会议时间前至少提前 30 分钟收到提交的评论意见。您的电子邮件不得超过 300 个字。
3. **电话：**已经为公众提交评论意见设立一条会议专线。将按先后顺序接听您打来的电话。您应当将您的电话设为“静音”，直至轮到您提出评论意见。

会议专线：(669) 224-3412

接入代码：604-838-893#

详情请洽市书记官办公室，电子邮件 [cityclerk@ArcadiaCA.gov](mailto:cityclerk@ArcadiaCA.gov)，电话号码 (626) 574-5455。

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Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 574-5455. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

根据《美国残障人法案》，需要调整或提供便利设施才能参加会议的残障人士（包括辅助器材或服务）可与市书记官办公室联系（电话：626-574-5455）。请在会前 48 小时通知市书记官办公室，以便作出合理安排，确保顺利参加会议。

Pursuant to the City of Arcadia's Language Access Services Policy, limited-English proficient speakers who require translation services in order to participate in a meeting may request the use of a volunteer or professional translator by contacting the City Clerk's Office at (626) 574-5455 at least 72 hours prior to the meeting.

根据阿凯迪亚市的语言便利服务政策，英语能力有限并需要翻译服务才能参加会议的人可与市书记官办公室联系（电话：626-574-5455），请求提供志愿或专业翻译服务，请至少在会前 72 小时提出请求。

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## CALL TO ORDER

## ROLL CALL OF CITY COUNCIL MEMBERS

Sho Tay, Mayor  
Paul P. Cheng, Mayor Pro Tem  
Tom Beck, Council Member  
Roger Chandler, Council Member  
April A. Verlato, Council Member

## PUBLIC COMMENTS (5-minute time limit each speaker)

In accordance with Executive Order N-29-20 all public participation will be conducted virtually or in-person. Public comments can be submitted via the methods described on this agenda. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

## CLOSED SESSION

- a. Pursuant to Government Code Section 54957.6 to confer with labor negotiators.

City Negotiators: City Manager Dominic Lazzaretto, Assistant City Manager/Development Services Director Jason Kruckeberg, and Administrative Services Director Hue Quach.



Employee Organizations: Arcadia Public Works Employees Association, Arcadia City Employees Association, Arcadia Police Civilian Employees Association, Arcadia Police Officers' Association, Arcadia Firefighters' Association, and unrepresented employees: Department Heads, Division Managers, Supervisors, and part-time employees.

- b. Pursuant to Government Code Section 54956.9(d)(4) to confer with legal counsel regarding potential litigation – one (1) case

**Regular Meeting  
City Council Chamber, 7:00 p.m.**

**1. CALL TO ORDER**

**2. INVOCATION**

Pastor Eva Thai-Erwin, Church of the Good Shepherd United Methodist Church

**3. PLEDGE OF ALLEGIANCE**

**4. ROLL CALL OF CITY COUNCIL MEMBERS**

Sho Tay, Mayor  
Paul P. Cheng, Mayor Pro Tem  
Tom Beck, Council Member  
Roger Chandler, Council Member  
April A. Verlato, Council Member

**5. REPORT FROM CITY ATTORNEY REGARDING CLOSED/STUDY SESSION ITEMS**

**6. SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS**

**7. MOTION TO READ ALL ORDINANCES AND RESOLUTIONS BY TITLE ONLY AND WAIVE THE READING IN FULL**

**8. PRESENTATIONS**

- a. Presentation of the Spring Home Awards by the Arcadia Beautiful Commission.
- b. Presentation of Mayor's Certificates to the Arcadia High School Co-Ed Badminton Team in recognition of their outstanding season.
- c. Presentation by the Friends of the Gilb Museum of Arcadia Heritage of a monetary gift to the City of Arcadia for the Gilb Museum of Arcadia Heritage.

**9. APPOINTMENTS**

- a. Appointments to City Boards and Commissions.  
Recommended Action: Make Appointments

## 10. PUBLIC HEARING

In accordance with Executive Order N-29-20 all public participation will be conducted virtually or in-person. Comments on a public hearing item can be submitted via the methods described on this agenda. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

- a. Resolutions relating to the adoption of the Fiscal Year 2021-22 Operating Budget and the Fiscal Years 2021-22 through 2025-26 Capital Improvement and Equipment Plan.

Resolution No. 7372 adopting a Budget for Fiscal Year 2021-22 and appropriating the amounts specified therein as expenditures from various funds.

Recommended Action: Adopt

Resolution No. 7373 adopting a Capital Improvement and Equipment plan for Fiscal Years 2021-22 through 2025-26

Recommended Action: Adopt

- b. Resolution No. 7363 confirming the Engineer's Report for the levy and collection of the Arcadia Citywide Lighting District No. 1 and the associated Assessment Diagram; and ordering the levy and collection of assessments for Fiscal Year 2021-22.

Recommended Action: Adopt

- c. Resolution No. 7364 Setting Service Rates for the collection of Residential and Multi-Family Solid Waste and Recyclables pursuant to Section 5120.7 of the Arcadia Municipal Code for Fiscal Years 2021-22 through 2025-26.

Recommended Action: Adopt

- d. Temporary Use Permit No. TUP 21-12 with a categorical exemption under the California Environmental Quality Act ("CEQA") to allow a State Fair at Santa Ana Park from July 29 through August 22, 2021.

Recommended Action: Approve

## 11. PUBLIC COMMENTS (5-minute time limit each speaker)

In accordance with Executive Order N-29-20 all public participation will be conducted virtually or in-person. Public comments can be submitted via the methods described on this agenda. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

## 12. REPORTS FROM MAYOR, CITY COUNCIL AND CITY CLERK *(including reports from the City Council related to meetings attended at City expense [AB 1234]).*

## 13. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the City Council, staff, or the public requests that a specific item be removed from the Consent Calendar for separate discussion and action.

- a. Special and Regular Meeting Minutes of June 1, 2021.

Recommended Action: Approve

- b. Resolution No. 7367 amending Resolution No. 7272 related to the Arcadia Highlands Homeowners' Association ("Highlands") boundary map and description under Exhibit "A".  
Recommended Action: Adopt
- c. Resolution No. 7369 adopting a list of projects for Fiscal Year 2021-22 funded by SB 1 : The Road Repair and Accountability Act of 2017.  
Recommended Action: Adopt
- d. Resolution No. 7371 establishing an appropriation limit for Fiscal Year 2021-22 Pursuant to Article XIII-B of the California Constitution.  
Recommended Action: Adopt
- e. Resolution No. 7374 approving participation in the Los Angeles Urban County Permanent Local Housing Allocation ("PLHA") Program for Fiscal Year 2021-22; identifying proposed activities for use of \$466,175 in PLHA funding; and authorizing the Mayor, or designee, to sign a Reimbursable Contract with the Los Angeles County Development Authority ("LACDA").  
Recommended Action: Adopt
- f. Resolution No. 7375 amending the Fiscal Year 2020-21 Capital Improvement Program Budget Appropriation for the Community Center Partition Wall Recovering Project in the amount of \$106,450, offset by a reduction in the Capital Outlay Fund, and approving a contract with Advanced Equipment Corporation.  
Recommended Action: Adopt and Approve
- g. Accept gift of \$11,750 from the Friends of the Museum for the purchase of supplies, services, and programming at the Gilb Museum of Arcadia Heritage.  
Recommended Action: Approve
- h. Statement of Investment Policy for Fiscal Year 2021-22.  
Recommended Action: Approve
- i. Professional Services Agreement with File Keepers, LLC, for Laserfiche Software Maintenance and Support in an amount not to Exceed \$21,557.  
Recommended Action: Approve
- j. Amendment to the Professional Services Agreement with All City Management Services for Crossing Guard Services in the amount of \$261,003.  
Recommended Action: Approve
- k. Amendment to the Professional Services Agreement with Executive Information Services, inc. for PS.Net Public Safety Software System Support Services in the amount of \$35,444.  
Recommended Action: Approve
- l. Amendment to the Professional Services Agreement with Robert J. Guerrero for Background Investigation Services in the amount of \$25,000.  
Recommended Action: Approve
- m. Contract with National Demographics Corporation for Professional Demographer Services related to State mandated review of voter district boundaries in the amount of \$40,000.  
Recommended Action: Approve

- n. Purchase of portable handheld and all-band mobile radios from Day Wireless Systems for the Police Department from the Equipment Replacement Fund in an amount not to exceed \$117,000.  
Recommended Action: Waive the Formal Bid Process and Approve
- o. Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of Sodium Hypochlorite for the disinfection of the City's municipal water supply in the amount of \$54,639.90.  
Recommended Action: Approve
- p. Renewal of the Memorandum of Understanding for continued participation in the San Gabriel Valley Council of Government's Neighborhood Coyote Program for a two-year period.  
Recommended Action: Approve
- q. New classification specification for Library Assistant as a part of the flexible staffing positions.  
Recommended Action: Approve

**14. CITY MANAGER**

- a. Report, discussion, and direction regarding COVID-19.

**15. ADJOURNMENT**

The City Council will adjourn this meeting in memory of former Mayor Gail Marshall's husband Bruton Marshall to Tuesday, July 6, 2021, 6:00 p.m. in the City Council Conference Room.

# Welcome to the Arcadia City Council Meeting!

The City Council encourages public participation, and invites you to share your views on City business.

**MEETINGS:** Regular Meetings of the City Council are held on the first and third Tuesday of each month at 7:00 p.m. in City Council Chambers. A full City Council agenda packet with all backup information is available at City Hall, the Arcadia Library, and on the City's website at [www.ArcadiaCA.gov](http://www.ArcadiaCA.gov). Copies of individual Agenda Reports are available via email upon request ([CityClerk@ArcadiaCa.gov](mailto:CityClerk@ArcadiaCa.gov)). Documents distributed to a majority of the City Council after the posting of this agenda will be available for review at the Office of the City Clerk, 240 W. Huntington Drive, Arcadia, California. Live broadcasts and replays of the City Council Meetings are on cable television. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice as previously described.

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all City Council meetings. Time is reserved at each regular meeting for those in the audience who wish to address the City Council. The City requests that persons addressing the City Council refrain from making personal, slanderous, profane, or disruptive remarks. Where possible, please submit a **Speaker Card** to the City Clerk prior to your comments, or simply come to the podium when the Mayor asks for those who wish to speak, and state your name and address (optional) for the record. Please provide the City Clerk with a copy of any written materials used in your address to the City Council as well as 10 copies of any printed materials you would like distributed to the City Council. The use of City equipment for presentations is not permitted.

**MATTERS NOT ON THE AGENDA** should be presented during the time designated as "PUBLIC COMMENTS." In general, each speaker will be given five (5) minutes to address the City Council; however, the Mayor, at his/her discretion, may shorten the speaking time limit to allow all speakers time to address the City Council. **By State law, the City Council may not discuss or vote on items not on the agenda. The matter will automatically be referred to staff for appropriate action or response or will be placed on the agenda of a future meeting.**

**MATTERS ON THE AGENDA** should be addressed when the City Council considers that item. Please indicate the Agenda Item Numbers(s) on the **Speaker Card**. Your name will be called at the appropriate time and you may proceed with your presentation within the five (5) minute time frame. The Mayor, at his/her discretion, may shorten the speaking time limit to allow all speakers to address the City Council.

**PUBLIC HEARINGS AND APPEALS** are items scheduled for which public input is either required or desired. Separate and apart from the applicant (who may speak longer in the discretion of the City Council), speakers shall be limited to five (5) minutes per person. The Mayor, at his/her discretion, may shorten the speaking time limit to allow all speakers to address the City Council. The applicant may additionally submit rebuttal comments.

**AGENDA ITEMS:** The Agenda contains the regular order of business of the City Council. Items on the Agenda have generally been reviewed and investigated by the City Staff in advance of the meeting so that the City Council can be fully informed about a matter before making its decision.

**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine by the City Council and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the City Council, Staff, or the public so requests. In this event, the item will be removed from the Consent Calendar and considered and acted on separately.

**DECORUM:** While members of the public are free to level criticism of City policies and the action(s) or proposed action(s) of the City Council or its members, members of the public may not engage in behavior that is disruptive to the orderly conduct of the proceedings, including but not limited to, conduct that prevents other members of the audience from being heard when it is their opportunity to speak or which prevents members of the audience from hearing or seeing the proceedings. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. All persons attending the meeting are expected to adhere to the City's policy barring harassment based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, sexual orientation, or age. The Chief of Police, or such member or members of the Police Department, shall serve as the Sergeant-at-Arms of the City Council meeting. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding official for the purpose of maintaining order and decorum at the meeting. Any person who violates the order and decorum of the meeting may be placed under arrest and such person may be prosecuted under the provisions of Penal Code Section 403 or applicable Arcadia Municipal Code section.

## 欢迎参加阿凯迪亚市议会会议!

市议会鼓励公众参与，并邀请您分享对城市管理的看法。

**会议：**市议会定期会议于每个月第一个和第三个星期二下午七时在市议会会议厅举行。在市政厅、阿凯迪亚图书馆和市政府网站（[www.ArcadiaCa.gov](http://www.ArcadiaCa.gov)）可以找到包含所有相关信息的完整市议会议程。单独的议程报告可应请求通过电子邮件索取（[CityClerk@ArcadiaCa.gov](mailto:CityClerk@ArcadiaCa.gov)）。至于在发布该议程后向市议会多数成员分发的文件，公众可在阿凯迪亚市书记官办公室查阅，地址：**240 W. Huntington Drive, Arcadia, California**。市议会会议实况将通过有线电视进行现场直播和回放。如在以往的通知中所提示，如果您参加这次公开会议，您的图像和/或声音可能被录下并播出。

**公民参与：**市议会欢迎并邀请您参加市议会的所有会议。在每次定期会议上都为那些希望在会上发言的市民留出时间。市政府要求在市议会发言的人杜绝个人攻击、诽谤、亵渎或破坏性言论。如有可能，请在发表意见之前向市书记官提交一张**发言卡**，亦可在市长宣布自由发言时直接上台发言，并说出您的姓名和地址（如果您愿意），以便制作会议记录。请向市书记官提供一份您在发言中使用的任何书面材料，以及 **10 份** 您希望分发给市议会的任何印刷材料。不允许把市政府设备用于准备发言内容。

**议程之外的事项**应当在指定的“公众评议”时间提出。在一般情况下，每位发言者将有五（5）分钟时间向市议会陈述意见，但市长可酌情缩短发言时限，以便让所有希望发言的人都有机会发言。**根据州法，市议会不得讨论或表决未列入议程的事项。此类事项将自动转给工作人员采取适当行动或作出回应，或将其列入未来会议的议程。**

**列入议程的事项**应当在市议会审议该事项时讨论。请在**发言卡**上标明事项的议程编号。在适当的时间会叫到您的名字，您可以在五（5）分钟时限内发言。市长可酌情缩短发言时限，以便让所有希望发言的人都有机会发言。

**公开听证和上诉**是为需要或希望征求公众意见的事项安排的日程。除申请人外（市议会可酌情决定延长申请人的发言时间），每位发言人的发言不得超过五（5）分钟。市长可酌情缩短发言时限，以便让所有希望发言的人都有机会发言。申请人还可以另外提交反驳意见。

**议程事项：**议程包含市议会的例行议题。一般而言，由市政府工作人员在会议前对议程中的事项进行审查和调查，以便市议会在作出决定之前能够充分了解情况。

**同意日历：**在同意日历上列出的事项被市议会视为例行公事，并将通过一项动议采取行动。除非市议员、工作人员或公众提出请求，否则不会对这些事项进行单独讨论。如果有人提出请求，该事项将从同意日历中删除，单独进行审议和采取行动。

**行为规范：**尽管市民可对市政府的政策和市议会或其成员的行动或拟议行动自由地提出批评，但不得出现干扰会议正常秩序的行为，包括但不限于在别人的发言时间内阻止别人发言，或妨碍公众听到发言内容或看到议程进展状况。市民亦不得威胁进行身体伤害或以可能被合理理解为作出身体伤害紧迫威胁的方式行事。所有出席会议的人都必须遵守市政府的反骚扰政策，禁止基于个人种族、宗教信仰、肤色、原国籍、祖籍、身体残障、疾病、婚姻状况、性别、性取向或年龄骚扰他人。警察局长或警察局其他成员将担任维持市议会会议秩序的保安官。保安官将执行会议主持人的一切命令和指示，以维持会议秩序和行为规范。对任何违反会议秩序和行为规范的人可执行拘捕，并可能根据《刑法典》第 403 条或《阿凯迪亚市政法典》相关条款提出起诉。



# STAFF REPORT

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Office of the City Clerk

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager  
By: Linda Rodriguez, Assistant City Clerk

**SUBJECT:** APPOINTMENTS TO CITY BOARDS AND COMMISSIONS  
**Recommendation:** Make Appointments

## **SUMMARY**

Annually, the City Council appoints individuals to serve on various City Boards and Commissions. This agenda item will enable the City Council to take action to fill those vacancies on the Arcadia Beautiful Commission, Human Resources Commission, Library Board of Trustees, and Senior Citizens' Commission, where terms will expire June 30, 2021. There are sufficient nominees who have submitted applications to fill all open seats, with the exception of the Senior Men's Club position on the Senior Citizens' Commission; that spot will remain vacant until a candidate is identified.

## **DISCUSSION**

Boards and Commissions exist to advise the City Council on matters that impact Arcadia residents. There are currently seven Boards and Commissions: Arcadia Beautiful, Arcadia Museum, Human Resources, Library Board of Trustees, Planning, Recreation and Parks, and Senior Citizens'. Each appointed member may generally serve up to two (2) consecutive four-year terms. The exception to this rule is the Senior Citizens' Commission, where members may serve up to two (2) consecutive two-year terms. Each term begins July 1 and ends June 30.

It is recommended that the City Council fill vacancies on the following Boards and Commissions.

- Arcadia Beautiful Commission (3 positions open)
- Human Resources Commission (1 position open)
- Library Board of Trustees (1 position open)

- Senior Citizens' Commission (1 At-large and 3 Service Club positions open)

In order to facilitate City Council action, the following documents are attached to this staff report:

1. Attachment No. 1 - "Appointment Summary," which shows the number of vacancies open on each Board/Commission, which members are eligible for reappointment, and the names of individuals who have submitted resumes interested in serving on that particular Board/Commission.
2. Attachment No. 2 - Current Boards and Commissions Roster
3. Attachment No. 3 - Citizen Service Resumes and letters of recommendation from Arcadia Service Clubs, if required.

All applicants have been verified as residents and registered voters of the City.

Of note, the President of the Senior Men's Club has indicated that efforts to find a nominee to fill that position have been unsuccessful due to the lack of interest and a decline in membership. Staff is currently reviewing the Commission's bylaws and may make recommendations to the City Council on policies going forward to provide more flexibility on appointments to the Senior Citizens' Commission. In the meantime, the position on the Senior Men's Club will remain vacant until a candidate is identified, and the position can be filled.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

### **FISCAL IMPACT**

There is no fiscal impact as a result of City Council action on this item.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action is exempt under the California Environmental Quality Act ("CEQA"); and make appointments to fill vacancies on Arcadia Boards and Commissions where terms will expire June 30, 2021.

Attachments: Appointment Summary Sheet  
Current Board and Commission Roster  
Citizen Service Resumes



## 2021 BOARDS AND COMMISSIONS APPOINTMENT SUMMARY

ARCADIA BEAUTIFUL COMMISSION		*3 Positions Open	Interested in 2021	
Applicants on File	Burton Brink	Eligible for Reappointment	YES	
	Robert Miller	Eligible for Reappointment	YES	
	Sheryl Hunter	Eligible for Reappointment	YES	
	Huong McMahon			
	John McMahon			
	Sudhir Agrawal			
	Eric Wong			
	Xinling Ouyang			
	Arthur Fry			
	Alejandro Garza			
HUMAN RESOURCES		* 1 Position Open	Interested in 2021	
Applicants on File	Chris Yu-Ling Chai			
	Ching Jung (Cheryl) Chan			
	Eric Wong			
	Huong McMahon			
	James Dolan			
	Jeffrey Brockmeier			
	Liz Zhang			
	Michael Cao			
	Robert Bolster			
	Robert Perez			
	Sudhir Agrawal			
	Tina Rodriguez			
	Victoria Aguayo Schupbach			
LIBRARY BOARD		*1 Position Open	Interested in 2021	
Applicants on File	Jagdeep Singh			
	Alan Blackwell			
	R. Carlton Seaver			
	Ronald Larson			
	Sudhir Agrawal			
	Eric Wong			
	Li Zhang			
	Alejandro Garza			
SENIOR CITIZENS'		*1 At-Large position open *3 Service Club positions open (2-year terms)	Interested in 2021	Recom. Letter
At-Large Position	Jagdeep Singh			
	Anthony Leung			
	Robert Perez			
	Alan Blackwell			
	Michael Cao			
	John McMahon			
	Sudhir Agrawal			
	Julie Asuncion			
Traveler's Club	Marilyn Mazone	Eligible for Reappointment	YES	YES
Senior Men's Club	Vacant until a candidate is identified and the position is filled.			
Arcadia Senior Friendship Club	Margaret Swope			YES

**ARCADIA CITY COUNCIL & BOARDS AND COMMISSIONS ROSTER**  
240 W. HUNTINGTON DRIVE, ARCADIA, CA 91007

**CITY COUNCIL**

**Regular Meetings – 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of each month, Conference Room, 6:00 p.m.; Council Chamber, 7:00 p.m.**

Sho Tay, Mayor  
Paul P. Cheng, Mayor Pro Tem  
Tom Beck, Council Member  
Roger Chandler, Council Member  
April A. Verlato, Council Member

**TERM EXPIRES**

April 2022#  
April 2024  
April 2022#  
April 2022#  
April 2024#

**ARCADIA BEAUTIFUL COMMISSION**

**Meetings are held as needed at a time and place tbd (Liaison: Cheng)**

Burton Brink  
Robert Miller  
Barbara Lyle  
Ethel Laczko  
Sheryl Hunter  
Gary Brewer  
Lee Shimmin

6-30-21  
6-30-21  
6-30-24#  
6-30-24#  
6-30-21  
6-30-23  
6-30-23#

**ARCADIA MUSEUM COMMISSION**

**Meetings are held on 1st Wednesday of every other month, Museum Conference Room, 5:00 p.m. (Liaison: Verlato)**

Dale Carter  
Billie Tone  
Virginia Blitz  
Carlos Reza, Jr.  
Jeanne Roy

6-30-22#  
6-30-22  
6-30-22  
6-30-24#  
6-30-22

**HUMAN RESOURCES COMMISSION**

**Regular Meetings – 2<sup>nd</sup> Thursday of each month, Council Chamber, 5:30 p.m. (Liaison: Tay)**

Lula Eskander  
Kaitlyn Jeong  
John McMahon  
Michael Rock  
Chingchia (Thomas) Tseng

6-30-24  
6-30-23  
6-30-21#  
6-30-24#  
6-30-22

**LIBRARY BOARD**

**Regular Meetings – 3<sup>rd</sup> Thursday of each month, Library Conference Room, 4:30 p.m. (Liaison: Cheng)**

Elizabeth Renfrew  
Barbara Delphey  
Janet HasBrouck  
Alice Wang  
Miriam Carter

6-30-24#  
6-30-22#  
6-30-21#  
6-30-23#  
6-30-22

**PLANNING COMMISSION**

**Regular Meetings – 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month, Council Chamber, 7:00 p.m. (Liaison: Beck)**

Kenneth Chan  
Marilynne Wilander  
Deborah Lewis  
Zi Lin  
Brad Thompson

6-30-22#  
6-30-22  
6-30-24#  
6-30-22#  
6-30-23#

Revised 04/21/21

**# Indicates serving second term**

**RECREATION AND PARKS COMMISSION****TERM EXPIRES**

Regular Meetings – 2<sup>nd</sup> Wednesday of each month, Recreation Department, 375 Campus Drive, 6:00 p.m. (Liaison: Tay)

Karen Yu (Filling Unexpired Term)	6-30-23#
Randall (Randie) Fowler	6-30-22#
Peter Chu	6-30-23
Steve Swinney	6-30-24#
Valerie Cheung	6-30-24

**SENIOR CITIZENS' COMMISSION**

Regular Meetings – 1<sup>st</sup> Thursday of each month, Recreation Department, 375 Campus Drive, 4:00 p.m. (Liaison: Cheng)

Nilo Salazar – Golden Age Club Appointment	6-30-22
Ralph C. Martinez – At Large Appointment	6-30-21#
Donna Salter – At Large Appointment	6-30-22
Marilyn Mazon – Traveler's Club Appointment	6-30-21
William Gleason – Senior Men's Club Appointment	6-30-21#
Dorothy Wadley – Arcadia Senior Friendship Club Appointment	6-30-21
Kathrynn Penny – At Large Appointment	6-30-22
Charlene Martinez– Assistance League	6-30-22

**CITIZEN'S FINANCIAL ADVISORY COMMITTEE**

Meetings to be held on an as needed basis (Liaison: Quach)

Mickey Segal  
Robert Miller  
Tommy Thai  
Howard Ursettie  
Jessica Louie

# **ARCADIA BEAUTIFUL COMMISSION**

## **APPLICANTS**



# CITY OF ARCADIA

RECEIVED  
CITY OF ARCADIA

## Citizen Service Resume

APR 08 2021

CITY MANAGER

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Arcadia Beautiful Commission* | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission                | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Human Resources Commission               | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees                |  |

\*\*\*\*\*

NAME BRINK BURTON \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE —

EMAIL ADDRESS [REDACTED] OCCUPATION RETIRED

EMPLOYER RETIRED ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 55 YRS ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

RIO HONDO COLLEGE  
LOS ANGELES SHERIFF'S DEPT.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

ELK'S LODGE  
ARCADIA BEAUTIFUL COMMISSION MEMBER

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

ALREADY ON COMMISSION

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

To KEEP ARCADIA BEAUTIFUL

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☐ YES ☐ NO N/A

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE

4-3-21

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007





# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

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MAY 12 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Arcadia Beautiful Commission* | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission                | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Human Resources Commission               | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees                |  |

\*\*\*\*\*

NAME Miller Robert F.  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Financial Consultant

EMPLOYER R.F. Miller & Associates ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 40 Years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☒ YES ☐ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates) B.A. U of Minnesota, Master of Science Financial Services (MSFS), Chartered Life Underwriter (CLU), Chartered Financial Consultant (ChFC), Certified Financial Planner (CFP), FINRA Resolution Dispute Arbitrator, and 20+ years as Regional VP managing and training a large employee group in Southern California. US Army Security Agency 1964-1970.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Currently serving as Chairman of the Arcadia Beautiful Commission and will complete my 5th year 6/30/21. I was originally appointed in 2016 to fill a vacant seat. I am applying to allow me to complete 8 years on the commission. I also served on the Arcadia Citizens Financial Advisory Committee from 2018 to present. Please see attached updated bio for additional industry and national involvements.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

40 years Arcadia resident. Professional & College training in finance, planning, arbitration, expert witness work, with genuine interest in maintaining the community of homes atmosphere in Arcadia. Sensitive to regulatory and enforcement issues and open minded to alternatives. Experienced in negotiation and attaining compromise. Transfer of my practice to full retirement now affords me the time to pursue my desire to be of service and become more actively involved in the community.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

To assist the City Council in encouraging, recognizing, and rewarding Arcadia residents for helping to maintain the community of homes atmosphere while at the same time promoting water conservation, tree preservation and replacement and land use appearance standards.

**ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?**

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

**I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

[REDACTED SIGNATURE]

SIGNATURE

5/5/21

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

**ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?**

☒ YES ☐ NO

**DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?**

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☒ YES ☐ NO

\*\*\*\*\*

**PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:**

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007





**Robert F. Miller,**  
**CLU®, ChFC®,**  
**CFP®, MSFS**

Over Bob's 55+ year career, he has worked side by side with hundreds of affluent families. His history in the business brings a depth of insight and expertise to new and existing client situations.

#### Background...

After graduation from the University of Minnesota, he began his career with Connecticut General Life Insurance Company in Minneapolis in 1965 as a Management Trainee. He quickly climbed the ranks and, by 1974, became an advisor's advisor, helping planners to create and deliver comprehensive estate and financial plans to their clients. In 1984, Bob was asked to run the company's Greater Los Angeles Agency.

#### Awards and achievements...

During his career as an agency manager, he received the National Management Award from the General Agents and Managers Association for 16 consecutive years and was designated a Life and Qualifying member.<sup>1</sup> Bob and his office also received Connecticut General's Outstanding Agency Award four times for their achievement of superior results.<sup>2</sup>

<sup>1</sup>Awards are based on membership, overall agency growth and development of personnel. No fees were paid for the nomination, receipt or promotion of this award which was independently granted.  
<sup>2</sup>Awards were given by the company based on growth, budget control, recruiting and financial management.

#### Private practice...

After completing a 20-year career in management, Bob chose to devote his full focus to a growing professional practice. Since then, he has received recognition as one of the industry's top financial professionals.

Bob was admitted to the Registry of Financial Planning Practitioners, one of this industry's most elite organizations. This professional certification was transferred to the CFP® Board of Standards in 1995.

#### Education, designations & industry involvement...

In addition to holding several professional designations, as well as a Master of Science in Financial Services degree, Bob is active in The Association of Advanced Life Underwriting, The National Association of Insurance and Financial Advisors, The Society of Financial Service Professionals®, where he was recently awarded Member Emeritus status, and The Financial Planning Association (FPA). Bob has also served as President of the Greater Los Angeles Chapter of the General Agents and Managers Association, as Secretary/Treasurer of the Greater Los Angeles President's Council. He is also a regular attendee at the Heckerling Institute on Estate Planning offered by the University Of Miami School Of Law.

Bob completed a two-year term as the national Chairman for The Resource Group, comprised of only those planners who make up Lincoln Financial Advisors' top 10%. In this volunteer role, Bob was responsible for interfacing with top planners to facilitate idea sharing and innovation on behalf of affluent clients throughout the country. His continuing involvement and qualification as a life member in this organization means his clients are constantly exposed to the most current and sound strategies available.

#### Speaking engagements...

Bob has been a frequent speaker at CIGNA Financial Advisors, Lincoln Financial Advisors, Life Underwriters groups, General Agents and Managers Association meetings, FPA meetings, as well as at many other life insurance and investment industry meetings. He has regularly conducted estate and financial planning seminars for professional groups and has also been a workshop and platform speaker at many association meetings. In addition, he has appeared on a number of radio and television programs to discuss a variety of financial subjects.

Bob was registered with the California State Department of Insurance as a Provider Director and Continuing Education Instructor as well as with The Financial Planning Association. He regularly conducted continuing education training courses for professional groups, including financial and estate planners, CPAs, attorneys, insurance professionals and investment managers.

#### Article credits...

He is the author of "Immediate Pre-Mortem Estate Planning," which appeared in the CLU Journal, a publication of The Society of Financial Service Professionals®, and in the Monthly Digest of Tax Articles. Bob is co-author of the "Life Insurance Funding" section for the California Continuing Education for the Bar text on "Business Buy Sell Agreements" (2006-2014 editions). Bob also has consulted as an expert witness in litigation relating to fixed and variable life insurance and annuity products and is approved as a

FINRA Resolution Dispute Arbitrator. In addition, he regularly provides professional courtesy reviews of financial and insurance proposals for attorneys and CPAs.

#### Practice focus...

- Wealth accumulation & preservation
- Employee benefit planning
- Executive compensation planning & design
- Family business consulting
- Business continuation and transfer planning
- Retirement planning
- Charitable planning
- Insurance analysis and review

#### Personal notes...

Bob and his wife, Carol, have two children and 3 grandchildren and reside in Arcadia, California where he currently serves as Chairman of the Arcadia Beautiful Commission and is also a member of the Arcadia Citizens Financial Advisory Committee. Bob's also served in the US Army Security Agency from 1964-1970. As an avid jogger turned running enthusiast, Bob has been a frequent entrant in Los Angeles area marathons and half marathons and in local 5k and 10k races. Bob also ran the 100<sup>th</sup> Boston Marathon and the 25<sup>th</sup> NY and LA City Marathons and 12 others.

Robert F. Miller



California Insurance License No. 0488959

**Sagemark**  
Consulting™  
A division of Lincoln Financial Advisors®



Robert F. Miller is a registered representative of Lincoln Financial Advisors Corp. Securities offered through Lincoln Financial Advisors Corporation, a broker/dealer (Member SIPC). Advisory services offered through Sagemark Consulting, a division of Lincoln Financial Advisors, a registered investment advisor. Insurance offered through Lincoln Marketing and Insurance Agency, LLC and Lincoln Associates Insurance Agency, Inc. Variable insurance offered through Lincoln Financial Advisors Corp., a broker/dealer (Member SIPC). Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates. CFP® and CERTIFIED FINANCIAL PLANNER® are federally registered marks of the Certified Financial Planner Board of Standards, Inc. (Rev. 5/2021) CRN-3575214-050321



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
MAY 06 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Arcadia Beautiful Commission* | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission                | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Human Resources Commission               | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees                |  |

\*\*\*\*\*

NAME Hunter Sheryl L  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] ON retired teacher

EMPLOYER [REDACTED] ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 33 yrs ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)

B.A. Cal State LA

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Current member Arcadia Beautiful Commission

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Love + value the city of Arcadia Beautiful projects

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)



WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Continue serving the city

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED SIGNATURE]

SIGNATURE

5/3/2024  
DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

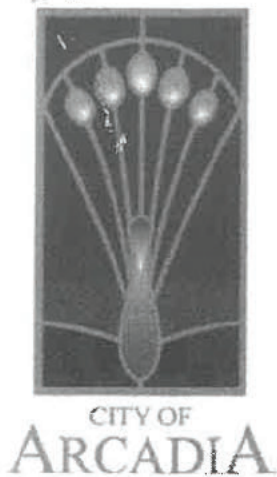
THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
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CITY OF ARCADIA  
MAY 06 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*  
☐ Arcadia Museum Commission  
☒ Human Resources Commission  
☐ Library Board of Trustees

- ☐ Planning Commission  
☐ Recreation and Parks Commission  
☐ Senior Citizens Commission

\*\*\*\*\*

NAME McMahon Huong Sueyen  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE \_\_\_\_\_

EMAIL ADDRESS [REDACTED] OCCUPATION Electrical Engineer

EMPLOYER LADWP (retired) ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 23 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

Bachelor of Science Electrical Engineering, California State University, Los Angeles  
Master of Science Electrical Engineering, University of Southern California  
Master of Business Administration, Claremont Graduate University

Licensed Professional Engineer, State of California  
Licensed Balancing, Interchange, and Transmission Operator, North American Electric Reliability Council

### Community Involvement (List organization memberships and committee assignments)

I was a member of the Speakers Bureau at the Los Angeles Department of Water and Power (LADWP). I engaged in many speaking functions at local schools, clubs, and at community events on subjects regarding water and power to the



residents of Los Angeles. I also sat on the board for the City of Los Angeles as a structured interview rater in many university on-campus recruitments, and minority & women engineering recruitment events.

My husband and I hosted neighborhood block parties for several years (except 2020). I also started a plant exchange idea with neighbors where we share excess plants with others. I provide cuttings, propagations, and planting guidance to my friends and neighbors. I am an amateur painter with interest in various types of visual arts.

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

**Background:**

I worked 34 years as an Electrical Engineering supervisor (retired 2020) at the Los Angeles Department of Water and Power (LADWP) with experience in power transmission, distribution, operations, and regulatory compliance. I managed the marketing and allocations of the LADWP transmission network on a website called Open Access Same time information system (OASIS) from 1997 to 2020. OASIS is under the jurisdictions of the Energy Regulatory Commission (FERC). Due to the nature of OASIS being an interstate commerce; strict guidelines on the Standards of Conduct (SOC) must be followed. I developed the SOC on-line training courses and my engineers trained and tested over 1000 LADWP employees annually. My work included contract negotiations, billing/settlements, project management for software acquisition, implementation, and operations. Since LADWP decided to join the Western Energy Imbalance Market (EIM) more than 5 years ago, I had been involved with LADWP Regulatory, Legal, engineers, consultants, vendors, and other utilities to help with every aspect of the EIM Grid Operations implementations. I was also on many transmission technical committees with members from utilities throughout the western states and Canada for the next phase or the extended Day-ahead Market (EDAM) designs and enhancements.

My general interests include American history, Asian (especially Chinese and Vietnamese) immigrants experience in the United States, painting and visual arts, modern architecture, public and private gardens landscape designs, and the use of succulents and low maintenance plants in residential settings.

**Human Resource Commission:**

I am interested in corporate management and human performance. As part of my MBA program, I took courses in Labor law and Contract laws. Additionally, I had the privilege to take two courses with the father of modern management, Peter Drucker. He believed that management's job is to provide the tools and resources to make work fulfilling and workers productive. As a supervisor of a technical engineering team in electrical transmission sales for over 15 years, I have to balance the external requirements such as regulatory compliance, customer demands, market forces, with internal corporate expectations; and to motivate my team to provide their best performance and results. Many of the contracts that I was responsible for were in high demand by energy traders, but their complexity made marketing them a less-than-ideal endeavor. Market manipulation and preferential treatment was always a concern. I was a civil servant working for the City of Los Angeles for 34 years, and also member of a union throughout my working career, I was very aware of the personnel rules and laws governing Equal Employment Opportunity for both the employers and employees. I believe my experience and knowledge will help me evaluate employment issues and make recommendations to the City Administrators.

**Arcadia Beautiful Commission:**

I am an avid gardener that spends two to three hours each day, tending to my gardens. Most of the plants were put in by myself with help from my husband, over the 20 plus years that we lived in Arcadia. My husband and I take pride in

our yard when neighbors stop by to talk and take pictures. We were the winners of the Arcadia Beautiful award many years ago. I designed my front and backyard; and continuously improve our plantings to suit the changing climate and environment. As a result, I have added succulents and draught tolerant plants, and added drip systems throughout to save water. I became knowledgeable about trees, plants, water conservation, and learned how to do propagations. I think a water-wise design can showcase not just native plants' beauty but they also provide a diverse environment to support migratory birds, butterflies, wild lives, and insects. It is a delight for us to have them around in my yard.

I love to decorate my house to celebrate the holiday seasons. We also drive around to look at neighbor's Christmas decorations and enjoy the festivities. My company LADWP and my fellow electrical workers had sponsored the holiday decorations at the Griffith Park zoo drive for many years. I took a lot of clues from those marvelous designs. My enthusiasm for holiday decorations will help me enjoy judging my fellow neighbors on their holiday lights.

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

**Human Resource Commission:**

I would like to see our city be a magnet of qualified candidates with diverse backgrounds who will stay long-term and serve Arcadia residents in careers that they can be proud of. I often heard that many highly competitive jobs openings do not have enough candidates to apply, or to select from. Arcadia is the best city to live in, let's also make it the best city to work for. This may involve more innovative ways for recruitment, retention, with competitive salaries, benefits, and advancements. City government jobs were never glamorous careers that can attract everyone, but we need to recruit and retain the best so the residents can continue to benefit from a well-run city government.

**Arcadia Beautiful Commission:**

I think the goal of the Arcadia Beautiful Commission is to encourage residents to find beauty and solace in their own living environments. This is especially true during the covid-19 lockdown, when many residents are confined to their own houses and immediate surrounding areas. Working in one's yard can provide calm, satisfaction, and to enjoy the fruit of one's labor. However, it also provides a chance for neighbors to enjoy one's hard work, and to give them a moment of tranquility and appreciation for the simpler things in life. Sparkling lights give children the sense of normalcy during holidays, when they face unsettling anxieties from difficulties that the adults have to deal with. It will be my honor to evaluate and recognize the contributions of my neighbors who work so hard to provide the beautiful environment to our fellow Arcadia residents.

**ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?**

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

**STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?**

☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

5/5/21

SIGNATURE

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. *ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?*

☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:  
CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007





# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
MAY 06 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*  
☐ Arcadia Museum Commission  
☐ Human Resources Commission  
☐ Library Board of Trustees

- ☐ Planning Commission  
☐ Recreation and Parks Commission  
☒ Senior Citizens Commission

\*\*\*\*\*

NAME McMahon John Dennis  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE \_\_\_\_\_

EMAIL ADDRESS [REDACTED] OCCUPATION Civil Engineer, Expert Witness

EMPLOYER LADWP (retired) ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 21 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

Bachelor of Science Civil Engineering, with half of the credits earned from Columbia University before transferring to obtain my degree from the University of Colorado

Executive Management Certification, Claremont Graduate University

Licensed Professional Engineer, State of California

### Community Involvement (List organization memberships and committee assignments)

I am currently a Human Resources Commissioner for the City of Arcadia. I served two full terms (expiring June 2021) plus one partial term. I am very acquainted with key personnel of the city and its governance.



I am a block captain for my local Neighborhood Watch program. My wife and I hosted neighborhood block parties for several years (2020 event canceled due to the pandemic).

Our home is a past winner of Arcadia Beautiful award, with design and planting performed by my wife and myself.

I am on the Board of Directors for Underground Service Alert of Southern California (Digalert) since 1995. Digalert is the "contact before you dig center" for southern California. I am currently serving my 15<sup>th</sup> year as a member of the Executive Committee. I am also a member of the Digalert Election Committee, Committee to update mission statement/By-Laws, and Committee to obtain and authorize funding for the annual Digalert float at the Pasadena Rose Parade.

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

**Background:**

Los Angeles Department of Water and Power: 36 years at several levels of civil engineering, and retired as manager of a large group of engineers and technicians. My work included design, specification writing, contract administration, project engineering, project management, and construction management.

Engineers and Architects Association: 5 years as a Labor Representative and Director of Communications. Represented city employees in grievances, discipline, contract negotiation, and produced a monthly newsletter, developed two websites, and composed daily updates on union information.

Expert Witness: I am self-employed for last 15 years (since retirement) in the field of excavation safety. I represented many utilities and contractors to help their legal departments in accident investigations, expert testimonies, depositions, litigation preparation, mediations, and settlements.

I am a licensed Professional Engineer in California. My hobbies and interest include classic car restoration, astronomy, landscape design/construction, American history, and social/economic/demographic issues facing America today.

My many years of serving as an Arcadia Human Resources Commissioner help me understand and respect the complex functions of my City. Since I will be termed out in June 2021, I am applying to both the Senior Citizen Commission and the Arcadia Beautiful Commission. I wish to continue to serve my community using my experience and knowledge; and finding innovative ways to make any commission to which I am appointed function as well as possible.

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

**Senior Citizens' Commission:**

This Commission is dedicated to providing various programs to help our numerous Senior Citizens. Such activities include bus trips to special events; classes specially designed for seniors; lunch at the Community Center; transit for seniors, etc...with a goal to keep our seniors active and healthy, both in body and spirit. Unfortunately, not all Arcadia seniors are aware of, or participate in these wonderful programs. I have participated and enjoyed some of those activities. I would like to see more seniors in our community, especially those who are new to our programs, take advantage of them as well. For example, hosting special pilot events that may be appealing to special segments of our seniors may help recruit those who otherwise never use our services.

**Arcadia Beautiful Commission:**

This Commission encourages Arcadia residents to take pride in their homes, by giving recognition to those who demonstrate extra effort in attractive garden designs or innovative holiday lighting. In recent years, special attention is given to properties that represent effective ways to save water. These awards help raise the value of Arcadia to its residents and to bring awareness of water-saving methods to everyone. My interests in this area will help me advocate and promote the goals of the Commission.

**ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?**

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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☐ YES ☐ NO

**I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
[REDACTED SIGNATURE] 05/05/21  
DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

**ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?**

☒ YES ☐ NO

**DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?**

☒ YES ☐ NO

**THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☒ YES ☐ NO

\*\*\*\*\*

**PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:**  
**CITY CLERK'S OFFICE**  
**240 W. HUNTINGTON DRIVE**  
**ARCADIA, CA 91007**





# CITY OF ARCADIA

## Citizen Service Resume

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(626) 574-5410

RECEIVED  
CITY OF ARCADIA

MAY 06 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*
- ☒ Arcadia Museum Commission
- ☒ Human Resources Commission
- ☒ Library Board of Trustees

- ☒ Planning Commission
- ☒ Recreation and Parks Commission
- ☒ Senior Citizens Commission

\*\*\*\*\*

NAME Agrawal Sudhir Kumar  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Project Engineer - Project Manager

EMPLOYER Southern California Gas Co. ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 40 Yrs ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☒ YES ☐ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)

M.B.A (Marketing/ Finanacial/ Behaviour); M.S. (Mechanical Engg.); B. S. (Mechanical Engg.)  
Professional Engineer (P.E.) - State of California  
Certified Construction Manager (C.C.M.); Cal OSHA (Safety Certification)  
Transportation Leadership Academy Certification  
LEED - GA (Sustainability and Green Building)

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Currently on California Building Standards Commission - Codes Advisory Board - 21 years  
Past-President, Board of Directors, Life Member, Regional Vice Chair - ASHRAE -30 years  
Member - ASHRAE, ASME, ASPE, SFPA, APTA, AEE, CMAA, USGBC - 25 years  
Served on Advisory Board - LAUSD, LADWP, LA Metro - Strategic Planning, Mission and Vision  
Served on Dispute Review Board, worked with the Office of Inspector General for Technical audits of Contractors and vendors. Toastmaster - Past President and Area Governor, Distinguished (DTM)

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

40 years' Experience in Building Construction Industry - Technical and Field knowledge. Managed several multi-million dollar projects successfully, interfaced, provided directions, evaluated and presented reports. Team Player - Always worked with Professionalism, Ethically, will follow City and Council discretions. Planned, managed, organized, recognized, mentored people. Taught at Cal State, Los Angeles - 5 years, part time senior level course.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Avoid misunderstanding/confusion, provide clarity, define intent of the rules and policies, help in evaluating guidelines, understand City needs, work with City's common Goals & Objectives, serve as Volunteer at no compensation, make myself available to attend Board/ Commission meetings. I do not hold any public elected position.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

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☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED SIGNATURE]

SIGNATURE

5/1/21

DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007





# CITY OF ARCADIA

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(626) 574-5410

RECEIVED  
CITY OF ARCADIA

MAY 06 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*
- ☒ Arcadia Museum Commission
- ☒ Human Resources Commission
- ☒ Library Board of Trustees

- ☒ Planning Commission
- ☒ Recreation and Parks Commission
- ☐ Senior Citizens Commission

\*\*\*\*\*

NAME Wong Eric Mark  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS wong-e@sbcglobal.net OCCUPATION retired (from civil service)

EMPLOYER \_\_\_\_\_ ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 16 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)

B.A. business/accounting

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Longley Way School parent volunteer  
Arcadia Public Library supporter

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Cal state LA recruitment committee /volunteer  
IRS recruitment volunteer

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

*Board members should be responsive + understand the needs/concerns of the Arcadia residents and also be able to articulate views/opinions with other board members. The overriding goal are to act in the collective interest of Arcadia.*

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

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☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED]

RE

4/29/21  
DATE

\*\*\*\*\*

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☒ YES ☐ NO

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☒ YES ☐ NO

\*\*\*\*\*

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MAY 19 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Arcadia Beautiful Commission* | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission                | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Human Resources Commission               | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees                |  |

\*\*\*\*\*

NAME OUYANG XINLING \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ OCCUPATION Environmental Scientist

EMPLOYER Southern California Edison ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 13 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

- M.S. in Environmental Health Sciences, Dept. of Env. Health Sciences  
School of Public Health, UCLA, Los Angeles

- B.S. in Hydrogeology and Engineering Geology, Chengdu University of Technology,  
Chengdu, China

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Camino Grove Elementary School - PTA member

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I have been working in Environmental field for over 20 years, including water quality, air quality, biological resource, etc. I am familiar with vegetation management work, and work regulations related to veg. work.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)



WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

*As a long term resident of Arcadia, knowing the history of this beautiful city, I have passion to keep my own city more attractive and more beautiful. And this is my responsibility too. Therefore, working in Beautiful Commission will achieve the goal.*

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

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☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

*5/14/2021*  
\_\_\_\_\_  
DATE

\*\*\*\*\*

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☒ YES ☐ NO

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☒ YES ☐ NO

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☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# Xinling Ouyang

A highly motivated and goal-driven environmental project manager coupling relevant practical experience with a Master's degree in Environmental Health Sciences. Adept in the abilities of project planning, budgeting, scheduling, report writing and technical leadership. Excellent at cultivating strong working relationships with clients, stakeholders and all levels within an organization. Strong knowledge of federal, state and local environmental regulations.

## Area of Demonstrated Performance:

- Project Management
- Experienced Team Leader
- Results Oriented
- Air Quality Permitting
- CEQA/NEPA Compliance
- Ability to Manage Cross Functional Teams
- Ability to Delegate Effectively
- Proficiency in Environmental Technical Knowledge
- Analytical Thinking
- Conflict Resolution
- Excellent Communication
- Coastal Development Permitting

## WORK EXPERIENCE

**Environmental Project Manager, Southern California Edison**  
2244 Walnut Grove Ave., Rosemead, CA

March 2007 – Present

- Develop and manage coastal permitting program in support of SCE electrical infrastructure projects. Secure environmental authorizations and/or permits from the State Coastal Commission or Local Coastal Programs/Plans agencies. Maintains relationships with local, state and federal agencies, and provides environmental compliance and strategy for projects and programs to all levels of leadership within SCE.
- Responsible for preparing environmental documentation (Proponent's Environmental Assessment and joint Environmental Impact Report/Environmental Assessments/Initial Studies) in support of SCE Transmission and Substation projects.
- Manage environmental compliance activities, conduct environmental reviews, and prepare environmental compliance documentation with respect to the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and other applicable authorities.
- Implement environmental (CEQA/NEPA) requirements during project siting, licensing, and execution to ensure compliance with federal, state and local regulations, license and permit conditions.
- Provide environmental and multidisciplinary subject matter expertise, manage cost, schedule, scope and resources to facilitate all licensing objectives and ensure SCE's compliance with all applicable laws and policies.
- Lead and manage all project documentation, including schedule, agency data requests and submittals, resource coordination and allocation, resolution of action items and corrective actions, status updates to management, contract and budget management.
- Manage cross-functional teams of consultants, contingent workers and subject matter experts.
- Mentor new employees and actively involve them in decision making to expand their knowledge base in preparation for coordinating and managing their own projects in the future
- Identify issues/risks, monitor non-compliance trends, provide root cause analysis/remedial actions and track and report on project and vendor performance using Microsoft Project, Excel, Word, Visio and PowerPoint.
- Manage all proposed third-party development projects by coordinate and review the third party CEQA or NEPA documents to determine if SCE's portion of works can be exempted under California Public Utility Commission (CPUC) GO131D. If not, coordinate with SCE project team and the third party to prepare CPUC Permit to Construct (PTC) filing.
- Manage and Coordinate all environmental reviews for development projects on Catalina Island SCE Pebbly Beach Generation Station, including electricity, water, and gas projects.

# Xinling Ouyang

## **Senior Environmental Scientist, URS Corporation**

October 2005 – March 2007

300 N. Sepulveda Blvd., Suite 1000, El Segundo, CA

- Assisted project manager to provide leadership and direction to air quality permitting project teams. Helped team members to understand air permit project processes, gather requirements, identify potential usability issues, manage scope, and ensure that an appropriate level of application quality was maintained at all times.
- Lead air quality permitting services, including the preparation of Regional Clean Air Incentives Market (RECLAIM) and Title V permit applications, within the South Coast Air Quality Management District (SCAQMD), for the ExxonMobil Refinery in Torrance, California.

## **Environmental Scientist, URS Corporation.**

February 2001 – October 2005

10723 Bell Court, Rancho Cucamonga, CA

- Conducted air permit consulting services, including the preparation of several Regional Clean Air Incentives Market (RECLAIM) and Title V permit applications, within the South Coast Air Quality Management District (SCAQMD).
- Conducted Job Exposure Assessments and IH Monitoring Plan for General Electric Engine Service, Ontario and GE Aircraft Engines, Flight Test Operations, Mojave, California.
- Conducted numerous property transfer/preliminary site assessment studies.
- Provided technical review of analytical data for URS projects including LAUSD and Disney HongKong.
- Conducted fresh water spring assessments, well drilling and development in various projects.

## **Staff Research Associate, Department of Environmental Health Sciences, School of Public Health, UCLA**

January 1996 – February 2001

- Performed GC-FPD, GC, Flavor Profile Analysis (FPA), Sensory GC and GC-MS analysis of soil and water samples using EPA and standard laboratory methods
- Processed chromatographic data generated from GC-MS and GC analyses
- Analyzed Total Organic Carbon (TOC) in water and soil samples
- Performed CLSA (close loop stripping analysis) to extract compounds from drinking water samples for GC-MS analysis
- Performed liquid-liquid extraction (Base/Neutrals and Acids and separate fennel extraction) to recover organic compounds from water samples
- Performed general laboratory duties, including direct the removal of chemical hazardous waste, standards preparation, glassware disinfection and laboratory maintenance

## **EDUCATION**

**M.S. in Environmental Health Science, Department of Environmental Health Sciences, School of Public Health, UCLA, Los Angeles, CA**

2001

**B.S. in Hydrogeology and Engineering Geology, Chengdu Chengdu Science and Engineering College, Chengdu, China**

1992



CITY OF  
ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

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MAY 20 2021

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Arcadia Beautiful Commission* | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission                | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Human Resources Commission               | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees                |  |

\*\*\*\*\*

NAME FRY ARTHUR J  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] <sup>CEL</sup> BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION RETIRED

EMPLOYER N/A ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 47 yrs ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

Lincoln High School - Los Angeles  
Los Angeles City College  
Pasadena City College

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

PAST President ARCADIA CIVITAN CLUB  
Volunteer ARCADIA Police DEPT SINCE 2003  
Volunteer SANTA ANITA Race Track Breeders, CAH COP ETC  
SINCE 2003 ALL Breeders CUPS

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

BEFORE MOVING TO ARCADIA  
Chairman EL MONTE PLANNING COMMISSION  
EL MONTE CITY COORDINATOR PRESENT TERM 1993

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)



WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Keeping Arcadia A Beautiful City To Live In

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

May 19, 2021  
DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007





# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

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MAY 20 2021

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*  
☒ Arcadia Museum Commission  
☐ Human Resources Commission  
☒ Library Board of Trustees

- ☒ Planning Commission  
☒ Recreation and Parks Commission  
☐ Senior Citizens Commission

NAME Garza Alejandro  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE

EMAIL ADDRESS [REDACTED] OCCUPATION Community College Instructor

EMPLOYER Imperial Valley Comm College District ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 28 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

### EDUCATION (Include professional or vocational licenses or certificates)

MA in English - California State Polytechnic University, Pomona

BA in English - California State University, Los Angeles

AA in Liberal Studies - Pasadena City College

Arcadia High School Graduate - Class of 1996

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

As of now, I am not active in community involvement, but the reason I am applying to serve is to be more involved and play a larger role in the community at large.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

My experience as a community college teacher has shown me that when students come from strong communities, their performance in school is usually better. Although my background has to do with the contribution to student enrichment and development in the classroom, I also feel that I can contribute to the betterment of Arcadia and its citizens through my professional relationships with community members from all walks of life.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

The goals and objectives of the commissions are to enhance the quality of life of all Arcadians. The stronger the members of the community, the stronger the community will be as a whole for its citizens now and for future generations. Each individual who is appointed has the duty of representing Arcadia with the utmost respect and honesty. It is a privilege to be a citizen of Arcadia, so the goals and objectives should address the needs of the community and its members in order to maintain a high standard of living, progress, and growth.

**ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?**

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

**I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

[REDACTED]

SIGNATURE

5/20/2021

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

**ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?**

☒ YES ☐ NO

**DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?**

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☒ YES ☐ NO

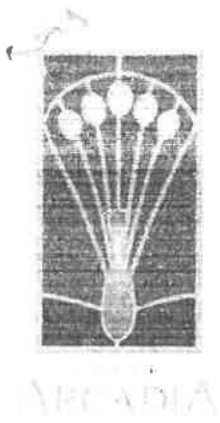
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**PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:**

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

# **HUMAN RESOURCES COMMISSION**

## **APPLICANTS**



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

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CITY OF ARCADIA

APR 14 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |  |  |
|--|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*         | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission             | <input type="checkbox"/> Recreation and Parks Commission |
| <input checked="" type="checkbox"/> Human Resources Commission | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees             |  |

\*\*\*\*\*

NAME Chai Chris Yu-Ling N/A  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Edu Specialist

EMPLOYER Topkids Center ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 28 yrs ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

MA, Michigan State University, East Lansing  
BA, Fu-Jen Catholic University, Taipei, Taiwan, ROC

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

2020 worked with No prop 13 grassroots organization  
2019-2020 Tutor @ Arcadia Library for adult English classes on Mondays

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

As a director of an education center, I need to recruit teachers, tutors, staff members and give them proper training to fulfill the job description. Monitoring their performance and students/parents' feedback.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)



WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

As any public position, public servants should be responsible and accountable according to their job descriptions. My background and sensitivity should come in handy.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



April 7, 2021

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

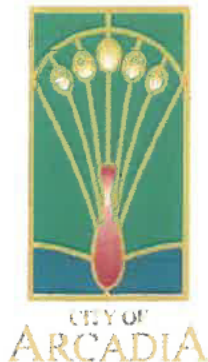
THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☐ Arcadia Beautiful Commission\*
- ☐ Arcadia Museum Commission
- ☒ Human Resources Commission
- ☐ Library Board of Trustees

- ☐ Planning Commission
- ☐ Recreation and Parks Commission
- ☐ Senior Citizens Commission

\*\*\*\*\*

NAME Chan Ching Jung (Cheryl)  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION CEO

EMPLOYER Bosh Trend Inc. ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 10 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☐ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates) J.D. Degree - In the Progress

BA Economics 2002  
MBA Master of Business Administration 2003  
MAFM Master of Arts in Family Ministry 2021  
Focus Pre-Marriage Fair 2018

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

EFC Arcadia Church Deacon for over 8 years, Deacon Assistant 2 years  
Hugo Reid Elementary School - School Site Council  
Host several community events for local church & ask business sponsorship  
Helping AEF (Arcadia Educational Foundation) with my family as a teamwork for moon festival & checking Chinese document translations.

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Please See Page 1 addendum

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

RECEIVED  
CITY OF ARCADIA

MAY 19 2021

CITY MANAGER

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

*Please See Page 2 addendum*

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☐ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

*5/15/21*

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

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☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

City of Arcadia  
Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007

5/10/21

**Re: Citizen Service Resume for Human Resources Commission**

Dear Sir or Madam,

Thank you for giving me such an opportunity to apply for this position in the human resources commission. I want to contribute my help, passion, and efforts to the Arcadia community, which I call my home.

My supporting background, training, interest, and qualification besides my solid educational foundation are as follows:

I operate a business for over 21 years and oversees all aspects of employment practices. I maintain in-depth knowledge of employment law, relations, diversity, and related business matters. Even though my business belongs to the small business classification, I clearly understand all the human resources (payroll, insurance benefits, compliance with labor laws) in detail. Over many years of experience in the business field, I have been training to be a qualified candidate for this position.


Secondly, I am willing to drive my passion and interests in the human resources commission position to serve the community. From Jon Bon Jovi-"Nothing is as important as passion. No matter what you want to do with your life, be passionate." Passion brews passion, and that can bring good influences. Previously, I hosted many community events for my church and attracted many local business sponsors, including Lee Kum Kee and Prince of Peace Enterprises. Serving the community is my honor.

I believe my long years of experience, passion for serving the community, pleasing personality, and intense knowledge background are the strength for me to be the appointee for this position.

Thank you for your time and considerations,

Sincerely,

Cheryl Chan (Ching Jung)





City of Arcadia  
Office of the City Clerk  
240 W. Huntington Drive,  
Arcadia, CA 91007

5/10/21

**Re: Citizen Service Resume for Human Resources Commission**


Dear Sir or Madam

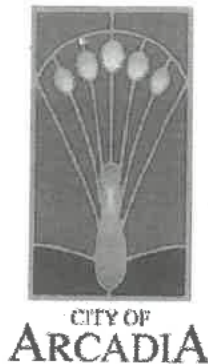
Here are the potential objectives and goals that I have in mind for applying to the commission position.

1. Analyze and observe the current system to figure out any way to make it even better. As the 1<sup>st</sup> year of commission position, I will need to analyze and observe the existing human resources process if there is any need to improve the operation process.
2. Help effectively coordinate the team and communication channels. Coordination is a crucial key to encouraging the team members to work productively and joyfully to promote teamwork effectively.
3. Embrace broader societal and diversity developments. Arcadia is a peaceful and beautiful city that families of all backgrounds call home. I will help the city with diversity and continuously promote a harmonious and happy atmosphere.

Thank you for the consideration,

Cheryl Chan (Ching Jung)





# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

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MAY 06 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*
- ☒ Arcadia Museum Commission
- ☒ Human Resources Commission
- ☒ Library Board of Trustees

- ☒ Planning Commission
- ☒ Recreation and Parks Commission
- ☐ Senior Citizens Commission

\*\*\*\*\*

NAME Wong Eric Mark  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION retired (from civil service)

EMPLOYER \_\_\_\_\_ ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 16 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)

B.A. business/accounting

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Longley Way School parent volunteer  
Arcadia Public Library supporter

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Cal state LA recruitment committee /volunteer  
IRS recruitment volunteer

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

*Board members should be responsive + understand the needs/concerns of the Arcadia residents and also be able to articulate views/opinions with other board members. The overriding goal are to act in the collective interest of Arcadia.*

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED]

SIGNATURE

4/29/21  
DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

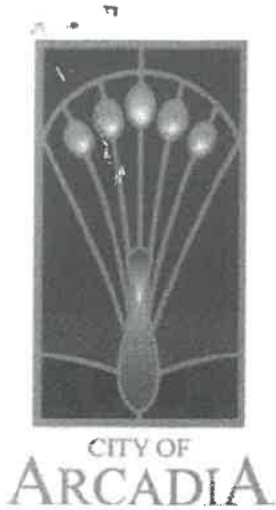
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☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

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240 W. Huntington Drive  
Arcadia, CA 91007  
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MAY 06 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*  
☐ Arcadia Museum Commission  
☒ Human Resources Commission  
☐ Library Board of Trustees

- ☐ Planning Commission  
☐ Recreation and Parks Commission  
☐ Senior Citizens Commission

\*\*\*\*\*

NAME McMahon Huong Sueyen  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE \_\_\_\_\_

EMAIL ADDRESS [REDACTED] OCCUPATION Electrical Engineer

EMPLOYER LADWP (retired) ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 23 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

Bachelor of Science Electrical Engineering, California State University, Los Angeles  
Master of Science Electrical Engineering, University of Southern California  
Master of Business Administration, Claremont Graduate University

Licensed Professional Engineer, State of California  
Licensed Balancing, Interchange, and Transmission Operator, North American Electric Reliability Council

### Community Involvement (List organization memberships and committee assignments)

I was a member of the Speakers Bureau at the Los Angeles Department of Water and Power (LADWP). I engaged in many speaking functions at local schools, clubs, and at community events on subjects regarding water and power to the



residents of Los Angeles. I also sat on the board for the City of Los Angeles as a structured interview rater in many university on-campus recruitments, and minority & women engineering recruitment events.

My husband and I hosted neighborhood block parties for several years (except 2020). I also started a plant exchange idea with neighbors where we share excess plants with others. I provide cuttings, propagations, and planting guidance to my friends and neighbors. I am an amateur painter with interest in various types of visual arts.

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

**Background:**

I worked 34 years as an Electrical Engineering supervisor (retired 2020) at the Los Angeles Department of Water and Power (LADWP) with experience in power transmission, distribution, operations, and regulatory compliance. I managed the marketing and allocations of the LADWP transmission network on a website called Open Access Same time information system (OASIS) from 1997 to 2020. OASIS is under the jurisdictions of the Energy Regulatory Commission (FERC). Due to the nature of OASIS being an interstate commerce; strict guidelines on the Standards of Conduct (SOC) must be followed. I developed the SOC on-line training courses and my engineers trained and tested over 1000 LADWP employees annually. My work included contract negotiations, billing/settlements, project management for software acquisition, implementation, and operations. Since LADWP decided to join the Western Energy Imbalance Market (EIM) more than 5 years ago, I had been involved with LADWP Regulatory, Legal, engineers, consultants, vendors, and other utilities to help with every aspect of the EIM Grid Operations implementations. I was also on many transmission technical committees with members from utilities throughout the western states and Canada for the next phase or the extended Day-ahead Market (EDAM) designs and enhancements.

My general interests include American history, Asian (especially Chinese and Vietnamese) immigrants experience in the United States, painting and visual arts, modern architecture, public and private gardens landscape designs, and the use of succulents and low maintenance plants in residential settings.

**Human Resource Commission:**

I am interested in corporate management and human performance. As part of my MBA program, I took courses in Labor law and Contract laws. Additionally, I had the privilege to take two courses with the father of modern management, Peter Drucker. He believed that management's job is to provide the tools and resources to make work fulfilling and workers productive. As a supervisor of a technical engineering team in electrical transmission sales for over 15 years, I have to balance the external requirements such as regulatory compliance, customer demands, market forces, with internal corporate expectations; and to motivate my team to provide their best performance and results. Many of the contracts that I was responsible for were in high demand by energy traders, but their complexity made marketing them a less-than-ideal endeavor. Market manipulation and preferential treatment was always a concern. I was a civil servant working for the City of Los Angeles for 34 years, and also member of a union throughout my working career, I was very aware of the personnel rules and laws governing Equal Employment Opportunity for both the employers and employees. I believe my experience and knowledge will help me evaluate employment issues and make recommendations to the City Administrators.

**Arcadia Beautiful Commission:**

I am an avid gardener that spends two to three hours each day, tending to my gardens. Most of the plants were put in by myself with help from my husband, over the 20 plus years that we lived in Arcadia. My husband and I take pride in

our yard when neighbors stop by to talk and take pictures. We were the winners of the Arcadia Beautiful award many years ago. I designed my front and backyard; and continuously improve our plantings to suit the changing climate and environment. As a result, I have added succulents and draught tolerant plants, and added drip systems throughout to save water. I became knowledgeable about trees, plants, water conservation, and learned how to do propagations. I think a water-wise design can showcase not just native plants' beauty but they also provide a diverse environment to support migratory birds, butterflies, wild lives, and insects. It is a delight for us to have them around in my yard.

I love to decorate my house to celebrate the holiday seasons. We also drive around to look at neighbor's Christmas decorations and enjoy the festivities. My company LADWP and my fellow electrical workers had sponsored the holiday decorations at the Griffith Park zoo drive for many years. I took a lot of clues from those marvelous designs. My enthusiasm for holiday decorations will help me enjoy judging my fellow neighbors on their holiday lights.

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

**Human Resource Commission:**

I would like to see our city be a magnet of qualified candidates with diverse backgrounds who will stay long-term and serve Arcadia residents in careers that they can be proud of. I often heard that many highly competitive jobs openings do not have enough candidates to apply, or to select from. Arcadia is the best city to live in, let's also make it the best city to work for. This may involve more innovative ways for recruitment, retention, with competitive salaries, benefits, and advancements. City government jobs were never glamorous careers that can attract everyone, but we need to recruit and retain the best so the residents can continue to benefit from a well-run city government.

**Arcadia Beautiful Commission:**

I think the goal of the Arcadia Beautiful Commission is to encourage residents to find beauty and solace in their own living environments. This is especially true during the covid-19 lockdown, when many residents are confined to their own houses and immediate surrounding areas. Working in one's yard can provide calm, satisfaction, and to enjoy the fruit of one's labor. However, it also provides a chance for neighbors to enjoy one's hard work, and to give them a moment of tranquility and appreciation for the simpler things in life. Sparkling lights give children the sense of normalcy during holidays, when they face unsettling anxieties from difficulties that the adults have to deal with. It will be my honor to evaluate and recognize the contributions of my neighbors who work so hard to provide the beautiful environment to our fellow Arcadia residents.

**ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?**

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

**STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?**

☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

5/5/21

SIGNATURE

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. *ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?*

☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:  
CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
MAY 06 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |  |  |
|--|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*         | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission             | <input type="checkbox"/> Recreation and Parks Commission |
| <input checked="" type="checkbox"/> Human Resources Commission | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees             |  |

\*\*\*\*\*

NAME DOLAN JAMES E.  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION RETIRED - PROPERTY MNGMNT.

EMPLOYER DRIEWOODDAIRY-DOLAN INVESTMENT PROPERTIES LLC ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 55 YRS ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)

BS CAL. POLY SLO

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

PAST MEMBER HUMAN RELATIONS COMMISSION  
PAST BOARD MEMBER ARCADIA ATHLETIC BOOSTER BOARD  
BOARD MEMBER ARCADIA INVITATIONAL TRACK MEET

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

SERVED ON THE HUMAN RESOURCES COMMISSION 8 YRS  
NEGOTIATED AND ADMINISTERED TEAMSTER LABOR  
CONTRACTS FOR 45 YEARS WITH 5 LOCALS



WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

TO HELP MAINTAIN FAIR AND PEACEFUL LABOR  
RELATIONS BETWEEN THE CITY AND ITS EMPLOYEES

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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☐ YES ☐ NO

I CORRECT TO THE BEST OF MY KNOWLEDGE.

05/07/2021  
DATE

\*\*\*\*\*  
\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☐ YES ☐ NO

\*\*\*\*\*  
PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
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Arcadia, CA 91007  
(626) 574-5410

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CITY OF ARCADIA

APR 16 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |  |  |
|--|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*         | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission             | <input type="checkbox"/> Recreation and Parks Commission |
| <input checked="" type="checkbox"/> Human Resources Commission | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees             |  |

\*\*\*\*\*

NAME	Brockmeier	Jeffrey	Scott
	LAST	FIRST	MIDDLE
ADDRESS	[REDACTED]		
HOME PHONE	[REDACTED]	BUSINESS PHONE	
EMAIL ADDRESS	[REDACTED]	OCCUPATION	Attorney
EMPLOYER	The State Bar of California	ARE YOU AN ARCADIA REGISTERED VOTER?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
HOW LONG HAVE YOU BEEN A RESIDENT?	1 year	ARE YOU A LEADERSHIP ACADEMY GRADUATE?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

BA, UCLA (2008)  
MPA, Cal State Fullerton (2010)  
JD, Western State College of Law (2013)  
Admitted to State Bar (2013)

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

None yet. This would be my first. We just moved to the area last year after I left active duty and took a job with the State Bar. I would like to start getting involved in civic matters, and this seems like a perfect opportunity. I was originally born and raised in Orange County. We moved to Arcadia because we always liked visiting my uncle (Mike Vercillo) who is a longtime resident.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I served as an officer in the U.S. Army JAG Corps as a military attorney from 2014-2020, including time in the California National Guard and the Regular Army. Stationed in Kuwait; Fort Knox, KY; and Fort Irwin, CA. My experience includes practicing administrative law and labor/employment law, which gave me an interest in human resources. My MPA also gave me an interest in local government.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Ensure that the City Council and City Manager receive timely advice and helpful input from local residents. Support civil service principles and due process concepts of fairness.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

~~NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY~~

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☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

April 11, 2021

DATE

\*\*\*\*\*

~~\*ARCADIA BEAUTIFUL APPLICANTS ONLY~~

~~ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?~~

☐ YES ☐ NO

~~DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?~~

☐ YES ☐ NO

~~THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?~~

☐ YES ☐ NO

\*\*\*\*\*

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CITY CLERK'S OFFICE  
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ARCADIA, CA 91007



# CITY OF ARCADIA

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(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
MAY 06 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☐ Arcadia Beautiful Commission\*  
☐ Arcadia Museum Commission  
☒ Human Resources Commission  
☒ Library Board of Trustees

- ☒ Planning Commission  
☐ Recreation and Parks Commission  
☐ Senior Citizens Commission

\*\*\*\*\*

NAME ZHANG LI MA  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Engineer

EMPLOYER Quidel ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 17 ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

Ph.D. Chemistry  
M.S. medicinal chemistry  
B.S. medicinal chemistry

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Chair of Public Relations Committee, Southern California section (2009-2011), ACS  
Executive committee member of American Chemical Society (ACS)  
chemistry Ambassador, Southern California section, (ACS)

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

As a Long time Senior project manager, Quality Management in an industrial setting my responsibilities include, but are not limited to:

- Developing, implementing, managing and standardizing master plans/procedures for all activities
- Leading cross-functional team to ensure assigned projects are executed to completion; monitoring the execution of project tasks, deliverables, dependencies and resource requirements
- Preparing and overseeing project budgets, including resources and cost, in collaboration with other departments
- Facilitating the completion of various deliverables, such as product risk analyses, design/development plans

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)



WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

- Ensure the municipal planning serves current and long term interests of the public
- Ensure conservative spending and prudent planning so that Arcadia remain financially stable
- Act as a channel of communication between municipal government and the residents

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE

5/1/2021

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
APR 28 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |  |  |
|--|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*         | <input type="checkbox"/> Planning Commission                   |
| <input checked="" type="checkbox"/> Human Resources Commission | <input type="checkbox"/> Recreation and Parks Commission       |
| <input type="checkbox"/> Library Board of Trustees             | <input checked="" type="checkbox"/> Senior Citizens Commission |

\*\*\*\*\*

NAME Cao Michael K.  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Physician

EMPLOYER Golden Heart Medical ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 10 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)  
Please see attached CV (resume)

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
Please see attached CV (resume) and personal statement

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Please see attached personal statement

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

1. Human Resource Commission - As a public member of the legal system and participant member in the medical system, I am deeply involved in the regulatory process to ensure public protection. Therefore, I believe that the goals of the Human Resource Commission should include: improving policies and personnel that promote public protection and community success as well as upholding the City of Arcadia's high professional standards.
2. Senior Citizen's Commission - As a mature physician, I believe that the goals of the Senior Citizen's Commission should include: improving senior citizen wellness through a variety of programs that includes physical health, social and emotional support, and cultural enrichment.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

4-19-2021

DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

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☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

### **Personal Statement of Michael K. Cao, MD**

I seek an appointment to the City of Arcadia Human Resource Commission and/or Senior Citizen's Commission because I believe that I have a distinctive background in which I can provide a positive contribution and diversity to the commission. As an Iraq war veteran, I was awarded the US Air Force Air Medal, promoted to rank of Major, and team leader of a Critical Care Airlift Team in service to our country. Afterwards, I was appointed as a full time, academic assistant professor of medicine at the University of Southern California (USC) to educate future generations of physicians. Subsequently, I established a private medical practice to provide healthcare to an ethnically diverse and underprivileged population to serve the local community. On a statewide level, I am an Assembly appointee, public member on the State Bar of California Committee of Bar Examiners and appointed an expert reviewer on the Medical Board of California.

For the last twenty five years, I am a practicing and licensed Doctor of Medicine in the State of California. The legal and medical fields are similar because they are both highly regulated professions which calls for a regulatory process to ensure competency for public protection. Appointed an expert reviewer by the Medical Board of California, I provide expert reviews and opinions for medical board cases, conduct professional competency exams, and support the investigation and enforcement function to uphold physician competency.

As a public member on the State Bar of California Committee of Bar Examiners, I serve on the main committee and subcommittee(s) for educational standards and examinations. I was selected on a working group to revise and update law school accreditation rules which advances the law student's education, knowledge, skills, ability to pass the Bar exam, and ultimately legal field competency. The working group incorporated best practices and focused on the State Bar's regulation to improve public protection and transparency, student success, diversity, equity and inclusion, and preparation for licensure and professionalism (Agenda Item 0-400; October 2020; CBE).

I always have had a long standing commitment to the community and public through my experiences as an Iraq war veteran, academic professor of medicine, as a participant in the medical field accreditation system, and as public member in the legal field accreditation system. I believe in: upholding the City of Arcadia's distinguished, professional standards; promoting community success and diversity; and advocating for public protection. For these reasons, I believe that I would be a productive contributor and member on the City of Arcadia Human Resource Commission and/or Senior Citizen's Commission.



## **CURRICULUM VITAE OF MICHAEL K. CAO, MD**

### **A. Office Information:**

Business Address: Golden Heart Medical  
8729 Valley Blvd, Unit A, Rosemead, CA 91770

2013- present

### **B. Education:**

Undergraduate: University of Wisconsin, BS, 1992

Medical School: Medical College of Wisconsin, MD, 1996

Internship: Wilford Medical Center (Internal Medicine), Lackland Air Force Base, TX (1996-1997)

Residency: Wilford Medical Center (Internal Medicine), Lackland Air Force Base, TX (1996-1999)

Fellowship: Wilford Medical Center (Cardiovascular Medicine), Lackland Air Force Base, TX (1999-2002)

Fellowship: LA County/University of Southern California (Cardiac Electrophysiology), Los Angeles, CA (2006-2007)

Honors and Awards: Magna Cum Laude, Phi Beta Kappa Honor Society, Phi Eta Sigma Honor Society, High School Valedictorian, Target MD Program (Accelerated 7 year PreMed/Medical Program), USHPS (United States Health Professions Medical School Four Year Scholarship)

### **C. Professional Background:**

#### California State Appointments:

1. Assembly Appointee, Public Member: Appointed by the California Speaker of the Assembly on The State Bar of California; Committee of Bar Examiners (CBE): 2020- present
  - (a) Subcommittee: Member of Educational Standards Subcommittee; 2020-present
    - a. Law school accreditation; CBE team member for the inspection of University of West Los Angeles School of Law; April 28-30, 2021 which includes reviewing inspection documents, law school meetings, class observation, tech training, and team meetings.

3. Director, Pacemaker/Internal Cardiac Defibrillator (ICD) Services, David Grant Medical Center, Travis Air Force Base, Fairfield, CA 2002-2006
4. Director, Cardiac Electrophysiology Laboratory, LA County/University of Southern California Hospital, Los Angeles, CA 2010-2013
5. Director, Cardiac Stress Testing Services, LA County/University of Southern California Hospital, Los Angeles, CA 2010-2013
6. Director, Cardiac EKG and Holter Services, LA County/University of Southern California Hospital, Los Angeles, CA 2010-2013
7. Associate Director, Cardiac Research Unit, University of Southern California Keck Medical Center, Los Angeles, CA 2011-2013

**D. Medical Specialty(s):**

Internal Medicine, Cardiovascular Medicine, Nuclear Cardiology, Cardiac Implantable Devices, Clinical Cardiac Electrophysiology

**E. Military Service:**

1. US Air Force (USAF) - Active Duty; 1996-2006; Rank Major (O-4); Honorable Discharge
2. Served in Operation Iraqi Freedom and Enduring Freedom in 2003-2004 where deployed in Iraq and Afghanistan
3. Team Leader for CCAT (Critical Care Air Transport Team), Travis AFB, CA in 2002-2006 with deployment in Iraq and Afghanistan in 2003-2004
4. Award: US Air Force Air Medal
5. Duty Location: Travis Air Force Base, CA (Air Mobility Command), Lackland Air Force Base, TX (Air Education and Training Command), and Overseas Deployment in Middle East and Europe (CENTCOM – US Central Command)
6. Combat Casualty Care Course (C4) - graduate

**F. Other Experience and Professional Membership(s):**

1. California Medical Association, Member; 2020- present
2. California Medical Association, Solo Small Group Practice Committee, 2020-present
3. California Medical Association, Ethnic Medical Organization Section and Bylaws Committee, 2020-present
4. LA County Medical Association; Member; 2020-present
5. LA County Medical Association Political Action Committee: 2020-present
6. Medical Director, FBI AED Program, Los Angeles, CA 2011-2012
7. Steering Committee, Member, St. Jude Medical Quadripolar Pacing Post Approval Study, 2013- 2015
8. Founding Member, Boston Scientific ALTITUDE (National Intra-cardiac EGM Adjudication and Cardiac Device Remote Monitoring Research Database) Committee, 2010-2013

- Ventricular Leads in Cardiac Resynchronization Therapy. *J Am Coll Cardiol EP* 2016;2:426-33.
5. Cha Y, Hayes D, Asirvatham S, Powell B, Cesario D, **Cao M**, Gilliam R, Saxon L. Impact of Shock Energy and Ventricular Rhythm on the Success of First Shock Therapy: The ALTITUDE First Shock Study. *Heart Rhythm*. January 2013
  6. Tomassoni G, Baker J, Corbisiero R, Love C, Martin D, Niazi I, Sheppard R, Worley S, Beau S, Greer S, Aryana A, **Cao M**, Harbert N. Performance of the Quartet Left Ventricular Heart Lead. *Journal of Cardiovascular Electrophysiology*. January 2013.
  7. **Cao M**, Ganz L, Saxon L. Section: Cardiac Resynchronization Therapy in Atrial Fibrillation. *UptoDate*. Jul 2012
  8. **Cao M**, Kumar U, Saxon L. Section: Overview of Cardiac Pacing in Heart Failure. *UptoDate*. Jul 2012
  9. Powell BD, Asirvatham SJ, Perschbacher DL, Jones PW, Cha YM, Cesario DA, **Cao M**, Gilliam FR, Saxon LA. Noise, Artifact, and Oversensing Related Inappropriate ICD Shock Evaluation: ALTITUDE NOISE Study. *Pacing Clin Electrophysiol*. 2012 Jul;35(7):863-9
  10. **Cao M**, Saxon LA. Spinal Cord Stimulation: a triple threat therapy? *J Cardiovasc Electrophysiol*. 2012 May (23):541-42
  11. **Cao M**, Chang P, Shinbane J. Cardiac Resynchronization Therapy: Double Cannulation (Femoral/Subclavian) Approach to Coronary Venous Lead Placement in the Presence of a Prominent Thebesian Valve. *Pacing Clin Electrophysiol*. 2012 Mar 20 Epub:1-4
  12. **Cao M**. Early Experiences with Novel Quadripolar Technology. *EP Lab Digest*. Feb 2012. Epub:24-25
  13. Shinbane J, Shriki J, Chang P, Saxon L, **Cao M**, Takahashi M, Starnes V. Unoperated Congenitally Corrected Transposition of the Great Arteries, Nonrestrictive Ventricular Septal Defect, and Pulmonary Stenosis in Middle Adulthood: Do Multiple Wrongs Make a Right? *World Journal for Pediatric and Congenital Heart Surgery*. 2012 Jan:123-129.
  14. Cesario D, **Cao M**, Cunnigham M, Saxon L. Arrhythmia Detection with a Low Profile Wireless Adherent Cardiac Monitor: Results from the ADAM and EVE Studies. Submitted: *Innovations in Cardiac Rhythm Management*. Sep 2011: 476-482
  15. Hindoyan A, **Cao M**, Cesario DA, Shinbane JS, Saxon LA. Impact of relaxation training on patient-perceived measures of anxiety, pain, and outcomes after interventional electrophysiology procedures. *Pacing Clin Electrophysiol*. 2011 Jul;34(7):821-6.
  16. Powell BD, Cha YM, Asirvatham SJ, Cesario DA, **Cao M**, Jones PW, Seth M, Saxon LA, Gilliam FR. Implantable Cardioverter Defibrillator Electrogram Adjudication for Device Registries: Methodology and Observations from ALTITUDE. *Pacing Clin Electrophysiol*. 2011 Aug;34(8):1003-12.
  17. Fong MW, Grazette L, Cesario D, **Cao M**, Saxon L. Treatment of ventricular tachycardia in patients with heart failure. *Curr Cardiol Rep*. 2011 Jun;13(3):203-9.

## L. Research:

### Core Lab:

2012-2013 Quadripolar PAS Venogram Substudy Core Laboratory, St Jude Medical,  
Role: National Core Laboratory

### Research:

2013 Quadripolar PAS Sub-Study Venogram Substudy. St Jude Medical, Role:  
National Principal Investigator (PI)  
2013 Neural Cardiac Therapy for Heart Failure (NECTAR-HF), Boston  
Scientific, Role: Consultant  
2013 S-ICD PAS Study, Boston Scientific, Role: Co-Investigator  
2013 Cardiac Lead Assessment Study, St. Jude Medical, Role: Principal  
Investigator  
2012-2013 Increase of Vagal Tone in CHF (INOVATE HF) Study, BioControl  
Medical, Role: Co-Investigator  
2012-2013 MADIT CRT Registry, Boston Scientific, Role: Co-Investigator  
2012-2013 ANALYZE ST Study, St Jude Medical. Role: Co-Investigator  
2012-2013 MADIT PARS Study. Boston Scientific, Role: Co-Investigator  
2011-2013 Dynamic Heart Rate Behavior of National Football League (NFL)  
Athletes. Role: Co-Investigator  
2010-2013 ALTITUDE (National Intra-cardiac EGM Adjudication and Cardiac  
Device Remote Monitoring Research Database) Role: Co-Investigator and  
Committee Member.  
2010-2013 MULTISENSE (Multi-Sensor Chronic Evaluations in Ambulatory Heart  
Failure Patients) IDE Study; Boston Scientific, Role: Principal  
Investigator  
2010-2013 US - CRT-D Based Heart Failure Monitoring Study (US zLAP), St. Jude  
Medical. Role: Co-Investigator.  
2010-2013 USC Cardiac and Liver Transplant Registry: Role: Co- Investigator

### Completed Research:

2010-2012 S-ICD (Subcutaneous ICD) System Clinical Investigation IDE Study;  
Role: Co-Investigator  
2010-2012 PROMOTE Q (The Quartet Model 1458Q Left Ventricular Heart Lead  
with the Promote Q Cardiac Resynchronization Therapy Defibrillator)  
IDE Study. Role: Co- Investigator  
2004- 2010 Multicenter Automatic Defibrillator Implantation Trial with Cardiac  
Resynchronization Therapy Trial (MADIT-CRT ), Boston Scientific.  
Role: Investigator.  
2006-2007 Remote Active Monitoring in Patients with Heart Failure (RAPID-RF),  
Boston Scientific Corp. Role: Investigator.  
2006-2010 Prospective Evaluation of Elastic Restraint to Lessen the Effects of Heart  
Failure Trial (PEERLESS HF), Paracor. Role: Investigator.

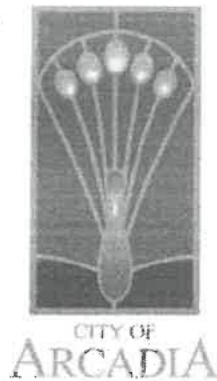


5. **Cao M.** Arrhythmic Events and Outcomes Differences in a Large Quadripolar CRT-D Post Approval Study. Milan, Italy, Europace June 2015
6. **Cao M.** Intraoperative Efficiency of the Quartet LV lead. Nice, France, Cardiotim. 2014
7. **Cao M.** Preliminary Performance of the Quartet LV lead in a Large Scale, Post Approval Study. Nice, France, Cardiotim. 2014
8. **Cao M.** Incidence of Unresolvable Phrenic Nerve Stimulation during the Peri-Operative Period related to the Quartet LV lead. The International Symposium on Progress in Clinically Pacing. Rome, Italy, 2014
9. **Cao M.** Healthcare Utilization in a large Quadripolar CRT-D Post Approval Study. Nice, France, Cardiotim. 2014
10. **Cao M.** Pacing Threshold and Site of Steroid Elution in Left Ventricular Leads. European Heart Rhythm Association, Europace. Athens, Greece, 6/2013
11. **Cao M.** Decreased Rate of Left Ventricular Lead Deactivation and Replacement Associated with use of Quadripolar LV Lead. European Heart Rhythm Association, Europace. Athens, Greece, 6/2013
12. **Cao M.** How does Remote Monitoring Improve the Management of Implanted Patients in Real Life? Meet the Masters Program. Paris, France, 11/2011 (Invited Speaker)
13. **Cao M.** Atrial Pacing Percentage and Its Effect on Mortality in ICD and CRT-D Patients: Results from the ACT Registry. Asia Pacific Heart Rhythm Society, Fukuoka, Japan, 09/2011
14. **Cao M.** Implantable Systems: Which Evidence Do We Have After ALTITUDE Study. Lisbon Arrhythmia Conference, Lisbon, Portugal 2/2011 (Invited Speaker)
15. **Cao M.** VT Ablation Session, CardioRhythm, Hong Kong, China, 2/2011 (Session Co-Chairman)
16. **Cao M.** CRT Implant Techniques, CardioRhythm, Hong Kong, China, 2/2011 (Invited Speaker)
17. **Cao M.** Session Co-Chair of Arrhythmias, Catheter Ablation, Pacing and Defibrillation. International Congress of Cardiology. Beijing, China, 12 /2010 (Invited Speaker and Session Co-Chairman)
18. **Cao M.** et al. Noise and Oversensing Related Inappropriate ICD Shocks Diagnosed with Remote Monitoring: the Altitude EGM Study. CardioStim, 17th World Congress in Cardiac Electrophysiology and Cardiac Techniques, Nice, France, 6/2010
19. **Cao M.** ICD/CRT-D Outcomes in a Large Cohort of Heart Failure Patients Followed in the Altitude Study. China Heart Failure Symposium 2009, Dalian, China 08/2009 (Sole and Only Selected **Heart Rhythm Society Representative**)

12. **Cao M.** Pacing Threshold and Site of Steroid Elution in Left Ventricular Leads, Heart Rhythm Society, Denver, CO, 5/2013
13. **Cao M.** Decreased Risk of Left Ventricular Lead Deactivation and Replacement Associated with Quadripolar LV Leads, Heart Rhythm Society, Denver, CO, 5/2013
14. **Cao M.** Wearable Wireless Arrhythmia Detection Patches: Diagnostic Arrhythmia Yield, Time to First Arrhythmia, and Patient Compliance. Heart Rhythm Society, Denver, CO, 5/2013
15. **Cao M.** 2013 MedTech Innovate Seminars, Innovations in Cardio Devices, Anaheim, CA 2/2013
16. **Cao M.** 2012 Maui Cardiovascular Symposium, Maui, HI. 09/2012 (Invited Speaker)
17. **Cao M.** Cardiac Medical Update for the Psychiatrist, Pasadena, CA. 10/2012
18. **Cao M.** Transition to Electrophysiology. Austin, Tx, 06/2012
19. **Cao M.** Role of the ECG and Imaging in the Selection of Patients for CRT: Can I Predict the Nonresponder, Boston, MA. Heart Rhythm Society. May 2012 (Invited Speaker)
20. **Cao M.** Dynamic Heart Rate Behavior of Elite Athletes During Football. Boston, MA, Heart Rhythm Society. May 2012
21. **Cao M.** A Clinical Perspective of the ALTITUDE Clinical Science Program: Real World Findings. Salt Lake City Arrhythmia and Cardiovascular Update, Salt Lake City, Utah 2/2012
22. **Cao M.** Early Experience with Quadripolar LV Pacing Lead. Baltimore, MD 02/2012
23. **Cao M.** What Have We Learned from Remote Monitoring Devices. Maui Cardiovascular Symposium. Maui, HI. 10/2011 (Invited Speaker)
24. **Cao M.** et al. Performance Evaluation of a Novel Noise Detection Algorithm in Implantable Cardioverter Defibrillators. American Heart Association. Orlando, FL, 11/2011
25. **Cao M.** et al. An Automatic Arrhythmia Episode Classification Algorithm for Implantable Cardioverter Defibrillators Achieved Comparable Performance to an Electrophysiologist Panel. American Heart Association. Orlando, FL, 11/2011
26. **Cao M.** et al Atrial Pacing Frequency and Mortality in CRT Recipients: Results from the ALTITUDE Study Group. American College of Cardiology, New Orleans, LA, 3/2011
27. **Cao M.** et al Atrial Fibrillation and Outcomes in a Large Cohort of CRT Recipients: Results from the ALTITUDE Study Group. American College of Cardiology, New Orleans, LA, 3/2011
28. **Cao M.** et al. Diagnostic Value of the ICD Atrial Lead in Accurate Discrimination of Supraventricular from Ventricular Arrhythmias. Heart Rhythm Society, San Francisco, CA, 5/2011

**Local:**

1. **Cao M.** Use of Troponin in the Diagnosis of Acute Coronary Syndrome. Northridge Hospital, Northridge, CA 2/2013
2. **Cao M.** Use of Troponin in the Diagnosis of Acute Coronary Syndrome. Glendale Memorial Hospital, Glendale, CA 2/2013
3. **Cao M.** Fluid Management in CHF. Glendale Memorial Hospital, Glendale, CA 1/2013
4. **Cao M.** Current Status and Controversies in Preventive Cardiology. Valley Presbyterian Hospital. Van Nuys, CA 12/2012
5. **Cao M.** Fluid Management in CHF Patients. Glendale Memorial Hospital. Glendale, CA, 12/2012
6. **Cao M.** Use of Troponin in the Diagnosis of Acute Coronary Syndrome. Glendale Memorial Hospital. Glendale, CA 11/2012
7. **Cao M.** Oral Direct Thrombin Inhibitor for Non-Valvular Atrial Fibrillation. Fountain Valley Hospital, Fountain Valley, CA 06/2012
8. **Cao M.** Sudden Cardiac Death in Athletes – Coach Jim Mora Football Coaches Clinic, UCLA, Los Angeles, CA 04/2012
9. **Cao M.** Heart Failure and Early Experience with the Quadripolar LV Pacing Lead. Visalia, CA 04/2012
10. **Cao M.** Recent Advancements in the Treatment of CHF. Glendale Adventist Hospital. Glendale, CA 02/2012
11. **Cao M.** AICD. Northridge Hospital, Northridge, CA 09/2011
12. **Cao M.** Heart Failure: Advances in Management. Fountain Valley, CA 08/2011
13. **Cao M.** Managing UA/NSTEMI in 2011. Memorial Hospital of Gardena. Gardena, CA 10/2011
14. **Cao M.** Evidence Based Approach on the Treatment of Unstable Angina. San Joaquin Hospital. Bakersfield, CA 05/2011
15. **Cao M.** Updates on Cardiac Device Indications. San Joaquin Hospital, Bakersfield, CA 04/2011
16. **Cao M.** Heart Failure: Role of CRT Therapy. San Diego, CA 03/2011
17. **Cao M.** Acute Coronary Syndromes. Northridge Hospital. Northridge, CA 02/2011
18. **Cao M.** Advances in Heart Failure Management. Little Company of Mary Hospital. Torrance, CA 02/2011
19. **Cao M.** Acute Coronary Syndrome. Glendale Adventist Hospital. Glendale, CA 11/2010
20. **Cao M.** Chest Pain. Little Company of Mary Hospital, Torrance, CA 09/2010
21. **Cao M.** Acute MI Update. Sherman Oaks Hospital. Sherman Oaks, CA 08/2010
22. **Cao M.** Acute MI Update. Centinela Hospital. Inglewood CA 07/2010



# CITY OF ARCADIA

RECEIVED

## Citizen Service Resume

MAY 4 2021

CITY OF ARCADIA  
CITY CLERK

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

BUT ONE ONLY

- |  |  |
|--|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*         | <input checked="" type="checkbox"/> Planning Commission  |
| <input type="checkbox"/> Arcadia Museum Commission             | <input type="checkbox"/> Recreation and Parks Commission |
| <input checked="" type="checkbox"/> Human Resources Commission | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees             |  |

\*\*\*\*\*

NAME BOLSTER ROBERT WENDELL  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] CELL [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION REAL ESTATE INVESTOR

EMPLOYER SELF ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 7 1/2 ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

HIGH SCHOOL: JOHN MUIR HIGH SCHOOL 1958  
COLLEGE: U.S. NAVAL ACADEMY 1962, B.S. ENGINEERING  
GRADUATE SCHOOL: U.C. LA 1968, M.B.A.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

ELDER: SAN MARINO COMMUNITY CHURCH CURRENTLY  
DISTRICT GOVERNOR: CALIFORNIA DISTRICT OF  
CIVITAN INTERNATIONAL 2011-2012  
TRUSTEE: SIERRA MADRE COMMUNITY CHURCH 2010-2014

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I AM ESPECIALLY CONCERNED ABOUT THE GROWING  
LEVEL OF UNFUNDED PENSION LIABILITY IN CALIFORNIA  
AND ITS CITIES AND SCHOOL DISTRICTS; THE COMMON PRACTICE  
OF LYING ANNUALLY TO THE PUBLIC AND INVESTMENT

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

COMMUNITY ABOUT PROJECTED EARNINGS OF THESE FUNDS



WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?  
SETTING CLEAR GOALS FOR EACH OF THE CITY'S DEPTS, AND BE  
CLEAR IN HOW EACH EMPLOYEE CONTRIBUTES TO THE GOAL.  
EMPHASIZE FISCAL RESPONSIBILITY IN PROPOSING BUDGETS FOR  
EACH DEPT, RECOGNIZING THE PRACTICE OF ENSURING THAT  
BUDGET & ACTUAL EXPENSES DO NOT EXCEED REVENUES; CURRENT EXPENSES  
ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS  
POSITION? BE PAID BY CURRENT REVENUE

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED]

SIGNATURE

APRIL 29, 2021

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

RECEIVED

## Citizen Service Resume

APR 22 2021

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☐ Arcadia Beautiful Commission\*
- ☐ Arcadia Museum Commission
- ☒ Human Resources Commission
- ☐ Library Board of Trustees

- ☐ Planning Commission
- ☐ Recreation and Parks Commission
- ☒ Senior Citizens Commission

\*\*\*\*\*

NAME PEREZ Robert Anthony  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Retired

EMPLOYER [REDACTED] ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 47 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)

2 YEARS of College

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Member of Knights of Columbus  
I was the FINANCIAL Sect. for 8 years.

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I want to get involved in my city.  
I AM Retired from L.A.CO. FIRE Dept.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Help in any way to serve THE community

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE

3-19-21

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

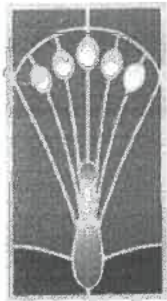
THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA

MAY 06 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*
- ☒ Arcadia Museum Commission
- ☒ Human Resources Commission
- ☒ Library Board of Trustees

- ☒ Planning Commission
- ☒ Recreation and Parks Commission
- ☒ Senior Citizens Commission

\*\*\*\*\*

NAME Agrawal Sudhir Kumar  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Project Engineer - Project Manager

EMPLOYER Southern California Gas Co. ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 40 Yrs ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☒ YES ☐ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

M.B.A (Marketing/ Financial/ Behaviour); M.S. (Mechanical Engg.); B. S. (Mechanical Engg.)  
Professional Engineer (P.E.) - State of California  
Certified Construction Manager (C.C.M.); Cal OSHA (Safety Certification)  
Transportation Leadership Academy Certification  
LEED - GA (Sustainability and Green Building)

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Currently on California Building Standards Commission - Codes Advisory Board - 21 years  
Past-President, Board of Directors, Life Member, Regional Vice Chair - ASHRAE -30 years  
Member - ASHRAE, ASME, ASPE, SFPA, APTA, AEE, CMAA, USGBC - 25 years  
Served on Advisory Board - LAUSD, LADWP, LA Metro - Strategic Planning, Mission and Vision  
Served on Dispute Review Board, worked with the Office of Inspector General for Technical audits of Contractors and vendors. Toastmaster - Past President and Area Governor, Distinguished (DTM)

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

40 years' Experience in Building Construction Industry - Technical and Field knowledge. Managed several multi-million dollar projects successfully, interfaced, provided directions, evaluated and presented reports. Team Player - Always worked with Professionalism, Ethically, will follow City and Council discretions. Planned, managed, organized, recognized, mentored people. Taught at Cal State, Los Angeles - 5 years, part time senior level course.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)



WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Avoid misunderstanding/confusion, provide clarity, define intent of the rules and policies, help in evaluating guidelines, understand City needs, work with City's common Goals & Objectives, serve as Volunteer at no compensation, make myself available to attend Board/ Commission meetings. I do not hold any public elected position.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED SIGNATURE]

SIGNATURE

5/1/21

DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA

MAY 14 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |  |  |
|--|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*         | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission             | <input type="checkbox"/> Recreation and Parks Commission |
| <input checked="" type="checkbox"/> Human Resources Commission | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees             |  |

\*\*\*\*\*

NAME Rodriguez Tina Lee  
LAST FIRST MIDDLE  
ADDRESS [REDACTED]  
HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]  
EMAIL ADDRESS [REDACTED] OCCUPATION Chief Personnel Analyst  
EMPLOYER City of Los Angeles Personnel Dept. ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO  
HOW LONG HAVE YOU BEEN A RESIDENT? 17 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☒ YES ☐ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

B.A. Psychology, Industrial/Organizational Psychology Emphasis, California State University, Los Angeles  
M.S. Coursework, Industrial/Organizational Psychology, California State University, Los Angeles  
Leadership Academy Graduate, Los Angeles Fire Department

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Arcadia High School PTSA: Webmaster/Listserve Chair 2012/13 & 2013/14; Grad Night Subchair 2011 & 2013;  
Procedure Books Chair 2009/10, 2010/11, 2011/12 & 2012/13; PTSA 6th Vice President - Communications 2010/11 & 2011/12  
Foothills Middle School PTSA: Newsletter Editor "Footnotes" 2007/08 & 2008/09; Orchestra Club - Orchestra Vest Co-Chair 2004/05, 2005/06 & 2006/07;  
Honorary Service Chair 2005/06; Family Education Night 2005/06  
Hugo Reid School PTSA: Directory Committee Chair 2005/06 & Aide 2004/05; 5th Grade Party Chair 2005/06; 5th Grade Yearbook Aide 2005/06;  
5th Grade Room Representative 2005/06; 4th Grade Room Representative 2004/05

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

As a Chief Personnel Analyst in the City of Los Angeles Personnel Department, I believe my 30 years of progressive human resources experience working for the second largest city in the country, as well as my understanding of the classification system in the public sector and the rights and due process of civil service employees make me an excellent candidate for Arcadia's Human Resources Commission. I must also highlight my many years of volunteer service for our Arcadia schools, service which was recognized with Honorary Service Awards in 2013 from Arcadia High School PTSA and the City of Arcadia.  
(Please see attached cover letter and resume for more information.)

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

I believe the policies which guide an organization and protect the rights and privileges of its employees are integral to a well run and transparent government. Decisions made as a result of the interpretation of policies have far reaching effects and cannot be taken lightly. The Human Resources Commission must stand on the side of the City of Arcadia in its policies and be forward thinking in serving the needs of an ever-evolving and growing city.

**ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?**

☒ YES ☐ NO

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☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

5-11-2021

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

**ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?**

☐ YES ☐ NO

**DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?**

☐ YES ☐ NO

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☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

# TINA LEE RODRIGUEZ



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May 11, 2021

To Whom It May Concern,

I am seeking to serve the City of Arcadia in the Human Resources Commission. As the Chief Personnel Analyst in the City of Los Angeles Personnel Department, I have 30 years of progressive experience in the public sector managing various personnel administration functions. I am familiar with the public sector's human resources functions and classification system and understand the importance of policies which guide and protect the civil service system, its processes, and its employees.

I have lived in Arcadia for 17 years and my husband and I have raised two beautiful girls in this lovely city. We chose to move here many years ago because of the excellent school system, its attractive homes, and the city's strong community engagement. My volunteer service with Arcadia schools is extensive, service which was recognized with Honorary Service Awards from both the Arcadia High School PTSA and City of Arcadia. My girls are grown now and I believe I can do more.

I believe my experience working in the public sector, my volunteer experience, and my educational background in Industrial/Organizational Psychology align well with the Human Resources Commission. I wish to continue volunteering my time to this great city that has given me and my family so much over the years.

I hope to hear from you soon.

Sincerely,





# TINA LEE RODRIGUEZ

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## SUMMARY OF QUALIFICATIONS

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Accomplished human resources leader with demonstrated achievements in managing selection programs for the second largest city in the nation. Extensive experience meeting the challenges of developing innovative solutions to complex human resources issues, collaborating with stakeholders during good and difficult times, interpreting and applying civil service provisions and employment laws, and offering insights in human resources administration that have far reaching effects. Excellent customer service approach to problem resolution, effective change agent for operational improvement and organizational transition, and team builder to ensure productivity and personnel development. Creative, resourceful, and results-oriented leader, with strong analytical, planning, and interpersonal skills to meet common goals and provide service improvements.

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## NOTABLE CAREER HIGHLIGHTS

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- Led a new approach to civil service examination through the Anytime, Anywhere Testing program, which uses remote proctoring and online testing, allowing candidates to test at a time and place convenient to them and resulting in faster hiring.
- Oversaw the development of the web-based Exam Information Database that combines three separate reports to provide more public transparency regarding the progress and status of City examinations.
- Led the implementation of the LA City Job Match system, a new feature on the Personnel Department's website, to help visitors easily identify entry-level jobs that are closely related to their experience, education, and interests and to view videos, pictures, descriptions, and career ladders related to these jobs.
- Managed recruitment strategies on social media, such as Facebook, Twitter, LinkedIn, and Instagram, to attract target audiences for different City jobs at no cost to the City. Notably, one post for Graphics Designer went viral and reached over three million people on Facebook, "liked" 74,000 times on Twitter, reported on CBS Los Angeles news, and won the 2018 Golden Post Award.
- Oversaw a pilot Mentor Program in the Personnel Department which will be used as a model by other City departments to foster supportive relationships to help employees reach their full potential and goals.
- Directed the development of the Supervisor's Toolkit on the City's online training portal, which was created to provide supervisors with information on various subjects that they may need to tackle in one place, such as selecting employees, special accommodations, workplace safety, employee recognition, and resolving employee issues.
- Guided employees in the identification of ideas through Process Mapping, a Peak Academy approach, in order to innovate and streamline the selection process. Results included autoscored candidate qualifications through the application system, collapsing exam appeal periods, and launching weekend interviews, Skype interviews, and Sunday written tests to work around the problem of limited facilities.
- Led the development and implementation of the customized police officer online application and online status check systems used by candidates for better accessibility and transparency, and the online scheduling system that allows employees to collaborate candidate scheduling in real time. All three systems were considered "firsts" of their kind at the time.
- Implemented the use of two streamlined police officer selection processes, first using the Preliminary Background Questionnaire for candidates to self-screen themselves based on established background standards and then the Personal Qualifications Essay, which collapsed two test parts into one.
- By collaborating with the Police Department, initiated the police officer Expedited Testing Process to allow candidates to complete seven test parts in four consecutive days, which saved a large amount of candidate processing time.

**Chief Personnel Analyst****March 2013 – Present***City of Los Angeles Personnel Department, Selection Division*

- **Oversee major functions of the Personnel Department which service the second largest City in the nation.** Manage the selection functions of the Personnel Department that affect all 43 City departments, bureaus, and offices and 48,000 civil service employees. With an annual budget of over \$8 million for contractual services and payroll, direct three human resources sections made up of 70 full-time professional and clerical employees, 3 part-time administrative interns, and 75 as-needed, part-time employees. Develop budget in support of staffing and programs for operations.
- **Direct the review of applicants.** Responsible for overseeing the review of candidate applications and appeals from disqualification based on interpretation of job bulletin requirements, an understanding of the classification system and its class level determinations, and the application of Civil Service Rules.
- **Direct the research and development of innovative approaches to civil service examinations.** Responsible for overseeing the development and administration of the City's competitive examinations for over 900 civilian job classifications used across 43 City departments, bureaus, and offices. Initiate and direct research related to test validation, new technology for streamlining selection processes, and other innovative solutions for selection. Responsible for the job-relatedness and the defensibility of examinations according to the City's civil service provisions, professional standards, and the Federal Uniform Guidelines on Employee Selection Procedures. Manage contractual services related to test vendors, test sites, and exam validation. Ensure candidate and department satisfaction through survey and research for continuous process improvement.
- **Direct candidate processing and operational improvements.** Oversee the administrative functions related to the processing and testing of candidates in the City's civil service examinations. Ensure that operational procedures and protocols are developed which support new testing approaches and processes, are consistent with best personnel practices, and comply with Civil Service Rules.
- **Collaborate and represent the department.** Collaborate with representatives from City departments, Mayor's office, special interest groups, and high-profile project leaders to ensure that the City's hiring needs are met. Represent the department at meetings, often open to the public, including those with the Civil Service Commission, City Council, Mayor, City Attorney's Office, labor unions, other City departments, and stakeholders.
- **Meet with labor regarding training.** Represent the Personnel Department at the Joint-Labor Management Committee on Training and Development (JL-MCTD) to meet with labor unions in determining the best use of special training funds, including tuition reimbursement and development of training programs, for management level employees throughout the City.
- **Provide leadership, vision, and accountability.** Maintain a clear vision and understanding of the City's and department's goals to ensure that divisional activities are aligned with these goals, that metrics are developed to track, explain, and improve upon the division's progress, and that employees are engaged in helping to achieve these goals. Develop and implement policy and procedural changes affecting the division and department to ensure smooth operation and attainment of goals.

Prior to the Personnel Department's reorganization in June 2019 and April 2016, responsibilities also included:

- Managed the general and executive recruitment for jobs available throughout the City, including the development of recruitment plans and strategies based on hiring needs and identification of underrepresented groups; oversaw nationwide searches for executive management positions, the screening of these candidates to present to department heads or Mayor, and compliance with Executive Directives and best practices.
- Oversaw the development of employees through Citywide training, the Core Supervisory Training Program, the Employee Engagement Program, Employee Recognition Program, and the Mentor Program. Working with training coordinators representing each independent City department, provided them with the tools and information necessary to implement employee development initiatives, performance evaluations, and succession planning to impact employees at the department level. Managed contracts related to training content and services. Oversaw the administration and implementation of the Cornerstone system for Citywide efforts in talent management.

- Directed the strategies to improve the recruitment of police officer and firefighter candidates to meet the City's aggressive hiring goals.
- Coordinated with representatives of the Background Investigation and Medical Services Divisions, as well as Police and Fire Departments in the selection and processing of public safety candidates.

#### **Assistant Chief (Senior Personnel Analyst II)**

**November 2001 – March 2013**

City of Los Angeles Personnel Department, Public Safety Bureau, Recruitment & Selection Division

- **Oversaw public safety examinations.** Planned, assigned, and managed the activities of 22 full-time professional and clerical employees, and 80 as-needed employees responsible for the City's entry-level Police Officer and Firefighter recruitment activities; testing, scheduling, tracking, and processing candidates in entry-level sworn examinations; test development and coordination of other sworn/civilian, entry-level/promotional public safety examinations for job classifications that are vital to the City's public safety; administration of the City's bilingual testing process and associated contracts; and the development and preparation of various activity reports.
- **Ensured smooth operation.** Monitored workflow and operational processes to identify appropriate allocation of resources, operational improvements, solutions to problems, and training needs to achieve divisional and departmental goals.
- **Instilled innovation and accountability.** Planned the development and implementation of innovative recruitment and streamlined selection strategies. Communicated with employees regarding existing and new policies, procedures, systems, laws, organizational goals, and other personnel matters to foster understanding, as well as to ensure compliance and effective operations.
- **Interacted with stakeholders.** Interacted and met with representatives from various departments, Mayor's Office, City Council offices, and agencies on subjects related to public safety hiring needs. Represented the Personnel Department at City Council and Civil Service Commission meetings, special events, and other public forums related to divisional activities.

#### **Senior Personnel Analyst I**

**May 2001 - November 2001**

City of Los Angeles Personnel Department, Public Safety Employment Division

- **Oversaw Firefighter and Police Officer processing.** Supervised analysts responsible for the Firefighter examination, Police Officer package review process, restorations/reinstatements of former Firefighters and Police Officers, and administration of contracts for the City's bilingual testing process.
- **Complied with consent decree.** Developed bi-annual reports related to Firefighter hiring and attrition as required by consent decree.
- **Conducted personnel research.** Conducted research related to public safety hiring and handled the more difficult or sensitive matters related to Firefighter/Police Officer selection.
- **Resolved selection issues.** Corresponded with Police Department, Fire Department, Office of the City Attorney, and other Personnel Department representatives to address issues related to public safety selection. Responded to issues from Police Officer and Firefighter candidates, including appeals, special accommodations, and complaints.

#### **Senior Management Analyst I/Personnel Research Analyst II**

**November 1999 – May 2001**

Los Angeles Police Department, Employee Opportunity and Development Division, Special Projects Section

- **Oversaw Equal Employment Opportunity (EEO) compliance.** Supervised employees responsible for monitoring the Police Department's progress in meeting the Equal Employment Opportunity goals set forth by consent decrees, settlement agreements, and the Department's Anti-Discrimination Plan. Oversaw the analysis, preparation, and dissemination of reports and other publications related to recruitment and EEO compliance efforts.
- **Managed EEO programs and resolved issues.** Directed the development, implementation, training, and/or coordination of EEO programs/projects (EEO Training for Supervisors, EEO Representative Program, Personnel Survey, etc.). Worked with the Police Commission Discrimination Unit, Office of the City Attorney, Personnel Department, and other Police Department entities in reviewing, resolving,

and providing recommendations on issues relating to discrimination complaints, personnel practices, and Department-wide training to ensure legal and EEO compliance. Represented the division at various departmental and commission meetings.

**Senior Management Analyst I/Management Analyst II**

**April 1998 - November 1999**

Los Angeles Police Department, Employee Opportunity and Development Division, Employee Selection Section

Emergency appointed Senior Management Analyst I:

- **Supervised selection services.** Supervised selection analysts responsible for providing consultation services to sworn and civilian managers and supervisors on internal selection procedures, issues, and testing methodologies. Oversaw the activities of the section as well as the development and coordination of the Police Officer III Examination.
- **Conducted job analyses and research.** Handled the more difficult or sensitive work related to job analysis and pay grade advancement testing. Served on ad hoc committees related to employee selection research and innovations.

Management Analyst II:

- **Conducted personnel research and analysis.** Conducted research in the areas of job analysis, performance evaluation, centralized testing, selection, and equal employment opportunity compliance using technologically advanced methods. Developed surveys/questionnaires for data collection and analysis. Analyzed research data in statistical and narrative formats. Initiated the integration of multi-purpose job analysis information in an automated system for future department-wide use.
- **Provided training and technical support.** Provided training and technical support to employees using the integrated job analysis system. Provided consultation services to sworn/civilian managers and supervisors on internal selection procedures, issues, and testing methodologies.

**Management Analyst II**

**October 1996 - April 1998**

Los Angeles Police Department, Organizational Development Group

- **Provided selection consultation services and training.** Provided consultation services to sworn and civilian managers and supervisors on internal selection procedures, issues, and testing methodologies. Reviewed and approved selection documents to ensure their legal defense, compliance with department requirements, and test validation. Provided formal classroom and informal training to personnel on employee selection procedures.
- **Conducted test validation and research.** Conducted validation studies on critical positions to standardize job analysis and selection documents. Performed research as necessary to address selection-related issues arising from grievances, discrimination complaints, lawsuits, and arbitration hearings. Assisted in the development of the written test for the Police Officer III Examination.

**Personnel Analyst I**

**January 1996 - October 1996**

Los Angeles Fire Department, Bureau of Human Resources, In-Service Training Section (loaned to the City of Los Angeles Personnel Department, Research Section)

- **Conducted personnel research, analysis, and other related activities.** Conducted the Firefighter criterion validation study. Performed general research, research test development, criterion development through critical incidents session, research test administration of study participants, criterion data (supervisory performance rating) collection, oversight of computer programming for data input and analysis, factor analysis to further analyze data, and technical report writing for research documentation. Conducted content validation studies of other Fire Department job classifications. Participated in task force meetings related to selection issues. Coordinated activities between the Fire and Personnel Departments and handled the logistics and details throughout various phases of the validation studies.



## **Management Assistant**

**June 1991 – January 1996**

*City of Los Angeles Community Development Department, Industrial & Commercial Development Division*

- **Performed program development activities.** Conducted research and analyzed information for the development, evaluation, and promotion of various economic development programs. Prepared reports for City Council, City Administrative Officer and management review of divisional activities and recommendations. Developed and negotiated service provider contracts of new or emerging programs. Represented the Division at various governmental meetings. Wrote grant proposals and received funding, \$10 million and \$1.8 million, for economic development programs.
- **Performed Enterprise Zone activities.** Assisted in the management of the State-designated Enterprise Zone Program for Eastside Los Angeles. Marketed program incentives, financial assistance, and project expediting assistance through business site visits, mailings, and other outreach efforts. Served as liaison between local businesses and other City departments and governmental agencies.

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### **EDUCATION**

- Leadership Academy Graduate, Los Angeles Fire Department – 2020
- M.S. Degree Candidate, Industrial/Organizational Psychology Course Work, California State University, Los Angeles
- B.A. Degree in Psychology, Industrial/Organizational Psychology Emphasis, California State University, Los Angeles

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### **RECOGNITION**

- Certificate of Achievement, Google Innovation Lab, August 2016
- Honorary Service Award, City of Arcadia, May 2013
- Honorary Service Award, Arcadia High School PTSA, May 2013
- Board of Civil Service Commissioners Outstanding Service Commendation for Sworn Candidate Hiring, March 2009
- Jon Kirk Mukri, General Manager of Department of Recreation and Parks, Commendation for Park Ranger Hiring, June 2008
- City Council Resolution for LAPD Recruitment Month, in recognition of the collaborative efforts between Personnel and Police Departments in the Police Officer Hiring Process, July 2005
- Productivity Improvement Award for Streamlined Police Selection Program, May 2003
- Police Department, Employee Opportunity and Development Division, commendation for quality and quantity of work performed, November 2000
- Police Department, Office of the Chief of Police, commendation for assistance in employee selection process, October 2000

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### **PROFESSIONAL MEMBERSHIP & DEVELOPMENT**

- International Public Management Association for Human Resources, member
- Western Region Intergovernmental Personnel Assessment Council (WRIPAC), member
- Personnel Testing Council of Southern California (PTC-SC), member
- Anti-Bias Learning for Employees, May 2021
- Workplace Harassment and Abusive Conduct Prevention: Supervisor Version, October 2019
- Executive Training: Implicit Bias, September 2018
- Ethics and Open Government Training, January 2018
- Google Innovation Lab, "Building a Better LA from Within," July-August 2016
- PTC-SC Annual Conference – "Selection Innovation," November 2015
- CPS HR Consulting – "Personality Testing in Employee Selection," July 2012
- International Public Management Association for Human Resources – "Developing Competencies for HR Success," February 2011



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |  |  |
|--|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*         | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission             | <input type="checkbox"/> Recreation and Parks Commission |
| <input checked="" type="checkbox"/> Human Resources Commission | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees             |  |

\*\*\*\*\*

NAME SCHUPBACH VICTORIA AGUAYO  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION RETIRED FEDERAL EXECUTIVE

EMPLOYER N/A ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 36 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

B.A. California State University at Los Angeles  
A.A. East Los Angeles Junior College  
FEDERAL EXECUTIVE INSTITUTE, CHARLOTTESVILLE, VA  
(See attached.)

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Reading tutor at Holly Avenue  
English Language Instructor Arcadia Library  
Foothills Junior High Band Volunteer  
INTERPRETER/TRANSLATOR FOR CATHOLIC CHARITIES  
PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE  
See attachment.  
ESPERANZA  
IMMIGRANT  
RIGHTS PROJCT.  
(CONTINUED  
ON ATTACHMENT)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

See attachment.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

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☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE

May 18, 2021

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**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

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☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

## **EDUCATION**

B.A. California State University at Los Angeles  
A.A. East Los Angeles Community College  
Federal Executive Institute, Charlottesville, VA  
Various Supervisory/Management Training Certificates from OPM (U.S. Office of Personnel Management)

## **LOCAL COMMUNITY INVOLVEMENT:**

Cub Scout Troop Leader  
Parent Volunteer, Foothills Middle School Band  
Reading tutor at Holly Avenue elementary school.  
Assisted Arcadia Unified School District Latino Families Outreach Coordinator.  
Volunteer Tutor for Adult English Conversation Class at Arcadia Public Library;  
Assisted program efforts to recruit tutors and a more diverse collection of students.  
Developed teaching techniques to enhance student enthusiasm and increase levels of confidence and proficiency

## **COMMUNITY AT LARGE INVOLVEMENT:**

Volunteer Interpreter/Translator – Catholic Charities Esperanza Immigrant Rights Project  
President and Executive Board Member of Orange County Industrial Relations and Research Association (presently Orange County Labor and Employment Relations Association)  
Executive Committee Member of Labor and Employment Law Section, Los Angeles Chapter of the American Bar Association  
Executive Committee Member of the Greater Los Angeles Federal Executive Board;  
Served as mentor to participants in FEB's Leadership Associates Development Programs.  
Participated in numerous Intra- and Inter-Agency Committees and groups to study, among other areas: Regional Office Structures; Field Support Staff Restructuring and Reclassification; Staffing levels; conference planning and public outreach  
Officer and Scholarship Committee Chair, Mexican-American Alumni Chapter (MAAC), California State University of Los Angeles

## **RELEVANT BACKGROUND, TRAINING OR INTERESTS**

I was employed by the National Labor Relations Board, an independent Federal Agency, for close to four decades before retiring in 2007. During my last 22 years, I was the Regional Director for the Downtown Los Angeles office and in this capacity acted as the official representative of the Board and General Counsel in unfair labor practice and representation matters arising in the southeastern portion of Los Angeles County, and Orange, Riverside, Imperial and San Diego Counties. I directed a staff of attorneys, field examiners and support staff in the investigation and

litigation of unfair labor practice charges and resolution of questions concerning representation under the National Labor Relations Act, the Federal statute that governs the rights of employees to organize, encourages collective bargaining, and seeks to eliminate practices that are harmful to the general welfare.

Our office managed some of the most challenging, complex and impactful cases relating to the NLRA. In many cases we were able to reach settlements by working closely with the parties and affected workers.

Although the mission of the NLRB is that of service to the public, each Regional Director along with other local managers serve as de facto Human Resource specialists to NLRB staff while dealing with a myriad of personnel matters affecting employees on a regular basis.

As the Regional Director, I had overall responsibility for hiring employees and ensuring their successful career progression, including yearly evaluations, training, counseling where appropriate, promotions and upgrades pursuant to the collective bargaining agreement between the Agency and the Union representing field employees. Where poor performance or misconduct issues were present, management's responses, such as a delay in promotion or discipline, would sometimes result in grievances filed by the Local Union. I was involved in the preparation of answers to grievances as well as settlement discussions prior to arbitration.

I identify as a public servant even though my years of fruitful Federal service are behind me. My volunteer work since is an extension of my service to the public. Many years of experience in securing and analyzing facts relevant to the issues at hand, as well as applying relevant case law, applicable procedures and policy to the decision making process will facilitate my role on the Commission. In addition my involvement in personnel administration, employee discipline and grievance handling adds another layer of valuable experience to assist the Commission and the City in reaching appropriate and equitable resolutions.

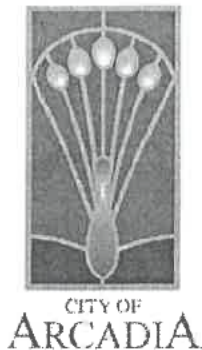
#### **WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING**

As I understand its role, the Commission reviews the City's personnel policies and position classifications, hears personnel grievances and disciplinary appeals, and makes comments and recommendations to the City Council and possibly the City Manager. As advisors to the City Council, members of the Commission work collaboratively while studying the issues presented and reviewing the applicable personnel procedures and standards, collective bargaining agreements, as well as the positions of those affected and any past practices in similar situations. An open discussion of all views would precede any consensus reached with the expectation that the advice rendered to the City would be factually comprehensive, procedurally rigorous and effective.



**LIBRARY BOARD**

**APPLICANTS**



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
APR 15 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |   |  |
|---|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*                        | <input checked="" type="checkbox"/> Planning Commission (Second Choice)            |
| <input type="checkbox"/> Arcadia Museum Commission                            | <input checked="" type="checkbox"/> Recreation and Parks Commission (Third Choice) |
| <input type="checkbox"/> Human Resources Commission                           | <input checked="" type="checkbox"/> Senior Citizens Commission (First Choice)      |
| <input checked="" type="checkbox"/> Library Board of Trustees (Fourth Choice) |  |

\*\*\*\*\*

NAME Singh Jaqdeep  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Certified Public Accountant (CPA)

EMPLOYER Greenlots ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 8 months ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

Bachelor of Science (BS) in Accounting  
Certified Public Accountant in California

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Arcadia Chamber of Commerce  
Veggielution Community Farm  
Sacred Heart Community Service  
Resource Area For Teaching - RAFT San Jose

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

For Senior Citizens' Commission - Seniors have played their part in serving the community and I feel it's time for me to pay them back in some way by serving in Senior's Citizens' Commission.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

For Senior Citizens' Commission - Organize activities where our seniors can achieve physical and mental wellness. In addition, provide seniors an opportunity to socialize with fellow seniors.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
[REDACTED] RE

04-12-2021  
\_\_\_\_\_  
DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

RECEIVED

## Citizen Service Resume

FEB 10 2021

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☐ Arcadia Beautiful Commission\*
- ☐ Arcadia Museum Commission
- ☐ Human Resources Commission
- ☒ Library Board of Trustees

- ☐ Planning Commission
- ☐ Recreation and Parks Commission
- ☒ Senior Citizens Commission

\*\*\*\*\*

NAME Blackwell Alan Edward  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Software Engineer

EMPLOYER Self ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 5 ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☐ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

- 1) Master of Science, Software Engineering, CSUF 4) CA Insurance License 0471640
- 2) Bachelor of Arts, Political Science, Amherst College
- 3) CBEST

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Encorps STEM Teachers Program  
Microsoft (TEALS) Technology and Literacy in Schools

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I have served on committees in the past. I am an accomplished speaker.  
I have published articles. I am skilled in social media.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

*I can help the library as well as senior citizens. My extensive knowledge of software, hardware and networking will allow me help bring the benefits of technology to our community.*

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

*2/4/21*  
\_\_\_\_\_  
DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

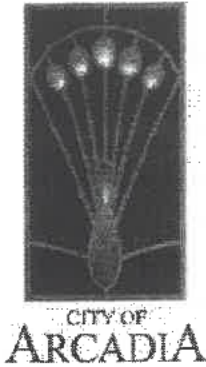
☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007





# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

CITY OF ARCADIA  
CITY CLERK

MAY 12 2021

RECEIVED

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |   |  |
|---|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*        | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission            | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Human Resources Commission           | <input type="checkbox"/> Senior Citizens Commission      |
| <input checked="" type="checkbox"/> Library Board of Trustees |  |

NAME SEAUER TR CARLTON  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE CELL [REDACTED]

EMAIL ADDRESS seauer@pacbell.net OCCUPATION RETIRED

EMPLOYER NA ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 34 YRS ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)  
PRINCETON UNIV, A.B., 1968  
COMMISSIONED ENSIGN, USNR, MARCH 1969  
STANFORD LAW SCHOOL, JD, 1975  
ADMITTED TO CALIFORNIA BAR, DECEMBER 1975  
APPOINTED JUDGE, LA SUPERIOR COURT, December 2008

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
HIGHLANDS OWN ARCHITECTURAL BOARD, 1990-2008  
AYSO RUFF AND COACH, 1990-1995  
PRINCETON CLUB OF SO CAL, PRESIDENT, 1984  
STANFORD LAW SOCIETY OF SO CAL, PRESIDENT, 1980  
HUNTINGTON LIBRARY BOARD OF GOVERNORS, LIBRARY COMMITTEE

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE CURRENT  
PRACTICE OF LAW, 1975-2008

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

ENCOURAGING CHILDREN TO READ. ENSURING AS LARGE  
AND VARIED A COLLECTION AS POSSIBLE.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED]

MAY 4, 2021  
DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

## COPY

RECEIVED  
CITY OF ARCADIA  
MAY 12 2021  
CITY MANAGER

Dear Mr. Glasco:

I am 74 years old. I have been a resident of the Arcadia for over 34 years, and my wife and I have lived in the same house on Rancho Road for that entire time. I have been married to Laura, a law school classmate, for 44 years. We have two sons and a daughter, now all adults, all of whom attended Highland Oaks School, played AYSO soccer in Arcadia and played Little League baseball with the Arcadia Coast Little League.

I have had an Arcadia Library card for many years and regularly contribute to the Library and to the Friends of the Arcadia Public Library. For several years, my charitable organization has funded the John Philip Sousa Award for the Arcadia High School Festival of Bands. My wife and I regularly support the Methodist Hospital Foundation.

For almost four years between college and law school, I served as an officer on destroyers in the US Navy in the North Atlantic and the Mediterranean.

Early in my career as a lawyer, I was heavily involved in university alumni activities.

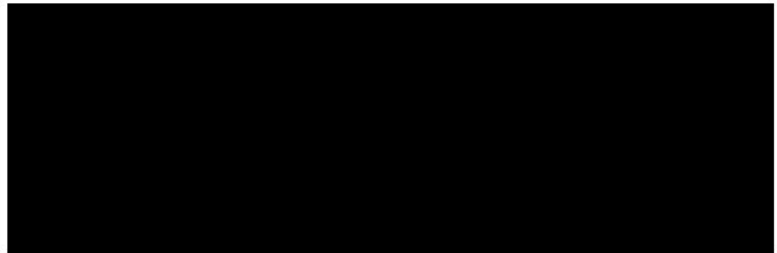
R. CARLTON SEAVER

Office of the City Clerk  
City of Arcadia  
May 4, 2021  
Page 2

I was President of the Stanford Law Society of Southern California and later the Secretary of the Princeton Club of Southern California. I used to interview high school student applicants as a member of the Princeton University Schools Committee.

I currently serve on the Board of Governors of the Huntington Library, the Board of Directors of the Los Angeles Opera and the Board of Trustees of Pomona College. I am the member of the Twilight Club, a civic group which meets once a month in Pasadena.

Please let know what further I might do to assist in consideration of this application.



RCS:edc  
Enclosure

cc: ✓ Hon. Tom Beck (w/enclosure)



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA

MAY 06 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☐ Arcadia Beautiful Commission\*
- ☐ Arcadia Museum Commission
- ☐ Human Resources Commission
- ☒ Library Board of Trustees

- ☐ Planning Commission
- ☐ Recreation and Parks Commission
- ☐ Senior Citizens Commission

\*\*\*\*\*

NAME LARSON RONALD D.  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION RETIRED HIGH SCHOOL TEACHER

EMPLOYER RETIRED ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 44 YEARS ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates) UCLA - BA HISTORY - 1963  
MA - ARIZONA PACIFIC UNIVERSITY - EDUCATION (1977)  
CERTIFICATE - PROFESSIONAL DESIGNATION IN THE USE OF MICROCOMPUTERS  
IN EDUCATION - UCLA EXTENSION (1985)

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
MEMBER OF LIBRARY BOARD OF TRUSTEES (2007-2015) - ELECTED CHAIR TWICE  
ARCADIA LIBRARY VOLUNTEER - 10+ YEARS. EDITED THE ENTIRE COLLECTION  
OF MICROFILM RECORDS FOR ARCADIA TRIBUNE (30,000 RECORDS) FOR YEARS  
I TUTORED ADULTS ONE-ON-ONE IN BASIC COMPUTER SKILLS. I TAUGHT  
BASIC EMAIL CLASSES ON SATURDAYS.  
I AM A MEMBER OF THE MASTERS OF HANDBALL MEN'S CHORUS (9 TIME WORLD CHAMPIONS)  
PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE  
DURING MY YEARS AS A HIGH SCHOOL TEACHER (37) I DID OVER 5 YEARS  
OF VOLUNTEER WORK IN THE SCHOOL LIBRARY - SHELVING, WEEDING, DATA ENTRY  
THOSE YEARS PLUS MY VOLUNTEER YEARS AT THE ARCADIA PUBLIC LIBRARY  
GAVE ME A GOOD UNDERSTANDING OF LIBRARY PROCEDURES AND PRACTICES  
AND MADE ME A MORE KNOWLEDGEABLE LIBRARY BOARD MEMBER.  
(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)



WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

- ① TO MAKE SURE LIBRARY OPERATIONS ARE PROPERLY SUPPORTED AND, WHEN NECESSARY, OFFERED SUPPORTIVE CONSTRUCTIVE CRITICISM ABOUT DEALING WITH CHALLENGES.
- ② TO ENSURE THAT ALL MATTERS BROUGHT BEFORE IT RECEIVE FULL, FAIR ANALYSIS WITH RESPECT FOR DIFFERENT POINTS OF VIEW
- ③ TO MAKE SURE THAT LIBRARY RESOURCES REFLECT AND MEET THE NEEDS OF ARCADIA'S DIVERSE POPULATION

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

- ④ TO DO THESE THINGS WHILE REMAINING WITHIN BUDGETARY LIMITS ESTABLISHED FOR THE LIBRARY. ☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

5/6/21  
\_\_\_\_\_  
DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

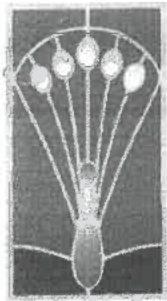
THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



CITY OF  
ARCADIA

# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA

MAY 06 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*
- ☒ Arcadia Museum Commission
- ☒ Human Resources Commission
- ☒ Library Board of Trustees

- ☒ Planning Commission
- ☒ Recreation and Parks Commission
- ☒ Senior Citizens Commission

\*\*\*\*\*

NAME Agrawal Sudhir Kumar  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Project Engineer - Project Manager

EMPLOYER Southern California Gas Co. ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 40 Yrs ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☒ YES ☐ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)

M.B.A (Marketing/ Finanacial/ Behaviour); M.S. (Mechanical Engg.); B. S. (Mechanical Engg.)  
Professional Engineer (P.E.) - State of California  
Certified Construction Manager (C.C.M.); Cal OSHA (Safety Certification)  
Transportation Leadership Academy Certification  
LEED - GA (Sustainability and Green Building)

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Currently on California Building Standards Commission - Codes Advisory Board - 21 years  
Past-President, Board of Directors, Life Member, Regional Vice Chair - ASHRAE -30 years  
Member - ASHRAE, ASME, ASPE, SFPA, APTA, AEE, CMAA, USGBC - 25 years  
Served on Advisory Board - LAUSD, LADWP, LA Metro - Strategic Planning, Mission and Vision  
Served on Dispute Review Board, worked with the Office of Inspector General for Technical audits of Contractors and vendors. Toastmaster - Past President and Area Governor, Distinguished (DTM)

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

40 years' Experience in Building Construction Industry - Technical and Field knowledge. Managed several multi-million dollar projects successfully, interfaced, provided directions, evaluated and presented reports. Team Player - Always worked with Professionalism, Ethically, will follow City and Council discretions. Planned, managed, organized, recognized, mentored people. Taught at Cal State, Los Angeles - 5 years, part time senior level course.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Avoid misunderstanding/confusion, provide clarity, define intent of the rules and policies, help in evaluating guidelines, understand City needs, work with City's common Goals & Objectives, serve as Volunteer at no compensation, make myself available to attend Board/ Commission meetings. I do not hold any public elected position.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED SIGNATURE]

SIGNATURE

5/1/21

DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

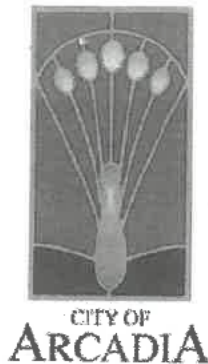
THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA

MAY 06 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*
- ☒ Arcadia Museum Commission
- ☒ Human Resources Commission
- ☒ Library Board of Trustees

- ☒ Planning Commission
- ☒ Recreation and Parks Commission
- ☐ Senior Citizens Commission

\*\*\*\*\*

NAME Wong Eric Mark  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION retired (from civil service)

EMPLOYER \_\_\_\_\_ ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 16 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)

B.A. business/accounting

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Longley Way School parent volunteer  
Arcadia Public Library supporter

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Cal state LA recruitment committee /volunteer  
IRS recruitment volunteer

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

*Board members should be responsive + understand the needs/concerns of the Arcadia residents and also be able to articulate views/opinions with other board members. The overriding goal are to act in the collective interest of Arcadia.*

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED]

NATURE

4/29/21  
DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☒ YES ☐ NO

\*\*\*\*\*

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ARCADIA, CA 91007





# CITY OF ARCADIA

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(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
MAY 06 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |  |  |
|--|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*         | <input checked="" type="checkbox"/> Planning Commission  |
| <input type="checkbox"/> Arcadia Museum Commission             | <input type="checkbox"/> Recreation and Parks Commission |
| <input checked="" type="checkbox"/> Human Resources Commission | <input type="checkbox"/> Senior Citizens Commission      |
| <input checked="" type="checkbox"/> Library Board of Trustees  |  |

\*\*\*\*\*

NAME ZHANG LI MA  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Engineer

EMPLOYER Quidel ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 17 ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

Ph.D. Chemistry  
M.S. medicinal chemistry  
B.S. medicinal chemistry

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Chair of Public Relations Committee, Southern California section (2009-2011), ACS  
Executive committee member of American Chemical Society (ACS)  
chemistry Ambassador, Southern California section, (ACS)

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

As a Long time Senior project manager, Quality Management in an industrial setting my responsibilities include, but are not limited to:

- Developing, implementing, managing and standardizing master plans/procedures for all activities
- Leading cross-functional team to ensure assigned projects are executed to completion; monitoring the execution of project tasks, deliverables, dependencies and resource requirements
- Preparing and overseeing project budgets, including resources and cost, in collaboration with other departments
- Facilitating the completion of various deliverables, such as product risk analyses, design/development plans

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

- Ensure the municipal planning serves current and long term interests of the public
- Ensure conservative spending and prudent planning so that Arcadia remain financially stable
- Act as a channel of communication between municipal government and the residents

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED]

SIGNATURE

5/1/2021  
DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED

MAY 20 2021

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*  
☒ Arcadia Museum Commission  
☐ Human Resources Commission  
☒ Library Board of Trustees

- ☒ Planning Commission  
☒ Recreation and Parks Commission  
☐ Senior Citizens Commission

NAME Garza Alejandro  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE

EMAIL ADDRESS [REDACTED] OCCUPATION Community College Instructor

EMPLOYER Imperial Valley Comm College District ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 28 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

### EDUCATION (Include professional or vocational licenses or certificates)

MA in English - California State Polytechnic University, Pomona

BA in English - California State University, Los Angeles

AA in Liberal Studies - Pasadena City College

Arcadia High School Graduate - Class of 1996

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

As of now, I am not active in community involvement, but the reason I am applying to serve is to be more involved and play a larger role in the community at large.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

My experience as a community college teacher has shown me that when students come from strong communities, their performance in school is usually better. Although my background has to do with the contribution to student enrichment and development in the classroom, I also feel that I can contribute to the betterment of Arcadia and its citizens through my professional relationships with community members from all walks of life.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

The goals and objectives of the commissions are to enhance the quality of life of all Arcadians. The stronger the members of the community, the stronger the community will be as a whole for its citizens now and for future generations. Each individual who is appointed has the duty of representing Arcadia with the utmost respect and honesty. It is a privilege to be a citizen of Arcadia, so the goals and objectives should address the needs of the community and its members in order to maintain a high standard of living, progress, and growth.

**ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?**

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

**STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?**

☒ YES ☐ NO

**I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

[REDACTED]

SIGNATURE

5/20/2021

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

**ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?**

☒ YES ☐ NO

**DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?**

☒ YES ☐ NO

**THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☒ YES ☐ NO

\*\*\*\*\*

**PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:**

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

**SENIOR CITIZENS'  
COMMISSION  
  
APPLICANTS**





# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
APR 15 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |   |  |
|---|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*                        | <input checked="" type="checkbox"/> Planning Commission (Second Choice)            |
| <input type="checkbox"/> Arcadia Museum Commission                            | <input checked="" type="checkbox"/> Recreation and Parks Commission (Third Choice) |
| <input type="checkbox"/> Human Resources Commission                           | <input checked="" type="checkbox"/> Senior Citizens Commission (First Choice)      |
| <input checked="" type="checkbox"/> Library Board of Trustees (Fourth Choice) |  |

\*\*\*\*\*

NAME Singh Jaqdeep  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Certified Public Accountant (CPA)

EMPLOYER Greenlots ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 8 months ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

Bachelor of Science (BS) in Accounting  
Certified Public Accountant in California

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Arcadia Chamber of Commerce  
Veggielution Community Farm  
Sacred Heart Community Service  
Resource Area For Teaching - RAFT San Jose

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

For Senior Citizens' Commission - Seniors have played their part in serving the community and I feel it's time for me to pay them back in some way by serving in Senior's Citizens' Commission.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

For Senior Citizens' Commission - Organize activities where our seniors can achieve physical and mental wellness. In addition, provide seniors an opportunity to socialize with fellow seniors.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



04-12-2021

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

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☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
APR 16 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☐ Arcadia Beautiful Commission\*
- ☐ Arcadia Museum Commission
- ☐ Human Resources Commission
- ☐ Library Board of Trustees

- ☐ Planning Commission
- ☐ Recreation and Parks Commission
- ☒ Senior Citizens Commission

\*\*\*\*\*

NAME LEUNG Anthony Wah-yue  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION RETIRED AIRCRAFT ENGINEER

EMPLOYER VOUGHT AIRCRAFT ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 33 yr ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

BS IN AIRCRAFT ENGINEERING  
M.S. IN MANAGEMENT SCIENCE

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

AYSO COACH & REFEREE  
WAS SENIOR CITIZENS COMMISSION MEMBER

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

HELPING SENIORS TO UNDERSTAND WHAT THEY CAN BE HELP  
BY ARCADIA CITY. ESPECIALLY IN CHINESE LANGUAGE.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

BECOMING A BRIDGE BETWEEN THE CITY & THE SENIORS

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

4/15/21  
\_\_\_\_\_  
DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

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☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

RECEIVED

## Citizen Service Resume

APR 22 2021

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☐ Arcadia Beautiful Commission\*
- ☐ Arcadia Museum Commission
- ☒ Human Resources Commission
- ☐ Library Board of Trustees

- ☐ Planning Commission
- ☐ Recreation and Parks Commission
- ☒ Senior Citizens Commission

\*\*\*\*\*  
NAME PEREZ Robert Anthony  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Retired

EMPLOYER [REDACTED] ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 47 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*  
EDUCATION (Include professional or vocational licenses or certificates)

2 YEARS of College

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Member of Knights of Columbus  
I was the FINANCIAL Sect. for 8 years.

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I want to get involved in my city.  
I AM Retired from L.A.CO. FIRE Dept.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)



WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Help in any way to serve THE community

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

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☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



3-19-21

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

RECEIVED

## Citizen Service Resume

FEB 10 2021

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☐ Arcadia Beautiful Commission\*
- ☐ Arcadia Museum Commission
- ☐ Human Resources Commission
- ☒ Library Board of Trustees

- ☐ Planning Commission
- ☐ Recreation and Parks Commission
- ☒ Senior Citizens Commission

\*\*\*\*\*

NAME Blackwell Alan Edward  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Software Engineer

EMPLOYER Self ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 5 ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☐ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

- 1) Master of Science, Software Engineering, CSUF 4) CA Insurance License 0471640
- 2) Bachelor of Arts, Political Science, Amherst College
- 3) CBEST

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Encorps STEM Teachers Program  
Microsoft (TEALS) Technology and Literacy in Schools

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I have served on committees in the past. I am an accomplished speaker.  
I have published articles. I am skilled in social media.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

*I can help the library as well as senior citizens. My extensive knowledge of software, hardware and networking will allow me help bring the benefits of technology to our community.*

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

*2/4/21*

DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

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CITY OF ARCADIA  
APR 28 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |  |  |
|--|--|
| <input type="checkbox"/> Arcadia Beautiful Commission*         | <input type="checkbox"/> Planning Commission                   |
| <input checked="" type="checkbox"/> Human Resources Commission | <input type="checkbox"/> Recreation and Parks Commission       |
| <input type="checkbox"/> Library Board of Trustees             | <input checked="" type="checkbox"/> Senior Citizens Commission |

\*\*\*\*\*

NAME Cao Michael K.  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Physician

EMPLOYER Golden Heart Medical ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 10 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)  
Please see attached CV (resume)

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
Please see attached CV (resume) and personal statement

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Please see attached personal statement

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

1. Human Resource Commission - As a public member of the legal system and participant member in the medical system, I am deeply involved in the regulatory process to ensure public protection. Therefore, I believe that the goals of the Human Resource Commission should include: improving policies and personnel that promote public protection and community success as well as upholding the City of Arcadia's high professional standards.
2. Senior Citizen's Commission - As a mature physician, I believe that the goals of the Senior Citizen's Commission should include: improving senior citizen wellness through a variety of programs that includes physical health, social and emotional support, and cultural enrichment.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

4-19-2021

DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
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### **Personal Statement of Michael K. Cao, MD**

I seek an appointment to the City of Arcadia Human Resource Commission and/or Senior Citizen's Commission because I believe that I have a distinctive background in which I can provide a positive contribution and diversity to the commission. As an Iraq war veteran, I was awarded the US Air Force Air Medal, promoted to rank of Major, and team leader of a Critical Care Airlift Team in service to our country. Afterwards, I was appointed as a full time, academic assistant professor of medicine at the University of Southern California (USC) to educate future generations of physicians. Subsequently, I established a private medical practice to provide healthcare to an ethnically diverse and underprivileged population to serve the local community. On a statewide level, I am an Assembly appointee, public member on the State Bar of California Committee of Bar Examiners and appointed an expert reviewer on the Medical Board of California.

For the last twenty five years, I am a practicing and licensed Doctor of Medicine in the State of California. The legal and medical fields are similar because they are both highly regulated professions which calls for a regulatory process to ensure competency for public protection. Appointed an expert reviewer by the Medical Board of California, I provide expert reviews and opinions for medical board cases, conduct professional competency exams, and support the investigation and enforcement function to uphold physician competency.

As a public member on the State Bar of California Committee of Bar Examiners, I serve on the main committee and subcommittee(s) for educational standards and examinations. I was selected on a working group to revise and update law school accreditation rules which advances the law student's education, knowledge, skills, ability to pass the Bar exam, and ultimately legal field competency. The working group incorporated best practices and focused on the State Bar's regulation to improve public protection and transparency, student success, diversity, equity and inclusion, and preparation for licensure and professionalism (Agenda Item 0-400; October 2020; CBE).

I always have had a long standing commitment to the community and public through my experiences as an Iraq war veteran, academic professor of medicine, as a participant in the medical field accreditation system, and as public member in the legal field accreditation system. I believe in: upholding the City of Arcadia's distinguished, professional standards; promoting community success and diversity; and advocating for public protection. For these reasons, I believe that I would be a productive contributor and member on the City of Arcadia Human Resource Commission and/or Senior Citizen's Commission.

## **CURRICULUM VITAE OF MICHAEL K. CAO, MD**

### **A. Office Information:**

Business Address: Golden Heart Medical  
8729 Valley Blvd, Unit A, Rosemead, CA 91770

2013- present

### **B. Education:**

Undergraduate: University of Wisconsin, BS, 1992

Medical School: Medical College of Wisconsin, MD, 1996

Internship: Wilford Medical Center (Internal Medicine), Lackland Air Force Base, TX (1996-1997)

Residency: Wilford Medical Center (Internal Medicine), Lackland Air Force Base, TX (1996-1999)

Fellowship: Wilford Medical Center (Cardiovascular Medicine), Lackland Air Force Base, TX (1999-2002)

Fellowship: LA County/University of Southern California (Cardiac Electrophysiology), Los Angeles, CA (2006-2007)

Honors and Awards: Magna Cum Laude, Phi Beta Kappa Honor Society, Phi Eta Sigma Honor Society, High School Valedictorian, Target MD Program (Accelerated 7 year PreMed/Medical Program), USHPS (United States Health Professions Medical School Four Year Scholarship)

### **C. Professional Background:**

#### California State Appointments:

1. Assembly Appointee, Public Member: Appointed by the California Speaker of the Assembly on The State Bar of California; Committee of Bar Examiners (CBE): 2020- present
  - (a) Subcommittee: Member of Educational Standards Subcommittee; 2020-present
    - a. Law school accreditation; CBE team member for the inspection of University of West Los Angeles School of Law; April 28-30, 2021 which includes reviewing inspection documents, law school meetings, class observation, tech training, and team meetings.

3. Director, Pacemaker/Internal Cardiac Defibrillator (ICD) Services, David Grant Medical Center, Travis Air Force Base, Fairfield, CA 2002-2006
4. Director, Cardiac Electrophysiology Laboratory, LA County/University of Southern California Hospital, Los Angeles, CA 2010-2013
5. Director, Cardiac Stress Testing Services, LA County/University of Southern California Hospital, Los Angeles, CA 2010-2013
6. Director, Cardiac EKG and Holter Services, LA County/University of Southern California Hospital, Los Angeles, CA 2010-2013
7. Associate Director, Cardiac Research Unit, University of Southern California Keck Medical Center, Los Angeles, CA 2011-2013

**D. Medical Specialty(s):**

Internal Medicine, Cardiovascular Medicine, Nuclear Cardiology, Cardiac Implantable Devices, Clinical Cardiac Electrophysiology

**E. Military Service:**

1. US Air Force (USAF) - Active Duty; 1996-2006; Rank Major (O-4); Honorable Discharge
2. Served in Operation Iraqi Freedom and Enduring Freedom in 2003-2004 where deployed in Iraq and Afghanistan
3. Team Leader for CCAT (Critical Care Air Transport Team), Travis AFB, CA in 2002-2006 with deployment in Iraq and Afghanistan in 2003-2004
4. Award: US Air Force Air Medal
5. Duty Location: Travis Air Force Base, CA (Air Mobility Command), Lackland Air Force Base, TX (Air Education and Training Command), and Overseas Deployment in Middle East and Europe (CENTCOM – US Central Command)
6. Combat Casualty Care Course (C4) - graduate

**F. Other Experience and Professional Membership(s):**

1. California Medical Association, Member; 2020- present
2. California Medical Association, Solo Small Group Practice Committee, 2020-present
3. California Medical Association, Ethnic Medical Organization Section and Bylaws Committee, 2020-present
4. LA County Medical Association; Member; 2020-present
5. LA County Medical Association Political Action Committee: 2020-present
6. Medical Director, FBI AED Program, Los Angeles, CA 2011-2012
7. Steering Committee, Member, St. Jude Medical Quadripolar Pacing Post Approval Study, 2013- 2015
8. Founding Member, Boston Scientific ALTITUDE (National Intra-cardiac EGM Adjudication and Cardiac Device Remote Monitoring Research Database) Committee, 2010-2013

- Ventricular Leads in Cardiac Resynchronization Therapy. *J Am Coll Cardiol EP* 2016;2:426-33.
5. Cha Y, Hayes D, Asirvatham S, Powell B, Cesario D, **Cao M**, Gilliam R, Saxon L. Impact of Shock Energy and Ventricular Rhythm on the Success of First Shock Therapy: The ALTITUDE First Shock Study. *Heart Rhythm*. January 2013
  6. Tomassoni G, Baker J, Corbisiero R, Love C, Martin D, Niazi I, Sheppard R, Worley S, Beau S, Greer S, Aryana A, **Cao M**, Harbert N. Performance of the Quartet Left Ventricular Heart Lead. *Journal of Cardiovascular Electrophysiology*. January 2013.
  7. **Cao M**, Ganz L, Saxon L. Section: Cardiac Resynchronization Therapy in Atrial Fibrillation. *UptoDate*. Jul 2012
  8. **Cao M**, Kumar U, Saxon L. Section: Overview of Cardiac Pacing in Heart Failure. *UptoDate*. Jul 2012
  9. Powell BD, Asirvatham SJ, Perschbacher DL, Jones PW, Cha YM, Cesario DA, **Cao M**, Gilliam FR, Saxon LA. Noise, Artifact, and Oversensing Related Inappropriate ICD Shock Evaluation: ALTITUDE NOISE Study. *Pacing Clin Electrophysiol*. 2012 Jul;35(7):863-9
  10. **Cao M**, Saxon LA. Spinal Cord Stimulation: a triple threat therapy? *J Cardiovasc Electrophysiol*. 2012 May (23):541-42
  11. **Cao M**, Chang P, Shinbane J. Cardiac Resynchronization Therapy: Double Cannulation (Femoral/Subclavian) Approach to Coronary Venous Lead Placement in the Presence of a Prominent Thebesian Valve. *Pacing Clin Electrophysiol*. 2012 Mar 20 Epub:1-4
  12. **Cao M**. Early Experiences with Novel Quadripolar Technology. *EP Lab Digest*. Feb 2012. Epub:24-25
  13. Shinbane J, Shriki J, Chang P, Saxon L, **Cao M**, Takahashi M, Starnes V. Unoperated Congenitally Corrected Transposition of the Great Arteries, Nonrestrictive Ventricular Septal Defect, and Pulmonary Stenosis in Middle Adulthood: Do Multiple Wrongs Make a Right? *World Journal for Pediatric and Congenital Heart Surgery*. 2012 Jan:123-129.
  14. Cesario D, **Cao M**, Cunnigham M, Saxon L. Arrhythmia Detection with a Low Profile Wireless Adherent Cardiac Monitor: Results from the ADAM and EVE Studies. Submitted: *Innovations in Cardiac Rhythm Management*. Sep 2011: 476-482
  15. Hindoyan A, **Cao M**, Cesario DA, Shinbane JS, Saxon LA. Impact of relaxation training on patient-perceived measures of anxiety, pain, and outcomes after interventional electrophysiology procedures. *Pacing Clin Electrophysiol*. 2011 Jul;34(7):821-6.
  16. Powell BD, Cha YM, Asirvatham SJ, Cesario DA, **Cao M**, Jones PW, Seth M, Saxon LA, Gilliam FR. Implantable Cardioverter Defibrillator Electrogram Adjudication for Device Registries: Methodology and Observations from ALTITUDE. *Pacing Clin Electrophysiol*. 2011 Aug;34(8):1003-12.
  17. Fong MW, Grazette L, Cesario D, **Cao M**, Saxon L. Treatment of ventricular tachycardia in patients with heart failure. *Curr Cardiol Rep*. 2011 Jun;13(3):203-9.

## L. Research:

### Core Lab:

2012-2013 Quadripolar PAS Venogram Substudy Core Laboratory, St Jude Medical,  
Role: National Core Laboratory

### Research:

2013 Quadripolar PAS Sub-Study Venogram Substudy. St Jude Medical, Role:  
National Principal Investigator (PI)  
2013 Neural Cardiac Therapy for Heart Failure (NECTAR-HF), Boston  
Scientific, Role: Consultant  
2013 S-ICD PAS Study, Boston Scientific, Role: Co-Investigator  
2013 Cardiac Lead Assessment Study, St. Jude Medical, Role: Principal  
Investigator  
2012-2013 Increase of Vagal Tone in CHF (INOVATE HF) Study, BioControl  
Medical, Role: Co-Investigator  
2012-2013 MADIT CRT Registry, Boston Scientific, Role: Co-Investigator  
2012-2013 ANALYZE ST Study, St Jude Medical. Role: Co-Investigator  
2012-2013 MADIT PARS Study. Boston Scientific, Role: Co-Investigator  
2011-2013 Dynamic Heart Rate Behavior of National Football League (NFL)  
Athletes. Role: Co-Investigator  
2010-2013 ALTITUDE (National Intra-cardiac EGM Adjudication and Cardiac  
Device Remote Monitoring Research Database) Role: Co-Investigator and  
Committee Member.  
2010-2013 MULTISENSE (Multi-Sensor Chronic Evaluations in Ambulatory Heart  
Failure Patients) IDE Study; Boston Scientific, Role: Principal  
Investigator  
2010-2013 US - CRT-D Based Heart Failure Monitoring Study (US zLAP), St. Jude  
Medical. Role: Co-Investigator.  
2010-2013 USC Cardiac and Liver Transplant Registry: Role: Co- Investigator

### Completed Research:

2010-2012 S-ICD (Subcutaneous ICD) System Clinical Investigation IDE Study;  
Role: Co-Investigator  
2010-2012 PROMOTE Q (The Quartet Model 1458Q Left Ventricular Heart Lead  
with the Promote Q Cardiac Resynchronization Therapy Defibrillator)  
IDE Study. Role: Co- Investigator  
2004- 2010 Multicenter Automatic Defibrillator Implantation Trial with Cardiac  
Resynchronization Therapy Trial (MADIT-CRT ), Boston Scientific.  
Role: Investigator.  
2006-2007 Remote Active Monitoring in Patients with Heart Failure (RAPID-RF),  
Boston Scientific Corp. Role: Investigator.  
2006-2010 Prospective Evaluation of Elastic Restraint to Lessen the Effects of Heart  
Failure Trial (PEERLESS HF), Paracor. Role: Investigator.

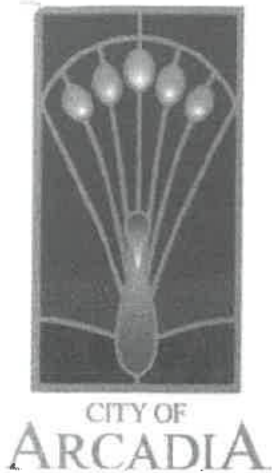


5. **Cao M.** Arrhythmic Events and Outcomes Differences in a Large Quadripolar CRT-D Post Approval Study. Milan, Italy, Europace June 2015
6. **Cao M.** Intraoperative Efficiency of the Quartet LV lead. Nice, France, Cardiotim. 2014
7. **Cao M.** Preliminary Performance of the Quartet LV lead in a Large Scale, Post Approval Study. Nice, France, Cardiotim. 2014
8. **Cao M.** Incidence of Unresolvable Phrenic Nerve Stimulation during the Peri-Operative Period related to the Quartet LV lead. The International Symposium on Progress in Clinically Pacing. Rome, Italy, 2014
9. **Cao M.** Healthcare Utilization in a large Quadripolar CRT-D Post Approval Study. Nice, France, Cardiotim. 2014
10. **Cao M.** Pacing Threshold and Site of Steroid Elution in Left Ventricular Leads. European Heart Rhythm Association, Europace. Athens, Greece, 6/2013
11. **Cao M.** Decreased Rate of Left Ventricular Lead Deactivation and Replacement Associated with use of Quadripolar LV Lead. European Heart Rhythm Association, Europace. Athens, Greece, 6/2013
12. **Cao M.** How does Remote Monitoring Improve the Management of Implanted Patients in Real Life? Meet the Masters Program. Paris, France, 11/2011 (Invited Speaker)
13. **Cao M.** Atrial Pacing Percentage and Its Effect on Mortality in ICD and CRT-D Patients: Results from the ACT Registry. Asia Pacific Heart Rhythm Society, Fukuoka, Japan, 09/2011
14. **Cao M.** Implantable Systems: Which Evidence Do We Have After ALTITUDE Study. Lisbon Arrhythmia Conference, Lisbon, Portugal 2/2011 (Invited Speaker)
15. **Cao M.** VT Ablation Session, CardioRhythm, Hong Kong, China, 2/2011 (Session Co-Chairman)
16. **Cao M.** CRT Implant Techniques, CardioRhythm, Hong Kong, China, 2/2011 (Invited Speaker)
17. **Cao M.** Session Co-Chair of Arrhythmias, Catheter Ablation, Pacing and Defibrillation. International Congress of Cardiology. Beijing, China, 12 /2010 (Invited Speaker and Session Co-Chairman)
18. **Cao M.** et al. Noise and Oversensing Related Inappropriate ICD Shocks Diagnosed with Remote Monitoring: the Altitude EGM Study. CardioStim, 17th World Congress in Cardiac Electrophysiology and Cardiac Techniques, Nice, France, 6/2010
19. **Cao M.** ICD/CRT-D Outcomes in a Large Cohort of Heart Failure Patients Followed in the Altitude Study. China Heart Failure Symposium 2009, Dalian, China 08/2009 (Sole and Only Selected **Heart Rhythm Society Representative**)

12. **Cao M.** Pacing Threshold and Site of Steroid Elution in Left Ventricular Leads, Heart Rhythm Society, Denver, CO, 5/2013
13. **Cao M.** Decreased Risk of Left Ventricular Lead Deactivation and Replacement Associated with Quadripolar LV Leads, Heart Rhythm Society, Denver, CO, 5/2013
14. **Cao M.** Wearable Wireless Arrhythmia Detection Patches: Diagnostic Arrhythmia Yield, Time to First Arrhythmia, and Patient Compliance. Heart Rhythm Society, Denver, CO, 5/2013
15. **Cao M.** 2013 MedTech Innovate Seminars, Innovations in Cardio Devices, Anaheim, CA 2/2013
16. **Cao M.** 2012 Maui Cardiovascular Symposium, Maui, HI. 09/2012 (Invited Speaker)
17. **Cao M.** Cardiac Medical Update for the Psychiatrist, Pasadena, CA. 10/2012
18. **Cao M.** Transition to Electrophysiology. Austin, Tx, 06/2012
19. **Cao M.** Role of the ECG and Imaging in the Selection of Patients for CRT: Can I Predict the Nonresponder, Boston, MA. Heart Rhythm Society. May 2012 (Invited Speaker)
20. **Cao M.** Dynamic Heart Rate Behavior of Elite Athletes During Football. Boston, MA, Heart Rhythm Society. May 2012
21. **Cao M.** A Clinical Perspective of the ALTITUDE Clinical Science Program: Real World Findings. Salt Lake City Arrhythmia and Cardiovascular Update, Salt Lake City, Utah 2/2012
22. **Cao M.** Early Experience with Quadripolar LV Pacing Lead. Baltimore, MD 02/2012
23. **Cao M.** What Have We Learned from Remote Monitoring Devices. Maui Cardiovascular Symposium. Maui, HI. 10/2011 (Invited Speaker)
24. **Cao M.** et al. Performance Evaluation of a Novel Noise Detection Algorithm in Implantable Cardioverter Defibrillators. American Heart Association. Orlando, FL, 11/2011
25. **Cao M.** et al. An Automatic Arrhythmia Episode Classification Algorithm for Implantable Cardioverter Defibrillators Achieved Comparable Performance to an Electrophysiologist Panel. American Heart Association. Orlando, FL, 11/2011
26. **Cao M.** et al Atrial Pacing Frequency and Mortality in CRT Recipients: Results from the ALTITUDE Study Group. American College of Cardiology, New Orleans, LA, 3/2011
27. **Cao M.** et al Atrial Fibrillation and Outcomes in a Large Cohort of CRT Recipients: Results from the ALTITUDE Study Group. American College of Cardiology, New Orleans, LA, 3/2011
28. **Cao M.** et al. Diagnostic Value of the ICD Atrial Lead in Accurate Discrimination of Supraventricular from Ventricular Arrhythmias. Heart Rhythm Society, San Francisco, CA, 5/2011

**Local:**

1. **Cao M.** Use of Troponin in the Diagnosis of Acute Coronary Syndrome. Northridge Hospital, Northridge, CA 2/2013
2. **Cao M.** Use of Troponin in the Diagnosis of Acute Coronary Syndrome. Glendale Memorial Hospital, Glendale, CA 2/2013
3. **Cao M.** Fluid Management in CHF. Glendale Memorial Hospital, Glendale, CA 1/2013
4. **Cao M.** Current Status and Controversies in Preventive Cardiology. Valley Presbyterian Hospital. Van Nuys, CA 12/2012
5. **Cao M.** Fluid Management in CHF Patients. Glendale Memorial Hospital. Glendale, CA, 12/2012
6. **Cao M.** Use of Troponin in the Diagnosis of Acute Coronary Syndrome. Glendale Memorial Hospital. Glendale, CA 11/2012
7. **Cao M.** Oral Direct Thrombin Inhibitor for Non-Valvular Atrial Fibrillation. Fountain Valley Hospital, Fountain Valley, CA 06/2012
8. **Cao M.** Sudden Cardiac Death in Athletes – Coach Jim Mora Football Coaches Clinic, UCLA, Los Angeles, CA 04/2012
9. **Cao M.** Heart Failure and Early Experience with the Quadripolar LV Pacing Lead. Visalia, CA 04/2012
10. **Cao M.** Recent Advancements in the Treatment of CHF. Glendale Adventist Hospital. Glendale, CA 02/2012
11. **Cao M.** AICD. Northridge Hospital, Northridge, CA 09/2011
12. **Cao M.** Heart Failure: Advances in Management. Fountain Valley, CA 08/2011
13. **Cao M.** Managing UA/NSTEMI in 2011. Memorial Hospital of Gardena. Gardena, CA 10/2011
14. **Cao M.** Evidence Based Approach on the Treatment of Unstable Angina. San Joaquin Hospital. Bakersfield, CA 05/2011
15. **Cao M.** Updates on Cardiac Device Indications. San Joaquin Hospital, Bakersfield, CA 04/2011
16. **Cao M.** Heart Failure: Role of CRT Therapy. San Diego, CA 03/2011
17. **Cao M.** Acute Coronary Syndromes. Northridge Hospital. Northridge, CA 02/2011
18. **Cao M.** Advances in Heart Failure Management. Little Company of Mary Hospital. Torrance, CA 02/2011
19. **Cao M.** Acute Coronary Syndrome. Glendale Adventist Hospital. Glendale, CA 11/2010
20. **Cao M.** Chest Pain. Little Company of Mary Hospital, Torrance, CA 09/2010
21. **Cao M.** Acute MI Update. Sherman Oaks Hospital. Sherman Oaks, CA 08/2010
22. **Cao M.** Acute MI Update. Centinela Hospital. Inglewood CA 07/2010



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
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Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
MAY 06 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*  
☐ Arcadia Museum Commission  
☐ Human Resources Commission  
☐ Library Board of Trustees

- ☐ Planning Commission  
☐ Recreation and Parks Commission  
☒ Senior Citizens Commission

\*\*\*\*\*

NAME McMahon John Dennis  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE \_\_\_\_\_

EMAIL ADDRESS [REDACTED] OCCUPATION Civil Engineer, Expert Witness

EMPLOYER LADWP (retired) ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 21 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

Bachelor of Science Civil Engineering, with half of the credits earned from Columbia University before transferring to obtain my degree from the University of Colorado

Executive Management Certification, Claremont Graduate University

Licensed Professional Engineer, State of California

### Community Involvement (List organization memberships and committee assignments)

I am currently a Human Resources Commissioner for the City of Arcadia. I served two full terms (expiring June 2021) plus one partial term. I am very acquainted with key personnel of the city and its governance.

I am a block captain for my local Neighborhood Watch program. My wife and I hosted neighborhood block parties for several years (2020 event canceled due to the pandemic).

Our home is a past winner of Arcadia Beautiful award, with design and planting performed by my wife and myself.

I am on the Board of Directors for Underground Service Alert of Southern California (Digalert) since 1995. Digalert is the "contact before you dig center" for southern California. I am currently serving my 15<sup>th</sup> year as a member of the Executive Committee. I am also a member of the Digalert Election Committee, Committee to update mission statement/By-Laws, and Committee to obtain and authorize funding for the annual Digalert float at the Pasadena Rose Parade.

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

**Background:**

Los Angeles Department of Water and Power: 36 years at several levels of civil engineering, and retired as manager of a large group of engineers and technicians. My work included design, specification writing, contract administration, project engineering, project management, and construction management.

Engineers and Architects Association: 5 years as a Labor Representative and Director of Communications. Represented city employees in grievances, discipline, contract negotiation, and produced a monthly newsletter, developed two websites, and composed daily updates on union information.

Expert Witness: I am self-employed for last 15 years (since retirement) in the field of excavation safety. I represented many utilities and contractors to help their legal departments in accident investigations, expert testimonies, depositions, litigation preparation, mediations, and settlements.

I am a licensed Professional Engineer in California. My hobbies and interest include classic car restoration, astronomy, landscape design/construction, American history, and social/economic/demographic issues facing America today.

My many years of serving as an Arcadia Human Resources Commissioner help me understand and respect the complex functions of my City. Since I will be termed out in June 2021, I am applying to both the Senior Citizen Commission and the Arcadia Beautiful Commission. I wish to continue to serve my community using my experience and knowledge; and finding innovative ways to make any commission to which I am appointed function as well as possible.

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

**Senior Citizens' Commission:**

This Commission is dedicated to providing various programs to help our numerous Senior Citizens. Such activities include bus trips to special events; classes specially designed for seniors; lunch at the Community Center; transit for seniors, etc...with a goal to keep our seniors active and healthy, both in body and spirit. Unfortunately, not all Arcadia seniors are aware of, or participate in these wonderful programs. I have participated and enjoyed some of those activities. I would like to see more seniors in our community, especially those who are new to our programs, take advantage of them as well. For example, hosting special pilot events that may be appealing to special segments of our seniors may help recruit those who otherwise never use our services.



**Arcadia Beautiful Commission:**

This Commission encourages Arcadia residents to take pride in their homes, by giving recognition to those who demonstrate extra effort in attractive garden designs or innovative holiday lighting. In recent years, special attention is given to properties that represent effective ways to save water. These awards help raise the value of Arcadia to its residents and to bring awareness of water-saving methods to everyone. My interests in this area will help me advocate and promote the goals of the Commission.

**ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?**

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

**STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?**

☐ YES ☐ NO

**I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

[Redacted Signature]

05/05/21

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

**ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?**

☒ YES ☐ NO

**DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?**

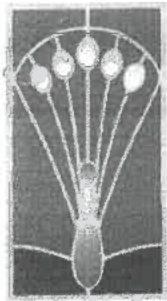
☒ YES ☐ NO

**THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

☒ YES ☐ NO

\*\*\*\*\*

**PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:  
CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007**



CITY OF  
ARCADIA

# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA

MAY 06 2021

CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☒ Arcadia Beautiful Commission\*
- ☒ Arcadia Museum Commission
- ☒ Human Resources Commission
- ☒ Library Board of Trustees

- ☒ Planning Commission
- ☒ Recreation and Parks Commission
- ☒ Senior Citizens Commission

\*\*\*\*\*

NAME Agrawal Sudhir Kumar  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Project Engineer - Project Manager

EMPLOYER Southern California Gas Co. ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 40 Yrs ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☒ YES ☐ NO

\*\*\*\*\*

EDUCATION (Include professional or vocational licenses or certificates)

M.B.A (Marketing/ Finanacial/ Behaviour); M.S. (Mechanical Engg.); B. S. (Mechanical Engg.)  
Professional Engineer (P.E.) - State of California  
Certified Construction Manager (C.C.M.); Cal OSHA (Safety Certification)  
Transportation Leadership Academy Certification  
LEED - GA (Sustainability and Green Building)

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Currently on California Building Standards Commission - Codes Advisory Board - 21 years  
Past-President, Board of Directors, Life Member, Regional Vice Chair - ASHRAE -30 years  
Member - ASHRAE, ASME, ASPE, SFPA, APTA, AEE, CMAA, USGBC - 25 years  
Served on Advisory Board - LAUSD, LADWP, LA Metro - Strategic Planning, Mission and Vision  
Served on Dispute Review Board, worked with the Office of Inspector General for Technical audits of Contractors and vendors. Toastmaster - Past President and Area Governor, Distinguished (DTM)

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

40 years' Experience in Building Construction Industry - Technical and Field knowledge. Managed several multi-million dollar projects successfully, interfaced, provided directions, evaluated and presented reports. Team Player - Always worked with Professionalism, Ethically, will follow City and Council discretions. Planned, managed, organized, recognized, mentored people. Taught at Cal State, Los Angeles - 5 years, part time senior level course.

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Avoid misunderstanding/confusion, provide clarity, define intent of the rules and policies, help in evaluating guidelines, understand City needs, work with City's common Goals & Objectives, serve as Volunteer at no compensation, make myself available to attend Board/ Commission meetings. I do not hold any public elected position.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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☒ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED SIGNATURE]

SIGNATURE

5/1/21

DATE

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Arcadia Beautiful, Holiday Decoration, and Water Smart Hero awards)?

☒ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☒ YES ☐ NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE ARCADIA BEAUTIFUL AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

☒ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



# CITY OF ARCADIA

## Citizen Service Resume

Office of the City Clerk  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5410

RECEIVED  
CITY OF ARCADIA  
MAY 19 2021  
CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- ☐ Arcadia Beautiful Commission\*
- ☒ Arcadia Museum Commission
- ☐ Human Resources Commission
- ☐ Library Board of Trustees

- ☐ Planning Commission
- ☐ Recreation and Parks Commission
- ☒ Senior Citizens Commission

\*\*\*\*\*

NAME ASUNCION JULIE A.  
LAST FIRST MIDDLE

ADDRESS [REDACTED]

HOME PHONE [REDACTED] Cell BUSINESS PHONE [REDACTED]

EMAIL ADDRESS [REDACTED] OCCUPATION Retired (Computer Analyst)

EMPLOYER n/a ARE YOU AN ARCADIA REGISTERED VOTER? ☒ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? 47 years ARE YOU A LEADERSHIP ACADEMY GRADUATE? ☐ YES ☒ NO

\*\*\*\*\*

### EDUCATION (Include professional or vocational licenses or certificates)

A.A. - Honolulu Business College (1968)  
Information Systems - Cal State L.A.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Advisory Group - David & Margaret Youth & Family Services (UMW District President)  
Methodist Hospital Women's Auxiliary - Past President (3yrs.) Chair Membership (Current)  
Hospital Foundation Board Member - Past member  
Arcadia Performing Arts - Volunteer  
Pacific Asia Museum - Volunteer (Past)  
California-Pacific Conference (UMC) - Member of Historical Society  
Chairperson of Church Council (6yrs.); Cal-Pac Conference UMW - Secretary; Western Juris. Nominations

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I have been in leadership roles for over 20 years during my retirement and have volunteered in many organizations - Pacific Asia Museum (administration); Cal-Pac Historical Society (data gathering, presentation). As President of the Women's Auxiliary of Methodist Hospital and Foundation Board - active supporter. As a member of the Advisory Group and former Board of Director member of David & Margaret; (PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM) actively participate. As current East District UMW President - I plan, coordinate events and presentations. Belong in Outreach Committee - focus on Senior Health. I'm hard working, diligent; dependable, responsible and care for others' welfare. Worked for 35 years. Computer literate - editor of newsletters.

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

*Arcadia Museum Commission - present the history of the City of Arcadia; the people that built and shaped it; the events that made a difference to the city; the various landmarks - how, why, when it was formed; highlights. Senior Citizens Commission - how can we help senior citizens to stay active, healthy, assist in their benefits, livelihood, adapt to new technology and many more.*

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☒ YES ☐ NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

*5-14-21*

DATE

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

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☐ YES ☐ NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

☐ YES ☐ NO

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☐ YES ☐ NO

\*\*\*\*\*

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:

CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007





365 Campus Drive  
Arcadia, CA 91007

June 4, 2021

Gina Hernandez  
Recreation Supervisor  
City of Arcadia  
365 Campus Drive  
Arcadia, CA 91007

Dear Gina,

Arcadia Travelers is proud to appoint Marilyn Mazone as its' Senior Commission Representative for the 2021-2023 term. Marilyn is an involved board member of Arcadia Travelers, serves as one of our tour leaders and is involved in many of the senior activities at the Community Center.

If you need any further information, feel free to contact the undersigned.

Very truly yours,

Tom Meikle  
President

April 9, 2021

Arcadia City Council  
240 West Huntington Drive  
Arcadia, CA 91007

Dear Honorable Mayor and Council Members:

The Arcadia Friendship Club recommends Margaret Swope for appointment to the Senior Citizen's Commission for the current term beginning July 1, 2021.

Sincerely,

President Judy Regalado  
Arcadia Friendship Club

\* unable to sign. confirmed via phone.



# STAFF REPORT

Office of the City Manager

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager  
Hue Quach, Administrative Services Director

**SUBJECT:** RESOLUTION NO. 7372 ADOPTING A BUDGET FOR FY 2021-22 AND APPROPRIATING THE AMOUNTS SPECIFIED THEREIN AS EXPENDITURES FROM THE VARIOUS FUNDS  
**Recommendation: Adopt**

RESOLUTION NO. 7373 ADOPTING A CAPITAL IMPROVEMENT AND EQUIPMENT PLAN FOR FISCAL YEARS 2021-22 THROUGH 2025-26  
**Recommendation: Adopt**

## **SUMMARY**

Sections 1204 and 1205 of the Arcadia City Charter require a Public Notice and a Public Hearing for consideration of the proposed Operating Budget and Five-Year Capital Program for the ensuing fiscal year, which is required to be adopted by July 1. The recommended actions are necessary to implement the budget for Fiscal Year 2021-22.

This year's budget process included one Budget Study Session with the City Council on May 17, 2021. Copies of the proposed Operating Budget were provided for the City Council's review. Inclusive in the draft Budget were all operating funds including General, Special Revenues, Enterprise, and the Successor Agency. Additionally, the City Council received the Capital Improvement and Equipment Replacement Fund budgets in a separate document. All funds total \$126.2 million in expenditures, of which the General Fund's budget is \$68.5 million (including Transfers Out noted below).

As Special Revenues, Enterprise, and Debt Service funds are restricted to specific purposes and are generally self-sustaining, this report will primarily focus on the General Fund's Operating Budget.

The proposed FY 2021-22 General Fund Operating Budget anticipates Total Operating Revenues of \$75.5 million and Expenditures of \$74.3 million, which are comprised of Operating Expenses of \$68.5 million and the annual debt service payment of \$5.9 million for the recently-issued Pension Obligation Bonds in November 2020. Collectively, the net

of revenue to expenditures is projected to provide a surplus of \$1.1 million at the end of the Fiscal Year.

Through an enduring and resilient economy, fiscal restraint, and strong management techniques, the City has been able to weather through the COVID-19 pandemic that commenced in March 2020. The prior year's budget was a conservatively proposed budget framework that carried the City through multiple waves of shutdowns and uncertainties associated with the pandemic. Departments have been able to find ways of keeping critical services intact by adapting through a tough economic environment and remaining focused on delivering those things most valued by residents and business customers in new and inventive ways. The City also did everything in its powers to reduce impacts on residents during the tight economy, such as not charging for overnight parking or levying fines at the Library to providing grants to local businesses in order to keep them operating and ready to recover when the economy fully re-opened. The proposed FY 2021-22 Operating Budget suggests a brighter and more optimistic year ahead.

After total revenue and expenditures are considered, the ending Operating General Fund Balance, as proposed, will reflect a balanced budget with an expected surplus of \$1.1 million, increasing the Operating Fund Balance to \$8,427,400. The projected General Fund Operating Fund Balance would maintain a certain balance to provide cash flow needs of daily operations during the Fiscal Year; however, it is also suitable to make a transfer to the Emergency Reserve Fund balance to bring it to the 20% goal level established in the City's Financial Policies. Currently, it has a balance of \$10.1 million. The Emergency Reserve Fund is suggested to hold a sum equaling 20% of the annual operating expenditure, which would be equivalent to \$14.0 million based on the current proposed FY 2021-22 Operating Budget. Currently, all combined unrestricted fund balances: General Fund Operating, Emergency Reserve, Capital Improvement, and Equipment Replacement totals approximately \$38.8 million.

The General Fund Operating budget is summarized in the table below:

	<b>FY 21-22 Budget</b>
<b>Beginning Fund Balance:</b>	<b>\$ 7,301,000</b>
Total Revenues	75,450,600
Total Expenditures	(69,314,200)
<b>Subtotal:</b>	<b>6,136,400</b>
Total Fund Transfers	(5,010,000)
<b>Net Surplus / (Deficit):</b>	<b>\$1,126,400</b>
<b>Ending Fund Balance:</b>	<b>\$ 8,427,400</b>

The proposed Budget transfer of funds are itemized as follows:

• Lighting District	\$ 700,000
• Local Law Enforcement	\$ 110,000
• Capital Improvement Fund	\$1,800,000
• Equipment Replacement Fund	<u>\$2,400,000</u>
<b>Total: \$5,010,000</b>	

Annually, a goal of \$2.4 million is set for transfers to the Capital Improvement Fund in order to create a balance sufficient to meet annual maintenance and replacement needs. The Capital Improvement Fund provides most of the funding for essential maintenance such as pavement rehabilitation, building repairs, and parks maintenance. Some of the key projects in the coming Fiscal Year budgeted in the Capital Improvement Fund are the Wilderness Park mudslide prevention, pavement rehabilitation program, and the Arcadia Unified School District Track Replacement. Total proposed projects funded by the Capital Improvement Fund will be \$3.4 million. Citywide, the combined capital projects for all funds has been budgeted at \$15.4 million.

In the Equipment Replacement Fund, this year's transfer has been set at \$1.8 million, up from a previous annual amount of \$1.6 million. Using the 10-year history of actual expenditures and rising prices everywhere, it is recommended that the \$1.8 million become the annual target for transfers into this fund in order to ensure it remains sustainable over time. The Equipment Replacement Fund provides funding for essential equipment such as computers, vehicles, and major office equipment. Total proposed asset replacement costs funded by the Equipment Replacement Fund will be \$2.8 million. Some of the upcoming year's proposed items were deferred from the prior year due the financial uncertainties relating to the pandemic. One significant item proposed for FY 2021-22 is the replacement of the Fire Department's pumper truck. The truck's all-inclusive cost has been budgeted at approximately \$1.1 million.

Added to the City's overall Operating Budget this year are new programs totaling \$185,500 proposed in the General Fund. These new programs and expenditures are anticipated from various departments to respond to emerging operational needs or to further improve services. The largest of these requests are for updating the City's Business License Code and the Safety Element of the General Plan, both of which will ensure that the community keeps up with emerging best practices.

Additionally, in order to adhere to the City's adopted pension strategy, the proposed FY 2021-22 budget includes a line item for advance payment of long-term liabilities, such as the Unfunded Accrual Liabilities ("UAL") of CalPERS. A line item of \$500,000 has been budgeted for the advance discretionary prepayment to CalPERS. This follows and continues Council's directions to further reduce pension debt via accelerated payments to CalPERS with the goal of generating substantial long-term savings.



It is recommended that the City Council adopt the proposed Resolutions to enact the FY 2021-22 Operating Budget as well as the Capital and Equipment Replacement Plans.

## **DISCUSSION**

At the start of the current year's budget process in mid-February, the general mood for the upcoming Fiscal Year's financial position was generally optimistic. Specifically, reports of cases and deaths due to COVID-19 were down significantly along with vaccines becoming available, making their way first to essential workforces and at-risk populations, then to the general public. The overall temperament was that the greatest uncertainties of the pandemic were likely behind us. That positive outlook has been fortified as each month passes. With conservative projections on the economy recovering to full strength in the next two years and limiting the expansion of services, the City is in a good position to provide a small budget surplus at the end of the Fiscal Year.

It is in this context that the proposed FY 2021-22 budget has been developed. The expectation is that receipts of taxes, fees, and others revenue sources will be better than the current Fiscal Year and will fully recover in the following year. One key element from the revenue trajectory is Measure A, a 0.75% Transaction and Use Tax (Sales Tax) that was passed overwhelming by Arcadia voters in June 2019. This new revenue stream has significantly buoyed the City's budget even before it has reached its full tax generation capacity. In FY 2020-21, the tax was significantly limited by the pandemic, as it was dependent on high-end retail and various other commerce activities that were most affected by the downturn. With a brighter economic outlook, it is expected that Measure A will generate about \$7.6 million into the General Fund annually.

Summarized in the table below is the General Fund Operating Budget for: FY 2020-21 Year Ending Estimates, FY 2021-22 Proposed Budget for Adoption, and a FY 2022-23 Preliminary Budget Outlook. Please note that FY 2022-23 is not proposed for adoption as the City adopts its Operating Budget annually.

## GENERAL FUND

	FY 20-21 Estimates	FY 21-22 Budget	FY 22-23 Budget
Beginning Fund Balance	\$ 7,198,300	\$ 7,301,000	\$ 8,427,400
Estimated Revenues	\$ 62,624,200	\$ 70,728,000	\$ 73,414,800
Transfers In	2,630,000	4,722,600	3,221,700
Expenses & Uses	(61,951,500)	(70,124,200)	(69,987,100)
Revenue over Expenses	\$ 3,302,700	\$ 5,326,400	\$ 6,649,400
Transfer to Equipment Replacement Fund	(1,600,000)	(1,800,000)	(1,800,000)
Transfer to Capital Improvement Fund	(1,600,000)	(2,400,000)	(2,400,000)
Subtotal Operating Balance	102,700	1,126,400	2,449,400
<b>Ending Fund Balance</b>	<b>\$ 7,301,000</b>	<b>\$ 8,427,400</b>	<b>\$ 10,876,800</b>

As shown in the table above, the City's General Fund Operating Ending Fund Balance will increase to \$8.4 million because of a projected surplus of \$1.1 million. A portion of the Operating Fund Balance will be transferred into the City's Emergency Reserve to help it reach its recommended level equivalent to 20% of annual operating expenditures. Currently, that Emergency Reserve is at \$10.1 million. Given the annual operating expenditures proposed in the budget, \$14.0 million should be held in the City's Emergency Reserve Fund; therefore, a transfer of \$3.9 million is expected from the Operating Fund Balance at the conclusion of the Fiscal Year. Inclusive of other designated fund balances, such as the Self Insurance Medical Fund, Capital Improvement and Equipment Replacement Fund, the City's Reserve balances total \$38.8 million as of this writing.

### FY 2021-22 Proposed Revenues

	FY 20-21 Estimates	FY 21-22 Budget	Changes \$	%
Taxes	\$ 42,572,300	\$ 48,760,500	\$ 6,188,200	12.69%
License & Permits	4,312,800	5,110,500	797,700	15.61%
Fines & Penalties	134,000	415,500	281,500	67.75%
Use Money & Property	1,630,000	1,394,600	(235,400)	-16.88%
Revenue from Other Agencies	8,920,100	8,306,700	(613,400)	-7.38%
Charge Current Services	2,705,700	3,371,400	665,700	19.75%
Library	19,500	87,500	68,000	77.71%
Recreation	184,400	1,088,800	904,400	83.06%
Other Revenue	2,145,800	2,192,500	46,700	2.13%
<b>Total Revenue</b>	<b>\$62,624,600</b>	<b>\$70,728,000</b>	<b>\$8,103,400</b>	<b>11.46%</b>

For FY 2021-22, total General Fund revenues are expected to increase 11.5% when compared to FY 2020-21 Year End Estimates. The largest revenue source to the City's General Fund is from Taxes. The key revenues under this group are: Property Tax, Sales Tax, Transient Occupancy Tax, Utility Users' Tax, and Motor Vehicle License Fees. Their projected receipts are shown in the table below.

<i>Description</i>	<i>FY 2020-21 YE Estimates</i>	<i>FY 2021-22 Proposed Budget</i>	<i>Difference</i>	<i>% Change</i>
Property Tax	\$ 17,208,100	\$ 17,896,500	\$ 688,400	4.00%
Sales Tax	\$ 14,871,000	\$ 18,796,700	\$ 3,925,700	26.40%
Transient Occupancy Tax	\$ 1,892,000	\$ 2,875,700	\$ 965,700)	51.04%
Utility Users' Tax	\$ 6,690,400	\$ 7,251,100	\$ 560,700	8.38%
Motor Vehicle License Fees	\$ 8,063,700	\$ 8,246,700	\$ 183,000	2.27%

Property Tax: The City expects to continue to see growth in home valuation, a benefit that can be credited to Arcadia being a desirable community and the current low interest rate environment. Home sales and development activities for high market value areas, such as Arcadia, have leveled off in comparison to recent years. However, home sales prices are forecasted to reflect higher price points in California due scarcity of supply at all price points. Arcadia is expected to be at or above the historical valuation trends in Los Angeles County. A 4.0% growth projection is budgeted and could be considered as a moderate growth value when considering that Arcadia has grown at over 5% annually in the past decade. Due to uncertainties associated with the pandemic, a cautious projection is used to give some latitude to respond should the budget reflect a downward trend during the year. The City expects see a continued growth in Property Tax receipts in the range of 4.0%, or nearly \$413,800, for FY 2021-22.

Sales and Transaction Use Tax: As news of a recovering economy continues to be positive, both in the matter of economics and medical advances, Sales Tax revenue is expected to see significant increases when comparing to the prior year's estimated ending figure. This would occur for two key reasons. One, from the improved situation related to the pandemic wherein restrictions on social gatherings are lifted which allows for public gatherings or having less restrictive rules that would allow for re-opening of various trades and businesses to take place. The most significant of these would be re-opening of the Westfield Mall and Santa Anita Park, both of which were closed to traffic for significant portions of the past calendar year. Secondly, since the passage of Measure A in 2019 (0.75% Transaction and Use Tax), FY 2021-22 will be the first full year of collection at a normalized economy.

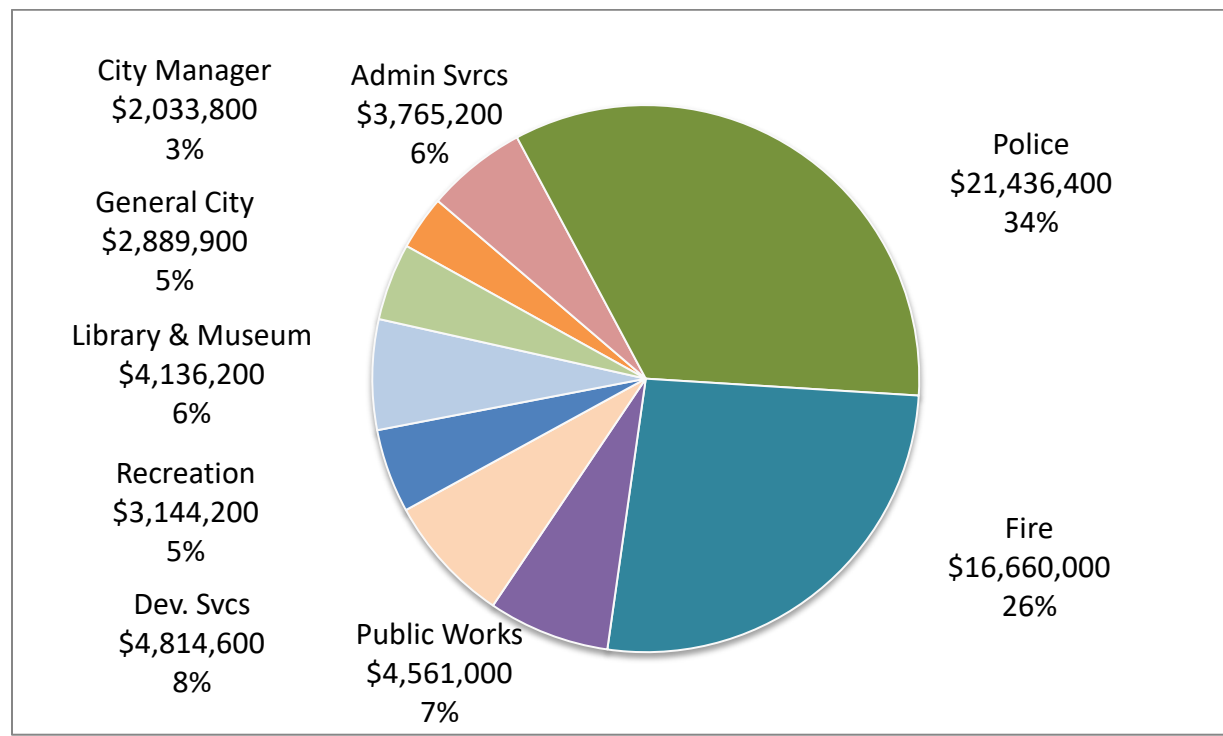
Sales and Transaction Use Tax in total is projected to come in at \$18.8 million, a 26.4% increase versus the prior Fiscal Year. Even though this would be considerable growth in both percentage and dollars, the projection remains below FY 2019-20 receipts since full economic recovery is not expected until FY 2022-23.

Transient Occupancy Tax ("TOT"): The pandemic's impact on the economy was sudden and led to closure of all types of business where gathering may take place. The travel and tourism industries were especially hard-hit last year. The projection for this category in FY 2021-22 is for a 51.0% increase when compared to the prior year, representing expected revenue of \$2.8 million versus the prior year's ending estimate of \$1.9 million. The estimate of \$2.8 million in TOT revenues has been proposed for FY 2021-22 to include the opening of the Le Meridian hotel in June 2021. Although the year to year comparison can seem optimistic by increasing the revenue by 51.0%, it should be said as a reminder that TOT revenue was reduced by more than 43% when comparing last year to pre-pandemic years. Given the entrance of a new luxury hotel and the recovery of the economy expected, the overall dollar figure projected remains conservative.

Utility Users' Tax: Utility Users' Tax ("UUT") is projected to generate \$7.3 million, or an 8.4% increased when compared to FY 2020-21 Year Ending Estimate. While water conservation is expected to continue, water rates will increase accordingly because of rising imported water costs, the need to add treatment, and repairs of City wells. Additionally, demand seems to be higher as more people are working remotely from home. Fundamentally, the demand of water, electricity, and gas is expected to increase and bills are expected to rise with natural inflationary factors, which directly affects UUT revenues. However, this will be slightly offset by a continued reduction in the telephone UUT as landline telephones become less favored. Not factored into these figures is the result of a recent lawsuit cities, including Arcadia, won over the amount of UUT collected and remitted by Southern California Edison. The Courts found that SCE was under reporting the amount owed; going forward, it is expected that a slight increase will be experienced now that SCE can be expected to forward the proper amount of UUT. That increase is not yet able to be reliably projected, thus its impact has not been included in the budget, but it is expected to be a minor increase overall.

Motor Vehicle License Fees ("VLF"): This tax is projected to increase by 2.27%, to \$8.2 million. Revenues from this line item are largely tied to annual property assessed valuation. Because of this, the City has benefitted from many years of generous growth and will continue to do so in the next Fiscal Year.

## **FY 2021-22 Proposed Expenses**



Total operating expenditures for FY 2020-21 have been proposed at \$74.3 million, an increase of 9.2% versus FY 2020-22 Budget of \$68.0 million. However, the year to year comparison does not account for the cuts and reductions that were implemented in the prior year's Operating Budget due to the pandemic. Additionally, there were numerous projects that were deferred from the Capital Improvement and Equipment Replacement Funds that are now presented in the FY 2021-22 Proposed Budget. When accounting for programs that were placed on hold and other cuts made to respond to the pandemic, the growth in expenditures are very minimal. Most significantly, for the first time in many years, pension costs are reduced in many areas thanks to the pension obligation bonds that have been issued and other pension strategies that have been implemented by the City Council in recent years.

While some new services have been added to meet community demands and some natural inflationary increases have been included, staff has carefully controlled costs in most areas so that the increases are negligible and have no material effects to the overall operating expenditures.

## **Proposed New Programs**

New programs and expenditures are anticipated from various departments to respond to emerging operational needs, as well as to respond to direction received at the City Council Study Session and City Council meetings. New programs proposed for the FY 2021-12 total \$185,500. These programs include the following:



**Fire Department Annual Wellness Program (\$15,000 / 2<sup>nd</sup> yr cost):** To provide wellness services for 58 full-time Arcadia Fire Department personnel to maintain high level of performance in response to a growing trend of post-employment suicides and other mental health concerns in the fire services industry. This would include conducting annual physicals/health screenings (including best practices for cancer prevention), counseling services, peer support training, and developing a formal physical fitness program. By creating a formal program, the Fire Department will have access to a program that could significantly minimize or prevent the impact(s) of potentially harmful physical and/or behavioral issues.

**Fire Service Impact Fee Study (\$15,000):** To establish a fire service impact fee for cost recovery to fund future equipment and vehicle replacement costs for the Arcadia Fire Department. This fee would apply to new construction. As new commercial, multifamily and mixed-use construction projects are added to our built-out community, the population and density of Arcadia will consequently increase and so would the call volume. The increase in call volume and related services will also place a need for various fire apparatus and equipment. The impact fee will provide funding for the replacement of future vehicles and equipment and ensure that new developments pay their fair share of these costs.

**Development Services Business License Code Update (\$40,000):** Over the years, the Business License Code has been amended in a piecemeal fashion and does not align with many of the changes that occurred recently in the Development Code Update. With this Update a significant effort will be placed into streamlining and standardizing the City's administrative review procedures, with a focus on being business friendly.

**Development Services Safety Element Update (\$50,000):** Existing law requires that California cities revise the General Plan Safety Element or Local Hazard Mitigation Plan ("LHMP") upon each revision of the Housing Element, not less than once every eight (8) years. Recent legislation requires that the Safety Element be reviewed and updated to include climate adaptation and resiliency strategies applicable to the City (Senate Bill 379), identify any residential developments in hazard areas without at least two evacuation routes (Senate Bill 99), and identify and address the capacity, safety, and viability of evacuation routes under a range of emergency scenarios (Assembly Bill 747). These items must be incorporated by January 1, 2022. This project would ensure that these and other new laws are adhered to and the City's Safety Element remains up to modern standards.

**Library & Museum Aspen Discovery Integration System for the Library Catalog (\$15,500 / Donation):** Using gift/donation money, the Library purchased Aspen Discovery for the Library's Catalog, making searching for a variety of content available in one place. The Aspen Discovery integration system allows patrons to search the Library catalog and find eContent and other third-party providers that otherwise require separate searching through each individual platform. The initial cost of \$15,500 was paid through gifts/donations to the Library but there is an ongoing, annual cost of \$7,500 going forward.

**Homeless Program Outreach (\$65,000):** At the June 1, 2021, City Council Meeting, the City Council directed the City Manager to engage in a coordinated public outreach campaign to educate the public on the issue of homelessness, including hosting one or more community forums on homelessness no more than 120 days from approval. Staff from various City departments have met to discuss the public outreach campaign and event to determine a timeline, resource needs, and deliverables to achieve the City Council's goals. Staff estimates that it will cost approximately \$65,000 to conduct the outreach program the City Council has requested, which would include a special edition newsletter, limited part-time intern staffing, social media updates, website updates, and at least two community forums in multiple languages at offsite locations that may require rental fees and equipment. All efforts will be made to provide all written information in two languages (English, Simplified Chinese) and this proposal includes funding for in-person, simultaneous translation as well as translation of documents. This amount was not included in the original budget drafts distributed in May.

### **Capital Improvement and Equipment Replacement Funds**

Over the past several years, the City to has been able to transfer a significant amount of funds into the Capital Improvement and Equipment Replacement Funds through disciplined savings as well as transferring any excess funds at the end of each year. It is still important for the City to continue a steady deposit into these funds, which were not replenished for many years during the last economic downturn and began to reach dangerously low levels. The FY 2021-22 Budget proposes a transfer of \$4.2 million from the General Fund, \$2.4 million to Capital Improvement and \$1.8 million to Equipment Replacement to establish a sustaining fund balance for future years purchases and projects.

The FY 2021-22 Capital Improvement Plan proposes 28 projects totaling \$15.1 million in expenditures, of which \$3.1 million would be paid from the Capital Improvement Fund. The Capital Improvement Fund provides the majority of funding for such essential maintenance as pavement rehabilitation, building repairs, and parks maintenance. This year's list of project includes items that were deferred, about \$1.2 million, from the prior year due to COVID. The table below summarizes some of the major proposed projects planned for the year.

<b>FY 2021-22 MAJOR CAPITAL IMPROVEMENT PROJECTS</b>		
<b>Project Description</b>	<b>Project Budget</b>	<b>Funding Source</b>
<b>Annual Slurry Seal Program</b>	\$700,000	Capital Improvement
<b>Advanced Metering Infrastructure (AMI)/ Meter Replacement Program</b>	\$800,000	Water Fund

<b>FY 2021-22 MAJOR CAPITAL IMPROVEMENT PROJECTS</b>		
<b>Project Description</b>	<b>Project Budget</b>	<b>Funding Source</b>
<b>New Storm Drain Improvement Project</b>	\$500,000	Water & City of Sierra Madre - \$250K
<b>Newcastle Park Improvement Project – Design Build</b>	\$3,751,000	Park & Recreation Facilities Fund
<b>Pavement Rehabilitation Program</b>	\$2,100,000	Capital Improvement & RMRP (SB1) - \$1.1Mil
<b>Sewer Main Replacement Program</b>	\$1,200,000	Sewer Fund
<b>Wilderness Park Mudslide Restoration</b>	\$300,000	Capital Improvement
<b>Downtown Alley Improvements</b>	\$1,600,000	Measure M
<b>Arterial Pavement Rehabilitation: First Avenue &amp; Santa Clara</b>	\$800,000	Proposition C Fund
<b>Arcadia High School Track Replacement (Final Payment)</b>	\$647,000	Capital Improvement

The Equipment Fund was originally estimated to require an annual transfer of \$1.8 million on average from the General Fund to ensure sustainability. However, looking at the past 10 years of expenditures and the ongoing increase in equipment costs – most specifically in the areas of technology and vehicle costs – it is anticipated that \$2.4 million would now be the appropriate number to deposit annually in future year budgets. The Equipment Replacement Fund provides funding for essential equipment such as computers, vehicles, and major office equipment. Similar to the Capital Improvement Fund, roughly \$1.5 million of scheduled replacements were deferred in the prior year due to the pandemic. The most significant of those deferrals included the purchase of a pumper truck in the Fire Department.

In terms of new proposals, the Police Department is requesting the addition of body worn cameras for officers to use in the field. This is in response to growing concerns nationwide over the interactions between officers and the public and the City quickly becoming an outlier by not deploying the devices. While the City of Arcadia has always been proud of the actions of its officers in the field, having videos to review an entire interaction will be helpful for validation, verification, and training purposes.

In total, the Equipment Replacement Fund proposes 45 different equipment purchases totaling \$2.8 million, of which \$2.5 million is funded by the Equipment Replacement Fund. The table below summarizes some of the major proposed equipment purchases.

<b>FY 2020-21 MAJOR EQUIPMENT REPLACEMENT PURCHASES</b>		
<b>Equipment Replacement Description</b>	<b>Replacement Budget</b>	<b>Funding Source</b>
<b>Police Dept. Radio Equipment Replacement</b>	\$117,000	Equipment Replacement
<b>Police Dept. Body Worn Cameras</b>	\$120,000	Equipment Replacement
<b>Fire Dept. Vehicle Replacement: Pump Truck (1) Crew Cab Pickup (1) Communication &amp; Safety Equipment</b>	\$1,045,000	Equipment Replacement
<b>Fire Dept. – Truck 105 Vehicle Extrication Equipment Replacement</b>	\$61,900	Equipment Replacement
<b>Fire Dept. - Communication &amp; Technology Equipment Replacement</b>	\$84,000	Equipment Replacement
<b>Fire Dept. – Suppression Equipment Replacement</b>	\$40,000	Equipment Replacement
<b>Fire Dept. – Urban Search &amp; Rescue (USAR) Equipment Replacement</b>	\$50,000	Equipment Replacement
<b>PW Streets – Vehicle Replacement: CNG Truck (1); ¾ Ton Truck (1); Communication &amp; Safety Equipment</b>	\$193,000	AQMD - \$143K Equipment Replacement - \$50K
<b>Automatic License Plate Reader Replacement &amp; Upgrades</b>	\$82,000	Equipment Replacement
<b>Fire Communication &amp; Technology Equipment Replacement Program</b>	\$80,000	Equipment Replacement

It is imperative that the City find a means for depositing funds into these highly essential accounts at or above the minimum required contributions in the coming years to help them approach sustainable levels. Otherwise, the City's infrastructure will quickly fall into

disrepair and the staff will not have the tools and equipment necessary to do their essential duties.

## **CONCLUSION**

The FY 2021-22 General Fund Operating Budget, as proposed, is balanced with a projected surplus of \$1.1 million. This is based on Total Operating Revenues of \$75.5 million and Operating Expenditures (inclusive of transfers) of \$68.4 million, and a Pension Obligation Bond debt service payment of \$5.9 million.

The City is fortunate to have had a history of conservative spending and has amassed the savings necessary to cope with economic uncertainties over a short-term period while allowing time to plan and execute over the long-term. By implementing this Budget, City staff will continue providing the community with unsurpassed service in a fiscally responsible manner.

It is recommended that the City Council adopt the proposed Resolutions to enact the FY 2021-22 Operating Budget as well as the Five-Year Capital and Equipment Replacement Plans.

Attached to this staff report are the following:

- Exhibit “A”: a summary of Sources and Uses of Funds for All Funds reflecting the proposed Operating Budget presented to Council for adoption
- Exhibit “B”: a summary of the proposed Five-year Capital Improvement and Equipment Replacement Plan

## **RECOMMENDATION**

It is recommended that the City Council:

- 1) Adopt Resolution No. 7372 adopting a Budget for Fiscal Year 2021-22 and appropriating the amounts specified therein as expenditures from various funds; and
- 2) Adopt Resolution No. 7373 adopting a Capital Improvement and Equipment Plan for the Fiscal Years 2021-22 through 2025-26.

Attachments:      Exhibit "A" – All Funds Operating Budget Summary  
                         Exhibit "B" – Five-Year Summary of Capital and Equipment Plan  
                         Resolution No. 7372  
                         Resolution No. 7373



**CITY OF ARCADIA  
SUMMARY BY FUND  
FISCAL YEAR 2021-2022 PROPOSED BUDGET**

SOURCES OF FUNDS					USES OF FUNDS			
Fund	Beginning Fund FY21-22	Outside Sources	Transfer In	Total	Appropriation	Transfer Out	Total	Ending Fund Balance FY21-22
General Fund	7,301,000	70,728,000	4,722,600	82,751,600	69,314,200	5,010,000	74,324,200	8,427,400
Narcotic Seizure Federal	101,700	50,800	0	152,500	0	0	0	152,500
COPS	260,800	152,100	0	412,900	152,400	0	152,400	260,500
Medical/Dental	417,300	0	4,556,300	4,973,600	4,554,800	1,500	4,556,300	417,300
Local Law Enforcement	(80,800)	100,000	110,000	129,200	183,800	0	183,800	(54,600)
IRS Task Force	461,300	500	0	461,800	0	0	0	461,800
Worker Compensation/Liability	4,441,600	26,600	2,599,200	7,067,400	2,700,700	0	2,700,700	4,366,700
Homeland Security	(3,000)	0	0	(3,000)	0	0	0	(3,000)
Library State Grant	600	0	0	600	0	0	0	600
Homelessness Plan	5,300	250,000	0	255,300	250,000	0	250,000	5,300
Office of Traffic Safety Grant	0	96,500	0	96,500	96,500	0	96,500	0
California OES HSGP	0	51,800	0	51,800	51,800	0	51,800	0
Autotheft Prevention Taskforce	0	149,100	0	149,100	149,100	0	149,100	0
Emergency Reserve	10,047,100	0	0	10,047,100	0	0	0	10,047,100
Public, Educational/Governmental Access	970,800	87,800	0	1,058,600	0	0	0	1,058,600
Parks & Recreation	7,153,400	1,271,500	0	8,424,900	4,081,000	31,900	4,112,900	4,312,000
Used Oil Grant	16,000	15,500	0	31,500	15,500	0	15,500	16,000
DOC Beverage Grant	67,000	15,000	0	82,000	14,500	0	14,500	67,500
Traffic Safety	(98,000)	197,000	0	99,000	0	159,000	159,000	(60,000)
Solid Waste	1,994,200	693,000	0	2,687,200	339,000	300,000	639,000	2,048,200
Measure W - Safe Clean Water Program	108,000	864,900	0	972,900	247,000	0	247,000	725,900
State Gas Tax	(126,500)	1,458,600	0	1,332,100	0	1,260,000	1,260,000	72,100
Road Maintenance/Rehabilitation Act	98,900	1,151,800	0	1,250,700	1,100,000	0	1,100,000	150,700
Air Quality Management District	192,200	75,500	0	267,700	182,300	0	182,300	85,400
Community Development Block Grant	0	331,200	0	331,200	331,200	0	331,200	0
Santa Anita Grade Separation	1,015,500	7,600	0	1,023,100	0	0	0	1,023,100
Transit	(191,900)	2,596,250	538,000	2,942,350	2,688,500	0	2,688,500	253,850
Proposition A	2,016,100	1,015,100	0	3,031,200	253,100	931,400	1,184,500	1,846,700
Transportation Impact Fund	1,599,400	312,000	0	1,911,400	1,429,500	0	1,429,500	481,900
Proposition C	1,920,100	972,700	0	2,892,800	2,886,800	0	2,886,800	6,000
TDA Article 3 Bikeway	80,000	100,600	0	180,600	0	0	0	180,600
Measure R	481,100	722,400	0	1,203,500	64,600	579,200	643,800	559,700
Measure M	1,071,000	2,422,600	0	3,493,600	2,195,000	0	2,195,000	1,298,600
Capital Improvement	9,187,600	153,400	2,400,000	11,741,000	4,658,400	0	4,658,400	7,082,600
Lighting Maintenance	262,900	1,275,000	750,000	2,287,900	1,265,400	0	1,265,400	1,022,500
Water Fund	(3,722,200)	15,216,600	0	11,494,400	16,291,300	0	16,291,300	(4,796,900)
Sewer Fund	4,156,800	2,673,800	0	6,830,600	3,363,200	0	3,363,200	3,467,400
Par 3 Golf Course Fund	375,400	1,238,300	0	1,613,700	841,400	0	841,400	772,300
Equipment Replacement	7,452,700	84,600	1,800,000	9,337,300	2,945,500	32,200	2,977,700	6,359,600
Redevelopment Successor Agency	0	192,800	0	192,800	192,800	0	192,800	0
General Obligation Bond 2012	374,550	422,500	0	797,050	422,500	0	422,500	374,550
General Obligation Bond 2011	489,900	592,700	0	1,082,600	592,700	0	592,700	489,900
<b>Total</b>	<b>59,897,850</b>	<b>107,766,150</b>	<b>17,476,100</b>	<b>185,140,100</b>	<b>123,854,500</b>	<b>8,305,200</b>	<b>132,159,700</b>	<b>52,980,400</b>

**CITY OF ARCADIA  
SUMMARY OF PROPOSED FIVE YEAR CAPITAL PROGRAMS  
FISCAL YEAR 2021-22 THROUGH 2025-26**

	<b>ESTIMATED FUNDS 7/01/2021</b>	<b>ESTIMATED FIVE-YEAR REVENUE</b>	<b>PROPOSED FIVE-YEAR EXPENDITURE</b>	<b>ESTIMATED FUNDS 6/30/2026</b>
<b>CAPITAL OUTLAY FUND</b>	8,606,000	13,079,100	(12,050,100)	9,635,000
<b>PARK AND RECREATION FUND</b>	6,984,530	4,715,000	(5,408,900)	6,290,630
<b>MEASURE W CLEAN, SAFE WATER PROGRAM</b>	108,000	4,332,900	(2,435,000)	2,005,900
<b>GAS TAX (HUTA) FUND</b>	(106,300)	7,302,800	(6,300,000)	896,500
<b>ROAD MAINTENANCE AND REHABILITATION PROGRAM</b>	97,600	5,766,600	(5,900,000)	(35,800)
<b>AQMD</b>	80,300	375,400	(161,500)	294,200
<b>PROP C LOCAL RETURN</b>	237,300	4,794,100	(5,299,000)	(267,600)
<b>TRANSPORTATION IMPACT FUND</b>	(325,600)	2,073,200	(1,100,000)	647,600
<b>MEASURE R LOCAL RETURN</b>	946,700	3,637,400	(3,185,400)	1,398,700
<b>MEASURE M LOCAL RETURN</b>	1,050,700	5,724,100	(4,475,000)	2,299,800
<b>WATER FACILITY RESERVE</b>	9,214,600	188,000	(12,990,000)	(3,587,400)
<b>WATER EQUIPMENT RESERVE</b>	284,500	3,800	(1,111,500)	(823,200)
<b>SEWER FUND</b>	7,019,900	14,042,900	(12,957,600)	8,105,200
<b>EQUIPMENT FUND</b>	6,105,800	9,029,100	(12,509,000)	2,625,900

RESOLUTION NO. 7372

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ARCADIA, CALIFORNIA, ADOPTING A BUDGET FOR FISCAL  
YEAR 2021-2022 AND APPROPRIATING THE AMOUNTS  
SPECIFIED THEREIN AS EXPENDITURES FROM THE FUNDS

WHEREAS, on June 15, 2021, the City Manager submitted to the City Council a proposed Budget for Fiscal Year 2021-2022, a copy of which is on file in the Office of the City Clerk; and

WHEREAS, Section 1204 of the Arcadia City Charter requires notice and hearing for consideration of a proposed operating budget and its adoption by resolution; and

WHEREAS, the aforementioned proposed Budget includes the budget for the ensuing Fiscal Year 2021-2022; and

WHEREAS, notice of the public hearing on the proposed Budget and a summary of the proposed Budget were published on June 3, 2021 and June 7, 2021; and

WHEREAS, the duly noticed public hearing was conducted by the City Council on June 15, 2021.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. That certain "City of Arcadia Budget, Fiscal Year 2021-2022", as on file in the office of the City Clerk, together with any approved amendments thereto, is hereby adopted, in pertinent part, as the official budget of the City of Arcadia for the Fiscal Year 2021-2022 and the amounts specified therein as expenditures from the funds indicated are hereby appropriated for the purposes specified therein.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

Passed, approved and adopted this 15th day of June, 2021.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

*Stephen P. Deitsch*

\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney

RESOLUTION NO. 7373

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ARCADIA, CALIFORNIA, ADOPTING A CAPITAL IMPROVEMENT  
AND EQUIPMENT PLAN FOR FISCAL YEARS 2021-2022  
THROUGH 2025-2026

WHEREAS, on June 15, 2021, the City Manager submitted to the City Council a proposed plan entitled, "Capital Improvement and Equipment Plan, Fiscal Years 2021-2026", a copy of which is on file in the office of the City Clerk; and

WHEREAS, Section 1205 of the Arcadia City Charter requires notice and hearing for the consideration of a capital program and its adoption by resolution of the City Council; and

WHEREAS, notice of the public hearing on the proposed Capital Improvement and Equipment Plan was published on June 3, 2021 and June 7, 2021; and

WHEREAS, the duly noticed public hearing was conducted by the City Council on June 15, 2021.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. That certain "Capital Improvement and Equipment Plan, Fiscal Years 2021-2026", as on file in the office of the City Clerk, together with any approved amendments thereto, is hereby adopted, in pertinent part, for Fiscal Year 2021-2022.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURES ON NEXT PAGE]

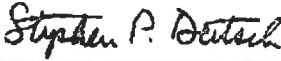
Passed, approved and adopted this 15th day of June, 2021.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney





# STAFF REPORT

Public Works Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Tom Tait, Public Works Services Director  
By: Carmen Masud, Senior Management Analyst

**SUBJECT:** RESOLUTION NO. 7363 CONFIRMING THE ENGINEER'S REPORT FOR THE LEVY AND COLLECTION OF THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 AND THE ASSOCIATED ASSESSMENT DIAGRAM; AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2021-22

**Recommendation: Adopt**

## **SUMMARY**

The Citywide Lighting District No. 1 ("Citywide Lighting District" or "District") was formed in the City of Arcadia pursuant to the Landscaping and Lighting Act of 1972 and Proposition 218 balloting requirements. The District was formed for the purpose of partially funding the ongoing operation, maintenance, and servicing of the City's street lighting system. At the June 1, 2021, City Council meeting, the City Council adopted Resolution Nos. 7360 through 7362, which initiated the proceedings for the annual levy and collection of assessments, approved the preliminary Engineer's Report, and setting a public hearing for the June 15, 2021, City Council Meeting. The purpose of the public hearing is to allow the public an opportunity to provide comments regarding the levy and collection of the Citywide Lighting District.

Upon conclusion of the public hearing, it is recommended that the City Council adopt Resolution No. 7363 confirming the Engineer's Report for the levy and collection of the Arcadia Citywide Lighting District No. 1 and the Associated Assessment Diagram; and ordering the levy and collection of assessments for Fiscal Year 2021-22.

## **BACKGROUND**

The City's former Street Lighting District was originally established through the Street Lighting Act of 1919 in the early 1950s and was set to expire on June 30, 2010. This would have resulted in a loss of approximately \$420,000 in annual revenue to the City beginning in Fiscal Year 2010-11. To address this issue, in 2009, the City Council directed

the formation of a Citywide Lighting District via the Landscaping and Lighting Act of 1972. Under this Act, assessments are based on the special benefit that street lighting provides to properties within the Citywide Lighting District area. Proposition 218 noticing and balloting requirements were met, and, on August 3, 2010, the City Council by Resolution adopted the Engineer's Report for the formation of the Citywide Lighting District and approved the levy and collection of assessments beginning in Fiscal Year 2010-11.

To ensure appropriate allocation and annual levy of assessments based on proportional special benefits, the Citywide Lighting District established two benefit zones to separate general benefit and special benefit.

- Zone 1 includes properties along major thoroughfares and includes parcels that receive the general benefit of street lighting along arterial streets.
- Zone 2 includes properties in residential neighborhoods that specifically benefit from maintenance of street lighting on local streets.

In addition to the use of zones, an equivalent benefit unit ("EBU") methodology was established to reflect the proportional special benefit of each parcel. The proportional special benefit calculation for each parcel is determined by land use, number of units, and acreage. Furthermore, a benefit multiplier factor is also employed to account for varying density levels of street lighting within the City, which ranges from a standard level of street lighting to no street lighting. Some areas in the City were developed with less lighting on their streets. These sparsely lit neighborhoods still receive special benefits from their local lights even though their overall lighting density is less than those streets with full lighting. They receive 20% of the standard lighting density and pay 20% of the annual assessment rate. Properties in areas of the City that do not have street lighting do not pay a street lighting assessment fee. This methodology has been in place since Fiscal Year 2010-11.

## **DISCUSSION**

The City's Fiscal Year 2021-22 proposed budget for the Lighting District is \$1,265,400, of which \$1,066,358 has been determined to be of special benefit to properties within the Citywide Lighting District based on the assessment methodology. However, the District was established to fund only a portion of this amount. As a result, the City will be contributing approximately 60%, or \$758,317, of the total street lighting budget, while the property owners ("District") will pay about 40%, or \$507,083, of street lighting costs. The Citywide Lighting District budget for Fiscal Year 2021-22, as proposed, includes a slight decrease of 1%, or \$12,800. The decrease is due to a decrease in salaries and wages. Divided citywide, this decrease is negligible. As a result, the Fiscal Year 2021-22 annual assessment rate for a single-family property owner in Zone 1 will remain at \$20.04; and for a single-family property owner in Zone 2, the annual assessment rate will remain at \$34.17.

As part of the District formation, an assessment range formula was also developed to provide reasonable increases and inflationary adjustments that are associated with providing improvements for the Citywide Lighting District. The maximum rates for the Citywide Lighting District are adjusted by an amount not to exceed 3% each fiscal year. The adjusted maximum assessment rates are calculated independently of the Citywide Lighting District's annual budget. Although the City is allowed to increase the annual assessment rates to the maximum assessment rates, the proposed property owners' assessment rate will not change this Fiscal Year; the City has consistently kept costs lower than the allowed inflationary rates, resulting in a substantial savings to property owners over the years when compared to the Maximum Allowed Assessment Rates.

Using a single-family property as the baseline for the assessment, the table below shows the annual assessment rates levied in Fiscal Year 2020-21, and the proposed Fiscal Year 2021-22 annual assessment rates for Zones 1 and 2:

	<i><b>FY 20-21 Assessment Rate</b></i>	<i><b>FY 21-22 Assessment Rate</b></i>	<b>Maximum Allowed Assessment Rate</b>
<b>Lighting District Total Budget</b>	\$1,278,200	\$1,265,400	
<b>Zone 1 (Arterial Lights)</b>	\$20.04	<b>\$20.04</b>	\$23.15
Sparse Lighting	(\$4.01)	(\$4.01)	
<b>Zone 2 (Local Lights)</b>	\$34.17	<b>\$34.17</b>	\$39.36
Sparse Lighting	(\$6.83)	(\$6.83)	

Pursuant to the Landscaping and Lighting Act of 1972, notice for the date of the public hearing was published on June 3, 2021. As of the preparation date of this staff report, the City has not received any opposition to the proposed assessment rates for Fiscal Year 2021-22. Fees can only be adopted after the conclusion of the public hearing.

## **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA") under Section 15061(b)(3) of the CEQA Guidelines, and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

## **FISCAL IMPACT**

Fees collected under the Citywide Lighting District will help defray the total maintenance costs of lighting in the subject areas. Upon conclusion of the public hearing and adoption of the engineer's report, a total of \$507,083 will be levied and collected under the Citywide Lighting District. The levy will not exceed the cost of providing the subject services to the areas nor will the levy exceed the Maximum Assessment Rates allowed. The levy has

been set to ensure that the cost to the property owner does not exceed the special benefit to that property. Based on the recommended assessments, the City of Arcadia will contribute \$758,317 to the street lighting system in Fiscal Year 2021-22.

### **RECOMMENDATION**

It is recommended that the City Council determine that the Resolution is exempt under the California Environmental Quality Act ("CEQA"), and adopt Resolution No. 7363 confirming the Engineer's Report for the levy and collection of the Arcadia Citywide Lighting District No. 1 and the associated Assessment Diagram; and ordering the levy and collection of assessments for Fiscal Year 2021-22.

Approved:

  
Dominic Lazzaretto  
City Manager

Attachment: Resolution No. 7363

RESOLUTION NO. 7363

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, CONFIRMING THE ENGINEER'S REPORT FOR THE LEVY AND COLLECTION OF THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 AND THE ASSOCIATED ASSESSMENT DIAGRAM; AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2021-22

WHEREAS, the City Council of the City of Arcadia (the "City") pursuant to the provisions of the Landscaping and Lighting Act of 1972, being Part 2, Division 15 of the California Streets and Highways Code, commencing with Section 22500 (hereafter referred to as the "Act"), did by previous resolutions, initiate proceedings for levy and collection of assessments within the Arcadia Citywide Lighting District No. 1 (hereafter referred to as the "District"), and declared its intention to conduct a public hearing for the levy and collection of assessments within the District for Fiscal Year 2021-22 for the special benefits received by properties therein for the annual operation, maintenance and servicing of street lighting improvements and appurtenant facilities related thereto in accordance with the provisions of the California Constitution Article XIID (the "Constitution"); and

WHEREAS, an Engineer's Report has been prepared, attached hereto as "Exhibit A", filed and presented to the City Council in connection with the proceedings for the levy and collection of assessments within the District for Fiscal Year 2021-22 as required by the Act and the Constitution; and

WHEREAS, the City Council has duly held a public hearing regarding these matters pursuant to the provisions of the Constitution; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2021 and ending June 30, 2022 (Fiscal Year 2021-22), to pay a portion of the costs and expenses associated with the ongoing operation, maintenance, and servicing of improvements and appurtenant facilities related thereto that have been determined to be of special benefit to the properties within the District as described in the Engineer's Report.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The preceding recitals are all true and correct.

SECTION 2. Following notice duly given, the City Council has held a full and fair public hearing regarding the District and the levy and collection of assessments, and has considered all public testimony and written statements, protests and communications made or filed by interested persons.

SECTION 3. Based upon its review of the Engineer's Report, which has been filed with the City Clerk, the City Council hereby finds and determines that:

3a) The land within the District receives special benefit from the operation, maintenance and servicing of the street lighting improvements, and appurtenant facilities related thereto, to be provided by the District as described in the Engineer's Report.

3b) The District as defined by the Assessment Diagram contained in the Engineer's Report, includes all of the lands receiving such special benefit.



3c) The net amount to be assessed upon the lands within the District has been apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefit to be received by each parcel from the improvements and services to be provided for Fiscal Year 2021-22.

SECTION 4. The City Council hereby orders the proposed improvements to be made as described within the Engineer's Report. The improvements so described may include, but are not limited to, the materials, equipment, utilities, labor, contract services and incidental expenses necessary for the ongoing maintenance, operation and servicing of local street lighting improvements and appurtenant facilities within the District that provide special benefits to properties therein.

SECTION 5. The maintenance, operation, and servicing of improvements shall be performed pursuant to the Act, and for Fiscal Year 2021-22, the County Auditor of Los Angeles shall enter on the County Assessment Roll opposite each parcel of land the amount of levy established by the Engineer's Report, and such levies shall be collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

SECTION 6. The adoption of this Resolution constitutes the levy and collections of assessments within the District for the fiscal year commencing July 1, 2021 and ending June 30, 2022, as described in the Engineer's Report and adopted by the City Council.

SECTION 7. The City Clerk shall certify to the adoption of this Resolution, and the minutes of this meeting shall so reflect the City Council's approval of the assessments for Fiscal Year 2021-22 as contained in the Engineer's Report.

SECTION 8. The City Clerk is hereby authorized and directed to file the levy of assessments for Fiscal Year 2021-22 as approved, with the County Auditor of Los Angeles.


Passed, approved and adopted this 15th day of June, 2021.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen P. Deutsch  
City Attorney



# **City of Arcadia**

## **ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1**

### **2021/2022 ENGINEER'S REPORT**

**Intent Meeting: June 1, 2021**  
**Public Hearing: June 15, 2021**

27368 Via Industria  
Suite 200  
Temecula, CA 92590  
T 951.587.3500|800.755.6864  
F 951.587.3510|888.326.6864

Property Tax Information Line  
T. 866.807.6864

[www.willdan.com](http://www.willdan.com)



**ENGINEER'S REPORT AFFIDAVIT**  
*Establishment of Annual Assessments for the:*

**Arcadia Citywide Lighting District No. 1**

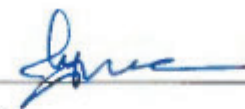
**City of Arcadia,  
County of Los Angeles, State of California**

This Report describes the Arcadia Citywide Lighting District No. 1 including the improvements, budgets, parcels and assessments to be levied for fiscal year 2021/2022, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this 15th day of June, 2021.

Willdan Financial Services  
Assessment Engineer  
On Behalf of the City of Arcadia

By:   
Susana Hernandez  
Project Manager, District Administration Services

By:   
Tyrone Peter  
PE # C 81888



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## I. INTRODUCTION

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The Arcadia Citywide Lighting District No. 1 (hereafter referred to as the “District”) was formed in 2010 for the purpose of funding in part, the ongoing operation, maintenance and servicing of public lighting improvements within the City of Arcadia (hereafter referred to as the “City”) based on the proportional special benefits to properties within the City.

The District was formed to levy and collect annual assessments on the County tax rolls to fund such improvements and appurtenant facilities authorized pursuant to the *Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code commencing with §22500* (hereafter referred to as the “1972 Act”). In conjunction with the authority of the 1972 Act, the assessments are calculated in compliance with the substantive and procedural requirements of the *California State Constitution Article XIII D* (hereafter referred to as the “California Constitution”).

As part of the District formation, the City conducted a property owner protest ballot proceeding for the new special benefit assessments in accordance with the provisions of Government Code, Section 53753, and the California Constitution. In conjunction with this ballot proceeding, the City Council conducted a public hearing on July 20, 2010 to consider public testimonies, comments and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the July 20, 2010 public hearing, property owner protest ballots received were opened and tabulated. No majority protest existed.

On August 3, 2010, the City Council, by Resolution No. 6737, adopted the Engineer’s Report for the formation of the District, including the assessment diagram; ordered the formation of the District; approved the levy and collection of the assessments commencing in fiscal year 2010/2011, approved the assessment range formula as described in the formation Report; and ordered the improvements and services to be made.

This Engineer’s Report (hereafter referred to as “Report”) was prepared in connection with the establishment of the District and the levy and collection of annual special benefit assessments related thereto commencing in fiscal year 2010/2011, pursuant to Chapter 1, Article 4 beginning with §22565 of the 1972 Act and the provisions of the California Constitution. Said District shall include all lots and parcels of land within the City at the time this Report was prepared, the boundaries of which are coterminous with the City boundaries.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the Los Angeles County Assessor’s Office. The Los Angeles County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.



## II. PLANS AND SPECIFICATIONS

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### A. DESCRIPTION OF THE DISTRICT

The territory within the District consists of all lots, parcels of land and subdivisions within the City, the boundaries of which are coterminous with the City's boundaries and the metes and bounds that define the City boundaries are incorporated herein as the metes and bounds of this District. An Assessment Diagram incorporated herein under Part IV of this Report, outlines the boundaries of the District and the Zones therein. This diagram incorporates all lots, parcels and subdivisions of land within the District and Zones as they existed at the time this Report was prepared. The District generally includes all or a portion of the parcels identified on the following Los Angeles County Assessor's Parcel Map Books:

5378;5379;5382;5383;5385;5764;5765;5766;5769;5770;5771;  
5772;5773;5775;5776;5777;5778;5779;5780;5781;5782;5783;  
5784;5785;5787;5788;5789;5790;5791;8501;8503;8509;8510;  
8511;8532;8538;8541;8545;8571;8572;8573;8586;8587

Within the boundaries of the District, two (2) Zones – Zone 01 and Zone 02 – have been established to identify parcels and areas within the District for reasons of separating general benefits from special benefits, and differentiating between special benefits and maintenance costs associated with street lighting along arterial streets versus non-arterial streets. It has been determined that the parcels within these Zones receive differing degrees of special benefits from the improvements and services to be provided by the District.

Zone 01 and Zone 02 were established to incorporate properties that receive direct and particular special benefits from street light improvements and services along arterial streets versus street lighting improvements and services that are along non-arterial streets. The two Zones within the District and the improvements and benefits associated with the properties therein are described in more detail in Part III (Method of Apportionment) of this Report.

### B. DESCRIPTION OF IMPROVEMENT AND SERVICES

#### Improvements and Services Authorized by the 1972 Act

As generally defined by the 1972 Act and applicable to this District, the improvements and services and associated assessments may include but are not limited to some or all of the following:

- The installation or construction of public lighting facilities;
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, paving, or electrical facilities;
- The acquisition of any existing improvement otherwise authorized pursuant to the 1972 Act;
- The maintenance or servicing, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement including but not limited to:

- Repair, removal, or replacement of all or any part of any improvements;
- The cleaning, sandblasting, and painting of improvements to remove or cover graffiti;
- Electric current or other illuminating agent for any public lighting facilities;
- The collection and accumulation of funds as reserves for the purpose of ensuing appropriate cash flow for operational activities and long-term maintenance expenses.
- Incidental expenses associated with the improvements including, but not limited to:
  - The cost of preparation of this report, including plans, specifications, estimates, diagram, and assessment;
  - The costs of printing, advertising, and the publishing, posting and mailing of notices;
  - Compensation payable to the County for collection of assessments;
  - Compensation of any engineer or attorney employed to render services;
  - Any expenses incidental to the issuance of bonds or notes;
  - Costs associated with the proceedings held for the approval of a new or increased assessment.

Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements.

## District Facilities and Improvements

A detailed map and description of the locations and extent of the District's existing street lighting improvements are on file in the Office of Public Works Services Department, and by reference these documents are made part of this Report. The following table provides a summary of the street light inventory within the City at the time this Report was prepared:

**Table 1**  
**City of Arcadia Street Light Inventory**

Street Lighting	Edison-Owned Lights	City-Owned Lights	Total Lights
District-wide Street Lights (Arterial Streets)	915	<sup>(2)</sup> 547	1,462
District-wide Street Lights (Local Streets)	<sup>(1)</sup> 1,617	<sup>(3)</sup> 937	2,554
<b>Total Street Lights</b>	<b>2,532</b>	<sup>(4)</sup> <b>1,484</b>	<b>4,016</b>

<sup>(1)</sup> There is a permit request by SCE to install two (2) new street-lights at the intersection of Camino Real Ave and El Monte Ave. The lights are to be installed on existing poles (1379821E and 1379833E) which do not have street-light fixtures.

<sup>(2)</sup> The three new street-lights, noted in FY 2020/2021 Engineer's report, will be installed as part of the Bus Stop Project and are tentatively planned for installation at NW and SE corners of Huntington and Baldwin and WB Huntington at Centennial Way for FY 2021/2022, but will not be included in the count until they have actually been installed.

<sup>(3)</sup> In addition to these three (3) street-lights, the sixty-one (61) City owned street-lights noted in the FY 2020/2021 Engineer's Report have been installed and are included in the City Owned (Local Streets) count for FY 2021/2022.

<sup>(4)</sup> There is an increase of sixty-one (61) City-Owned Lights compared to FY 2020/2021.

Approximately sixty-three percent (63%) of the streetlights within the District are owned and maintained by Southern California Edison Company. The remaining thirty-seven percent (37%) of the streetlight facilities are owned by the City and are maintained by the City.

The maintenance and servicing of the Southern California Edison Company-owned streetlights is furnished by the Southern California Edison Company or by its successors or assignees. The rates charged by Edison include an Electric Delivery rate which contains the cost of moving energy from the grid to one's home or business and maintenance cost of the electric lines. SCE also charges Arcadia residents a CCA Cost Responsibility Surcharge which includes PCIA (the rate to recover costs of power purchased before residents joined Clean Power Alliance), a Department of Water Resources Bond Charge to cover the cost of buying power for customers during the energy crisis, and a Competition Transition Charge (non-by-passable charge applicable to all existing and future SCE Bundled Service Customers, all Direct Access Customers, and all Departing Load Customers for recovery of SCE's transition costs).

The Energy for City-Owned streetlights is procured through the Clean Power Alliance and the rate charged to the City is not regulated and authorized by the CPUC. Clean Power rates are set by the Board of Directors.

While the annual cost of providing the Southern California Edison Company-owned streetlights versus the City-owned streetlights may vary slightly, the difference in annual cost per light is considered negligible and has no bearing on the benefits.

The maintenance, operation and servicing of the District lighting improvements generally includes the furnishing of labor, materials, equipment and electricity for the ordinary and usual maintenance, operation, and servicing of street lights within the public right-of-ways and easements dedicated to the City. These activities include but are not limited to:

- Regular maintenance and servicing the street light systems including, cleaning, sandblasting, repainting of poles and equipment to remove or cover graffiti and as needed prevent corrosion; repair or replacement of lighting standards, bulbs and fixtures; and furnishing of electric current or other illuminating agent.
- Periodic repair and rehabilitation of the street lighting system including replacement of old equipment with new or reconditioned equipment; and repair, removal or replacement of related equipment as required including but not limited to lighting fixtures, poles, meters, conduits, electrical cable and relocation of street light facilities as necessary including the purchase and installation of related equipment and facilities.

Specifically not included in the District budget and the proportional special benefit assessments is the installation and construction of new street lights and/or conversion of existing street lights to decorative street lights. Such projects and expenditures would be considered Capital Improvement Projects that are beyond the purpose of the assessments for this District. If such projects are needed or desired, the cost of such would require funding from other sources including but not limited to an additional special assessment on the affected properties and/or funds contributed by the City.

### III. METHOD OF APPORTIONMENT

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Based on the provisions of the 1972 Act and the California Constitution, this section of the Report summarizes an analysis of the general and special benefits provided by the City's existing street lighting improvements and services to be provided by the District; the resulting District structure (zones of benefit); the formulas used to calculate each parcel's proportional special benefit and assessment obligation, including multiplier factor, based on the entirety of the cost of providing the improvements (method of assessment); and the establishment of an inflationary formula for such assessments to address anticipated cost increases due to inflation (assessment range formula).

#### A. BENEFIT ANALYSIS

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include but are not limited to the construction, maintenance, operation, and servicing of public street lighting improvements and appurtenant facilities.

The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

*"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

In conjunction with the provisions of the 1972 Act, the California Constitution Article XIID addresses several key criteria for the levy of assessments, notably:

Article XIID Section 2d defines District as:

*"District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service";*

Article XIID Section 2i defines Special Benefit as:

*"Special benefit" means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute "special benefit."*

Article XIID Section 4a defines proportional special benefit assessments as:

*"An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

The method of apportionment (method of assessment) established herein is based on the premise that each assessed property receives special benefits from street lighting improvements and services that are funded by such assessments, and the assessment obligation for each parcel reflects that parcel's proportional special benefits as compared to other properties that receive special benefits as outlined in the preceding definitions established in the 1972 Act and the California Constitution.

To identify and determine the proportional special benefit to each parcel within the District, it is necessary to consider the entire scope of the improvements provided as well as the properties that benefit from those improvements. The District's improvements and the associated costs described in this Report, have been carefully reviewed and have been identified and allocated based on a benefit rationale and calculations that proportionally allocate the net cost of only those improvements determined to be of special benefit to properties within the District.

## **Zones of Benefit**

In an effort to ensure an appropriate allocation of the estimated annual cost to provide the District improvements based on proportional special benefits, this District will be established with benefit zones ("Zones") as authorized pursuant to Chapter 1 Article 4, Section 22574 of the 1972 Act:

*"The diagram and assessment may classify various areas within an assessment district into different zones where, by reason of variations in the nature, location, and extent of the improvements, the various areas will receive differing degrees of benefit from the improvements. A zone shall consist of all territory which will receive substantially the same degree of benefit from the improvements."*

While the California Constitution requires that *"The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement or the maintenance and operation expenses of a public improvement..."*; it is reasonable to conclude that street lighting on arterial streets has been installed primarily for the purpose of nighttime traffic illumination and circulation, and will benefit both the community as a whole and the public at large. On the other-hand, local street lighting improvements are not required in all areas of the City, which is evident in the absence of street lighting within certain neighborhoods. Therefore, street lighting along non-arterial streets (local street lights) provides special benefit to properties fronting these streets and was installed in connection with the development of such properties. However, these improvements are not mutually exclusive or typically isolated to a particular parcel but are rather shared and directly affect entire neighborhoods or groups of parcels. The location and extent of the specific local street light improvements in relationship to those neighborhoods or groups of parcels immediately adjacent or in close proximity to those improvements must be considered.

Therefore, as part of this analysis, the District includes two distinct Zones. Zone 1 includes all parcels that specially benefit from the maintenance of street lighting along arterial streets, and Zone 2 includes remaining parcels within the City that specially benefit from maintenance of street lighting along non-arterial streets (local street lights). The creation of these two zones requires the apportionment of the total maintenance budget between these two zones, which necessitates the need to separately analyze each zone's maintenance costs to determine the portion of each zone's budget (identified in Part III) that is considered to be general benefit versus special benefit.

While the extent and location of local street lighting improvements in the City has typically resulted from property development or the specific needs of nearby properties, arterial street light improvements were installed first and foremost to improve the overall safety of the community and traffic circulation, and are more of an indirect result of property development. Therefore, a significant portion of the maintenance costs in Zone 1 is considered general benefit and will not be assessed against parcels within the District.

Based on a report completed by Meyer, Mohaddes Associates, in March 2006, regarding the City's Transportation Impact Fee Program, it is estimated that the number of vehicular trips generated by properties within the City account for approximately 57% of the total daily trips on the City's arterial streets, with 43% being pass-through trips from outside the City. Utilizing this information as part of the analysis for separating general benefits from special benefits, it is reasonable to conclude that 43% of the street light improvements and associated costs of the City's arterial street lights can be identified as general benefit to the public at large. Likewise, it is reasonable to apply this same 43% trip rationale to the vehicular trips generated by properties within the City (57% of the total trips) to establish the general benefits associated with trips generated within the City that are conferred on real property located in the District ( $43\% \times 57\% = 24.5\%$ ). Collectively this would suggest that approximately sixty-eight percent 67.5% ( $43\% + 24.5\% = 67.5\%$ ) of the maintenance costs in Zone 1 are for general traffic related improvements along the City's arterial streets, which together improve the overall safety of the community at-large, and the properties therein and; therefore, are considered to be a general benefit and will not be assessed.

In reviewing the location and extent of the City's street lighting improvements and the relationship these improvements have to properties within the District, it has been determined that local street lights (street lights that are not located on arterial streets) were installed in connection with the development of nearby properties. As such, these local lighting improvements have a direct and particular relationship to, and provide special benefit to, the properties located in close proximity to those street lighting improvements and on those streets. The special benefit affects these properties in a way that is particular and distinct from its effect on other parcels and that real property in general and the public at large do not share. Furthermore, certain areas of the City do not have local street lighting, which provides further confirmation that local street lighting specially benefits properties in close proximity to such local street lighting. Therefore, since certain areas of the City forgo the need of local street lighting, the maintenance costs associated with local street lighting is not considered to be a general benefit.

The District Budget, incorporated herein under Part III of this Report, provides a summary of the total estimated cost of providing the street light improvements and the allocation of those costs as general benefit versus special benefit for each Zone of the District. Details regarding the location and extent of the street lighting improvements within the District and the Zones therein are on file in the Office of Public Works Services Department and by reference these documents are made part of this Report. A diagram showing the exterior boundaries of the District and the two Zones therein is attached and incorporated herein under Part IV (District Diagram) of this Report.



## B. ASSESSMENT METHODOLOGY

In order to calculate and identify the proportional special benefit received by each parcel and their proportionate share of the improvement costs it is necessary to consider not only the improvements and services to be provided, but the relationship each parcel has to those improvements as compared to other parcels in the District.

Article XIID Section 4a reads in part:

*“...The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement or the maintenance and operation expenses of a public improvement or for the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”*

Street lighting, like most public improvements, provides varying degrees of benefit (whether they be general or special) based largely on the extent of such improvements, the location of the improvements in relationship to the properties, the specific use and size of each property, and the reason or need for such improvements as it relates to individual properties. In this District these issues are each considered in determining the proportional special benefit to each parcel by the use of benefit zones, the separation of general benefit and special benefit, and County land use designations. The specific use and size of each property is accounted for to reflect each parcel's need for such improvements and its reasonable cost of the proportional special benefit as compared to other properties that benefit from those improvements. Therefore, an equivalent benefit unit methodology is utilized to assess properties accordingly.

### Equivalent Benefit Units

In addition to the use of Zones, the method of apportionment established for this District to reflect the proportional special benefit of each parcel utilizes a weighted methodology of apportionment typically referred to as an Equivalent Benefit Unit (EBU) methodology. This method of apportionment establishes the typical detached single-family home site as the basic unit of assessment. A single-family residential unit is assigned one (1.0) Equivalent Benefit Unit (EBU) and other property types (land uses) are proportionately weighted (weighted EBU) based on a benefit formula that equates each property's specific characteristics and special benefits to that of the single-family residential unit. This proportional weighting may be based on several considerations that may include, but are not limited to: the type of development (land use), development-status (developed versus undeveloped), size of the property (acreage or units), vehicular trip generation, street frontage, densities or other property related factors including any development restrictions or limitations; as well as the density of lighting associated with each property (addressed through the application of a benefit multiplier factor which is discussed in the next section).

For the improvements and assessments outlined in this Report, it has been determined that the most appropriate proportional special benefit calculation for each parcel is reasonably determined by three basic property characteristics:

- Land use — Commercial/Industrial Use; Residential Use, Institutional Use, Vacant Land (Undeveloped Property), Public Property etc.;

- **Property Size** — Acreage for non-residential properties; Units for residential properties. Property size (acreage or units) provides a definable and comparative representation of each parcel's proportional special benefit not only to similar types of properties but to other properties as well. The size of a property provides an appropriate and overall reflection of numerous considerations associated with each parcel's special benefits including vehicular trip generation, average street frontage and development densities.
- **Lighting Density** —The amount of street lighting within the City is not uniform and varies from one area to the next, ranging from a standard level of street lighting to no street lighting in certain neighborhoods of the City. To account for this varying level of street lighting a benefit multiplier factor is applied, as discussed in the next section of this report entitled “**Benefit Multiplier Factor.**”

The following outlines the special benefits and equivalent benefit unit calculations to be applied to each of the various land use classifications identified for this District to establish each parcel's proportional special benefit compared to other parcels within each respective Zone of the District:

**Single-Family Residential Property** — This land use is defined as a fully subdivided residential home site with a single residential unit developed on the property. The special benefits that local street lighting provides to such properties include, but are not limited to:

- Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;
- Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas; and
- Improved nighttime ingress and egress to the property.

For purposes of establishing the proportional special benefits and equivalent benefit units for other land uses in this District, the single-family residential land use is designated as the basic unit of assessment and shall be assigned 1.000 EBU per parcel (unit).

**Multi-Family Residential & Mixed Use Property** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the parcel. (This land use includes apartments, duplexes, triplexes, etc., but does not generally include condominiums, town-homes). This land use designation also includes properties identified by the County Assessor's Office as mixed use property for which there is more than one residential unit (known number of residential units) associated with the property and for which the parcel's primary use is residential, but may also include a commercial component or unit associated with that property. The special benefits that local street lighting provides to such properties include, but are not limited to:

- Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;
- Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas; and
- Improved nighttime ingress and egress to the property.

Although multi-family residential properties receive similar special benefits to that of single-family residential property and an appropriate and comparative calculation of proportional special benefits is reasonably reflected by the parcel's total number of residential units, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that multi-family units impact public infrastructure at reduced levels compared to a single-family residence, which is reflective of their reduced structure size, trip generation and need for various public improvements. Furthermore, as the density (number of units per parcel) increase, the average distance from the street light improvements tends to increase and the number of vehicular trips generated tends to decline because the population density per unit tends to decrease (largely because of reduced unit sizes). Based on these considerations, it is reasonable to conclude that the actual number of street lights per unit is less than that of a single-family residential property and appropriate weighting of the proportional special benefit per unit for multi-family residential properties as compared to a single-family residential is best represented by the following sliding scale: 0.750 EBU per unit for the first 5 units; plus 0.625 EBU per unit for units 6 through 25; plus 0.500 EBU per unit for units 26 through 50; plus 0.375 EBU per unit for units 51 through 100; plus 0.250 EBU per unit for units 101 or above.

**Condominium/Town-home Property** — This land use is defined as a fully subdivided residential condominium or town-home parcel that typically has one residential unit associated with each Assessor's Parcel Number, but is part of a multi-unit development for which each condominium or town-home parcel shares or has common interest (common area) with the other residential parcels in that development. The special benefits that local street lighting provides to such properties include, but are not limited to:

- Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;
- Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas; and
- Improved nighttime ingress and egress to the property.

The development attributes of condominiums and town-homes tend to be a blend of the single-family residential and multi-family residential properties. Like multi-family residential properties, individual condominium and town-home units (individual parcels) within such developments may not have actual street frontage where the local street light improvements are located, but rather the common area lot which they share has street frontage. (In most cases, each residential unit fronts a private road or driveway that directly accesses the street where the local street light improvements are located). Because condominium and town-home properties represent individual residential units that are privately owned, like single-family residential properties these properties tend to be owner occupied with relatively fewer vacancies per unit than multi-family residential properties, which in turn represents greater average trip generation per unit than multi-family residential properties. However, because this property type usually has a much higher development density (greater number of units per acre) than single-family residential properties the actual number of street lights per unit is clearly less than that of a single-family residential property.

In consideration of the special benefits associated with these properties and the development characteristics discussed above, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.750 EBU per unit. (Because these parcels typically represent a single residential unit or small group of units that are each privately owned, no

adjustment for multiple units is applied to this land use as it is for multi-family residential properties).

**Developed Commercial/Industrial Property** — This land use is defined as a developed property with structures (buildings) that is used or may be used for commercial purposes, whether the structures are occupied or not. This land use does not include parcels for which the primary use of the property is considered residential or Hotels and Motels (transient residential). This land use classification includes most types of commercial enterprises including but not limited to commercial retail; food services; banks; shopping centers; recreational facilities; office buildings and professional buildings, as well as industrial properties including service centers; warehousing and manufacturing. This land use classification also includes any parcel that may incorporate a single residential unit, but is also used in whole or in part for commercial purposes. The special benefits that local street lighting provides to such properties include:

- Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;
- Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas;
- Improved nighttime ingress and egress to the property;
- Increased accessibility and/or hours of operation that result from adequate nighttime lighting on the streets near or adjacent to the property; and
- Greater nighttime visibility of the property and associated business with the property.

The presence of local street lighting or the lack thereof has a direct and distinct impact on commercial/industrial properties and the businesses associated with those properties. Utilizing trip generation data outlined by the Institute of Transportation Engineers Informational Report, Seventh Edition; commercial/industrial properties generate on average approximately four (4) times the daily vehicular trips per acre generated by a typical single-family residential property (9.57 trips per single-family residential unit compared to 42.32 trips per acre for commercial properties). While the actual daily trips generated by a particular commercial/industrial property may be greater or less than this average, it does provide a reasonable indicator of the proportionality of the special benefits associated with local street lighting for such properties. In support of this finding, an analysis of development densities in the City indicates that on average, single-family and condominium developments yield approximately 4.06 residential units per acre.

Although the preceding evaluations suggest that the direct proportional special benefits to commercial/industrial properties are reasonably reflected by an apportionment of 4.000 EBU per acre, because most commercial/industrial parcels represent a separate and independent commercial enterprise or business with immediate proximity to local street lighting, it has been determined that the proportional special benefit for any individual commercial or industrial parcel is at least equal to that of a single-family residential property. Therefore, a commercial/industrial parcel that is less than one-quarter of an acre in size shall be assigned 1.000 EBU (minimum EBU). Likewise, it is reasonable to conclude that there is a limit to the proportional special benefit that any single parcel receives from local street lights (maximum EBU). In an analysis of the average street frontage and number of lights per acre for various land use classifications, it has been determined that commercial/industrial parcels shall not be assessed for any acreage greater than ten (10.00) acres, which sets the maximum EBU at 40.000 EBU for this land use classification.

**Developed Hotel/Motel Property** — Although Hotel/Motel Properties are certainly viewed as commercial enterprises, these properties have more significant nighttime use and traffic generation than other commercial/industrial properties that results from their transient residential activities. The special benefits that local street lighting provides to such properties include:

- Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;
- Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas;
- Improved nighttime ingress and egress to the property;
- Increased use of the property that result from adequate nighttime lighting immediately adjacent to or near the property which is essential to the extended nighttime operation associated with these properties; and
- Greater nighttime visibility of the property that improves potential customer attraction thereby increasing business activity and use of the property.

The presence of local street lighting or the lack thereof can have a direct and significant impact on hotel and motel properties because of their heightened nighttime use of the property. To reflect this increased proportional special benefit resulting from higher nighttime use and need for local street lighting as compared to other commercial/ industrial properties, the proportional special benefits and assessments for this land use classification shall be based on 6.000 EBU per acre. As with commercial/industrial properties, minimum and maximum acreage limits shall be applied in calculating each parcel's individual assessment. These acreage limits result in a minimum Equivalent Benefit Unit of 1.500 EBU for parcels less than one-quarter of an acre and a maximum Equivalent Benefit Unit of 60.000 EBU for parcels greater than ten acres.

**Developed Institutional Property** — This land use is defined as developed private properties used for the purposes of public related services or activities, including but not limited to Colleges, Private Schools, Places of Worship, Day Care Centers, Fraternal Organizations, Hospitals, Convalescent or Retirement Homes, or other similar public service or assembly type properties. The special benefits that local street lighting provides to such properties include:

- Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;
- Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas; and
- Improved nighttime ingress and egress to the property.

While properties in this land use classification are generally considered non-residential properties, it has been determined that this land use classification clearly receives less special benefit from local street lighting than commercial/industrial properties based on several considerations: they represent businesses/operations that provide public related or community services (educational, medical care, religious etc.); they are generally non-profit organizations; and they have significantly less nighttime use and associated trip generation. Based on the special benefits that local street lighting provides to such properties and in consideration of their limited nighttime use, the Equivalent Benefit Units applied to these properties shall be based on 2.000 EBU per acre with the same minimum and maximum



acreage limits that are applied to other acreage-based properties. These limits result in a minimum Equivalent Benefit Unit of 0.500 EBU for parcels less than one-quarter of an acre and a maximum Equivalent Benefit Unit of 20.000 EBU for parcels greater than ten acres.

**Developed Public Property** — This land use is defined as developed public or government-owned property used for public related services or activities, including but not limited to city facilities including parks, community centers, fire and police stations, and city offices; county or state offices and facilities; federal, state or county court facilities; US postal service facilities; public schools; public utility facilities or offices; or other similar developed public properties. The special benefits that local street lighting provides to such properties include:

- Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;
- Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas; and
- Improved nighttime ingress and egress to the property.

While many of these properties have the potential to be converted or utilized as commercial or other non-residential enterprises, their purpose and function is specifically for public related services and activities and they generally have no or limited nighttime use and trip generation, which is similar to Institutional properties. Based on the special benefits that local street lighting provides to such properties and in consideration of their limited nighttime use, the Equivalent Benefit Units applied to these properties shall be based on 2.000 EBU per acre with the same minimum and maximum acreage limits that are applied to other acreage-based properties. These limits result in a minimum Equivalent Benefit Unit of 0.500 EBU for parcels less than one-quarter of an acre and a maximum Equivalent Benefit Unit of 20.000 EBU for parcels greater than ten acres.

The County Tax Collector's Office typically identifies these properties as "Non-Taxable" and does not generate tax bills for these properties and as a matter of practical application, the calculated special benefit and proposed assessment obligation for such properties cannot be collected through the secured tax roll in the same manner as other District assessments. Therefore, the only other alternative to the City is the option to direct bill these properties; otherwise, the total assessment amount applied to these properties would not be recovered and would be lost revenue. In any case, the total amount of maintenance cost allocated to these properties is directly related to special benefit received by these properties and may not be reapportioned to any other parcel(s) within the District.

**Parking Lot/Limited Use Property** — This land use classification is applied to developed privately-owned properties that the City considers not to be fully developed commercial/industrial, institutional or residential properties. This land use classification is typically applied to parcels that are identified as parking lots with limited or no buildings; but may also identify parcels that have limited or restricted non-residential use where the typical commercial/industrial or institutional classification is not applicable or appropriate. The special benefits that local street lighting provides to such properties include:

- Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety
- Reduction in property-related crimes (dumping, graffiti, vandalism and loitering) commonly associated with poorly lighted areas;



- Improved nighttime ingress and egress to the property; and
- Potential increased use and trip generation that result from adequate nighttime lighting which promotes extended hours of operation.

Based on these special benefits and in consideration of use and need for local street lighting, the Equivalent Benefit Units applied to these properties shall be based on 1.000 EBU per acre with the same minimum and maximum acreage limits that are applied to other acreage-based properties. These limits result in a minimum Equivalent Benefit Unit of 0.250 EBU for parcels less than one-quarter of an acre and a maximum Equivalent Benefit Unit of 10.000 EBU for parcels greater than ten acres.

**Vacant Property** — This land use is defined as property that has been identified as undeveloped, but has reasonable development potential (Few or no development restrictions). The special benefits that local street lighting provides to such properties include:

- Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety; and
- Reduction in property-related crimes (dumping, graffiti, vandalism and loitering) commonly associated with poorly lighted areas.

In an evaluation of the special benefits associated this land use as compared to that of developed properties it becomes evident that the proportional special benefits associated with vacant property are clearly less than those associated with developed properties. Although vacant properties derive special benefits from local street lighting, these special benefits are limited to the land (lot) itself. Conversely, approximately half of the direct and immediate special benefits for developed properties are related to the daily use or potential use of that property (specifically nighttime use). Based on these special benefit considerations and the direct advantages of local street lighting, the Equivalent Benefit Units applied to these properties shall be based on 0.500 EBU per acre with the same minimum and maximum acreage limits that are applied to other acreage-based properties. These limits result in a minimum Equivalent Benefit Unit of 0.125 EBU for parcels less than one-quarter of an acre and a maximum Equivalent Benefit Unit of 5.000 EBU for parcels greater than ten acres.

**Exempt Property (Parcel)** — This land use identifies parcels where, for various reasons, it has been determined that the parcel does not and will not receive special benefits from street lighting improvements. This land use classification may include but is not limited to:

- Lots or parcels identified as public streets and other roadways;
- Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, or other publicly-owned or utility-owned land that serves the community or general public and are not considered or classified as developed public properties; and
- Parcels of land that are privately owned, but cannot be developed independently from an adjacent property or is part of a shared interest with other properties, such as common areas, sliver parcels, bifurcated lots or properties with very restrictive potential or use.

Because these properties either provide a public service that is comparable to street lighting or they are dependent on another property or development, these types of parcels have no direct need for street lighting and are considered to receive no special benefits. Therefore these parcel shall be exempt from assessment and are assigned 0.0000 EBU. However, these properties shall be reviewed annually by the assessment engineer to confirm the parcel's use.

**Special Case Property** — In many districts where multiple land use classifications are involved, there may be one or more properties where the standard land use classifications do not accurately identify the use and special benefits received from the improvements, or there may be factors related to that particular parcel that should be noted for review in subsequent fiscal years. The following are some examples of properties that may be classified as Special Case properties:

- Example 1: A parcel may be identified as a Vacant Property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel. Therefore the parcel is identified as a Special Case so that each year the parcel's proportional special benefit and assessment is accurately addressed utilizing the property's net acreage rather than gross acreage.
- Example 2: The use of a particular property and its proportional special benefit is not in question, but there is some characteristic or issue regarding the property that should be noted or reviewed in future years.
- Example 3: The most common reason for identifying a parcel as a Special Case is usually related to development. A property may be identified by the County as Vacant land, but the property is either being developed or has already been developed. Another example would be a property that would normally be identified as Vacant Land, but is being treated as Exempt Property because due to current and temporary development restrictions that will likely change in the future. In this case, this designation serves as a prompt to review the status of that property each year, and if and when the status of that property changes, the land use designation can be appropriately changed.

Therefore the Equivalent Benefit Units assigned to Special Case Properties will vary depending on the circumstances and reasons for treating each particular property as a Special Case. The Equivalent Benefit Unit(s) assigned to each such parcel may be based on adjusted acreage, units or a combination of those factors. The City and/or the assessment engineer tasked with the administration of the District shall annually review each parcel designated as a Special Case Property and based on that review shall make appropriate adjustments to that property's land use and Equivalent Benefit Unit assignment as warranted.

The following is a summary of property types and the Equivalent Benefit Unit assignments described in the preceding discussion of Equivalent Benefit Units.

**Table 2:  
Equivalent Benefit Unit Assignments**

Land Use	Benefit Unit Calculations		
Single Family Residential Property	1.000	per unit	
Multi-Family Residential & Mixed Use Property	0.750	per unit	(units 1-5)
	0.625	per unit	(units 6-25)
	0.500	per unit	(units 26-50)
	0.375	per unit	(units 51-100)
	0.250	per unit	(units greater than 100)
Condominium/Town-home Property	0.750	per unit	
Developed Commercial/Industrial Property	4.000	per acre	(minimum 1.000 EBU; maximum 40.000 EBU)
Developed Hotel/Motel Property	6.000	per acre	(minimum 1.500 EBU; maximum 60.000 EBU)
Developed Institutional Property	2.000	per acre	(minimum 0.500 EBU; maximum 20.000 EBU)
Developed Public Property	2.000	per acre	(minimum 0.500 EBU; maximum 20.000 EBU)
Parking Lot/Limited Use Property	1.000	per acre	(minimum 0.250 EBU; maximum 10.000 EBU)
Vacant Property	0.500	per acre	(minimum 0.125 EBU; maximum 5.000 EBU)
Exempt Property	0.000	per parcel	
Special Case Property	varied based on circumstances associated with each parcel		

### **Benefit Multiplier Factor**

In addition to the initial assignment of EBUs based on a parcel's land use, number of units, and acreage, a Benefit Multiplier Factor is also employed to account for the varying density levels of street lighting within the City, which ranges from a standard level of street lighting to no street lighting in certain neighborhoods of the City. In addition, the use of a Benefit Multiplier Factor ensures that the differentiation in lighting density is captured as part of the special benefit findings for each parcel. A Benefit Multiplier Factor shall be applied to each parcel's EBU assignment to calculate the final net number of EBUs that will be used to determine the Maximum Assessment Rate per Zone, and each parcel's unique assessment. The following provides a description of the three different Benefit Multiplier Factors of 1.0, 0.20, and 0.00:

#### ***Benefit Multiplier Factor = 1.0***

Parcels within the District that receive direct special benefits from local street light improvements that were installed in connection with the development of the parcel or would otherwise have been required or necessary for the development or future development of such property to its full and best use; and the overall proximity and spacing of local street lighting in the area is consistent with the City's typical density and spacing standards. Parcels with a Benefit Multiplier Factor equal to 1.0 may include, but is not limited to:

- Parcels that are within 200 feet of a street light.
- Parcels that are part of a single-family residential subdivision (tract) in which the average distances from a street light is less than 200 feet;

- Parcels that are part of a residential subdivision other than a single-family residential subdivision (i.e., condominium projects, apartments or other residential properties) in which the street frontage for the development (common area lot or actual parcel) is within 200 feet of a street light.
- Non-residential properties (parcels or overall developments) that are within 200 feet of a street light on a street that is adjacent to, used, or could be used to access the property. These properties include both developed and undeveloped properties.

***Benefit Multiplier Factor = 0.20***

Parcels within the District that receive direct special benefits from local street light improvements that were installed in connection with the development of the parcel or were installed specifically for the properties in that area, but the overall density of street lighting is approximately 20% of the standard lighting density, when compared to the lighting density of parcels with a benefit multiplier factor equal to 1.0. Therefore, the Benefit Multiplier Factor for these parcels equals 0.20. Parcels with a Benefit Multiplier Factor equal to 0.20 may include, but is not limited to:

- Parcels that are part of a single-family residential subdivision (tract) in which the average distances from a street light is greater than 200 feet, but there are street lights located along the street that the parcel fronts or along adjacent streets within the development (possibly lights on the perimeter of the development). (Note: parcels that are within such subdivisions that may be directly adjacent to or in closer proximity to a specific street light shall be assessed the same as other parcels in that subdivision);
- Parcels that are part of a residential development other than a single-family residential subdivision (i.e., condominium projects, apartments or similar residential properties) in which the street frontage for the development (common area lot or actual parcel) is within 400 feet of a street light, but more than the 200 feet established for Zone 01.
- Non-residential properties (parcels or overall developments) that are within 400 feet of a street light on a street that is adjacent to, used, or could be used to access the property. These properties include both developed and undeveloped properties.

***Benefit Multiplier Factor = 0.00***

Parcels within the District that have limited or no local street light improvements within their immediate proximity shall have a Benefit Multiplier Factor equal to 0.00 applied to their EBU assignment. Therefore, these properties shall not be assessed and, as part of the notice and ballot proceedings being conducted in connection with the formation of the District, the ballots for these properties shall reflect a zero (\$0.00) assessment amount.

## **C. ASSESSMENT RANGE FORMULA**

Pursuant to the California Constitution Article XIID, the imposition of any new or increased assessment requires certain noticing and meeting requirements. However, Proposition 218 Omnibus Implementation Act states that an assessment is not considered an increased assessment if the assessment does not exceed an assessment formula adopted by the City in accordance with Article XIID of the California Constitution.

As part of the District formation and establishment of annual assessments to fund the ongoing operation, maintenance and servicing of those improvements within the District, an Assessment Range Formula was developed. The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment that are inevitably associated with providing such improvements and activities. The Assessment Range Formula is defined by the following:

The “Maximum Rates” for this District shall be annually adjusted by an amount not to exceed three percent (3%) to establish the new Maximum Assessment Rates authorized for the District each fiscal year. (These new rates may be referred to as Adjusted Maximum Assessment Rates).

Beginning in the District’s second fiscal year (fiscal year 2011/2012) and each fiscal year thereafter, the Maximum Assessment Rates will be recalculated and new Adjusted Maximum Assessment Rates will be established for the fiscal year utilizing the Assessment Range Formula described above. The Adjusted Maximum Assessment Rates shall be calculated independently of the District’s annual budget and proposed assessments. Any proposed annual assessment (Rate per EBU) less than or equal to the Adjusted Maximum Assessment Rate for each respective Zone shall not be considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners, through the balloting process, must approve such a new or increased assessment before that new or increased assessment may be imposed.

## **IV. DISTRICT BUDGET**

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### **A. BUDGET**

The City’s street light maintenance budget identifies an estimate of anticipated annual expenses associated with the ongoing operation, maintenance and servicing of street light improvements that includes, but is not limited to maintenance of street lights and related facilities, energy costs and incidental expenses. The City provided the estimated total annual cost of street light maintenance for fiscal year 2021/2022, an inventory of arterial streetlights, and the maintenance costs attributable to arterial streetlights. Table 3 provides the City’s street light maintenance budget for fiscal year 2021/2022 and Table 4 provide a detailed inventory of the arterial streetlights within the City of Arcadia as well as the maintenance cost associated with these arterial streetlights.

**Table 3**  
**City of Arcadia Street Light Maintenance Budget**

Description	FY 2021/2022
Salaries & Wages	\$296,800
Supplies	21,700
Contract Services	130,000
Electric	664,600
Vehicle Maintenance	23,000
City Liability Insurance	19,900
City Administration Services	109,400
<b>Total</b>	<b>\$1,265,400</b>

**Table 4**  
**City of Arcadia Arterial Street Light Maintenance Budget**

Arterial Street	Number of Edison Lights	Number of City Lights	FY 2021/2022
Baldwin	177	107	\$36,686
Colorado	20	6	3,359
Duarte	122	1	15,759
Foothill	76	17	12,013
Huntington	52	237	90,264
Las Tunas	46	62	23,425
Live Oak	10	37	14,680
Lower Azusa Rd	12	0	3,297
Michillinda	51	16	18,407
Peck	14	0	3,846
Santa Anita	271	15	36,556
Second	19	1	5,220
Sunset	40	16	15,385
Campus	5	32	15,979
<b>Total</b>	<b>915</b>	<b>547</b>	<b><sup>(1)</sup> \$294,877</b>

<sup>(1)</sup> Total may not foot due to rounding.

The budget for the District outlines the overall estimated annual cost to provide the District improvements per Zone, that portion of the costs that are considered to be general benefit and special benefit for each Zone, and the additional funding support from the City to establish the proposed initial maximum assessment rates to be applied to the various parcels within each Zone.

The District only partially funds the operation, maintenance and servicing of lighting improvements throughout the City that provide special benefits to properties within the City. The Fiscal Year 2021/2022 District budget is \$1,265,400, of which \$1,066,358 has been determined to be of special benefit to properties within the District based on the assessment methodology. However, the District is being established to fund only a portion of this amount equal to \$507,083. As a matter of policy, the City will contribute the remaining \$559,275 from



the general fund and other revenue sources. Therefore, the City's contribution will not only reduce the assessments against the District's affected parcels, but it will further ensure that property owners are not assessed for more than their proportional special benefit.

**Table 5**  
**City of Arcadia Citywide Lighting District No. 1**  
**Fiscal Year 2021/2022 Budget**

	Total Budget	Zone 1 Arterial Lights	Zone 2 Local Lights
Arterial Lights	\$294,877	\$294,877	\$0
Local Street Light Improvements	861,123	0	861,123
<b>Annual Maintenance Budget</b>	<b>\$1,156,000</b>	<b>\$294,877</b>	<b>\$861,123</b>
Administration	\$109,400	\$27,906	\$81,494
<b>Total Expense (see table above for breakdown)</b>	<b>\$1,265,400</b>	<b>\$322,783</b>	<b>\$942,617</b>
City Contribution for General Benefit (67.5% of Primary) <sup>(1)</sup>	(\$199,042)	(\$199,042)	\$0
<b>Annual Maintenance Budget Less General Benefit <sup>(2)</sup></b>	<b>\$1,066,358</b>	<b>\$123,741</b>	<b>\$942,617</b>
<b>City Contribution for Special Benefit Reduction <sup>(2)</sup></b>	<b>(\$559,275)</b>	<b>(\$38,935)</b>	<b>(\$520,340)</b>
<b>BALANCE TO LEVY <sup>(2)</sup></b>	<b>\$507,083</b>	<b>\$84,806</b>	<b>\$422,278</b>
<b>Total Parcels</b>	<b>16,962</b>	<b>2,603</b>	<b>14,359</b>
<b>Parcels Levied</b>	<b>15,007</b>	<b>2,535</b>	<b>12,472</b>
<b>Total EBU Levied</b>	<b>16,589.97</b>	<b>4,231.83</b>	<b>12,358.14</b>
<b>Maximum Rates <sup>(3)</sup></b>		<b>\$23.15</b>	<b>\$39.36</b>
<b>Applied Rates <sup>(3)</sup></b>		<b>\$20.04</b>	<b>\$34.17</b>

<sup>(1)</sup> The general benefit contribution applies to Arterial Streetlights only.

<sup>(2)</sup> Totals may not foot due to rounding.

<sup>(3)</sup> The Districts Maximum and Applied Rates have an annual adjustment not to exceed three percent (3%). Maximum Rates were increased by 3%. Applied Rates were not increased by the allowable percentage for fiscal year 2021/2022. Reference section C: Maximum Range Formula.

## B. PARCEL ASSESSMENT CALCULATION

Pursuant to the provisions of the California Constitution, the proportionate special benefit derived by each parcel within the District and its corresponding assessment obligation shall be determined in relationship to the entirety of the capital cost of a public improvement or the maintenance and operation expenses of a public improvement.

The following formulas are used to calculate each parcel's Levy Amount (proportional assessment obligation):

**Step 1:** Based collectively on the preceding discussion and findings, the estimated annual cost to provide the various District improvements have been allocated to each Zone and separated between general benefit and special benefit. Those improvement costs determined to be of general benefit shall not be assessed to properties within each Zone of the District and these costs are deducted from the total budget to establish the improvement costs determined to be of special benefit.

**Total Zone Budget – General Benefit Costs = Total Zone Special Benefit Costs**

**Step 2:** The Total Zone Budget minus any additional contributions from the City or other revenue sources establishes the “Balance to Levy” for that Zone. This Balance to Levy amount is the proportionately allocated to each parcel within the Zone based on their calculated EBU.

**Total Zone Budget – Additional City Contribution = Balance to Levy (Zone)**

**Step 3:** Each parcel’s proportional special benefit is calculated based on the Equivalent Benefit Unit rationale previously discussed:

**Parcel’s Land Use Benefit x (Acreage or Units) x Benefit Multiplier Factor = Parcel’s EBU**

**Step 4:** The total number of Equivalent Benefit Units for the District and each Zone therein is determined by the sum of all individual EBU(s) applied to parcels that receive a special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for each Zone is established by taking the Balance to Levy in that Zone, and dividing that amount by the total number of EBU(s) for that Zone.

**Balance to Levy/ Total EBU = Maximum Assessment Rate per EBU (per Zone)**

**Step 5:** This Assessment Rate is then applied back to each parcel’s individual EBU to determine the parcel’s proportionate benefit and assessment obligation.

**Maximum Assessment Rate per EBU x Parcel’s EBU = Parcel’s Assessment**

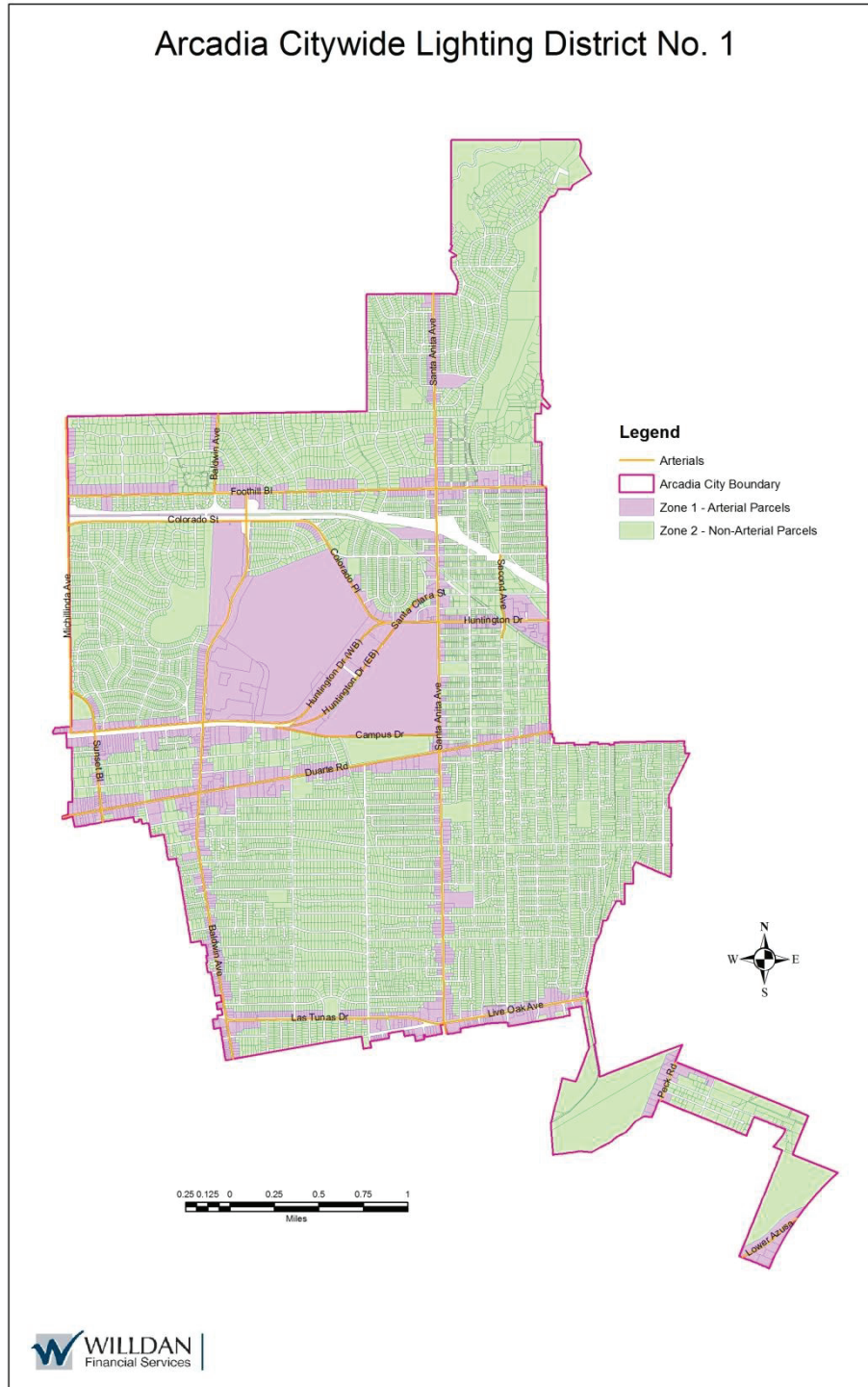
## **V. DISTRICT DIAGRAM**

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The parcels within the District consist of the lots, parcels and subdivisions of land within the City. The District Diagram identifies the boundaries of the District and the Zones therein, and is based on the Los Angeles County Assessor’s Maps, the Los Angeles County Assessor’s secured roll information and the street lighting improvements that existed at the time this Report was prepared. The combination of this Diagram and the Assessment Roll outlined in Part IV of this Report; collectively constitute the District’s Assessment Diagram.

A copy of the District Diagram is provided on the following page. A full-size copy of this diagram is on file in the Office of Public Works Services Department, and by reference this diagram is made part of this Report.

**ASSESSMENT DIAGRAM**  
CITY OF ARCADIA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA



## VI. ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District is based on the District Diagram presented herein and available parcel maps and property data from the Los Angeles County Assessor's Office at the time this Report was prepared. A summary of the parcels to be assessed within this District along with the associated assessment amounts are provided herein. The actual assessment roll listing each of the parcels to be assessed within this District along with their respective assessment amounts have been provided to the City Clerk under a separate cover due to the voluminous number of properties to be assessed.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rates described in this Report as approved by the City Council rather than a proportionate share of the original assessment.

The following is a summary of the land use classifications (parcels) and assessment amounts for the District and each Zone within the District as established by the assessment rates and method of apportionment previously described.

### District-wide

LAND USE	PARCELS LEVIED	FY 2021/22 EBUs <sup>(2)</sup>	FY 2021/22 ASSESSMENT <sup>(2)</sup>
COM	715	1,671.17	\$40,417
CONDO	3,930	2,928.30	86,353
HOT	10	88.92	2,245
INS	59	136.50	3,440
MFR	860	3,586.63	103,331
MIX	10	21.89	510
PKG	118	57.11	1,434
PUB	11	12.08	387
SFR	9,252	8,068.00	268,432
SPC	4	3.46	71
VAC	38	15.92	466
<b>GRAND TOTAL <sup>(1)</sup></b>	<b>15,007</b>	<b>16,589.97</b>	<b>\$507,086</b>

<sup>(1)</sup> Includes SBE charges \$318.32

<sup>(2)</sup> Totals may not foot due to rounding.

Note: Variance in FY 2021/2022 Assessment amount due to rounding to nearest penny.

### Zone 1

LAND USE	PARCELS LEVIED	FY 2021/22 EBUs <sup>(2)</sup>	FY 2021/22 ASSESSMENT <sup>(2)</sup>
COM	400	1,180.97	\$23,667
CONDO	1,294	970.50	19,449
HOT	5	56.14	1,125
INS	35	86.65	1,736
MFR	189	1,360.60	27,267
MIX	8	16.88	338
PARKING	61	36.64	734
PUB <sup>(1)</sup>	1	1.80	36
SFR	520	512.80	10,277
SPC	3	3.31	66
VAC	19	5.55	111
<b>GRAND TOTAL <sup>(1)</sup></b>	<b>2,535</b>	<b>4,231.83</b>	<b>\$84,806</b>

<sup>(1)</sup> Includes SBE charge of \$36.07

<sup>(2)</sup> Totals may not foot due to rounding.

Note: Variance in Assessment amount due to rounding to nearest penny.

### Zone 2

LAND USE	PARCELS LEVIED	FY 2021/22 EBUs <sup>(2)</sup>	FY 2021/22 ASSESSMENT <sup>(2)</sup>
COM	315	490.20	\$16,750
CONDO	2,636	1,957.80	66,905
HOT	5	32.78	1,120
INS	24	49.85	1,704
MFR	671	2,226.03	76,064
MIX	2	5.02	171
PARKING	57	20.47	699
PUB <sup>(1)</sup>	10	10.28	351
SFR	8,732	7,555.20	258,155
SPC	1	0.15	5
VAC	19	10.37	354
<b>GRAND TOTAL <sup>(1)</sup></b>	<b>12,472</b>	<b>12,358.14</b>	<b>\$422,280</b>

<sup>(1)</sup> Includes SBE charges of \$282.25

<sup>(2)</sup> Totals may not foot due to rounding.

Note: Variance in Assessment amount due to rounding to nearest penny.



# STAFF REPORT

Public Works Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Tom Tait, Public Works Services Director  
By: Vanessa Hevener, Environmental Services Manager

**SUBJECT:** RESOLUTION NO. 7364 SETTING SERVICE RATES FOR THE COLLECTION OF RESIDENTIAL AND MULTI-FAMILY SOLID WASTE AND RECYCLABLES PURSUANT TO SECTION 5120.7 OF THE ARCADIA MUNICIPAL CODE FOR FISCAL YEARS 2021-22 THROUGH 2025-26

**Recommendation: Adopt**

## **SUMMARY**

On April 6, 2021, the City Council directed the Public Works Services Department ("PWSD") to follow Proposition 218 ("Prop 218") balloting procedures to establish solid waste service rates and conduct a public hearing. Proposition 218 requires the mailing of a written notice detailing the proposed rate adjustment to all property owners and tenants who are responsible to pay the refuse bill. The City is proposing to adjust the solid waste service rates for five fiscal years.

The proposed rates for FY 2021-22 include a step rate increase to account for the mandated organics waste recycling program going into effect mid-year on January 1, 2022, for single-family customers. Starting July 1, 2021, the proposed monthly residential rates for standard service (96-gallon trash, 64-gallon green waste and 64-gallon recycling carts) will be \$30.91 and will increase by \$2.66 on January 1, 2022. Similarly, the proposed multi-family rates for a 3-yard split bin (trash and recycling) dismount service will be \$179.23 per month and will increase to \$200.69 with the addition of an organics cart starting on January 1, 2022. Even with the proposed rate increase, excluding the newly-added Franchise Fee, Arcadia's rates will remain in the lowest 1/3 as compared to other cities in San Gabriel Valley with similar services.



It is recommended that the City Council conduct a public hearing and, if there is no majority protest, adopt Resolution No. 7364 authorizing the proposed rate adjustments for Fiscal Years 2021-22 through 2025-26.

## **BACKGROUND**

Waste Management ("WM") has been the City's exclusive residential and multi-family refuse and recycling hauler since 1999 and has consistently provided excellent service. The Residential Refuse and Recycling Agreement ("Agreement") was executed in March 2009 and included a seven-year term, which expired on June 30, 2016. In October 2013, the City Council executed the First Amendment to the Agreement for an additional five years through June 2021.

During the past year, PWSD has been negotiating with WM on extending the Agreement. Subsequently, on April 6, 2021, the City Council conceptually approved the Second Amendment to the Agreement with Waste Management Inc. at a study session of the City Council. The new agreement would include the following:

- Establishment of a Franchise Fee – a fee that the City can charge to the franchisee in exchange for the privilege of receiving the franchise – of 3%, which will be added to the new proposed rates;
- New and/or enhanced services such as a community mulch giveaway event; two community document shredding events; bins for tree trimming and miscellaneous debris removal at sites designated by the City; trash and recycling collection for five (5) non-City events;
- Ten-year term expiring on June 30, 2031;
- Compliance with new laws and regulations (AB 341, AB 1826, and SB 1383 ) requiring cities and counties, including the City of Arcadia, to develop and implement new stringent organics recycling programs impacting all solid waste generators.

## **DISCUSSION**

The proposed rates include a step rate increase to account for the mandated organics waste recycling program going into effect mid-year on January 1, 2022, for single-family customers. The chart below shows the proposed monthly residential rates of \$30.91 for the standard service of 96-gallon trash, 64-gallon green waste, and 64-gallon recycling carts starting July 1, 2021, that will increase by \$2.66 on January 1, 2022, when the mandated organics regulations take effect. In addition, the proposed multi-family rates for a 3-yard split bin (trash and recycling) dismount service will be set at \$179.23 per month starting July 1, 2021, and will increase to \$200.69 with the addition of an organics cart starting on January 1, 2022.

	<b>Current Rate</b>	<b>Effective Date</b>	<b>Trash/ Recycling</b>	<b>Green Waste/ Organics (Jan. 2022)</b>	<b>Total</b>
<b>Single-Family</b>	\$26.03 (Standard)	July 1, 2021 to December 31, 2021	\$23.14	\$7.77	<b>\$30.91</b>
		January 1, 2022 to June 30, 2022	\$23.14	\$10.43	<b>\$33.57</b>
<b>Multi-Family</b>	\$142.67 (1-3yd Trash only Dismount Service)	July 1, 2021 to December 31, 2021	\$179.23	\$0.00	<b>\$179.23</b>
		January 1, 2022 to June 30, 2022	\$179.23	\$21.46	<b>\$200.69</b>

A new rate Adjustment Formula will be used to determine the annual percentage rate adjustment required starting in Fiscal Year 2022-23. The new Rate Adjustment Methodology Formula includes only two indices: a Disposal/Diversion Component and a Service Component. In previous versions of the Agreement, three separate indices were used. The new methodology is easier for all parties and interested persons to understand and more accurately reflects cost parameters to the waste hauler.

The Disposal/Diversion Component consists of costs for tipping fees charged at landfills for trash, tipping fees charged at composting facilities for green waste/food waste, and recycling fees at processing/recycling facilities. Under the new Rate Adjustment Methodology, the Disposal/Diversion Component is 40% of the weight in the calculation of the new rate.

The Service Component is based on monthly percent changes in the Consumer Price Index ("CPI") for Los Angeles-Long Beach-Anaheim between the current year and the prior year, and is given a 60% weight in the calculation of the overall adjustment of the new rate.

The City of Arcadia currently has one of the lowest residential refuse rates in the San Gabriel Valley because the City was able to retain a provision in the Agreement which states that Arcadia's refuse rates cannot exceed the lowest 1/3 of all cities in the San Gabriel Valley with similar services excluding the 3% Franchise Fee – a rarity in solid waste contracts.

Exhibit "2" highlights the refuse rate survey conducted in May 2021 for cities with similar services in the San Gabriel Valley. The survey shows that Arcadia's rates will remain in the lowest 1/3, excluding the 3% Franchise Fee, as compared to other cities in San Gabriel Valley and this is especially true given that many of the other cities have not yet increased their rates to include the costs associated with the organics recycling regulations.

## **Prop 218 Notice and Implementation of New Rates**

On April 28, 2021, PWSD mailed approximately 19,180 notices to all residential and multi-family property owners and/or customers informing them of the proposed refuse rate adjustment, date of the public hearing, and their right to file a written protest. In addition, a notice of the Public Hearing was published in the Arcadia Weekly on May 31, 2021, and June 7, 2021.

To facilitate submittal of written protests, the City has set up a drop-box outside of the City Manager/City Clerk's Office for property owners or customers of record. Protests placed in the drop-box will be accepted until the close of the Public Hearing, at which point the City will close the drop-box and tabulate all valid protests to determine whether a majority exists.

At the time of writing, the City has received four (4) valid written protests (and one e-mail submission, which will not be counted as a valid written protest) opposing the rate increase (See Exhibit "3" copies of all written protest letters received). In accordance with Prop 218, public comments at the Public Hearing will not qualify as formal protests unless accompanied by a written protest.

All written protests against the rate increase are to be considered during the Public Hearing and, following the closure of the Public Hearing, if there is no majority protest, it is recommended that the City Council adopt the proposed solid waste rate adjustment schedule for Fiscal Years 2021-22 through 2025-26.

## **ENVIRONMENTAL IMPACT**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA") under Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no negative impact on the environment. Thus, this matter is exempt under CEQA.

## **FISCAL IMPACT**

Residential refuse and recycling collection service rates are considered a fee-for-service that is paid directly to the contractor by the residential customer. The proposed rates include a 3% Franchise Fee, which is expected to generate \$228,000 annually to fund activities paid out of the General Fund. This amount was not included in the original budget documents delivered to the City Council in May.

## **RECOMMENDATION**

It is recommended that the City Council determine that this item is exempt under the California Environmental Quality Act ("CEQA"); and that the City Council conduct a public hearing, and if there is no majority protest, adopt Resolution No. 7364 setting service

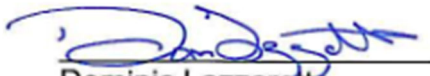
Public Hearing to Adopt Solid Waste Service Rates

June 15, 2021

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rates for the collection of residential refuse and recyclables pursuant to Section 5120.7 of the Arcadia Municipal Code, for Fiscal Year 2021-22 and annual rate adjustments for Fiscal Years 2022-23 through 2025-26 with Waste Management, Inc.

Approved:



Dominic Lazzaretto  
City Manager

Attachments: Resolution No. 7364  
Exhibit "2" – Refuse Rate Survey  
Exhibit "3" – Protest Letters

RESOLUTION NO. 7364

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, SETTING SERVICE RATES FOR THE COLLECTION OF RESIDENTIAL REFUSE AND RECYCLABLES PURSUANT TO SECTION 5120.7 OF THE ARCADIA MUNICIPAL CODE

WHEREAS, pursuant to the Arcadia Municipal Code Section 5120.7, the Arcadia City Council is authorized to fix and determine the rates that may be charged for collecting or removing garbage, refuse or recyclables from any premises in the City; and

WHEREAS, all residential units in the City are required to participate in the City refuse collection service; and

WHEREAS, the franchisee under that certain Residential Refuse and Recycling Agreement dated March 10, 2009 is not authorized to charge or collect any fees or rates other than the fees and rates set forth in this Resolution and the fees and rates shall remain in effect, unless changed by resolution of the City Council of the City of Arcadia; and

WHEREAS, the proposed refuse rate change was presented to the City Council at its June 15, 2021 regularly scheduled City Council meeting and;

WHEREAS, a public notice concerning said rate change was duly mailed to residents in accordance with Proposition 218 noticing requirements in April 2021, and a duly noticed public hearing concerning said rate adjustments was conducted by the City Council on June 15, 2021 for fiscal year 2021/22 and an automatic annual rate adjustments for fiscal years 2022/23, 2023/24, 2024/25, and 2025/26. The rate adjustments are based on a formula using the Consumer Price Index ("CPI") for Los Angeles-Long Beach-Anaheim and the Disposal/Diversion

Component consisting of the Recycling Processing Factor, Organic Waste Processing Factor and MSW Factor, in accordance with the City's Second Amendment to the Residential Refuse and Recycling Agreement with Waste Management approved on April 6, 2021.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Commencing July 1, 2021, the monthly rates for residential/multi-family refuse and recycling collection services for Fiscal Year 2021/22 shall be those set forth in Exhibit "A" attached hereto.

SECTION 2. All rates set forth in this Resolution shall be reflected on all refuse bills issued on or after July 1, 2021.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURES ON NEXT PAGE]




Passed, approved, and adopted this 15th day of June, 2021.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney

## EXHIBIT A

City of Arcadia  
Single-Family Rates  
Effective 7/1/2021 to 12/31/2021

### Single-Family Trash & Recycling

Service	Includes (1)	Rate	AB 939	Total Base
Std 35gal Trash	64gal Recycle	\$ 18.77	\$ 0.30	\$ 19.07
Std 64gal Trash	64gal Recycle	\$ 18.77	\$ 0.30	\$ 19.07
Std 96gal Trash	64gal Recycle	\$ 22.84	\$ 0.30	\$ 23.14
Senior 35gal Trash	64gal Recycle	\$ 17.03	\$ 0.30	\$ 17.33
Senior 64 gal Trash	64gal Recycle	\$ 17.03	\$ 0.30	\$ 17.33
Senior 96 gal Trash	64gal Recycle	\$ 20.68	\$ 0.30	\$ 20.98
Backyard Service Std 96gal Trash	64gal Recycle	\$ 68.34	\$ 0.30	\$ 68.64
Backyard Service Senior 96gal Trash	64gal Recycle	\$ 62.42	\$ 0.30	\$ 62.72

### Total Customer Rate (1 Trash + 1 Recycle + AB939 + Organics)

Total Rate Based on Number of Organics Carts						
1	2	3	4	5	6	7
\$ 26.84	\$ 30.19	\$ 34.11	\$ 37.72	\$ 41.89	\$ 45.69	\$ 49.48
\$ 26.84	\$ 30.19	\$ 34.11	\$ 37.72	\$ 41.89	\$ 45.69	\$ 49.48
\$ 30.91	\$ 34.26	\$ 38.18	\$ 41.79	\$ 45.96	\$ 49.76	\$ 53.55
\$ 24.36	\$ 27.34	\$ 30.88	\$ 34.14	\$ 37.94	\$ 41.39	\$ 44.84
\$ 24.36	\$ 27.34	\$ 30.88	\$ 34.14	\$ 37.94	\$ 41.39	\$ 44.84
\$ 28.01	\$ 30.99	\$ 34.53	\$ 37.79	\$ 41.59	\$ 45.04	\$ 48.49
\$ 76.41	\$ 79.76	\$ 83.68	\$ 87.29	\$ 91.46	\$ 95.26	\$ 99.05
\$ 69.75	\$ 72.73	\$ 76.27	\$ 79.53	\$ 83.33	\$ 86.78	\$ 90.23

### Single-Family Organics Carts

Number of Carts ->	1	2	3	4	5	6	7
64gal Std Organics Cart	\$ 7.77	\$ 11.12	\$ 15.04	\$ 18.65	\$ 22.82	\$ 26.62	\$ 30.41
64gal Senior Organics Cart	\$ 7.03	\$ 10.01	\$ 13.55	\$ 16.81	\$ 20.61	\$ 24.06	\$ 27.51
96gal Std Organics Cart	\$ 7.77	\$ 11.12	\$ 15.04	\$ 18.65	\$ 22.82	\$ 26.62	\$ 30.41
96gal Senior Organics Cart	\$ 7.03	\$ 10.01	\$ 13.55	\$ 16.81	\$ 20.61	\$ 24.06	\$ 27.51

### Single Family Other Additional Fees

Resume/Reactivation	\$ 44.67
Bulky Basic, after 4 free	\$ 44.67
Bulky Senior, after 4 free	\$ 40.20
Recycling Contamination	\$ 44.67
Sharps	\$ 38.45
Bear Unlock Per Cart	\$ 7.91
3yd Temp Bin, 3 day	\$ 158.82
3yd Temp Bin, 7 day	\$ 190.43
3yd Temp Bin, Addl PU	\$ 74.32
3yd Temp Bin, Daily Rental Over Alloted	\$ 8.97

Service	Additional Services		
	Addl Trash	Addl Recycle	Extra PU
Std 35gal Trash	\$ 9.71	\$ 9.71	\$ 14.77
Std 64gal Trash	\$ 9.71	\$ 9.71	\$ 14.77
Std 96gal Trash	\$ 11.97	\$ 11.97	\$ 15.00
Senior 35gal Trash	\$ 8.74	\$ 8.74	\$ 13.39
Senior 64 gal Trash	\$ 8.74	\$ 8.74	\$ 13.39
Senior 96 gal Trash	\$ 10.80	\$ 10.80	\$ 26.43
Backyard Service Std 96gal Trash	\$ 17.95	\$ 17.95	\$ 21.27
Backyard Service Senior 96gal Trash	\$ 16.22	\$ 16.22	\$ 19.14

### Single-Family Organics Bins with (1) Trash 96gal Cart and (1) Recycling 96gal Cart Included

Standard Quantity - Size	Curbside						Backyard					
	1			2			1			2		
	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total
1 - 1.5 Yard	\$ 152.52	\$ 0.30	\$ 152.82	\$ 283.67	\$ 0.30	\$ 283.97	\$ 183.90	\$ 0.30	\$ 184.20	\$ 342.04	\$ 0.30	\$ 342.34
1 - 3 Yard	\$ 173.54	\$ 0.30	\$ 173.84	\$ 322.76	\$ 0.30	\$ 323.06	\$ 204.51	\$ 0.30	\$ 204.81	\$ 380.35	\$ 0.30	\$ 380.65

Senior Quantity - Size	Curbside						Backyard					
	1			2			1			2		
	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total
1 - 1.5 Yard	\$ 137.36	\$ 0.30	\$ 137.66	\$ 255.51	\$ 0.30	\$ 255.81	\$ 165.51	\$ 0.30	\$ 165.81	\$ 307.85	\$ 0.30	\$ 308.15
1 - 3 Yard	\$ 156.20	\$ 0.30	\$ 156.50	\$ 290.54	\$ 0.30	\$ 290.84	\$ 184.03	\$ 0.30	\$ 184.33	\$ 342.31	\$ 0.30	\$ 342.61

### Other Organics Fees

Reactivation/Cut-Off	\$ 43.82
Organics Contamination	\$ 44.67
Locking Lid	\$ 14.16
Overage	\$ 44.67

## EXHIBIT A

City of Arcadia  
Single-Family Rates  
Effective 1/1/2022 to 6/30/2022

### Single-Family Trash & Recycling

Service	Includes (1)	Rate	AB 939	Total Base
Std 35gal Trash	64gal Recycle	\$ 18.77	\$ 0.30	\$ 19.07
Std 64gal Trash	64gal Recycle	\$ 18.77	\$ 0.30	\$ 19.07
Std 96gal Trash	64gal Recycle	\$ 22.84	\$ 0.30	\$ 23.14
Senior 35gal Trash	64gal Recycle	\$ 17.03	\$ 0.30	\$ 17.33
Senior 64 gal Trash	64gal Recycle	\$ 17.03	\$ 0.30	\$ 17.33
Senior 96 gal Trash	64gal Recycle	\$ 20.68	\$ 0.30	\$ 20.98
Backyard Service Std 96gal Trash	64gal Recycle	\$ 68.34	\$ 0.30	\$ 68.64
Backyard Service Senior 96gal Trash	64gal Recycle	\$ 62.42	\$ 0.30	\$ 62.72

### Total Customer Rate (1 Trash + 1 Recycle + AB939 + Organics)

Total Rate Based on Number of Organics Carts						
1	2	3	4	5	6	7
\$ 29.50	\$ 34.00	\$ 39.26	\$ 44.09	\$ 49.70	\$ 54.79	\$ 59.87
\$ 29.50	\$ 34.00	\$ 39.26	\$ 44.09	\$ 49.70	\$ 54.79	\$ 59.87
\$ 33.57	\$ 38.07	\$ 43.33	\$ 48.16	\$ 53.77	\$ 58.86	\$ 63.94
\$ 26.76	\$ 30.75	\$ 35.51	\$ 39.89	\$ 44.98	\$ 49.62	\$ 54.23
\$ 26.76	\$ 30.75	\$ 35.51	\$ 39.89	\$ 44.98	\$ 49.62	\$ 54.23
\$ 30.41	\$ 34.40	\$ 39.16	\$ 43.54	\$ 48.63	\$ 53.27	\$ 57.88
\$ 79.07	\$ 83.57	\$ 88.83	\$ 93.66	\$ 99.27	\$ 104.36	\$ 109.44
\$ 72.15	\$ 76.14	\$ 80.90	\$ 85.28	\$ 90.37	\$ 95.01	\$ 99.62

### Single-Family Organics Carts

Number of Carts ->	1	2	3	4	5	6	7
64gal Std Organics Cart	\$ 10.43	\$ 14.93	\$ 20.19	\$ 25.02	\$ 30.63	\$ 35.72	\$ 40.80
64gal Senior Organics Cart	\$ 9.43	\$ 13.42	\$ 18.18	\$ 22.56	\$ 27.65	\$ 32.29	\$ 36.90
96gal Std Organics Cart	\$ 10.43	\$ 14.93	\$ 20.19	\$ 25.02	\$ 30.63	\$ 35.72	\$ 40.80
96gal Senior Organics Cart	\$ 9.43	\$ 13.42	\$ 18.18	\$ 22.56	\$ 27.65	\$ 32.29	\$ 36.90

### Single Family Other Additional Fees

Resume/Reactivation	\$ 44.67
Bulky Basic, after 4 free	\$ 44.67
Bulky Senior, after 4 free	\$ 40.20
Recycling Contamination	\$ 44.67
Sharps	\$ 38.45
Bear Unlock Per Cart	\$ 7.91
3yd Temp Bin, 3 day	\$ 158.82
3yd Temp Bin, 7 day	\$ 190.43
3yd Temp Bin, Addl PU	\$ 74.32
3yd Temp Bin, Daily Rental Over Alloted	\$ 8.97

Service	Additional Services		
	Addl Trash	Addl Recycle	Extra PU
Std 35gal Trash	\$ 9.71	\$ 9.71	\$ 14.77
Std 64gal Trash	\$ 9.71	\$ 9.71	\$ 14.77
Std 96gal Trash	\$ 11.97	\$ 11.97	\$ 15.00
Senior 35gal Trash	\$ 8.74	\$ 8.74	\$ 13.39
Senior 64 gal Trash	\$ 8.74	\$ 8.74	\$ 13.39
Senior 96 gal Trash	\$ 10.80	\$ 10.80	\$ 26.43
Backyard Service Std 96gal Trash	\$ 17.95	\$ 17.95	\$ 21.27
Backyard Service Senior 96gal Trash	\$ 16.22	\$ 16.22	\$ 19.14

### Single- Family Organics Bins with (1) Trash 96gal Cart and (1) Recycling 96gal Cart included

Standard Quantity - Size	Curbside						Backyard					
	1			2			1			2		
	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total
1 - 1.5 Yard	\$ 156.32	\$ 0.30	\$ 156.62	\$ 290.75	\$ 0.30	\$ 291.05	\$ 188.48	\$ 0.30	\$ 188.78	\$ 350.59	\$ 0.30	\$ 350.89
1 - 3 Yard	\$ 177.87	\$ 0.30	\$ 178.17	\$ 330.82	\$ 0.30	\$ 331.12	\$ 209.61	\$ 0.30	\$ 209.91	\$ 389.85	\$ 0.30	\$ 390.15

Senior Quantity - Size	Curbside						Backyard					
	1			2			1			2		
	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total
1 - 1.5 Yard	\$ 140.78	\$ 0.30	\$ 141.08	\$ 261.88	\$ 0.30	\$ 262.18	\$ 169.64	\$ 0.30	\$ 169.94	\$ 315.54	\$ 0.30	\$ 315.84
1 - 3 Yard	\$ 160.09	\$ 0.30	\$ 160.39	\$ 297.79	\$ 0.30	\$ 298.09	\$ 188.63	\$ 0.30	\$ 188.93	\$ 350.86	\$ 0.30	\$ 351.16

### Other Organics Fees

Reactivation/Cut-Off	\$ 43.82
Organics Contamination	\$ 44.67
Locking Lid	\$ 14.16
Overage	\$ 44.67

## EXHIBIT A

City of Arcadia

Multi-Family Rates

Effective 7/1/2021 to 6/30/2022

Required: Customers must have trash, recycling and organics service.

Example at Stab service level: (1) 3 Yard Trash Bin 1x/wk \$137.01 + (1) 3 Yard Recycle Bin 1x/wk \$58.27 + (1) Organics Cart 1x/wk \$15.77 + AB939 for 3 units \$0.90 = \$211.95

### Multi-Family Trash

STAB Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 1.5 Yard	\$ 115.00	\$ 230.01	\$ 345.01	\$ 495.75	\$ 574.99	\$ 689.98
2 - 1.5 Yard	\$ 209.09	\$ 418.18	\$ 627.25	\$ 836.29	\$ 1,045.42	\$ 1,254.49
3 - 1.5 Yard	\$ 313.62	\$ 627.26	\$ 940.89	\$ 1,254.52	\$ 1,568.15	\$ 1,881.81
4 - 1.5 Yard	\$ 418.20	\$ 836.39	\$ 1,254.55	\$ 1,672.73	\$ 2,090.95	\$ 2,509.11
5 - 1.5 Yard	\$ 522.72	\$ 1,045.47	\$ 1,568.19	\$ 2,090.96	\$ 2,613.69	\$ 3,136.43
1 - 3 Yard	\$ 137.01	\$ 254.41	\$ 411.00	\$ 548.00	\$ 685.05	\$ 822.02
2 - 3 Yard	\$ 244.63	\$ 508.87	\$ 733.86	\$ 978.44	\$ 1,223.07	\$ 1,467.67
3 - 3 Yard	\$ 352.32	\$ 763.27	\$ 1,056.85	\$ 1,409.13	\$ 1,761.42	\$ 2,113.71
4 - 3 Yard	\$ 459.92	\$ 1,017.65	\$ 1,379.73	\$ 1,839.64	\$ 2,299.56	\$ 2,591.98
5 - 3 Yard	\$ 567.59	\$ 1,272.06	\$ 1,702.71	\$ 2,270.25	\$ 2,837.83	\$ 3,405.34
1 - 6 Yard	\$ 256.76	\$ 513.54	\$ 770.26	\$ 1,027.02	\$ 1,283.78	\$ 1,540.56

### Multi-Family Recycling

STAB Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 96gal	\$ 29.25	\$ 58.49	\$ 87.74	\$ 117.01	\$ 146.25	\$ 175.51
1 - 1.5 Yard	\$ 43.88	\$ 87.74	\$ 131.63	\$ 175.50	\$ 219.37	\$ 263.25
2 - 1.5 Yard	\$ 87.74	\$ 175.50	\$ 263.25	\$ 351.00	\$ 438.74	\$ 526.50
3 - 1.5 Yard	\$ 131.63	\$ 263.25	\$ 394.87	\$ 526.50	\$ 658.12	\$ 789.75
4 - 1.5 Yard	\$ 175.50	\$ 351.00	\$ 526.50	\$ 702.00	\$ 877.49	\$ 1,052.98
5 - 1.5 Yard	\$ 219.37	\$ 438.74	\$ 658.12	\$ 877.49	\$ 1,096.87	\$ 1,316.24
1 - 3 Yard	\$ 58.27	\$ 116.53	\$ 174.80	\$ 233.07	\$ 291.32	\$ 349.59
2 - 3 Yard	\$ 116.53	\$ 233.07	\$ 349.59	\$ 466.12	\$ 582.66	\$ 699.19
3 - 3 Yard	\$ 174.80	\$ 349.59	\$ 524.39	\$ 699.19	\$ 873.98	\$ 1,048.78
4 - 3 Yard	\$ 233.07	\$ 466.12	\$ 699.19	\$ 932.25	\$ 1,165.31	\$ 1,398.37
5 - 3 Yard	\$ 291.32	\$ 582.66	\$ 873.98	\$ 1,165.31	\$ 1,456.64	\$ 1,747.97

### Multi-Family Split Bin - Trash/Recycling

STAB Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 2 Yard	\$ 150.39	\$ 300.76	\$ 451.16	\$ 637.29	\$ 751.91	\$ 902.28
2 - 2 Yard	\$ 279.85	\$ 559.72	\$ 839.55	\$ 1,119.36	\$ 1,399.26	\$ 1,679.11
3 - 2 Yard	\$ 419.77	\$ 839.56	\$ 1,259.35	\$ 1,679.14	\$ 2,098.91	\$ 2,518.73
4 - 2 Yard	\$ 559.74	\$ 1,119.46	\$ 1,679.16	\$ 2,238.88	\$ 2,798.64	\$ 3,358.33
5 - 2 Yard	\$ 699.64	\$ 1,399.30	\$ 2,098.95	\$ 2,798.65	\$ 3,498.29	\$ 4,197.96
1 - 3 Yard	\$ 158.88	\$ 317.75	\$ 476.64	\$ 671.26	\$ 794.36	\$ 953.23
2 - 3 Yard	\$ 296.84	\$ 593.69	\$ 890.49	\$ 1,187.29	\$ 1,484.16	\$ 1,781.00
3 - 3 Yard	\$ 445.25	\$ 890.51	\$ 1,335.77	\$ 1,781.03	\$ 2,226.27	\$ 2,671.56
4 - 3 Yard	\$ 593.71	\$ 1,187.38	\$ 1,781.05	\$ 2,374.73	\$ 2,968.44	\$ 3,562.09
5 - 3 Yard	\$ 742.09	\$ 1,484.21	\$ 2,226.31	\$ 2,968.45	\$ 3,710.56	\$ 4,452.67
1 - 6 Yard	\$ 195.28	\$ 370.94	\$ 585.80	\$ 781.07	\$ 976.36	\$ 1,171.61
2 - 6 Yard	\$ 361.15	\$ 741.94	\$ 1,083.44	\$ 1,444.57	\$ 1,805.73	\$ 2,166.86
3 - 6 Yard	\$ 527.12	\$ 1,112.86	\$ 1,581.24	\$ 2,108.31	\$ 2,635.40	\$ 3,162.49
4 - 6 Yard	\$ 693.00	\$ 1,483.77	\$ 2,078.92	\$ 2,771.89	\$ 3,464.87	\$ 3,990.35
5 - 6 Yard	\$ 858.92	\$ 1,854.72	\$ 2,576.69	\$ 3,435.56	\$ 4,294.47	\$ 5,153.31

AB939 Fee, per unit, per month, in addition to the above Trash or Split Bin Rates	\$ 0.30
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### Multi-Family Organics Cart - STAB

1 - 96gal, 1x/wk	\$ 15.77
2 - 96gal, 1x/wk	\$ 31.53
3 - 96gal, 1x/wk	\$ 47.30
4 - 96gal, 1x/wk	\$ 63.07
5 - 96gal, 1x/wk	\$ 78.83

## EXHIBIT A

City of Arcadia

Multi-Family Rates

Effective 7/1/2021 to 6/30/2022

Required: Customers must have trash, recycling and organics service.

Example at Dismount service level: (1) 3 Yard Trash Bin 1x/wk \$154.52 + (1) 3 Yard Recycle Bin 1x/wk \$65.84 + (1) Organics Cart 1x/wk \$21.46 + AB939 for 3 units \$0.90 = \$242.72

### Multi-Family Trash

DISMOUNT Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 1.5 Yard	\$ 129.65	\$ 259.30	\$ 388.94	\$ 518.58	\$ 648.22	\$ 777.87
2 - 1.5 Yard	\$ 235.76	\$ 471.50	\$ 707.26	\$ 942.99	\$ 1,178.72	\$ 1,414.47
3 - 1.5 Yard	\$ 353.61	\$ 707.18	\$ 1,060.79	\$ 1,414.39	\$ 1,768.00	\$ 2,121.54
4 - 1.5 Yard	\$ 471.46	\$ 942.96	\$ 1,414.40	\$ 1,885.86	\$ 2,291.20	\$ 2,828.82
5 - 1.5 Yard	\$ 589.36	\$ 1,178.66	\$ 1,768.03	\$ 2,357.36	\$ 2,946.72	\$ 3,536.07
1 - 3 Yard	\$ 154.52	\$ 281.36	\$ 447.66	\$ 596.74	\$ 746.11	\$ 895.28
2 - 3 Yard	\$ 271.57	\$ 562.61	\$ 814.62	\$ 1,086.20	\$ 1,357.73	\$ 1,629.29
3 - 3 Yard	\$ 393.85	\$ 843.40	\$ 1,181.55	\$ 1,575.40	\$ 1,969.26	\$ 2,363.11
4 - 3 Yard	\$ 516.15	\$ 1,125.31	\$ 1,548.47	\$ 2,064.62	\$ 2,580.82	\$ 3,096.91
5 - 3 Yard	\$ 638.53	\$ 1,406.67	\$ 1,915.45	\$ 2,553.97	\$ 3,192.44	\$ 3,830.91
1 - 6 Yard	\$ 281.08	\$ 562.19	\$ 843.22	\$ 1,124.28	\$ 1,405.32	\$ 1,686.42

### Multi-Family Recycling

DISMOUNT Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 1.5 Yard	\$ 49.57	\$ 99.16	\$ 148.73	\$ 198.31	\$ 247.89	\$ 297.47
2 - 1.5 Yard	\$ 99.16	\$ 198.31	\$ 297.47	\$ 396.63	\$ 495.79	\$ 594.94
3 - 1.5 Yard	\$ 148.73	\$ 297.47	\$ 446.20	\$ 594.94	\$ 743.67	\$ 892.40
4 - 1.5 Yard	\$ 198.31	\$ 396.63	\$ 594.94	\$ 793.25	\$ 991.56	\$ 1,189.87
5 - 1.5 Yard	\$ 247.89	\$ 495.79	\$ 743.67	\$ 991.56	\$ 1,239.46	\$ 1,487.36
1 - 3 Yard	\$ 65.84	\$ 131.68	\$ 197.52	\$ 263.36	\$ 329.21	\$ 395.04
2 - 3 Yard	\$ 131.68	\$ 263.36	\$ 395.04	\$ 526.72	\$ 658.40	\$ 790.08
3 - 3 Yard	\$ 197.52	\$ 395.04	\$ 592.56	\$ 790.08	\$ 987.61	\$ 1,185.12
4 - 3 Yard	\$ 263.36	\$ 526.72	\$ 790.08	\$ 1,053.45	\$ 1,316.80	\$ 1,580.17
5 - 3 Yard	\$ 329.21	\$ 658.40	\$ 987.61	\$ 1,316.80	\$ 1,646.01	\$ 1,975.20

### Multi-Family Split Bin - Trash/Recycling

DISMOUNT Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 2 Yard	\$ 170.73	\$ 341.47	\$ 512.20	\$ 682.94	\$ 853.66	\$ 1,024.39
2 - 2 Yard	\$ 317.93	\$ 635.86	\$ 953.78	\$ 1,271.70	\$ 1,589.60	\$ 1,907.53
3 - 2 Yard	\$ 476.87	\$ 953.71	\$ 1,430.59	\$ 1,907.45	\$ 2,384.31	\$ 2,861.11
4 - 2 Yard	\$ 635.81	\$ 1,271.67	\$ 1,907.46	\$ 2,543.26	\$ 3,112.95	\$ 3,814.93
5 - 2 Yard	\$ 794.80	\$ 1,589.55	\$ 2,384.35	\$ 3,179.11	\$ 3,973.91	\$ 4,768.71
1 - 3 Yard	\$ 179.23	\$ 358.45	\$ 537.67	\$ 716.90	\$ 896.10	\$ 1,075.34
2 - 3 Yard	\$ 334.91	\$ 669.81	\$ 1,004.73	\$ 1,339.62	\$ 1,674.51	\$ 2,009.40
3 - 3 Yard	\$ 502.34	\$ 1,004.66	\$ 1,507.00	\$ 2,009.33	\$ 2,511.67	\$ 3,013.94
4 - 3 Yard	\$ 669.77	\$ 1,339.59	\$ 2,009.34	\$ 2,679.10	\$ 3,282.75	\$ 4,018.70
5 - 3 Yard	\$ 837.25	\$ 1,674.44	\$ 2,511.70	\$ 3,348.92	\$ 4,186.18	\$ 5,023.43
1 - 6 Yard	\$ 220.37	\$ 413.03	\$ 645.19	\$ 860.10	\$ 1,075.32	\$ 1,290.33
2 - 6 Yard	\$ 403.26	\$ 825.97	\$ 1,209.66	\$ 1,612.93	\$ 2,016.13	\$ 2,419.37
3 - 6 Yard	\$ 591.37	\$ 1,238.44	\$ 1,774.10	\$ 2,365.48	\$ 2,956.87	\$ 3,548.24
4 - 6 Yard	\$ 779.51	\$ 1,652.03	\$ 2,338.55	\$ 3,118.08	\$ 3,897.62	\$ 4,677.07
5 - 6 Yard	\$ 967.73	\$ 2,065.07	\$ 2,903.06	\$ 3,870.77	\$ 4,838.44	\$ 5,806.11

AB939 Fee, per unit, per month, in additional to the above Trash or Split Bin Rates	\$ 0.30
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### Multi-Family Organics Cart - DISMOUNT

96gal, 1x/wk	\$ 21.46
2 - 96gal, 1x/wk	\$ 42.93
3 - 96gal, 1x/wk	\$ 64.40
4 - 96gal, 1x/wk	\$ 85.86
5 - 96gal, 1x/wk	\$ 107.33

## EXHIBIT A

City of Arcadia  
Multi-Family Rates  
Effective 7/1/2021 to 6/30/2022

Required: Customers must have trash, recycling and organics service.

Example at Stage service level: (1) 3 Yard Trash Bin 1x/wk \$161.41 + (1) 3 Yard Recycle Bin 1x/wk \$71.66 + (1) Organics Cart 1x/wk \$25.85 + AB939 for 3 units \$0.90 = \$259.82

### Multi-Family Trash

STAGE Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 1.5 Yard	\$ 141.85	\$ 283.76	\$ 425.61	\$ 567.48	\$ 709.35	\$ 851.20
2 - 1.5 Yard	\$ 257.99	\$ 515.97	\$ 773.96	\$ 1,031.91	\$ 1,289.88	\$ 1,547.88
3 - 1.5 Yard	\$ 387.00	\$ 773.97	\$ 1,160.93	\$ 1,547.90	\$ 1,934.88	\$ 2,321.84
4 - 1.5 Yard	\$ 515.99	\$ 1,031.93	\$ 1,547.93	\$ 2,063.88	\$ 2,579.88	\$ 3,095.84
5 - 1.5 Yard	\$ 644.96	\$ 1,289.89	\$ 1,934.84	\$ 2,579.83	\$ 3,224.78	\$ 3,869.74
1 - 3 Yard	\$ 161.41	\$ 305.79	\$ 484.38	\$ 645.84	\$ 807.28	\$ 968.73
2 - 3 Yard	\$ 298.05	\$ 611.60	\$ 895.28	\$ 1,193.72	\$ 1,492.19	\$ 1,790.62
3 - 3 Yard	\$ 435.46	\$ 917.36	\$ 1,306.33	\$ 1,741.79	\$ 2,177.21	\$ 2,612.65
4 - 3 Yard	\$ 572.45	\$ 1,223.17	\$ 1,717.38	\$ 2,289.87	\$ 2,862.35	\$ 3,434.82
5 - 3 Yard	\$ 709.41	\$ 1,528.95	\$ 2,128.29	\$ 2,837.70	\$ 3,547.16	\$ 4,256.59
1 - 6 Yard	\$ 305.13	\$ 610.36	\$ 915.39	\$ 1,220.52	\$ 1,525.62	\$ 1,830.78

### Multi-Family Recycling

STAGE Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 1.5 Yard	\$ 53.96	\$ 107.93	\$ 161.90	\$ 215.87	\$ 269.83	\$ 323.79
2 - 1.5 Yard	\$ 107.93	\$ 215.87	\$ 323.79	\$ 431.72	\$ 539.66	\$ 647.59
3 - 1.5 Yard	\$ 161.90	\$ 323.79	\$ 485.69	\$ 647.59	\$ 809.49	\$ 971.38
4 - 1.5 Yard	\$ 215.87	\$ 431.72	\$ 647.59	\$ 863.45	\$ 1,079.32	\$ 1,295.17
5 - 1.5 Yard	\$ 269.83	\$ 539.66	\$ 809.49	\$ 1,079.32	\$ 1,349.15	\$ 1,618.96
1 - 3 Yard	\$ 71.66	\$ 143.34	\$ 214.99	\$ 286.67	\$ 358.33	\$ 430.00
2 - 3 Yard	\$ 143.34	\$ 286.67	\$ 430.00	\$ 573.34	\$ 716.67	\$ 860.01
3 - 3 Yard	\$ 214.99	\$ 430.00	\$ 644.99	\$ 860.01	\$ 1,075.00	\$ 1,290.01
4 - 3 Yard	\$ 286.67	\$ 573.34	\$ 860.01	\$ 1,146.67	\$ 1,433.34	\$ 1,719.99
5 - 3 Yard	\$ 358.33	\$ 716.67	\$ 1,075.00	\$ 1,433.34	\$ 1,791.67	\$ 2,150.00

### Multi-Family Split Bin - Trash/Recycling

STAGE Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 2 Yard	\$ 187.32	\$ 374.70	\$ 562.04	\$ 749.38	\$ 936.73	\$ 1,124.05
2 - 2 Yard	\$ 348.94	\$ 697.89	\$ 1,046.80	\$ 1,395.70	\$ 1,744.63	\$ 2,093.59
3 - 2 Yard	\$ 523.43	\$ 1,046.81	\$ 1,570.21	\$ 2,093.61	\$ 2,617.01	\$ 3,140.39
4 - 2 Yard	\$ 697.90	\$ 1,395.72	\$ 2,093.64	\$ 2,791.48	\$ 3,489.40	\$ 4,187.24
5 - 2 Yard	\$ 872.34	\$ 1,744.64	\$ 2,616.97	\$ 3,489.35	\$ 4,361.67	\$ 5,233.99
1 - 3 Yard	\$ 195.81	\$ 391.69	\$ 587.51	\$ 783.35	\$ 979.19	\$ 1,175.00
2 - 3 Yard	\$ 365.92	\$ 731.86	\$ 1,097.75	\$ 1,463.63	\$ 1,829.54	\$ 2,195.46
3 - 3 Yard	\$ 548.90	\$ 1,097.76	\$ 1,646.63	\$ 2,195.48	\$ 2,744.37	\$ 3,293.22
4 - 3 Yard	\$ 731.87	\$ 1,463.65	\$ 2,195.53	\$ 2,927.33	\$ 3,659.21	\$ 4,391.01
5 - 3 Yard	\$ 914.79	\$ 1,829.55	\$ 2,744.33	\$ 3,659.14	\$ 4,573.94	\$ 5,488.70
1 - 6 Yard	\$ 233.07	\$ 441.38	\$ 699.37	\$ 932.51	\$ 1,165.61	\$ 1,398.73
2 - 6 Yard	\$ 441.38	\$ 898.27	\$ 1,325.29	\$ 1,767.06	\$ 2,208.86	\$ 2,650.63
3 - 6 Yard	\$ 650.44	\$ 1,347.36	\$ 1,951.32	\$ 2,601.79	\$ 3,252.22	\$ 3,902.66
4 - 6 Yard	\$ 859.11	\$ 1,796.51	\$ 2,577.39	\$ 3,436.55	\$ 4,295.69	\$ 5,154.81
5 - 6 Yard	\$ 1,067.74	\$ 2,245.62	\$ 3,203.29	\$ 4,271.04	\$ 5,338.84	\$ 6,406.59

AB939 Fee, per unit, per month, in additional to the above Trash or Split Bin Rates	\$ 0.30
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### Multi-Family Organics Cart - STAGE

96gal, 1x/wk	\$ 25.85
2 - 96gal, 1x/wk	\$ 51.71
3 - 96gal, 1x/wk	\$ 77.56
4 - 96gal, 1x/wk	\$ 103.42
5 - 96gal, 1x/wk	\$ 129.27



## EXHIBIT A

City of Arcadia

Multi-Family Rates

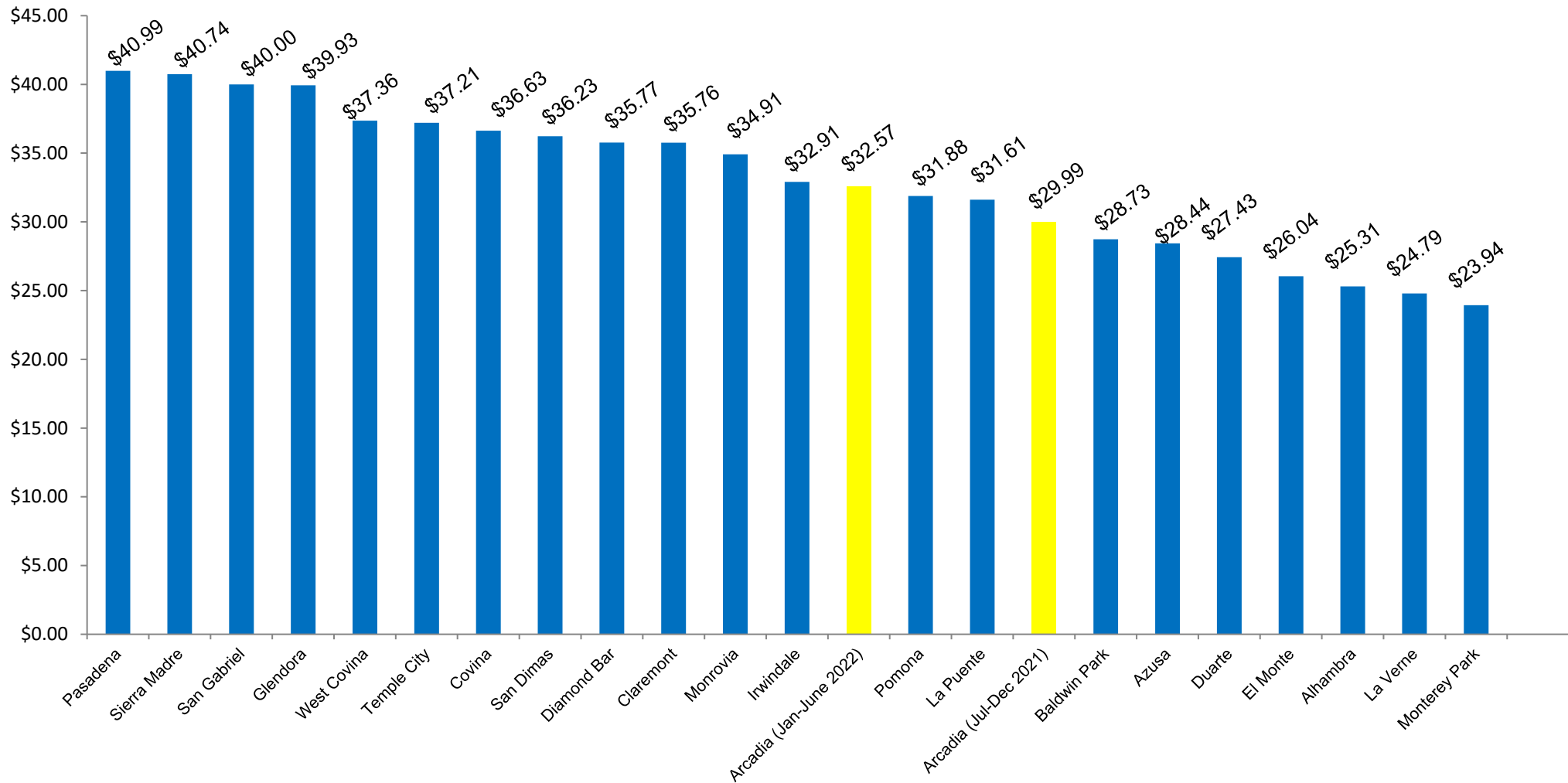
Effective 7/1/2021 to 6/30/2022

### Multi-Family Other Fees

1.5 Yard Extra PU	\$ 67.61
3 Yard Extra PU	\$ 88.00
6 Yard Split Bin Extra PU	\$ 139.03
Contamination	\$ 59.39
Reactivation/Cut-Off	\$ 43.82
Locking Lid	\$ 14.16
Overage	\$ 59.39

# Exhibit 2 - Residential Refuse Rate Survey

May 2021 (Arcadia rates exclude 3% Franchise Fee)



May 3, 2021

Office of the Arcadia City Clerk-Rate Hearing  
240 West Huntington Dr.  
P.O. Box 60021  
Arcadia, CA 91066

RECEIVED  
CITY OF ARCADIA  
MAY 06 2021  
CITY MANAGER

Dear Sir;

I protest the proposed rate increases because:

- (1) We are senior residents and weekly we produce very little amount of trash, 5 or 6 little bags of solid waste. We normally have 1/4<sup>th</sup> bin of recycle items and biweekly garden waste. I've seen neighbors produce so much trash they cannot even close the trash bin lids.
- (2) The City failed to control trash diggers who go around in the early morning of trash pickup day to get recyclable cans and bottles, etc., for their profits. They are virtually stealing the City's = our money.

I, therefore, feel that the proposed adjustments are not fair to me and other seniors at this time.

Sincerely,



Tsutomu Nakamura – property owner  
1328 S. 2<sup>nd</sup> Ave.  
Arcadia, CA 91006-4110  
WM Customer ID # 97711-25002

April 30, 2021

Bob and Carrie Jung  
123 W. Birchcroft Street  
Arcadia, CA 91007-5140  
APN: 5788-005-017

240 W. Huntington Drive  
P.O. Box 60021  
Arcadia, CA 91066

RECEIVED  
CITY OF ARCADIA

MAY 06 2021

CITY MANAGER

To Whom It May Concern:

We are the resident of Arcadia since 1998 and the cost of living is higher than our neighborhood cities. Now, we are facing the proposal of water and/or sewer service fee Rate increases. We are opposing of that proposal. It was unparalleled of the current Situation because of the COVID-19 which induced massive unemployment and loss of Small businesses. We have been very patience of the delayed of trash service during the pandemic period. We need to reduce the rate of public service until 2023 when the economy hopefully will be stabilized.

The new mandated Organics regulation will not be effective until January 1, 2022. The fee for processing the green waste should not be appeared until January 1, 2022. We opposed the Charges for the green waste starting July 1, 2021. That fee should be universal throughout the state. The Arcadian should not be paying higher than any other cities.

Thank you for your attention.

Sincerely,

  
Bob Jung and Carrie Jung

# SVEN DAVIDSON

■ 832 Monte Verde Drive  
■ Arcadia, California  
91007  
■ Parcel 5776 013 016 20  
000

May 1, 2021

**Office of the City Clerk – Rate Hearing**

City of Arcadia  
240 West Huntington Drive  
P.O. Box 60021  
Arcadia, California 91066

RECEIVED  
CITY OF ARCADIA  
MAY 06 2021  
CITY MANAGER

Gentlemen,

I am the owner of 832 Monte Verde Drive in Arcadia.

I am writing this letter to protest the proposed increase to the Solid Waste Rates adjustment.

Sincerely,



Sven Davidson

Record Owner

RECEIVED  
CITY OF ARCADIA

MAY 06 2021

CITY MANAGER

4-3-2021



Yung

I am writing in protest of the rate  
adjustment for solid waste.

We have 3 bins now that we have  
to keep separate waste - I am again fear  
paying more for what we are doing |||||  
already - We have lived in Arcadia for  
over 43 years and things are getting  
better for Arcadia, streets are not  
kept clean like years before - They  
were swept clean trees were trimmed  
nice - I'm sorry but it's not getting  
better -

Thank you

over Diana Leach

321 E. Forest Ave

Arcadia Ca 91006

assessor's ID 5772021022



## Rachelle Arellano

---

**From:** noreply@revize.com  
**Sent:** Wednesday, May 12, 2021 10:58 AM  
**To:** Arcadia City Clerk  
**Subject:** Public Comment

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Date: = 5/12/21

Agenda Item/Items #: = Solid Waste Adjustment

Name = King Shum

Address (Optional): =

Telephone Number (Optional): =

Comments: = As a Arcadia resident, I oppose to hike in Solid Waste Service Rate.

Thank you.

Client IP = 216.165.234.44



# STAFF REPORT

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## Development Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Jason Kruckeberg, Assistant City Manager/Development Services Director  
Lisa Flores, Planning & Community Development Administrator  
Prepared By: Christine Song, Associate Planner

**SUBJECT:** TEMPORARY USE PERMIT NO. TUP 21-12 WITH A CATEGORICAL EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA") TO ALLOW A "STATE FAIR" AT SANTA ANITA PARK FROM JULY 29, 2021, THROUGH AUGUST 22, 2021, AT 285 W. HUNTINGTON DRIVE

**Recommendation: Approve**

### **SUMMARY**

The Applicant, State Fair Entertainment on behalf of Santa Anita Park, is requesting approval for Temporary Use Permit Application No. TUP 21-12 to allow a "State Fair" at Santa Anita Park from July 29, 2021, through August 22, 2021, within the Paddock Gardens area. It is recommended that the City Council approve the Temporary Use Permit No. TUP 21-12, subject to the conditions of approval listed in this staff report.

### **BACKGROUND**

The Applicant, State Fair Entertainment, specializes in operating large scale events throughout the country. Some notable events that the Applicant has operated and managed in the past include the Super Bowl, the Olympics, NFL stadium events, NASCAR events, live concerts, large music festivals, and county fairs throughout the country. Mr. Severance, the owner and CEO of State Fair Entertainment, has also served as a consultant for companies such as Dunkin' Donuts, McDonald's, and Domino's Pizza. With his extensive experience in event production and management, Mr. Severance is requesting approval to hold the first State Fair in Arcadia to bring people together in the San Gabriel Valley and Los Angeles area.

This would be State Fair Entertainment's first time hosting a fair at Santa Anita Park. The proposed event would take place in and around the Paddock Gardens, as well as the surrounding areas leading into the parking lot area, which is a similar layout as the 626 Night Market (refer to Attachment No. 1 - Site Plan and Aerial Map). These areas

provide convenient access to the event with parking entrances that would be located off of Huntington Drive through Gates 3, 5, and 8. The event would take place for four weekends this summer, from Thursday to Sunday (July 29 - August 1, August 5 - 8, August 12 - 15, and August 19 - 22). State Fair Entertainment anticipates up to 10,000 people in attendance each day.

## **DISCUSSION**

The Race Track Event (RTE) Overlay Zone at Santa Anita Park requires a Temporary Use Permit for any event that draws more than 10,000 people at any given time, or those that operate for more than one day for a single event. The proposed State Fair would take place for four weekends starting on July 29, 2021, and is expected to draw approximately 10,000 attendees per day; therefore, the application is subject to City Council review and approval.

The proposed State Fair would be held at Santa Anita Park from July 29, 2021, through August 22, 2021, and would operate four days a week, from Thursday through Sunday, 12:00 p.m. – 10:00 p.m. The event would feature over 40 food vendors, 300 merchant vendors, 50 performance artists, live DJs, carnival rides and games, and alcoholic beverage service (refer to Attachment No. 2 - State Fair Entertainment Brochure). In an effort to be environmentally conscious, this event would not use any single-use containers or plastic straws. All food and beverage containers would be either 100% recyclable or made from 90% recyclable material. All the food stands, activities, rides, and games would be located throughout the Paddock Gardens, and into the parking lot areas. A general admission ticket will cost \$12.00 on Fridays through Sundays and \$10.00 on Thursdays. Tickets for children ages 6 -12 will cost \$7.00 and children under 6 years old will be admitted for free. Parking can be purchased in advanced online for \$10.00. All of the revenue generated through tickets and parking purchases accrue to the operator.

Parking would be provided in the east and south parking lots of the Racetrack, which would be accessed through Gates 3 and 5 from Huntington Drive. Gate 8 would be used only for emergency access for fire engines and ambulances, VIP guests, and deliveries. There would be approximately 7,000 parking spaces available for visitors, and the Applicant anticipates 6,000 of those spaces to be utilized at any given time. In order to help manage the parking process, 90% of parking spaces have to be reserved online with pre-purchased tickets. At the fair, there would be no exchange of money at the gate. Santa Anita Park would provide parking attendants to control and direct traffic throughout the event. For security purposes, the parking lots would be illuminated during the evening hours. Santa Anita Park would also provide security guards for the event in addition to the four (4) Arcadia Police Officers that would be on duty. There would be a first-aid station with Emergency Medical Technicians (EMTs) and an ambulance from Huntington Ambulance or the Arcadia Fire Department on stand-by.

This request has been reviewed by all City Departments and no concerns were raised for the proposed event; however, conditions from all applicable City Departments have been incorporated, and are recommended, as shown below.

#### Conditions of Approval

1. This approval is for July 29, 2021, through August 22, 2021, with operating hours from 12:00 p.m. to 10:00 p.m., Thursday through Sunday.
2. A permit and inspection are required by the Arcadia Fire Marshal or designee prior to the start of the event, and the applicant shall provide the following at least one week prior to the event:
  - A. The locations and specifications of any tents and any other assemblies, including fire extinguishers, generators, and vehicles that are to be provided for each event. And, the tents and all other assemblies are to be available for inspection prior to each event.
  - B. A layout plan showing that facilities used for cooking shall be situated a minimum distance of 20 feet from any tents or canopies, other cooking facilities, and/or Liquefied Petroleum Gas (LPG) storage locations. The layout plan shall include the quantities of, and locations of where Liquefied Petroleum Gas (LPG) is to be used and/or stored. Cooking in tents for assemblies is not allowed. Cooking under canopies may only be performed under flame retardant canopies. All cooking vendors shall be provided with either 40 BC or Class K rated fire extinguishers.
  - C. A layout plan that shows a minimum of three exits from the event area. Exit way-finding signage and adequate lighting for all exit paths shall be provided for the public as specified by the Arcadia Fire Department. The signage shall be provided in at least the two languages of English and Chinese.
  - D. Emergency lighting shall be provided for all egress paths.
4. At minimum, at least one approved EMT ambulance shall be provided by the Applicant during public hours of the event.
5. Arcadia Fire Department reserves the right to provide a staffed Rescue Ambulance for the event at the applicant's expense.
6. A Large Gathering and Special Events Medical Action Plan shall be submitted to the Fire Department prior to the event. Information provided in the Plan shall determine if additional medical resources would be required for the event.

7. A 20-foot wide emergency access road shall be provided from the north-west entry gate to the south-east entry gate. This road shall be indicated on the site plan for approval prior to the event.
8. A minimum of 10 feet of spacing shall be provided between cooking vendor canopies and all other canopies. Any cooking operations conducted between canopies shall be provided with a minimum of 18-inch clearance to combustible materials. Combustible flooring materials such as plastic tarpaulins, visqueen, or cardboard shall not be allowed in cooking areas.
9. Fire extinguishers with a minimum rating of 2A:10BC shall be provided for all amusement rides, tents used for assemblies, and other areas required by the Fire Inspector. Maximum travel distance to an extinguisher shall not exceed 75 feet.
10. At the Applicant's expense, at least four (4) Police Officers and one Supervisor of the Arcadia Police Department are to be assigned to the events to provide whatever services are deemed necessary by the Arcadia Police Chief or designee. The assigned Arcadia Police Officers and Sergeant shall be in charge of traffic monitoring and control during the events.
11. The Applicant shall provide illumination for the parking lots for each event, and the lighting proposed is subject to approval by the City's Building Official prior to the event.
12. The vendors and any related independent contractors shall obtain City business licenses as applicable from the City's Business License Office prior to the events, and for sales tax purposes, all sales shall be reported to the State Board of Equalization as having occurred in the City of Arcadia.
13. No perimeter fencing shall be provided around the vendor area(s) except around the generators; the fencing shall not interfere with any egress routes required by the Arcadia Fire Marshal.
14. All electrical installations, including generators, lighting, and audio equipment shall be completed with proper permits, and are subject to approval by the Arcadia Building Official or designee.
15. The Applicant shall provide accessible parking, paths of travel, and equivalent facilitation for the event being proposed; this includes portable restrooms and lavatories. The Applicant shall ensure that a minimum of 5% of all activities are accessible; 5% of all parking spaces, portable toilets, and seating arrangements shall meet California's accessibility requirements.
16. A driven ground rod shall be provided for all portable generators. All 120v general use receptacles shall be GFCI protected. All electrical cords used shall be free from defects and shall be appropriately protected.

17. Current state registration of inspection is required for all carnival rides along with a permanent sticker attached to each ride and/or welded to each trailer frame.
18. Stages shall be assembled and secured per the manufacturer's installation instructions which should be readily available for any safety personnel that happen to visit the site. Stages over 30" above grade shall be provided with guardrails along the back and sides, and stairs shall be equipped with qualifying handrails.
19. The portable toilets and water sinks shall not be placed near any catch basins or any other drain inlets. The locations of the portable toilets and water sinks shall be subject to review and approval by the Public Works Services Director or designee.
20. The arrangement and layout for the music, DJ entertainment, and any other amplification equipment shall be subject to the review and approval of the Development Services Director or designee, and the music, DJ entertainment, and any other amplified entertainment shall end by 10:00 p.m. on each night of the event.
21. Noncompliance by the Applicant with any Arcadia Municipal Code provisions or conditions of approval for TUP 21-12 shall be grounds for immediate suspension or revocation of any approvals, which could result in the closing and/or cancellation of the event.
22. To the maximum extent permitted by law, Applicant must defend, indemnify, and hold City, any departments, agencies, divisions, boards, and/or commissions of the City, and its elected officials, officers, contractors serving as City officials, agents, employees, and attorneys of the City ("Indemnitees") harmless from liability for damages and/or claims, actions, or proceedings for damages for personal injuries, including death, and claims for property damage, and with respect to all other actions and liabilities for damages caused or alleged to have been caused by reason of the Applicant's activities in connection with Temporary Use Permit No. TUP 21-12 ("Project") on the Project site, and which may arise from the direct or indirect operations of the Applicant or those of the Applicant's contractors, agents, tenants, employees or any other persons acting on Applicant's behalf, which relate to the development and/or construction of the Project. This indemnity provision applies to all damages and claims, actions, or proceedings for damages, as described above, regardless of whether the City prepared, supplied, or approved the plans, specifications, or other documents for the Project.

In the event of any legal action challenging the validity, applicability, or interpretation of any provision of this approval, or any other supporting document relating to the Project, the City would promptly notify the Applicant of the claim, action, or proceedings and would fully cooperate in the defense of the matter. Once notified, the Applicant must indemnify, defend and hold harmless the Indemnitees, and each of them, with respect to all liability, costs and expenses



incurred by, and/or awarded against, the City or any of the Indemnitees in relation to such action. Within 15 days' notice from the City of any such action, Applicant shall provide to City a cash deposit to cover legal fees, costs, and expenses incurred by City in connection with defense of any legal action in an initial amount to be reasonably determined by the City Attorney. City may draw funds from the deposit for such fees, costs, and expenses. Within 5 business days of each and every notice from City that the deposit has fallen below the initial amount, Applicant shall replenish the deposit each and every time in order for City's legal team to continue working on the matter. City shall only refund to Developer any unexpended funds from the deposit within 30 days of: (i) a final, non-appealable decision by a court of competent jurisdiction resolving the legal action; or (ii) full and complete settlement of legal action. The City shall have the right to select legal counsel of its choice that the Applicant reasonably approves. The parties hereby agree to cooperate in defending such action. The City would not voluntarily assist in any such third-party challenge(s) or take any position adverse to the Applicant in connection with such third-party challenge(s). In consideration for approval of the Project, this condition shall remain in effect if the entitlement(s) related to this Project is rescinded or revoked, whether or not at the request of the Applicant.

23. Approval of TUP 21-12 shall not take effect until the Applicant/Property Owner has executed and filed with the City on or before July 15, 2021, an Acceptance Form available from the Development Services Department to indicate acceptance of the conditions required by this approval.

## **FINDINGS**

Pursuant to Development Code Section 9107.23.080, a Temporary Use Permit may be approved if all the following findings can be made.

- 1. The operation of the requested temporary use at the location proposed, within the time period specified, and subject to appropriate conditions will not jeopardize, endanger, or otherwise constitute a menace to the public convenience, health, safety, or general welfare.**

**Facts in Support of the Finding:** The Paddock Gardens, its immediate vicinity, and the parking lots at Santa Anita Park are able to accommodate the proposed State Fair event. The proposed event will not jeopardize, endanger, or otherwise constitute a menace to the public convenience, health, safety, or general welfare. The event will be held at Santa Anita Park within the Paddock Gardens that leads into the parking lot areas (Lot AW, and Lot AE), which are located over 2,000 feet from the nearest residential properties north of the Racetrack and approximately 1,600 feet from the residents along Huntington Drive. The event is not expected to generate significant noise impacts that will disturb the neighboring residents

from this distance. Additionally, the event will be staffed with security guards and Arcadia Police Officers for traffic control and security purposes.

2. **The proposed site is adequate in size and shape to accommodate the temporary use without material detriment to the use and enjoyment of other properties located adjacent to and in the vicinity of the site.**

**Facts in Support of the Finding:** Santa Anita Park is more than adequate in size and shape to accommodate the proposed State Fair event. In addition to live horse racing events, Santa Anita Park has previously hosted several events similar in size and attendance in previous years. Events have been held in the infield, in the Paddock Gardens, and in parking areas without impacting other properties located adjacent to and in the vicinity of the site. The proposed State Fair event will follow the same operational characteristics as previous events to ensure that no detriment to the use and enjoyment of surrounding properties will occur.

3. **The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the temporary use will or could reasonably be expected to generate.**

**Facts in Support of the Finding:** Santa Anita Park is served by Huntington Drive and Colorado Place, which are adequate in width and pavement type to carry the vehicle traffic generated by the proposed State Fair event. In addition, Santa Anita Park will provide parking attendants to direct visitors to the appropriate parking areas and facilitate proper traffic circulation.

4. **Adequate temporary parking to accommodate vehicular traffic to be generated by the temporary use will be available either on-site or at alternate locations acceptable to the Director.**

**Facts in Support of the Finding:** Parking for the proposed State Fair event will be provided onsite located in the parking lots to the south and east of the racetrack. The parking is accessed from Gates 3 and 5 from Huntington Drive. The parking lot area provides approximately 7,000 parking spaces for all the event visitors. The parking provided will be more than adequate to accommodate the visitors of the event. In addition, the subject site has plenty of parking located throughout the site in the event that more is needed or issues arise with the intended parking area for the event. For security purposes, the parking lot will be illuminated during the evening hours and traffic and parking control will be provided.

5. **The location for the proposed temporary use would not adversely interfere with existing uses on the subject property, and would not impede or adversely impact pedestrian access ways and/or vehicular circulation patterns.**

**Facts in Support of the Finding:** Santa Anita Park hosts live racing at various times throughout the year. Aside from horse racing, all the other events held at the site are temporary. The proposed State Fair event will be held from July 29, 2021, through August 22, 2021 and this will be the only temporary event taking place at this time. Given the size of the site, the proposed event will not adversely interfere with live horse racing or impact pedestrian and/or vehicular circulation patterns.

6. **The applicant agrees in writing to comply with any and all of the conditions imposed by the Review Authority in the approval of the Temporary Use Permit.**

**Facts in Support of the Finding:** As required with all approvals and per Condition of Approval No. 23, the Applicant will be required to execute an Acceptance Form indicating acceptance of the conditions of approval required by this approval.

## **ENVIRONMENTAL ANALYSIS**

This project is Categorically Exempt from the California Environmental Quality Act ("CEQA") under Section 15304(e) of the CEQA Guidelines as a temporary use of land having negligible or no permanent effects on the environment. A Preliminary Exemption Assessment is attached (see Attachment No. 3).

## **PUBLIC NOTICE/COMMENTS**

Public hearing notices for this item were mailed on June 3, 2021, to the property owners of those properties that are within 1,000 feet of the subject site, and the notice was published in the Arcadia Weekly newspaper. During the notification period, staff did not receive any comments or concerns from the public.

## **FISCAL IMPACT**

Vendors participating in the event will be subject to business licensing fees, and the retail sales would be subject to sales tax which should be reported as having occurred in Arcadia. Services such as Police and Fire resources would be paid for by the Applicant. Therefore, the event would likely have a minor positive fiscal impact for the City.

## **RECOMMENDATION**

It is recommended that the City Council approve Temporary Use Permit No. TUP 21-12, with a Categorical Exemption from the California Environmental Quality Act ("CEQA") per Section 15304(e) and allow a "State Fair" at Santa Anita Park from July 29, 2021, through August 22, 2021, at 285 W. Huntington Drive, subject to the conditions of approval.

Approved:

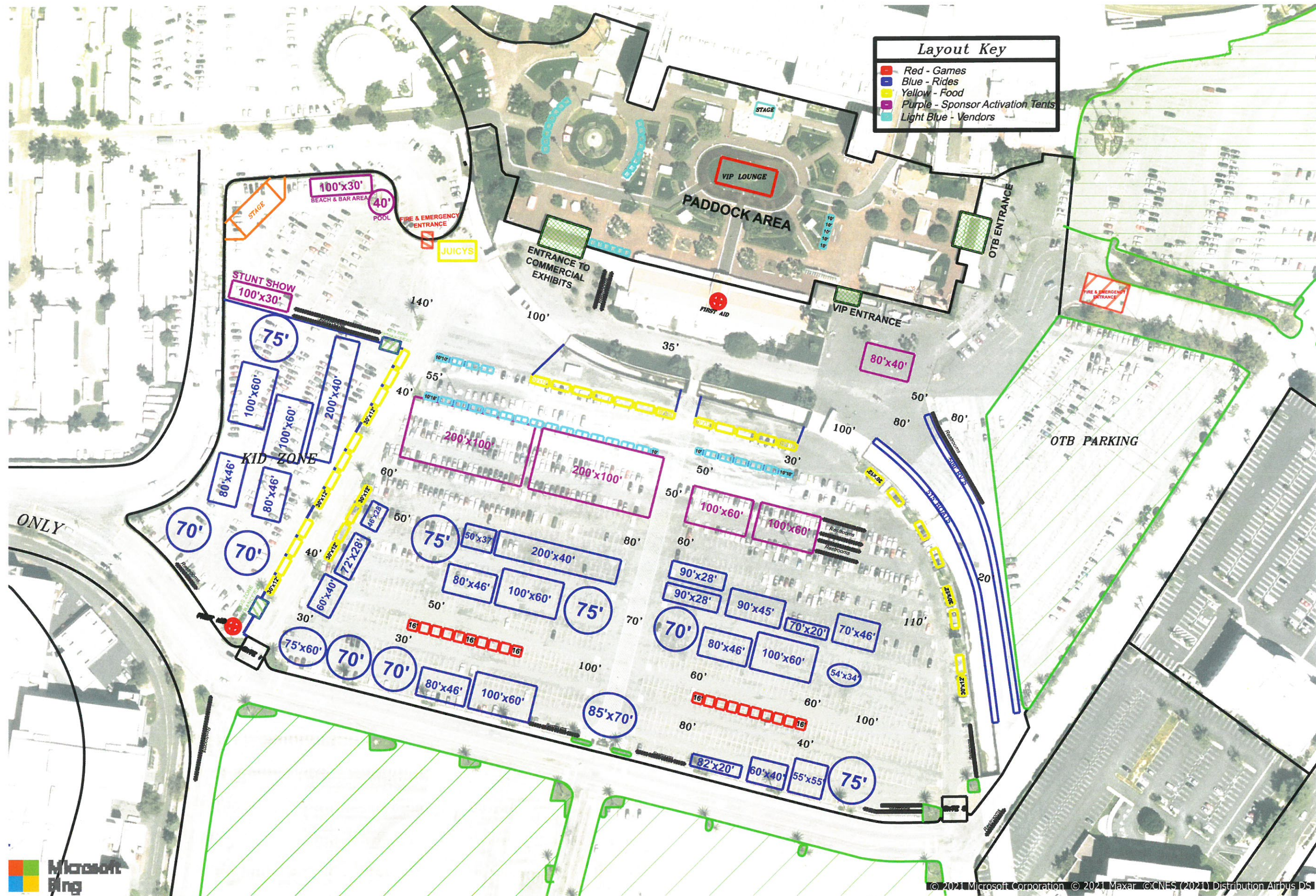
  
Dominic Lazzaretto  
City Manager

- Attachment No. 1: Site Plan and Aerial Map
- Attachment No. 2: State Fair Entertainment Brochure
- Attachment No. 3: Preliminary Exemption Assessment

# Attachment No. 1

Site Plan and Aerial Map

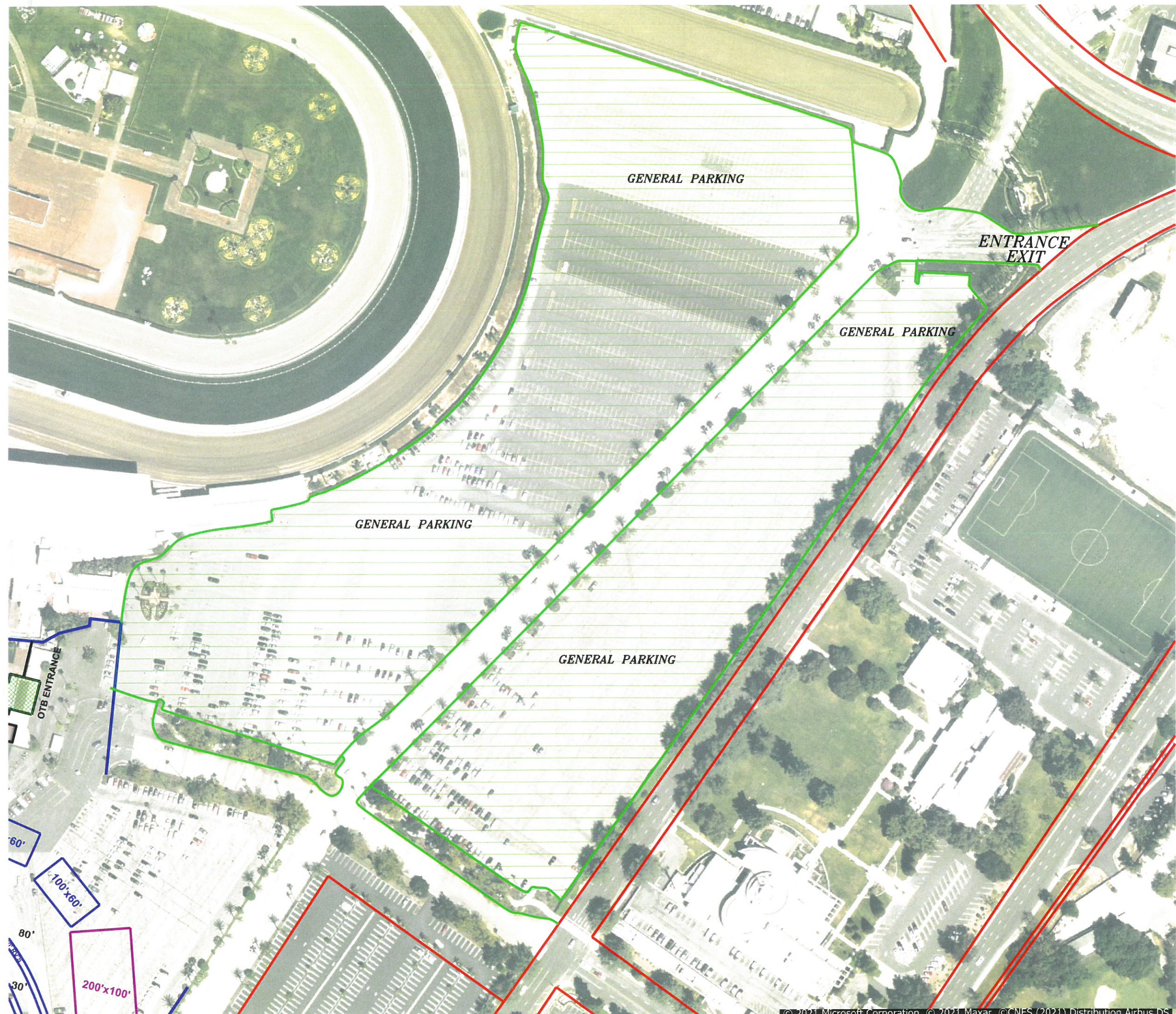




**Layout Key**

- Red - Games
- Blue - Rides
- Yellow - Food
- Purple - Sponsor Activation Tents
- Light Blue - Vendors











# Attachment No. 2

State Fair Entertainment Brochure



# A NEW STATE FAIR FOR LOS ANGELES

2021

PROPOSED SITE



SANTA ANITA PARK



**Ron Severance - State Fair Entertainment CEO-Business Owner, Entrepreneur and Business Consultant**

In 27 years, Ron has produced, managed or operated some of the largest events in the country such as; 8 Super Bowls, 2 Olympics, NFL stadiums events, airports, turnpike projects, NASCAR, NHRA, Music Festivals, Airshows, Disaster Relief and thousands of smaller events.

His focus is on creating a culture of autonomy and accountability with community relations, innovative expansion systems and operational controls while developing and managing countless functional logistical systems in both the traditional and non-traditional business field.

Ron is licensed by and consulted for: Dunkin Donuts, Outback Steakhouse, Dominos and McDonalds to name a few. His enjoyment comes from focusing on people, processes and productivity, which produce positive results.

Ron and his wife of 26 years, Ashley have two wonderful children, McKenzie, a web marketing team member at Abercrombie & Fitch and Megan, a third year nursing school student.

**Brett Enright - Juicys Food, LLC**

For the past 20 years, Juicys™ has been one of the largest and most popular food concession providers in California\*. Originally founded as; Brett's Blue Ribbon Foods, Juicys™ and the Juicys™ management team have enjoyed serving customers around the United States for the past 35 years.

Juicys™ venues include; The Orange County Fair, San Diego County Fair, Los Angeles County Fair, California State Fair, Alameda County Fair, Washington State Fair, Texas State Fair, Florida State Fair, as well as events for Formula One and NASCAR.

Starting as a one person corn dog stand in 1984, Juicys™ has grown to be the leader in outdoor dining and special event food concessions, not only in the industry but also in Southern California. Today, Juicys™ food and beverage annually serves over one million customers in just Southern California.

Brett's commitment to hard work in providing outstanding customer service was profiled in Amusement Business Magazine as an enduring effective formula, and awarded Juicys™, "The youngest independent concessionaire in the Western United States". Since then, Juicys™

marketplace presence continues to grow while they increase the size of the Juicys™ fleet and operation. Brett continues to plan and attend more events throughout the coming years eyeing the Houston Rodeo and other large venues.

Juicys™ has become a household name at these events.

*\*Based on sales and customer reviews.*

## **Helm & Sons - Davey Helm**

Davey Helm is a 3rd generation showman. Together with his wife Colleen and four children, he owns and operates California's largest portable amusement park, Helm & Sons!

Starting in grade school, Davey began working for his family in concessions while helping on the portable amusement rides. Davey learned his trade by being involved in every aspect of the operation, from, how to run and maintain a safe, successful operation, to providing a first class customer experience.

Helm and Sons has been the exclusive provider of amusement equipment for such World Championship teams as the L.A. Lakers, L.A. Dodgers and San Francisco Giants as well as the San Diego Padres, and LA Kings, just to name a few. Their venues include working solely with Insomniac and Live Nation to provide 100% of the amusement equipment for the ever-popular EDC in Las Vegas, as well many A-Listed celebrities.

Davey's non-traditional management team includes men and women with over 150 years of combined experience in various businesses and walks of life. Helm & Sons takes pride in their team which provides a competitive edge when it comes to pulling off events of large scale and magnitude.

Helm & Sons is highly recommended by partners and competitors alike. Their passion for detail is second to none when it comes to the events they work on.

Helm and Sons is extremely excited to re-imagine this venue with a new partnership to create something amazing at this years' 2021 State Fair Santa Anita Park





## STATE FAIR ENTERTAINMENT PRESENTS

# A NEW STATE FAIR FOR LOS ANGELES

State Fair Entertainment is proud to present a new heritage event for the city of Arcadia and the county of Los Angeles; State Fair Santa Anita Park.

With the beautiful Santa Anita Park Race Track being only a short 22 minute drive from downtown Los Angeles, 33 minutes from Beverly Hills, and 41 minutes from LAX it is a great entertainment option for everyone.

State Fair Entertainment was created around the idea that a large-scale, high quality entertainment venue can promote positivity, be eco & family friendly and be an asset to the community in which it is held. Los Angeles is the perfect place to implement this idea.

## WAYS THAT STATE FAIR SANTA ANITA BENEFITS THE CITY OF ARCADIA

### JOB OPPORTUNITIES

We anticipate that State Fair Santa Anita Park will create approximately 1,000 part-time jobs for the months of July and August.

### REVENUES

Estimated Gross Revenue: \$10,000,000

Estimated Tax Revenue for the city of Arcadia: \$1,000,000

### GIVING BACK

In order to give back to the community there will be designated local charities and non-profits that will be given a portion of the proceeds from this event.

State Fair Santa Anita Park is about celebrating the diversity of the landscapes and cultures of Los Angeles, equality of all human beings, and humanities ability to come together in positive centered ways. **COME TOGETHER** at Santa Anita Park

# COME TOGETHER



# OUR MISSION

Our mission is to bring an affordable fair with world class attractions and entertainment experiences to Los Angeles. State Fair Entertainment is about celebrating the diversity of the landscapes and cultures of Los Angeles, equality of all human beings, and humanities ability to come together in spite of differences in opinion or appearance.

Our events are dedicated to coming together to spread positivity, promote good health and safety, while doing our part to keep our planet healthy so we can pass it on to the next generations. There will be no single use beverage containers, plastic straws, or styrofoam containers used at this event. All food and beverage containers will be either 100% recyclable or made from 90% recycled material.

Our slogan is  
**Come Together**





Our logo design reflects our desire for equality and diversity. The sun wheel is historically representative of equality. The elements inside of each spoke represent the different elements that make Los Angeles a destination location.

**Red Spoke:** The Santa Anita mountains are the backdrop of the fair location.

**Orange Spoke:** The tropical climate of the area

**Green Spoke:** The desire to keep our planet as green as we possibly can.

**Teal Spoke:** The ocean that so many come to relax, play and surf in.

**Blue Spoke:** The stars and aspiring stars that bring diversity and culture.

**Purple Spoke:** The world class event we are bringing to Los Angeles.

**Sun in the Center:** Why, sunny California... of course!

COME TOGETHER



# OUR COMMITMENT

- ✱ No Single Use Plastic Beverage Containers
- ✱ No Plastic Straws, Plates or Containers
- ✱ No Styrofoam Containers
- ✱ All 100% Recyclable Material or 90% Recycled Material.



OFFICIAL DRINK  
OF THE STATE FAIR  
SANTA ANITA PARK



Coming to you from State Fair Entertainment

# FARM *to* FAIR



A destination for fresh organic food in a whole new space, using earth-friendly sustainable products.



COME TOGETHER



# 2 STAGES

featuring Social Media Stars and Influencers  
as well as local and national performers

COME TOGETHER

Sponsored by



**TOYOTA**

SPONSORSHIP OPPORTUNITIES

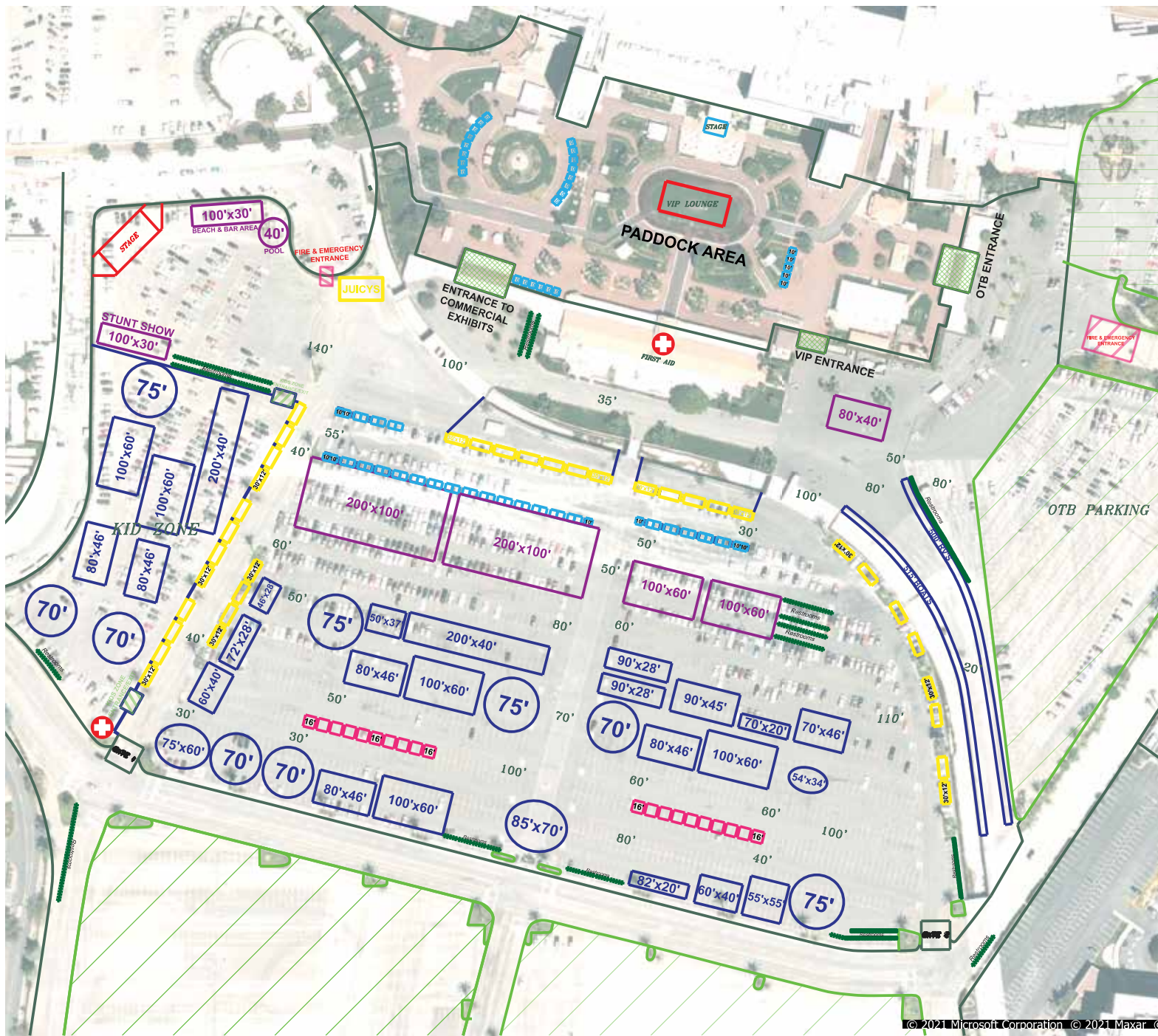




**DATES:**  
**JULY 29-AUGUST 22**

**HOURS:**  
**Thursdays 12-10PM**  
**Fridays 12-10PM**  
**Saturdays 12-10PM**  
**Sundays 12-10PM**

**ESTIMATED  
ATTENDANCE:  
10,000+ Per Day**





Rides and Games provided by



Helm & Sons Amusements  
6683 Kerry Lane  
Riverside, CA 92509

## COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date:** 03/01/2021

### Authority and Responsibility

**Tom Kay** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any hazards they might see in the workplace.

### **Employee screening**

We screen our employees by ensuring that face coverings are used during daily screening by both screeners and employees and, when temperatures are measured non-contact thermometers are used.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assessed, and correction time frames assigned, accordingly.

Tom Kay, General Manager is responsible for timely correction of any COVID-19 hazard related found during operations. Mr. Kay is also responsible to procure any PPE for employees, and to delegate responsibility to make sure sanitary facilities are properly disinfected on regular schedule.

Follow-up measures are taken to ensure timely correction such as verify at the beginning of each shift that there is enough PPE for employees.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we always ensure at least six feet of physical distancing in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees will always wear face coverings or face shield when addressing or in contact with customers.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is operating an enclosed cabin equipment.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis. Face shields are available per request if any employee manifests any issue wearing a face cover.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

Due to the nature of the traveling amusement park business and the layout of the setup, we can maintain at least six feet between individuals during operations or when we are servicing our customers.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Frequently clean the rides on the spots customers are in contact with
- Frequently clean the ticket boxes windows
- Frequently clean the tractor and pickup cabins before each use
- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees of the frequency and scope of cleaning and disinfection
- Sanitary facilities are properly maintained in a weekly schedule by third party contractors
- Employees are encouraged to wash their hands often and avoid handshakes.

### **Shared tools, equipment, and personal protective equipment (PPE)**

PPE must not be shared, e.g. gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible shall be sanitized and properly maintained by the user. Where there must be sharing, the items will be disinfected between uses by the individual taking the equipment.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluate hand-washing facilities.

- Determining the need for additional facilities.
- Encourage and allow time for employee hand-washing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards verbally, by calling over the phone, sending a text message or e-mail to Robert Barr, Marissa Nikopolous, Manuel Mendoza or Davey Helm.
- Employees can report symptoms and hazards without fear of reprisal.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.



- The fact that:
  - o COVID-19 is an infectious disease that can be spread through the air.
  - o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - o An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- **Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Record keeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).



- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - o At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - o COVID-19 symptoms have improved.
  - o At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

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## COVID-19 Prevention in Employer-Provided Housing

This section refers to section 3205.3. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker's employment, whether or not rent or fees are paid.

- The requirements below for Physical distancing and controls, Face coverings, Cleaning and disinfecting, Screening, and Isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.

## **Assignment of housing units**

Helm & Sons Amusements will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

## **Physical distancing and controls**

Helm & Sons Amusements will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

## **Face coverings**

Helm & Sons Amusements will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

## **Cleaning and disinfection**

Helm & Sons Amusements will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

## **Screening**

Helm & Sons Amusements will encourage residents to report COVID-19 symptoms to Tom Kay, General Manager at 909.964.3078.

## **COVID-19 testing**

Helm & Sons Amusements will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

## **Isolation of COVID-19 cases and persons with COVID-19 exposure**

Helm & Sons Amusements will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP Investigating and Responding to COVID-19 Cases.
- End isolation in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any applicable local or state health officer orders.

## **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

As outlined in Section 3205.4 As an employer-providing motor vehicle transportation to and from work, Helm & Sons Amusements is adding the current section to its COVID-19 Prevention Plan.

Motor vehicle transportation to and from work, is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.

### **Assignment of transportation**

Helm & Sons Amusements will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

### **Physical distancing and face coverings**

Helm & Sons Amusements will ensure that the:

- Physical distancing and face covering requirements of our CPP Physical Distancing and Face Coverings are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP Face Coverings.

## **Screening**

Helm & Sons Amusements will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

## **Cleaning and disinfecting**

Helm & Sons amusements will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

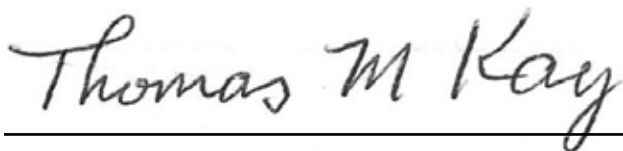
## **Ventilation**

Helm & Sons Amusements will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

## **Hand hygiene**

Helm & Sons Amusements will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.



3/38/2021

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Tom Kay, General Manager

Date

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or meet one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:**

**Date:**

**Name(s) of employee and authorized employee representative that participated:**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

## Appendix B: COVID-19 Inspections

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

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			



## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, except for unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** \_\_\_\_\_

**Name of person conducting the investigation:** \_\_\_\_\_

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>			

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

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

Person that conducted the training: \_\_\_\_\_

Employee Name	Signature



# COME TOGETHER

State Fair Entertainment California, LLC  
10000 Santa Monica Blvd. E  
Los Angeles, CA 90067 • U.S.A.

**Ron Severance, CEO**  
[ron@statefairent.com](mailto:ron@statefairent.com)  
(614) 554-2674

# Attachment No. 3

Preliminary Exemption Assessment



# PRELIMINARY EXEMPTION ASSESSMENT

(Certificate of Determination  
When Attached to Notice of Exemption)

1. Name or description of project:	TUP 21-12 – A temporary use permit to allow a state fair at Santa Anita Park from July 29, 2021 through August 22, 2021 with a Categorical Exemption under the California Environmental Quality Act (“CEQA”)	
2. Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15' or 7 1/2' topographical map identified by quadrangle name):	285 W. Huntington Drive (Huntington Drive and Holly Avenue)	
3. Entity or person undertaking project:	A.	
	B. Other (Private)	
	(1) Name	State Fair Entertainment
	(2) Address	1299 Ocean Avenue, Suite 333 Santa Monica CA 90401
4. Staff Determination:		
The Lead Agency's Staff, having undertaken and completed a preliminary review of this project in accordance with the Lead Agency's "Local Guidelines for Implementing the California Environmental Quality Act (CEQA)" has concluded that this project does not require further environmental assessment because:		
a. <input type="checkbox"/>	The proposed action does not constitute a project under CEQA.	
b. <input type="checkbox"/>	The project is a Ministerial Project.	
c. <input type="checkbox"/>	The project is an Emergency Project.	
d. <input type="checkbox"/>	The project constitutes a feasibility or planning study.	
e. <input checked="" type="checkbox"/>	The project is categorically exempt.	
	Applicable Exemption Class:	15304(e) – Temporary Use of Land Having Negligible or No Permanent Effects
f. <input type="checkbox"/>	The project is statutorily exempt.	
	Applicable Exemption:	
g. <input type="checkbox"/>	The project is otherwise exempt on the following basis:	
h. <input type="checkbox"/>	The project involves another public agency which constitutes the Lead Agency.	
	Name of Lead Agency:	

Date: May 19, 2021

Staff: Christine Song, Associate Planner



**ARCADIA CITY COUNCIL  
SPECIAL MEETING MINUTES  
TUESDAY, JUNE 1, 2021**

---

**CALL TO ORDER** – Mayor Tay called the Closed Session to order at 5:33 p.m.

**ROLL CALL OF CITY COUNCIL MEMBERS**

PRESENT: Beck, Chandler, Verlato, Cheng, and Tay

ABSENT: None

**PUBLIC COMMENTS** – No public comments were received.

**CLOSED SESSION**

- a. Pursuant to Government Code Section 54957.6 to confer with labor negotiators.

City Negotiators: City Manager Dominic Lazzaretto, Assistant City Manager/Development Services Director Jason Kruckeberg, and Administrative Services Director Hue Quach.

Employee Organizations: Arcadia Public Works Employees Association, Arcadia City Employees Association, Arcadia Police Civilian Employees Association, Arcadia Police Officers' Association, Arcadia Firefighters' Association, and unrepresented employees: Department Heads, Division Managers, Supervisors, and part-time employees.

No reportable action was taken on the Closed Session Item.

**STUDY SESSION**

- a. Report, discussion, and direction regarding proposed streetscape enhancements for the Baldwin Avenue Commercial District.  
Recommended Action: Provide direction

The City Council directed staff to remove 7 Ficus trees, replace with 7 London Plane trees, add decorative banners to light posts, and unique hand painted art for each utility box.

The Special Meeting ended at 6:56 p.m.

  
\_\_\_\_\_  
Rachelle Arellano  
Deputy City Clerk

**ARCADIA CITY COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, JUNE 1, 2021**

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1. **CALL TO ORDER** – Mayor Tay called the Regular Meeting to order at 7:03 p.m.
2. **INVOCATION** – Mohammad Abdul Ahad, Mosque of San Gabriel
3. **PLEDGE OF ALLEGIANCE** – City Clerk Glasco
4. **ROLL CALL OF CITY COUNCIL MEMBERS**

PRESENT: Beck, Chandler, Verlato, Cheng and Tay  
ABSENT: None

5. **REPORT FROM CITY ATTORNEY REGARDING CLOSED/STUDY SESSION ITEMS**

City Attorney Deitsch announced that prior to the Regular Meeting the City Council met in a Special Meeting to consider the item listed on the posted agenda under Closed Session and stated that no reportable action was taken.

City Attorney Deitsch further announced that the City Council conducted a Study Session to receive a report regarding the proposed streetscape enhancements for the Baldwin Avenue Commercial District; he reported that the City Council considered several items, removal of 7 Ficus trees, replacement with 7 London Plane trees, decorative banners, bike racks, utility box art and also right of way clean up items. The City Council provided general direction to staff regarding how to go about each of those as part of the program.

6. **SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS**

City Manager Lazzaretto announced that citizens who wished to submit public comments may do so by calling the conference line; and noted that at the request of Mayor Tay, City Manager Item 12.a will be moved up in the agenda to be heard immediately after Public Hearing Item 8.a.

7. **MOTION TO READ ALL ORDINANCES AND RESOLUTIONS BY TITLE ONLY AND WAIVE THE READING IN FULL**

A motion was made by Council Member Chandler and seconded by Council Member Verlato to read all ordinances and resolutions by title only and waive the reading in full.

8. **PUBLIC HEARING**

- a. Resolution No. 7366 adopting the City of Arcadia 2020 Urban Water Management Plan and Water Shortage Contingency Plan.  
Recommended Action: Adopt

Management Analyst Jiang presented the Staff Report.

Mayor Tay opened the Public Hearing. No one appeared.

A motion to close the public hearing was made by Council Member Chandler, seconded by Council Member Verlato, and seeing no objection, Mayor Tay declared the public hearing closed.

It was moved by Council Member Chandler, seconded by Council Member Verlato, and carried on a roll call vote to adopt Resolution No. 7366 adopting the City of Arcadia 2020 Urban Water Management Plan and Water Shortage Contingency Plan.

AYES: Chandler, Verlato, Beck, Cheng, and Tay  
NOES: None  
ABSENT: None

It was the consensus of the City Council that City Manager Item 12.a be moved to this portion of the Agenda.

## **12. CITY MANAGER**

- a. Consideration of pausing the study of the Tiny Shelters Proposal and establishing an Ad Hoc Homelessness Advisory Committee.

Recommended Action: Direct the City Manager to: (1) Create an Ad Hoc Homelessness Advisory Committee that would provide a report and recommendations within 60 days, and (2) not proceed with any shelter options until such report is available

City Manager Lazzaretto presented the Staff Report.

After City Council discussion, a motion was made by Mayor Pro Tem Cheng, seconded by Council Member Chandler, and carried on a roll call vote to table the Tiny Homes Project, revisit the Citizen Commission at a later date, to have a Study Session and/or Public Forum at the discretion of the City Manager within the next 120 days which includes concurrent translation into Mandarin or a separate meeting in Mandarin.

AYES: Cheng, Chandler, Beck, Verlato, and Tay  
NOES: None  
ABSENT: None

City Manager further indicated that individuals who would like to be kept informed on the issue of homelessness in Arcadia should send an email to: [Homelessness@arcadiaca.gov](mailto:Homelessness@arcadiaca.gov)

## **9. PUBLIC COMMENTS**

Mayor Tay announced that due to the high-volume of calls and emails, Public Comments will be limited to 90 minutes.

Please note that some names are listed multiple times as emails were submitted under different email accounts and/or the content of the email was written differently.

The following individuals called in opposition of the Tiny Homes Project and requested that City Council take consideration of public opinions before committing to this project.

Sammy  
Thomas  
Heather

Lin  
Rudy Tan's wife  
Michelle Wu

Ken  
Emilio  
Liu  
Mohammad  
Susan Guo

Shoan Wang  
Angela  
Sherise  
Lucy

The following individuals called in support of the Tiny Homes Project and requested that City Council take consideration of public opinions before committing to this project.

Sydney  
Edwin Sun  
Gregory Wang  
Henry, student  
Jocelyn Tao  
Anthony Cheng  
Leiland  
Francis  
Angela

MJ  
Jean  
Shawn  
Debra  
Tracy Flem  
Mike Durman  
Erica  
No name provided  
Jill

The following individuals called and were neither for or against the Tiny Homes Project and requested that City Council take consideration of public opinions before committing to this project.

Peter

Crystal

The following individuals called and thanked City Council for tabling the Tiny Homes Project.

Edmund  
Linda

Stanley- Citizens committee

The following individuals submitted emails expressing their opposition to the Tiny Homes Project in the City of Arcadia:

Qiong Zhang  
Peter Sun  
Diana Xu  
Aaron Christensen  
S.H.  
Melissa Chan  
Henry Wong  
Julia Zhu  
Yisha Jiang  
Yisha Jiang  
Chris Chai  
Zhichao Zhao  
Zhichao Zhao  
M Wang  
Candy Jiang  
Candy Jiang  
Fengziang Cai  
Mimi Tou

Mimi Tou  
Kwan  
Jennifer Lu  
Stephen Dai  
John Lieu  
John  
Zanyan Zhou  
Wayne  
Wayne Chen  
Judy Xu  
Judy Xu  
Jessica Tran  
Haiying Zhang  
Alpha Liu  
Lisa Zhao  
Zachary Smith  
Ivan Gadi  
Li L

Pamela Wagner  
Alice Wang  
Susan Hua  
Jason  
Anthony Wong  
David Gren  
Sean Luo  
Catherine Chan  
Diane Chang  
Beverly Zhou  
Mandy Chen  
Michelle Wu  
Ming Feng  
Susan  
Lisa  
E.B. Lee  
Shan Wang  
E.B. Lee  
Liping Shi  
Qiu Family  
Jinyuan Alan Qiu  
Heather Huang  
Yong Qui and Jinyuan Qui  
and Liping Shi  
Gloria Metz  
Jennifer Gu  
Jenny Pan  
Denis Elliott  
Shaolan Du  
Bagus Lee  
Bagus Tjahjono  
Zhichao Zhao  
Liu Bo Xu  
Karen Zhao  
Zhilei Shen  
Zhilei Shen  
Guanghui Yang

Weiming Xu  
Linda X  
Yun Xu  
Jeff G.  
Casper Xu  
Tammy Kasubuchi  
Lucy  
Jefferey G  
Saving 68  
Ericka Elliott  
Leslie Lin  
Ericka Elliott  
AB  
Tammy Kasubuchi  
Greg Kasubuchi  
Maggie Chen  
Elsie Qian  
Sophia  
Fengxiang Cai  
Jesse Chung  
Chongwu Zhou  
Lucy Liu  
Max Zhou  
Sherri Alexander  
Harry Wang  
Shannon Chen  
Dennis Chen  
Maxwell Carlson  
Jane Chen  
Sebastian Chen  
Wei He  
Gomay Lin  
Jana Zhou  
Zhuming Zhang  
Adeline Fu

The following individuals submitted emails expressing their support for the Tiny Homes Project in the City of Arcadia:

Erin Tang  
Charis Louie  
Stephanie Chen  
Charisma Chen  
Sharon Kwan  
Andy Chen  
Preston Chen  
Harrison Chen  
Winston Chen  
Emmie Waite  
Keely Sun

Euan Laru-an  
Carolyn Sun  
Kamea Vongfak  
Jocelyn Chin  
Liana Dong  
Cathy Wang  
Alex Liu  
Chassity Cheng  
Angelina Bertolini  
Sala Yu  
Yenah Lee

Melody Lui  
Melody Lui  
Merri Jill Finstrom  
Ross Heckmann  
Keely Sun  
Zed Huang  
Simone LeBebvre  
Krista Rodriguez  
Sydney Cheung  
Veronica Romero West  
Michelle Zhou  
Sydney Cheung  
Tiffany Wu  
Tiffany Wu  
Briana Shen  
Melissa Taylor  
Gary Kovacic  
Tim Peters  
Mary Lynne Jensen  
Sally Hoover  
Elizabeth Nguyen  
Hilary Garstang  
Mary Scott  
Toshi Miyamoto  
Oliver Gallego  
Hilary Garstang  
DJ Crofts  
Wendy B. McGrail  
Wendy B. McGrail  
Angelica Fernandez  
Carolyn Iga  
Carolyn Iga  
Scott Chamberlain  
Clara Kleindorfer  
Olivia Lee  
Olivia Lee  
Katherine Lam  
Xochitl Munoz  
Molly Morgan  
Grace Knuth  
Grace Nakane  
Sonaya Vaquez Wright  
Gillian Hovanec  
Briana Tran  
Derek TranJulian Fong  
David  
Alexa Bribiesca  
Lee Kuo  
Lee Kuo  
Peter Sun  
Zihao Huang  
Angelica Roa

Kaylie Siu  
Jocelyn Zhu  
Charisse Liu  
Charisse Liu  
Kelly Cheng  
Andrew Dodge  
Emily Muditar  
Samantha Tsai  
Tiffany Tai  
Tiffany Zhuo  
Lauren Nieto  
Andrew Dodge  
Kaytalie Shang  
Merrick Hua  
Dongming Hua  
Raya Lee  
Becky Chen  
Sophia Qiu  
Yacoub Ali  
Tiffany Liang  
Arianna Zhou  
Abby Wang  
Kaden Le  
Amanduh Le  
Emily  
Client IP -74.126.231.245  
Emma Huang  
Justin Wang  
Matthew Reale  
Robinson Lee  
Jocelyn Thao  
Tiffany Cheung  
Terry Yao  
Ben Han  
Anjani Mistry  
Yenah Lee  
Joyce Pang  
Elizabeth Brookey  
Katherine Chow  
Shannon Wang  
Charis  
Wendy Wang  
Sarah  
Tiffany Chang  
Jessica Tanoyue  
Maya Lin Stevens  
Lindsay Anderson  
Blair Washington  
Emily Crowell  
Sophia Center  
Olivia Center  
Emma Tay



Audrey Yang  
James Yang  
Tina Yang  
Client IP - 107.77.230.33  
Bob Chen  
Client IP - 24.205.81.159  
Jocelyn Thao  
Jocelyn Thao  
Kaden Le  
Kaden Le  
Yi Ding  
Kaden Le  
Kaden Le  
Yi Ding  
Lucy Truong  
Ruby  
Maryann Stevens  
Gregory Wang  
Sabrina Chu  
Mike Veerman  
Ruby Yeh  
Kat Degner  
Kat Degner  
Gabriela Dillard  
Simone and Frank Lefebvre  
Julia Lim  
Lusin Kwan  
Sabrina  
SMK Financial Services  
Sonia Martin  
Ryan Yang  
Margaret Aghili  
Thanh Lim  
Abby Wang  
Janet Chan  
Mary Davis  
Sean Kolodji  
Jessica Burk  
Edwin Sun  
Kathleen Fong  
Jennifer Vidrio-Munoz  
Grego Vanni  
Alyssa Acosta  
Ka Ming Pang  
Shelly Romo  
Sam Magluyan  
Luwin Kwan  
James K.  
Carol J. Smith  
Faith K  
Amelia MacRae  
Kathy Symons

Roger Nemrava  
Alton Wang  
Jen Luc  
David Arvizu  
Andrew Nguyen  
Yenah Lee  
Erik Blaisdell  
Sabrina C  
Gail Forman Snyder  
Dana Thompson  
Debbi Hartfranft  
Linda Lin  
Client – IP  
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Henry Hsieh  
Linda Lin  
Richard Maldonado  
Robert Stover  
Linda Garcia  
Chelsea Cheung  
Chris Hurley  
Dawn Montanez  
Jacob Pierce  
Susan Lauer  
Tina Fann  
Lynne Curry  
Tina Fann  
Peter Poon, Ph.D  
J  
Deborah P. Kolodji  
Jeshow Yang  
Shawn Morrissey  
Cheryl Turcott  
Eli Tsou  
Abby Choy  
Matt Pierce  
Emilie Kovalik  
Thomas Tsai  
Jennifer Duclett  
Michael Rauch  
Maria Niolaidou  
Anthony Chiang  
Anthony Chiang  
John Uniack  
Melody Lui  
Laurie Yamashiro  
Sydney  
Sydney  
Courtney Costello  
Courtney Costello  
Jean Jarosz  
Torey Costello

Merrick Hua  
Robert Hoyt  
Dr. Christopher Jarosz  
Henry Hsieh  
Lexine Lin Mackenzie  
Claire Read

Henry Hsieh  
Katherine  
Katelin Betker

The following individuals submitted emails in support of forming a Citizens Committee regarding the Tiny Homes Project:

Stanley Ho  
Angela Iniquez  
Mike Iniguez  
Michael Iniquez

Lorena Iniquez  
Todd Kotchounian  
Mike Soo

The following individuals submitted emails in support exploring alternate options regarding the Tiny Homes Project:

Karin Hanson  
Sammie Fong  
Judy Xu  
Barb

Sherman Shi  
Tony Nejad

The following individuals submitted emails requesting investigation for the motives regarding the Tiny Homes Project:

Ming Fen  
Angie Gen  
Charis

John McCarty  
Stephen Dai

Gina Hernandez submitted an email thanking Mayor Pro Tem Cheng for his compassion to her family upon hearing of the loss of her mother.

**10. REPORTS FROM MAYOR, CITY COUNCIL AND CITY CLERK *(including reports from the City Council related to meetings attended at City expense [AB 1234]).***

Council Member Verlato thanked the everyone for their passion regarding homelessness, and stands with her fellow colleagues to take time to further study homelessness, and further educate themselves; she commented that she is glad that this conversation has started and hopes that those who support the Tiny Shelter Program will come together to help people understand homelessness; she announced that on June 2 she will attend the Homelessness Committee Meeting for the San Gabriel Valley Council of Governments; she further announced that she hopes that the City of Arcadia comes together to find a solution and thanked her family for their understanding and patience in dealing with the protestors in the past couple of weeks.

Council Member Beck commented on some of the callers attacking the City Council; he reminded everyone to attack the problem not the person; and noted the importance of education before making a decision regarding the Tiny Shelter Program.

Council Member Chandler expressed the importance of educating the public regarding the Tiny Shelter Program, and stated that he is confident that the City Council made the right decision to further educate the City Council and the public in this matter.

Mayor Pro Tem Cheng shared a story about how he was able to work with different members of the Arcadia community and get a family placed into a hotel for a week after discovering they had no place to live; he stated that residents are going to come together as a community; he recognizes that some individuals are trying to find a solution and implores everyone to be more patient.

City Clerk Glasco stated that he attended a flag planting event at the Arcadia Vietnam Veteran's Monument at the County Park on May 29, he further reminded everyone that he is an officiant who performs Marriage Civil Ceremonies as June is generally a month of weddings.

Mayor Tay had no comments.

## **11. CONSENT CALENDAR**

- a. Special Meeting Minutes of May 17, 2021, and Regular Meeting Minutes of May 18, 2021.

Recommended Action: Approve

- b. Resolutions initiating proceedings for the annual levy and collection of assessments, approving the preliminary Engineer's Report, declaring intention to levy and collect assessments for Fiscal Year 2021-2022, and appointing a time and place for a public hearing for the Arcadia Citywide Lighting District No. 1.

Resolution No. 7360 initiating proceedings for the annual levy and collection of assessments for the Arcadia Citywide Lighting District No. 1 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code and ordering the preparation of the Engineer's Report.

Recommended Action: Adopt

Resolution No. 7361 approving the preliminary Engineer's Report of Willdan Financial Services for the Arcadia Citywide Lighting District No. 1.

Recommended Action: Adopt

Resolution No. 7362 declaring its intention to levy and collect assessments within the Arcadia Citywide Lighting District No. 1 for Fiscal Year 2021-22 and appointing a time and place for a public hearing.

Recommended Action: Adopt

- c. Professional Services Agreement with Studio Spectrum, Inc. for Video Production and Broadcast Services for City Council Meetings in an amount not to exceed \$35,000 per year.

Recommended Action: Approve

- d. Amendment to the Professional Services Agreement with G4S Secure Solutions (USA), Inc. for Jail Services in the amount of \$329,376.

Recommended Action: Approve

- e. Amendment to the Professional Services Agreement with Range Maintenance Services, LLC for Gun Range Maintenance Services in an amount not to exceed \$25,983.

Recommended Action: Approve

- f. Amendment to the Professional Services Agreement with the City of Glendale for Crime Laboratory Services in the amount of \$15,000.  
Recommended Action: Approve
- g. Amendment to the Professional Services Agreement with Security Patrol Management & Services for Security Guard Services at the Arcadia Public Library.  
Recommended Action: Approve
- h. Agreement with Beacon Media, Inc. for Legal Advertising Services in an amount not to exceed \$24,000.  
Recommended Action: Approve
- i. Agreement for Services with the Arcadia Chamber of Commerce for Fiscal Year 2021-22 in the amount of \$84,848.  
Recommended Action: Approve
- j. Purchase Order with Clean Energy for the purchase of Compressed Natural Gas ("CNG") fuel for the City's Fleet in an amount not to exceed \$97,000.  
Recommended Action: Approve
- k. Purchase Order with Galls, LLC for the purchase of Police Department Uniforms in an amount not to exceed \$60,000 per year.  
Recommended Action: Approve
- l. Purchase Order with 72 Hour LLC dba National Auto Fleet Group for the purchase of one 2021 Freightliner CNG Dump Truck in the amount of \$223,788.69.  
Recommended Action: Approve
- m. Extension to the Purchase Order with S & J Supply Company Inc. for the purchase of water pipeline fittings, brass valves, and other related accessories for the City's Water Distribution System in the amount of \$107,000.  
Recommended Action: Approve
- n. Final Map No. 82907 with a categorical exemption under the California Environmental Quality Act ("CEQA") for an eight-unit multi-family residential condominium subdivision at 1111-1117 La Cadena Avenue.  
Recommended Action: Approve

Council Member Chandler commended City Manager Lazzaretto for bringing Consent Calendar Items 11.d., 11.e, and Item 11f. to the City that have all been a cost savings to the City.

It was moved by Council Member Chandler, seconded by Council Member Verlato, and carried on a roll call vote to approve Consent Calendar Items 11.a. through 11.n.

AYES: Chandler, Cheng, Beck, Verlato, and Tay  
 NOES: None  
 ABSENT: None

## 12. CITY MANAGER

- b. Report, discussion, and direction regarding COVID-19.

City Manager Lazzaretto provided an update on COVID-19. No action was requested or taken.

**13. ADJOURNMENT**

The City Council meeting adjourned at 11:09 p.m. to Tuesday, June 15, 2021, 6:00 p.m.



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Rachelle Arellano  
Deputy City Clerk



# STAFF REPORT

Development Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Jason Kruckeberg, Assistant City Manager/Development Services Director  
Lisa L. Flores, Planning & Community Development Administrator  
By: Edwin Arreola, Assistant Planner

**SUBJECT:** RESOLUTION NO. 7367 - AN AMENDMENT TO RESOLUTION NO. 7272 RELATED TO THE ARCADIA HIGHLANDS HOMEOWNERS' ASSOCIATION ("HIGHLANDS") BOUNDARY DESCRIPTION UNDER EXHIBIT A

**Recommendation: Adopt**

## **SUMMARY**

The proposed Amendment to Resolution No. 7272 is to update the boundary description of the Arcadia Highlands Homeowners' Association ("Highlands"), one of the City's five designated Homeowners' Associations ("HOA"), to be consistent with the HOA map.

It is recommended that the City Council find that this Amendment is not a project per the California Environmental Quality Act ("CEQA") and adopt Resolution No. 7367 amending Resolution No. 7272 (refer to Attachment No. 1) that updates the Highlands HOA boundary description to include properties that were omitted in previous Resolutions for this HOA.

## **BACKGROUND**

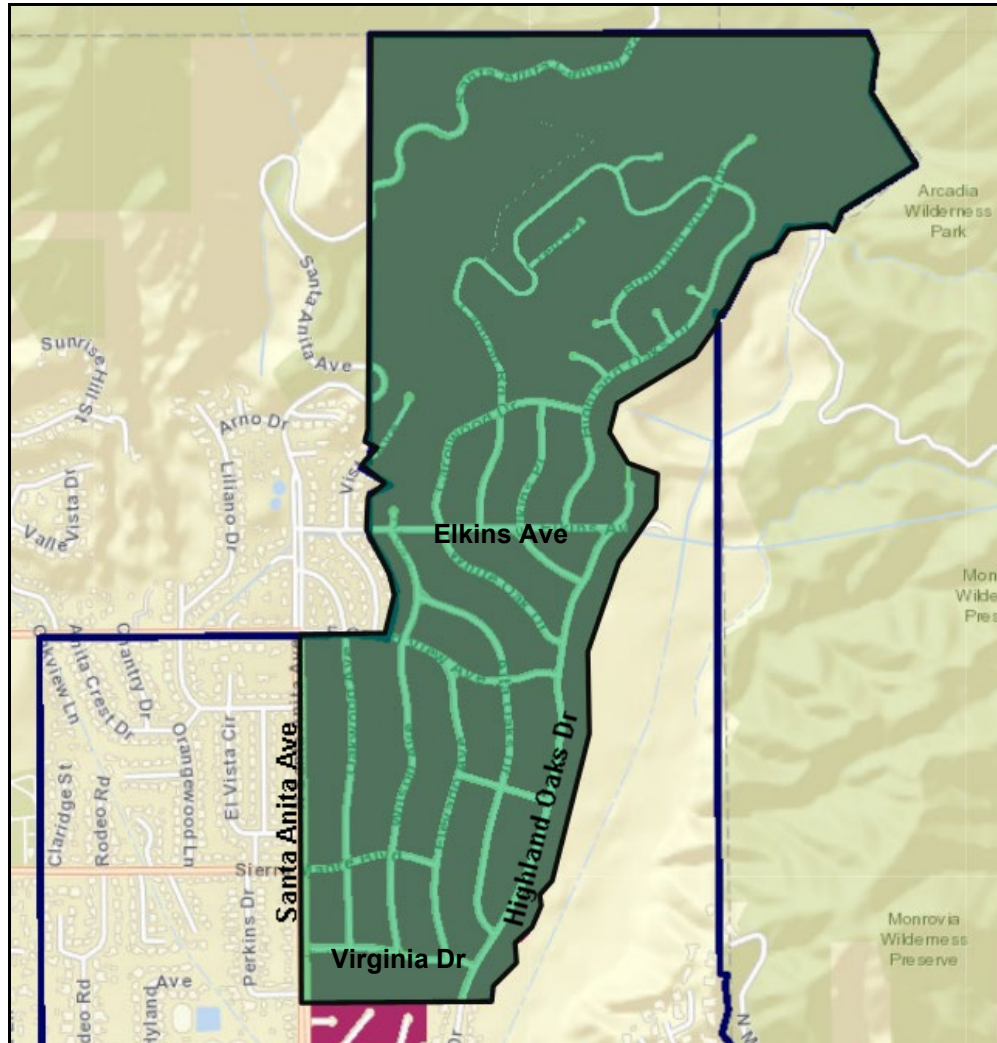
The City Council first adopted Ordinance No. 1479 and Resolution No. 4335 to add an Architectural Design Overlay zone to the Highlands (also referred to as Highland Oaks) in 1973. This established a specific boundary to properties within the Highlands and created design review regulations for any new construction on those residential properties. It also established an Architectural Review and Area Planning Committee, which had the authority to review and approve projects within the Highlands. The boundary for the Highlands under Resolution No. 4335 was described as follows:

*"That property bounded on the south by the southern boundaries of the Highland Oaks School, Lot 59 of Tract 16920 and Lot 83 of Tract 15285;*



*on the west by the center line of Santa Anita Avenue and the City limits; on the north by the City limits; and on the east by the Los Angeles County Flood Control Channel.”*

No map was provided with the description under this Resolution and Ordinance, however, Figure 1 below shows the boundaries as described under Resolution No. 4335.



**Figure 1 – Highlands Boundary Area under Resolution No. 4335**

 - Boundary

Resolution No. 4335 was later replaced with Resolution No. 5289 in 1986. At the same City Council meeting, Resolutions for four other HOAs in the City of Arcadia were adopted, and all five of them became designated City HOAs. Resolution No. 5289 also updated the design review regulations and created a review process and authority for Architectural Review Boards (“ARB”) in the HOAs. Although five separate Resolutions were adopted for each of the HOAs, the conditions for each Resolution were similar.

Despite the updates, the boundary for the Highlands remained the same from the previous resolution.

In March of 1994, the Highlands HOA Board of Directors voted to amend the boundary of the Highlands area to include properties bounded by Virginia Avenue on the north, Santa Anita on the west, Highland Oaks on the east extending to the east end of Sycamore and to the commercial properties on the south fronting on Foothill Boulevard (see Figure 2 below). Over 60% of the homeowners within this bounded area signed a petition in support of joining the Highland Oaks Homeowners Association. This process excluded the properties located at 307 E. Foothill, A, B, C, and D, 1500 to 1538 and 1503 to 1537 Highland Oaks Drive (Tract 15073), and 1501 Highland Oaks Drive. In September of 1994, the City Council adopted Ordinance No. 2021 and Resolution No. 5818 amending the Highlands boundary as set forth in Resolution No. 5289 to include the additional properties, as listed below:

*“The single family zoned properties bounded by Virginia Avenue on the north, Santa Anita on the west, Highland Oaks on the east extending to the east end of Sycamore and to the commercial properties on the south fronting on Foothill Boulevard. Excluding the properties located at 307 A, B, C, and D Foothill Boulevard, 1500 to 1538 and 1503 to 1537 Highland Oaks Drive (Tract 15073), and 1501 Highland Oaks Drive.*

*North and south side of Yorkshire Drive east of Santa Anita – 3-12 East Yorkshire Drive*

*East and west side of Marendale Lane east of Santa Anita – 1521-1541 and 1520-1548 Marendale Lane*

*North and south side of Ontare Road east of Santa Anita – 5-85 and 4-94 Ontare Road*

*North side of Orange Grove east of Santa Anita – 5-61 Orange Grove*

*North and south side of Woodland Avenue east of Santa Anita – 55 and 46 Woodland*

*North and south side of Sycamore Avenue east of Santa Anita – 135-149 and 130-314 Sycamore*

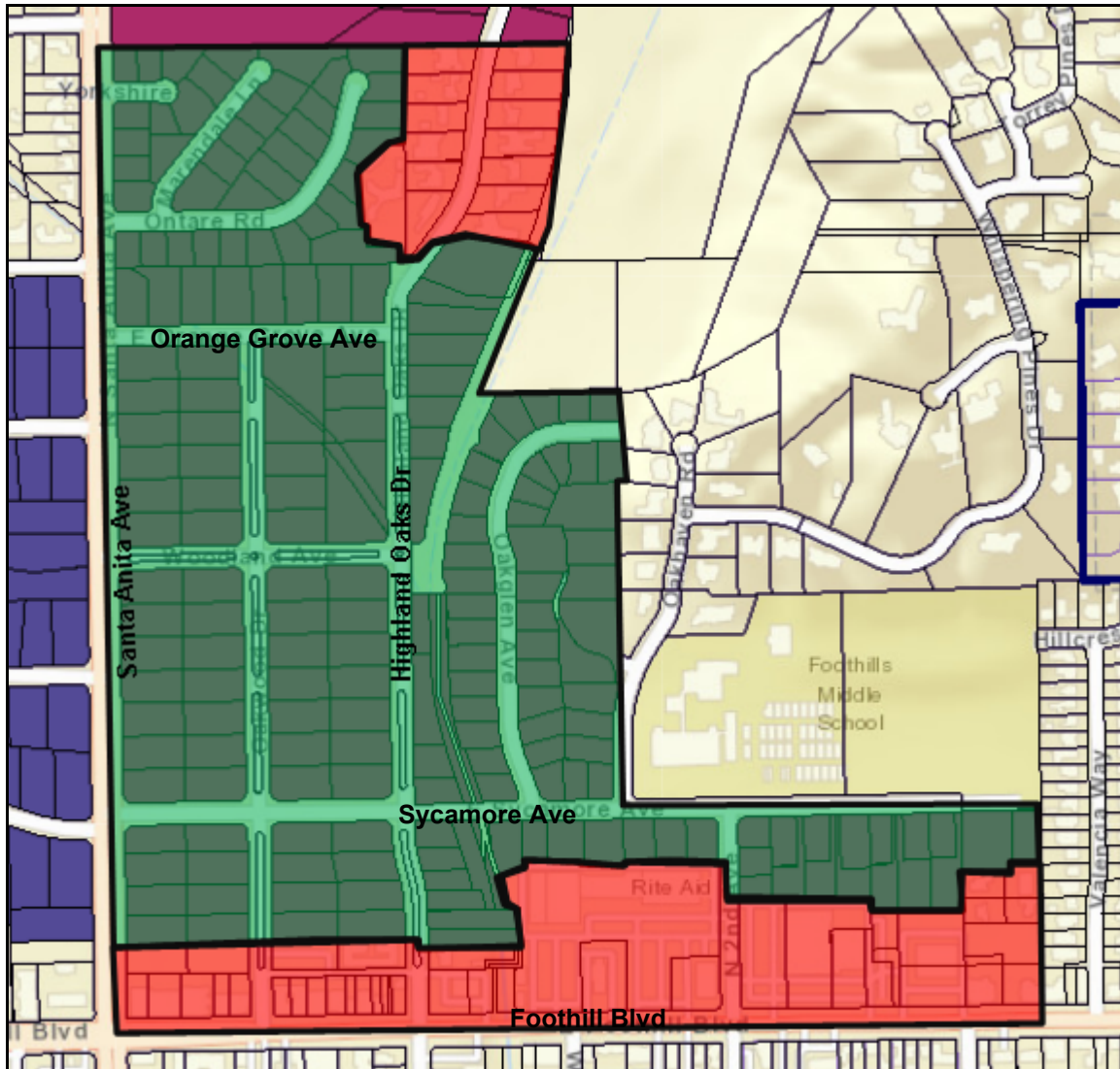
*East and west side of Oakwood Drive north of Foothill – 1115-1343 and 1112-1342 Oakwood Drive*

*East and west side of Highland Oaks Drive north of Foothill – 1121-1537 and 1116-1538 Highland Oaks Drive*

*East and west side of Oakglen Avenue north of Sycamore – 1201-1291 and 1200-1292 Oakglen Avenue*

*West side of Oakhaven Road north of Sycamore – 1209-1223 Oakhaven Road*

*East and west side of Oakhaven Lane north of Sycamore – 1235-1261 and 1240-1300 Oakhaven Lane”*



**Figure 2 – Boundary Area Added Under Ordinance No. 2021**

Properties Included - ■  
Properties Excluded - ■

The Architectural Design Overlay (“D”) Zone was also added to these properties to be consistent with the rest under this Overlay. The regulations for the Highlands set forth in Resolution No. 5289 remained in effect despite the changes to the boundary. Although

Exhibit A of Ordinance No. 2021 specifically listed the streets and addresses of those properties that were added to the Highland Oaks HOA, Exhibit A of Resolution No. 5818 boundary description was more of a general description. Refer to the description below:

*“The area north of the commercial properties fronting on Foothill Boulevard, south of the northerly City limit, east of Santa Anita Avenue, west of the Los Angeles County Flood Control District property, extending to the east end of Sycamore Avenue.*

*Excluding those properties located in Tract 15073 (1500 to 1538 & 1503 to 1537 Highland Oaks Drive) and 1501 Highland Oaks Drive and 307A, 307B, 307C & 307D East Foothill Boulevard.”*

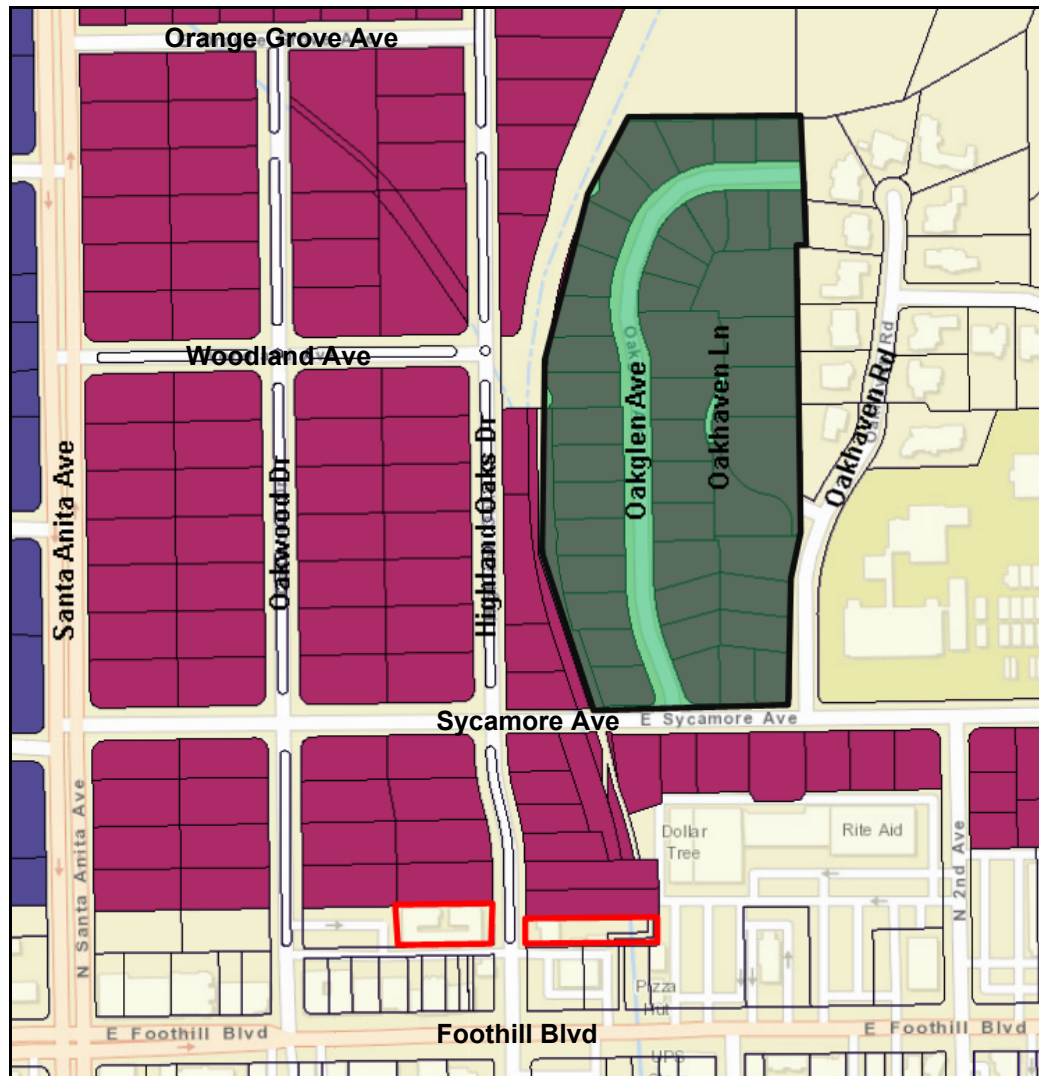
After many years without any updates to the Resolutions, the City Council later adopted Resolution No. 6770 in 2012 which replaced the five existing Resolutions for each of the HOAs, with one joint Resolution. The purpose of this joint Resolution was to ensure consistency with all five HOAs in terms of their design standards and regulations, and to establish a consolidated review process for all of the ARBs. The Resolution provided a single map that shows all the existing boundaries for all five HOAs along with their boundary descriptions; however, it did not carry over the changes to the Highlands that were approved under Ordinance No. 2021 and Resolution No. 5818 in 1994.

In 2019, the Resolution was updated again under Resolution No. 7272 which repealed and replaced Resolution No. 6770 when the City codified the HOA regulations into the City’s Development Code. However, prior to the adoption of Resolution No. 7272, the City was informed by the Highlands HOA that the map defining the Highlands boundaries was incorrect and missing properties located on Oakglen Avenue, Oakhaven Lane, and Oakhaven Road, as described in Ordinance No. 2021. These corrections were made on the HOA boundary map for Resolution No. 7272. However, in reviewing the description more closely after Resolution No. 7272 was adopted, the written description once again did not include the changes that were approved in 1994.

## **DISCUSSION**

Due to the boundary description not being updated to accurately reflect the correct boundaries of the Highlands, there has been confusion amongst the property owners that reside on Oakglen Avenue, Oakhaven Lane, and Oakhaven Road. After comparing the current boundary description with the properties listed in Exhibit A of Ordinance No. 2021, it was determined that properties located on Oakglen Avenue, Oakhaven Lane, Oakhaven Road, and Sycamore Avenue were incorrectly excluded from the boundary description and properties located at 1112 & 1115 Highland Oaks Drive were incorrectly included (see Figure 3 below). This results in two properties being included into the HOA boundary, and 43 properties excluded from the boundary.

The boundary updates to the Highlands map under Resolution No. 7272 correctly reflect the properties in the Highlands and they correlate with properties within the Architectural Design Overlay zone on the City's Zoning Map. However, the boundary description, as it is written, does not identify the correct boundaries and is inconsistent with the boundary map.



**Figure 3 – Boundary Description Amendments**

■ - Include  
■ - Highlands HOA  
 - Exclude

Since the wording for the current description does not reflect the correct boundary, it is being proposed that Resolution No. 7272 be amended to update the boundary description in Exhibit A to accurately reflect the properties located within the Highlands as follows (new text is in red type):

*“The area north of the commercial properties fronting on Foothill Boulevard, south of the northerly City limit, east of Santa Anita Avenue, west of the Los Angeles County Flood Control District property (Santa Anita Wash), including residential properties located south of Sycamore Avenue and east of the Santa Anita Wash on Oakglen Avenue, Oakhaven Lane, 139 & 149 East Sycamore Avenue, and at 1209 to 1223 Oakhaven Road.*

*Excluding those properties located in Tract 15073 (1500 to 1538 & 1503 to 1537 Highland Oaks Drive) and 1501 Highland Oaks Drive, 303, 305, 307 & 309 East Foothill Boulevard and 1112 & 1115 Highland Oaks Drive.”*

No additional Amendments are being proposed to Resolution No. 7272 and the current HOA regulations and processes will remain the same.

### **ENVIRONMENTAL ANALYSIS**

This Amendment to Resolution No. 7272 is not considered a project under the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) as the proposed amendment is to only correct the boundary description for the Highland Oaks HOA area.

### **PUBLIC COMMENTS/NOTICE**

A Public Hearing Notice for this item was published in the Arcadia Weekly on June 3, 2021. As of June 10, 2021, no public comments were received on this proposed amendment.

### **FISCAL IMPACT**

There is no fiscal impact associated with this Resolution.

### **RECOMMENDATION**

It is recommended the City Council adopt Resolution No. 7367 amending Resolution No. 7272 related to the Arcadia Highlands Homeowners' Association (“Highlands”) boundary map and description under Exhibit A.

Approved:

  
Dominic Lazzaretto  
City Manager



Attachment No. 1: Resolution No. 7367 with Exhibit A

Attachment No. 2: Resolution No. 7272

Attachment No. 3: Exhibit "A" of Resolution No. 6770, Ordinance No. 2021, Resolution No. 5818, and Exhibit "A" of Resolution No. 5289

# **Attachment No. 1**

Resolution No. 7367

## RESOLUTION NO. 7367

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING RESOLUTION NO. 7272 RELATED TO THE ARCADIA HIGHLANDS HOMEOWNERS' ASSOCIATION ("HIGHLANDS") BOUNDARY DESCRIPTION UNDER EXHIBIT A

WHEREAS, in 1973, Ordinance No. 1479 and Resolution No. 4335 were adopted by the City Council to add the Architectural Design Overlay zone to the Highlands area (referred to as Highland Oaks) and establish a boundary that included all the properties within this area. The Resolution also established the Architectural and Area Planning Committee that was given the authority to review and approve projects within the Highlands; and

WHEREAS, on April 1, 1986, Resolution No. 4335 was replaced with Resolution No. 5289, the Highland Oaks officially became one of the City's five designated Homeowners Associations (HOA), and the boundary for the Highland Oaks remained the same; and

WHEREAS, on October 4, 1994, Ordinance No. 2021 was adopted by the City Council to amend the boundary of the Highlands to include certain properties bounded by Virginia Avenue on the north, Santa Anita Avenue on the west, Highland Oaks Drive on the east extending to the east end of Sycamore Avenue, and extending to the commercial properties on the south fronting on Foothill Boulevard; and

WHEREAS, Resolution No. 5818, adopted pursuant to Ordinance No. 2021, amended the boundary description of the Highlands with a general description that excluded from the Highlands certain properties described in Ordinance No. 2021; and

WHEREAS, on January 3, 2012, the City Council adopted Resolution No. 6770 which replaced all the existing Resolutions for each of the five HOAs, and combined them as one joint Resolution to ensure consistency with all five HOAs in terms of the design standards and regulations, and to establish a consolidated review process for all the Architectural Review Boards ("ARBs"). Resolution No. 6770 provided a map that showed all the existing boundaries for the all five HOAs along with their boundary descriptions; however, it did not carry over the properties that were added to the Highlands that were approved under Ordinance No. 2021 and Resolution No. 5818 adopted in 1994; and

WHEREAS, on October 15, 2019, Resolution No. 7272 repealed and replaced Resolution No. 6770, but the boundary description was not updated for the Highlands to correctly reflect the additional properties that were included in Ordinance No. 2021.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby amends the boundary description for the Highland Oaks as set forth in Exhibit "A" of Resolution No. 7272, to include certain properties that were omitted in the other Resolutions, to read as follows:

"The area north of the commercial properties fronting on Foothill Boulevard, south of the northerly City limit, east of Santa Anita Avenue, west of the Los Angeles County Flood Control District property (Santa Anita Wash), including residential properties located south of Sycamore Avenue and east of the Santa Anita Wash on Oakglen Avenue, Oakhaven Lane, 139 & 149 East Sycamore Avenue, and at 1209 to 1223 Oakhaven Road.

Excluding those properties located in Tract 15073 (1500 to 1538 & 1503 to 1537 Highland Oaks Drive) and 1501 Highland Oaks Drive, 303, 305, 307 & 309 East Foothill Boulevard and 1112 & 1115 Highland Oaks Drive.”

The City Council determines that this amendment is not a project under the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3), as the proposed amendment merely corrects the boundary description for the Highland Oaks HOA area.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURES ON NEXT PAGE]

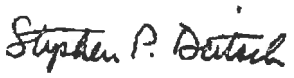
Passed, approved and adopted this 15th day of June, 2021.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney

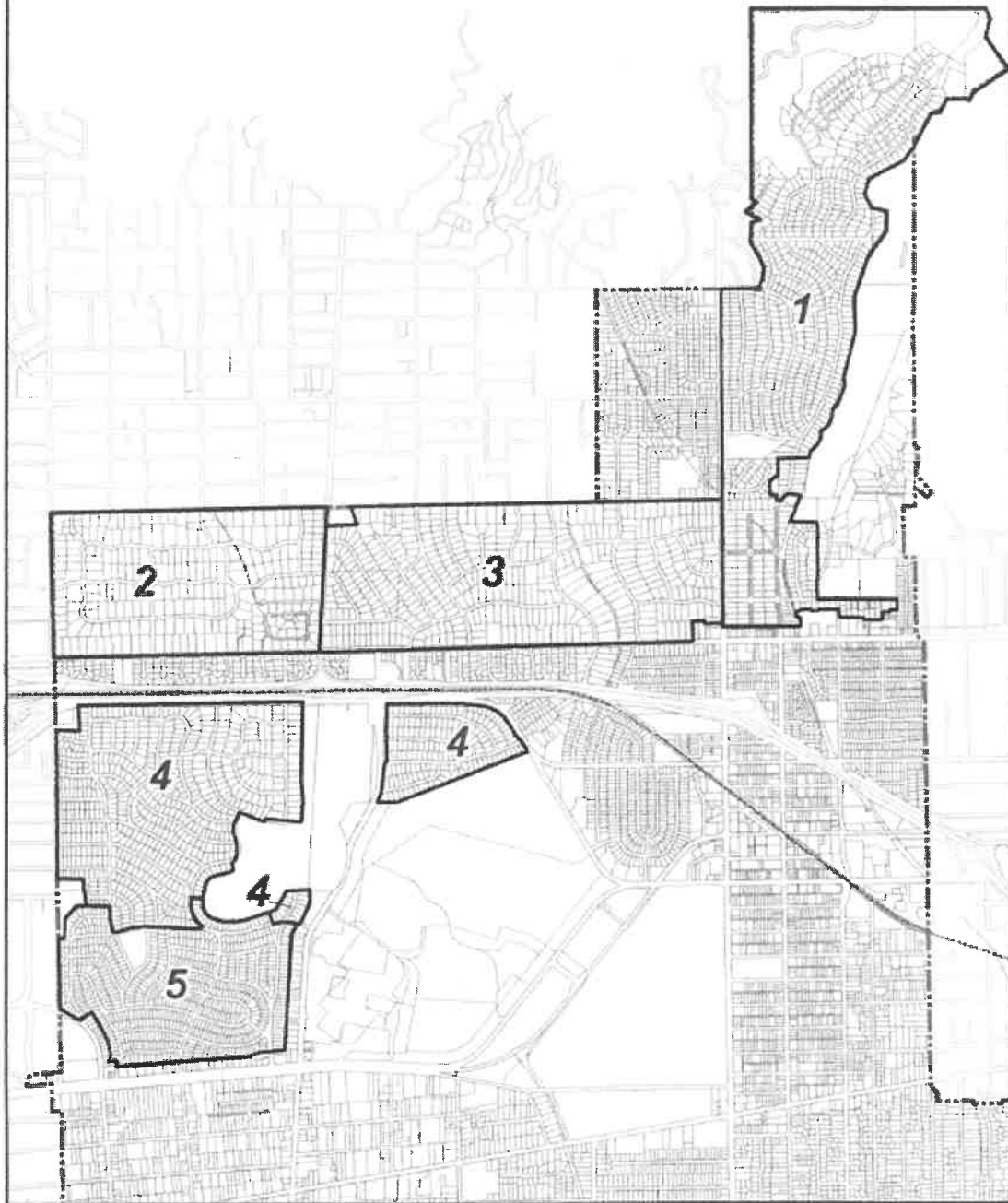


## Homeowners Associations

- 1 - Highlands Homeowners' Association
- 2 - Rancho Santa Anita Property Owners Association
- 3 - Santa Anita Oaks Association
- 4 - Rancho Santa Anita Residents' Association
- 5 - Santa Anita Village Association

## Exhibit "A"

HOA Map and Descriptions



Data Source: City of Arcadia, 2019



**Homeowner Associations**  
City of Arcadia, California



### **Highlands**

The area north of the commercial properties fronting on Foothill Boulevard, south of the northerly City limit, east of Santa Anita Avenue, west of the Los Angeles County Flood Control District property (Santa Anita Wash), including residential properties located south of Sycamore Avenue and east of the Santa Anita Wash on Oakglen Avenue, Oakhaven Lane, 139 & 149 East Sycamore Avenue, and at 1209 to 1223 Oakhaven Road.

Excluding those properties located in Tract 15073 (1500 to 1538 & 1503 to 1537 Highland Oaks Drive) and 1501 Highland Oaks Drive, 303, 305, 307 & 309 East Foothill Boulevard and 1112 & 1115 Highland Oaks Drive.

### **Upper Rancho**

The property bounded on the south by the centerline of Foothill Boulevard; on the west by the east line of Michillinda Avenue; on the east by the centerline of Baldwin Avenue; and on the north by the City limits.

### **Oaks**

Beginning at a point at the intersection of the centerline of Baldwin Avenue and the centerline of Orange Grove Avenue; thence easterly along the centerline of Orange Grove Avenue to its intersection with the centerline of Oak Meadow Road; thence southerly along the centerline of Oak Meadow Road to its intersection with the centerline of Hacienda Drive; thence westerly along the centerline of Hacienda Drive to its intersection with the centerline of San Carlos Road; thence southerly along the centerline of San Carlos Road to its intersection with the centerline of Foothill Boulevard; thence westerly along the centerline of Foothill Boulevard to its intersection with the centerline of Baldwin Avenue; thence northerly along the centerline of Baldwin Avenue to the point of beginning.

Beginning at a point at the intersection of the centerline of Oak Meadow Road and the centerline of Orange Grove Avenue; thence easterly along the centerline of Orange Grove Avenue to its intersection with the centerline of Santa Anita Avenue; thence southerly along the centerline of Santa Anita Avenue to its intersection with the easterly prolongation of the southerly property line of Lot No. 76 of Tract No. 11074; thence westerly along said easterly prolongation and said southerly property line to its intersection with the westerly property line of Lot No. 76 of Tract No. 11074; thence southerly along the prolongation of said westerly property line to its intersection with the centerline of Foothill Boulevard; thence westerly along the centerline of Foothill Boulevard to its intersection with the centerline of San Carlos Road; thence northerly along the centerline of San Carlos Road to its intersection with the centerline of Hacienda Drive; thence easterly along the centerline of Hacienda Drive to its intersection with the

centerline of Oak Meadow Road; thence northerly along the centerline of Oak Meadow Road to the point of beginning.

Beginning at a point at the intersection of the centerline of Santa Anita Avenue and the easterly prolongation of the southerly property line of Lot No. 76 of Tract No. 11074; thence westerly along said easterly prolongation and said southerly property line to its intersection with the westerly property line of Lot No. 76 of Tract No. 11074; thence southerly along the prolongation of said westerly property line a distance of 65 feet; thence easterly along a line parallel to the southerly property line of Lot 76 of Tract No. 11074 to its intersection with the centerline of Santa Anita Avenue; thence northerly along the centerline of Santa Anita Avenue a distance of 65 feet to the point of beginning.

### **Lower Rancho**

Area # 1 Beginning at a point on easterly line of Michillinda Avenue, said point being the southwesterly corner of Lot 36, Tract No. 15928; thence easterly along the southerly boundary of said Tract No. 15928 and Tract No. 14428 to a point which is the northwesterly corner of Lot 12, Tract No. 15960; thence southerly along the westerly line of said Lot 12 and its prolongation thereof to its intersection with the centerline of De Anza Place; thence southerly and easterly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the centerline of Hugo Reid Drive; thence easterly along said centerline to its intersection with the centerline of Golden West Avenue; thence northwesterly along said centerline to its intersection with the centerline of Tallac Drive; thence easterly along said centerline to its intersection with the easterly line of Tract No. 13312; thence northerly and easterly along the easterly and southerly boundary of said tract to the southeasterly corner of Lot No. 1 to its intersection with the easterly line of Golden West Avenue; thence northerly along said easterly line to its intersection with the southerly line of Vaquero Road; thence easterly along said southerly line to its intersection with the easterly terminus line of said Vaquero Road; thence northerly along said easterly line to its intersection with the southerly line of Lot 17 of Tract No. 11215; thence easterly along said southerly line to its intersection with the easterly line of aforementioned Tract No. 11215; thence northerly along said easterly line and its prolongation thereof to its intersection with the centerline of Colorado Street; thence westerly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the easterly prolongation of the northerly line of Tract No. 17430; thence westerly along said northerly line to its intersection with the easterly line of Michillinda Avenue; thence southerly along said easterly line to the point of beginning, said point being the southwesterly corner of Lot 36 of Tract No. 15928.

Area #2 Beginning at the northwesterly corner of Lot No. 62 of Tract No. 12786; thence southerly along the westerly line of said Lot and its prolongation

thereof to its intersection with the centerline of Hugo Reid Drive; thence easterly along said center line to its intersection with the southerly prolongation of the easterly line of Tract No. 14460; thence northerly along said easterly line to its intersection with the northerly line of said tract; thence westerly along said northerly line to its intersection with the westerly line of said Tract No. 14460; thence southwesterly along said westerly line, and its southwesterly prolongation thereof, to its intersection with the northeasterly corner of Lot No. 61 of Tract No. 12786; thence westerly along the northerly line of said tract to the point of beginning, said point being the northwesterly corner of Lot 62 of Tract No. 12786.

Area #3 All properties with that area bounded on the west by Baldwin Avenue, on the north and east by Colorado Street and on the south by the southerly tract boundaries of Tract Nos. 14940 and 15318.

### **Village**

Beginning at a point on easterly line of Michillinda Avenue, said point being the southwesterly corner of Lot 36, Tract No. 15928; thence easterly along the southerly boundary of said Tract No. 15928 and Tract No. 14428 to a point which is the northwesterly corner of Lot 12, Tract No. 15960; thence southerly along the westerly line of said Lot 12 and its prolongation thereof to its intersection with the centerline of De Anza Place; thence southerly and easterly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the centerline of Hugo Reid Drive; thence easterly along said centerline to its intersection with the centerline of Golden West Avenue; thence northwesterly along said centerline to its intersection with the centerline of Tallac Drive; thence easterly along said centerline to its intersection with the easterly line of Tract No. 13312; thence southerly along the easterly and northerly lines of Lots 11 through 19 of said tract to be northeast corner of said Lot 19; thence easterly along the easterly prolongation of said Lot 19 to its intersection with the northwesterly corner of lot 74, Tract No. 12786; thence easterly along the northerly line of said tract to the northwesterly corner of Lot 62 of said Tract No. 12786; thence southerly along the westerly line of said lot and its prolongation thereof to its intersection with the centerline of Hugo Reid Drive, thence easterly along said centerline to its intersection with the northeasterly prolongation of the easterly line of Tract 12786; thence southerly along said easterly line and also the easterly line of Tract No. 12104 to the southeast corner of Lot 129 of said Tract 12104; thence westerly along the southerly lines of Tract No. 12104, Tract 11688, and Tract No. 11932 and its westerly prolongation to its intersection with the centerline of Cortez Road; thence northerly along said centerline to its intersection with the centerline of distance a 150' more or less to a point; thence northerly to a point on the northerly line of Portola Drive, said point being 140' westerly from the northwesterly corner of Portola Drive and Cortez Road, thence northerly to the southwest corner of Lot 28, Tract 11932; thence

northerly along the westerly line of said tract and its prolongation thereof to its intersection with the centerline of Balboa Drive; thence westerly along said centerline to its intersection with the centerline of Sunset Boulevard; thence northwesterly along said centerline to its intersection with the southerly prolongation of the easterly line of Michillinda Avenue; thence northerly along said easterly line to the point of beginning, said point being the southwesterly corner of Lot 36, Tract No. 15928.

# **Attachment No. 2**

Resolution No. 7272



## RESOLUTION NO. 7272

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING REGULATIONS APPLICABLE TO PROPERTIES IN THE FIVE (5) SINGLE-FAMILY HOMEOWNERS' ASSOCIATION ARCHITECTURAL DESIGN ZONE AREAS

THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby repeals Resolution No. 6770 in its entirety.

SECTION 2. USE OF DESIGN GUIDELINES IN HOMEOWNERS' ASSOCIATION AREAS

The Arcadia General Plan stresses the importance of quality in design and the impact that site design and building form has on enhancing the visual image of Arcadia. The City's Single-Family Residential Design Guidelines, hereinafter referred to as the "Design Guidelines", protects and preserves the character and quality of the City's neighborhoods by requiring harmonious design, careful planning, and integration of sustainable principles. Primary objectives associated with developing a quality project within Arcadia include designing within the established neighborhood context and relationship to the street, reinforcing neighborhood compatibility and identity, creating visually pleasing streetscape character, maintaining the visual quality of the hillside areas, incorporating high-quality architecture consistent with the neighborhood character, and reducing water use in landscape design. To implement the Design Guidelines within the five, Single-Family Homeowners' Associations that are zoned as Architectural Design Overlay Zone (zoned as "D"), Architectural Review Boards are established for each Homeowners Association and are hereinafter referred to as the "ARBs". The five Homeowners' Associations are:

Arcadia Highlands Home Owners Association - "Highlands"

Rancho Santa Anita Property Owners Association - "Upper Rancho"

Santa Anita Oaks Homeowners Association - "Oaks"

Rancho Santa Anita Residents' Association - "Lower Rancho"

Santa Anita Village Community Association of Arcadia - "Village"

The boundaries for each Association are depicted in Exhibit "A." The ARB for each area is governed by the corresponding Homeowners' Association (HOA) Board for that area.

SECTION 3. REQUIREMENTS OF THE ARBs – The ARB shall be empowered to transact business and exercise powers herein conferred, only if the following requirements exist:

A. A formally organized property owner's organization exists in the applicable area described in Section 2.

B. The organization has adopted by-laws that authorize the establishment, appointment, duties, and authority of the ARB.

C. ARB members have been appointed or elected in accordance with the by-laws of the HOA.

D. A copy of the by-laws and any amendments thereto must be on file with the City Clerk.

E. The ARB shall designate a Custodian of Records who shall maintain said records and make them available for public review upon reasonable request.

F. Permanent written records of the meetings, findings, actions, and decisions of the ARB shall be maintained by the ARB and a copy shall be provided to the City. These documents shall be retained in accordance with the City's records retention

policies. In particular, minutes shall be made for each meeting of the ARB, and all minutes shall be filed with the City Clerk's office within fifteen (15) calendar days following the approval of minutes by the ARB.

G. Only ARB members present at the meeting can participate in making the decision.

H. Any decision by the ARB shall be made by a majority of the entire membership of the ARB present, and only the ARB members who considered the application shall render the decision.

I. All meetings of the ARB shall be open to the public in accordance with the Ralph M. Brown Act (California Open Meeting Law). All aspects of the Brown Act shall be adhered to by members of the ARB. This includes, but is not limited to, proper posting of meeting agendas, noticing requirements, no discussion of matters outside of public meetings, etc.

J. When required by the City of Arcadia, ARB members shall participate in additional training prior to making decisions during ARB meetings or on Short Review applications.

K. After notice and a reasonable period has been provided, failure to comply with the above mentioned requirements may result in the powers of the ARB to be rescinded and granted to the City of Arcadia until such a time that the ARB demonstrates compliance with these requirements.

#### SECTION 4. AUTHORITY AND RESPONSIBILITY OF THE ARBs

A. In order to protect and preserve the character and quality of the single-family neighborhoods and to protect the property values and architectural character of



such residential environments in those portions of the City in which the residents have formed a HOA, the below standards are hereby imposed upon all properties within said areas pursuant to the zoning regulations of the Arcadia Development Code:

1. ARCHITECTURAL DESIGN REVIEW PROCESS – To accomplish the purposes set forth in this section there are hereby established the following authority and responsibilities in which said associations may exercise the design review process. The Homeowners' Associations shall adhere to and apply the Design Guidelines as well as this Resolution during the Design Review Process.

i. Review and approval by the ARB shall be required prior to the construction of new structures, additions, alterations, or other façade improvements to existing structures, new or modified fences or walls visible from the public rights-of-way, or modifications to landscaping visible from the public rights-of-way, as stated in Division 7 of the Development Code.

ii. It is determined that each building or structure, and its landscaping, hardscape, fencing and walls on properties within each HOA area should exhibit a consistent and cohesive architectural style, and be harmonious and compatible with other neighborhood structures in terms of architectural style, scale, visual massing, height, width, length, and setbacks in relationship to site contours and architectural elements such as texture, color and building materials. To promote harmony and compatibility is not to promote sameness, uniformity, a specific architectural style, or a certain time period. It is acknowledged that architecture (and neighborhoods in general) evolve and change over time and this will be considered through the review process.

iii. Pursuant to Arcadia Municipal Code Chapter IX, of the Development Code, and the specified review process, the ARB shall apply the Design Guidelines that were established by Resolution of the Council to 1) determine the appropriate site planning, massing, scale, setbacks, architectural design, and exterior appearance of a proposed project; 2) determine whether the exterior appearance of the proposed project is compatible with the neighborhood; and 3) mitigate potential impacts a proposed project may have on adjacent properties. The Design Guidelines are intended to be used to generally influence the design of the single-family development, and the exterior alterations or re-development of land uses. The Design Guidelines should be used as a starting point for the creative design process and should not be looked upon as the only solution for the design.

2. SITE PLANNING AND NEIGHBORHOOD CONTEXT – The Design Guidelines encourage the location, configuration, size, bulk, mass, and design of new buildings and structures, or the alteration or enlargement of existing structures, to be visually harmonious with their respective sites and compatible with the character and quality of the surrounding neighborhood. Natural amenities such as views, trees, and other similar features unique to the site should be preserved and incorporated into development proposals. The proposed height and bulk of structures should respect existing structures on neighboring properties and not overwhelm them with disproportionate size and scale. In neighborhoods with an established architectural style or pattern(s), new homes or remodels should enhance the neighborhood character. The stronger the existing neighborhood pattern, the more important it is for an owner to reinforce and respect those existing patterns.



3. **STREETSCAPE** – The Design Guidelines encourage the continuation of established streetscapes that define a neighborhood or streets character. When viewed from the street, buildings and structures should blend and be harmonious with the other structures and landscaping on the street. This includes and is not limited to setbacks, structural mass and scale, height, roof forms, façades, entries, building materials that can be seen from the street.

4. **ARCHITECTURAL STYLE AND EXTERIOR BUILDING APPEARANCE** – The Design Guidelines encourage in neighborhoods with an established architectural style or pattern(s), that new homes, remodels, additions, alterations, and accessory structures enhance the neighborhood character. Consistency and/or complementary architectural styles should be maintained within an existing neighborhood context. A clear and distinctive architectural style should be selected and all design features, proportions, colors, materials, and detailing should be consistent with the chosen architectural style. The use of repeating colors and materials found in neighboring homes is encouraged. The Design Guidelines also encourage additions to existing homes or new accessory buildings/structures to be consistent with the architectural style and detailing of the home in terms of materials, finishes, colors, windows, doors, siding, or roof tiles, etc. Walls and fences for courtyards and the perimeter of a property should be designed in a style, material, and color that complement the residence and the overall project design.

5. **PRIVACY**– The Design Guidelines encourages that the potential impacts of new homes, remodels, additions, alterations, and accessory structures on adjacent properties be considered during the design review process, including impacts



on privacy and views. Construction of new homes and additions to existing homes should be designed and articulated to reasonably address these issues. Windows and second-floor balconies/decks should be located to minimize direct views into neighboring residences and actively-used outdoor spaces of neighboring properties. Structures should be positioned on a site to minimize the blocking of sun access to actively used outdoor areas on adjacent properties. Trees and/or screening hedges should be utilized along property lines to provide screening and enhance privacy. However, landscaping should not obstruct the views enjoyed by the adjacent properties.

6. LANDSCAPING AND TREES – The Design Guidelines encourage the preservation and incorporation of existing landscaping into development proposals. As such, all existing landscaping and trees with the potential to be impacted (i.e. removed, encroached upon, pruned, etc.) by new construction, additions, alterations, or other improvements shall be taken into consideration by the ARB or ARB Chairperson when reviewing the proposed project. While the ARB cannot approve or deny the removal of trees, any recommendations from the ARB or ARB Chairperson shall be included with the decision.

7. HISTORIC PRESERVATION – Any alterations, additions, repairs, removal, demolition, or new construction to potential historic resources, designated historic landmarks, designated historic districts (and their contributing resources), or potential historic landmarks, shall be subject to the requirements stated in the Arcadia Development Code (Arcadia Historic Preservation Ordinance).

8. ANIMALS – Wild animals, sheep, hogs, goats, bees, cows, horses, mules, poultry, or rabbits shall not be permitted or kept.

B. The above mentioned standards are hereby imposed upon all properties within said areas pursuant to the zoning regulations of the Arcadia Development Code, and all those in ownership or control of property within said areas are subject to this Resolution.

## SECTION 5. APPLICABLE REVIEW AUTHORITY

A. The applicable Review Authority shall be as specified in Development Code Division 7 (Site Plan and Design Review: Homeowners' Association Areas). The three levels of review shall be further defined as follows:

### 1. City Review

i. For the review of very minor improvements to existing residences as specified in in Division 7 of the Arcadia Development Code.

ii. No public hearing is required for City Review applications. Decisions shall be made by the Development Services Director, or designee.

i. If the Development Services Director determines that a project proposed under the City Review process is not a cohesive design, not in harmony with the neighborhood, or might have an adverse impact on the neighborhood, they shall have the ability to require that the application be processed under the ARB's Short Review Process procedure.

### 2. Short Review

i. For the review of minor additions, alterations, and exterior improvements to existing residences as specified in Division 7 of the Arcadia Development Code.

- ii. No public hearing is required for Short Review applications.

Decisions shall be made by the ARB Chairperson or designee(s).

- iii. Only an ARB Chairperson or designee(s) who has been appointed in a manner consistent with the HOA's by-laws, whose names and contact information have been provided to the City, and who has completed any training that may be required by the City of Arcadia, shall be empowered to make decisions on Short Review applications.

- iv. If the ARB Chairperson or designee(s) determines that a project proposed under the Short Review process is not a cohesive design, not in harmony with the neighborhood, or might have an adverse impact on the neighborhood, they shall have the ability to require that the application be processed under the Regular Review Process procedure.

- v. All projects that are not listed as eligible to be processed by the City Review or Short Review process as specified in Division 7 of the Arcadia Development Code shall be processed under the Regular Review process.

### 3. Regular Review

- i. For the review of new single-family residences and major additions, alterations, and exterior improvements to existing residences as specified in Division 7 of the Arcadia Development Code.

- ii. A public hearing shall be required for the ARB Board's action on Regular Review applications. Notice of the public hearing shall be given in compliance with the Arcadia Development Code (Public Notices and Hearings).



iii. All decisions by the ARB Board on Regular Review applications shall be based upon required findings to ensure consistency with the Design Guidelines, this Resolution, City's General Plan, and any other City design guidelines. Notice of the decision shall be given in compliance with the Arcadia Development Code.

B. Additional requirements regarding Zoning, Allowable Uses, Additional Development Standards, Permit Processing, Appeals, Permit Implementation, Modifications, and Revocations, Time Limits, Extensions, and Public Notices and Hearings relating to a Short Review and Regular Review applications shall be as specified in Division 2, 7, and 8 of the Development Code.

#### SECTION 6. LIMITS OF THE ARB'S POWER

A. The ARB shall not review projects that consist of work only taking place inside a building that does not substantially change the external appearance of the building.

B. The ARB shall not review projects that only involve structures, roofs, wall, or fences that are less than or equal to two feet above the lowest adjacent grade. This limitation does not limit the ARB's review of projects that involve landscaping or hardscaping located within the front or street side yard areas.

C. The ARB shall not review projects that only involve a fence or wall (or multiple fences and walls) located between adjacent properties that are not visible from the public right-of-way. A fence or wall will not be considered visible from the public right-of-way if it is only within a rear yard area, is no higher than any fence fronting toward the public right-of-way, and no broad side of the fence or wall faces the public right-of-way.

D. The ARB shall have the power to establish requirements concerning the submittal of applications for the purpose of exercising its duties, subject to review and approval by the City. Copies of such requirements shall be kept on file with the Development Services Department, Planning Services. This does not apply to development standards.

E. The ARB's review shall be consistent with the City's ARB regulations contained in Division 2, Section 9102.01 (Residential Zones) of the Development Code and in the course of performing its review, the ARB shall not modify or to waive any provisions of the Arcadia Development Code or other established City regulations.

F. The ARB's review shall be consistent with and subject to the City's established zoning regulations applicable to the property.

G. The ARB may, however, make a recommendation regarding such regulations to the City staff, Planning Commission, or City Council.

H. The ARB shall review each project consistent with the provisions set forth in this Resolution and shall not create or apply its own standards or policies relating to design and development in the respective HOA area. This Section does not prevent the ARB from rendering advisory opinions to the City Council regarding design or development standards or formally applying to the City for adoption or modification of design or development standards.

#### SECTION 7. PUBLIC HEALTH, SAFETY, AND WELFARE FINDING

The City Council finds and determines that the public health, safety and general welfare of the community require the adoption of this Resolution. It is determined that the various land use controls, and property regulations as set forth herein are substantially



related to maintenance of Arcadia's environment, for the purpose of assuring that the appearance of structures will be compatible and harmonious with the use and enjoyment of surrounding properties. Design controls and aesthetic considerations will help maintain the beauty of the community, protect property values, and help assure protection from deterioration, blight, and unattractiveness, all of which can have a negative impact on the environment of the community, affecting property values, and the quality of life which is characteristic of Arcadia.

It is further determined that the purpose and function of this Resolution is consistent with the history of the City and continued efforts through various means to maintain the City's land use, environmental, and economic goals and to assure perpetuation of both the psychological benefits and economic interests concomitant to an attractive, well maintained community with emphasis on residential living.

All findings and statements of purpose in related resolutions which pre-existed this Resolution or prior covenants, conditions, and restrictions constitute part of the rationale for this Resolution and are incorporated by reference.

#### SECTION 8. SEVERABILITY

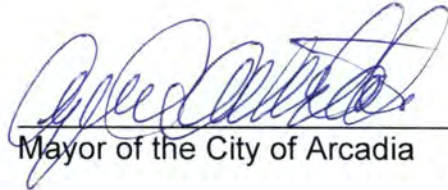
If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The Council hereby declares that it would have adopted this Resolution and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid.



SECTION 9. This Resolution shall take effect upon the effective date of Ordinance No. 2363.

SECTION 10. The City Clerk shall certify to the adoption of this Resolution.


Passed, approved and adopted this 15<sup>th</sup> day of October, 2019.

  
\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

  
\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney


STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF ARCADIA            )

I, GENE GLASCO, City Clerk of the City of Arcadia, hereby certifies that the foregoing Resolution No. 7272 was passed and adopted by the City Council of the City of Arcadia, signed by the Mayor and attested to by the City Clerk at a regular meeting of said Council held on the 15th day of October, 2019 and that said Resolution was adopted by the following vote, to wit:

AYES:       Amundson, Beck, Tay, Chandler, and Verlato

NOES:       None

ABSENT:    None

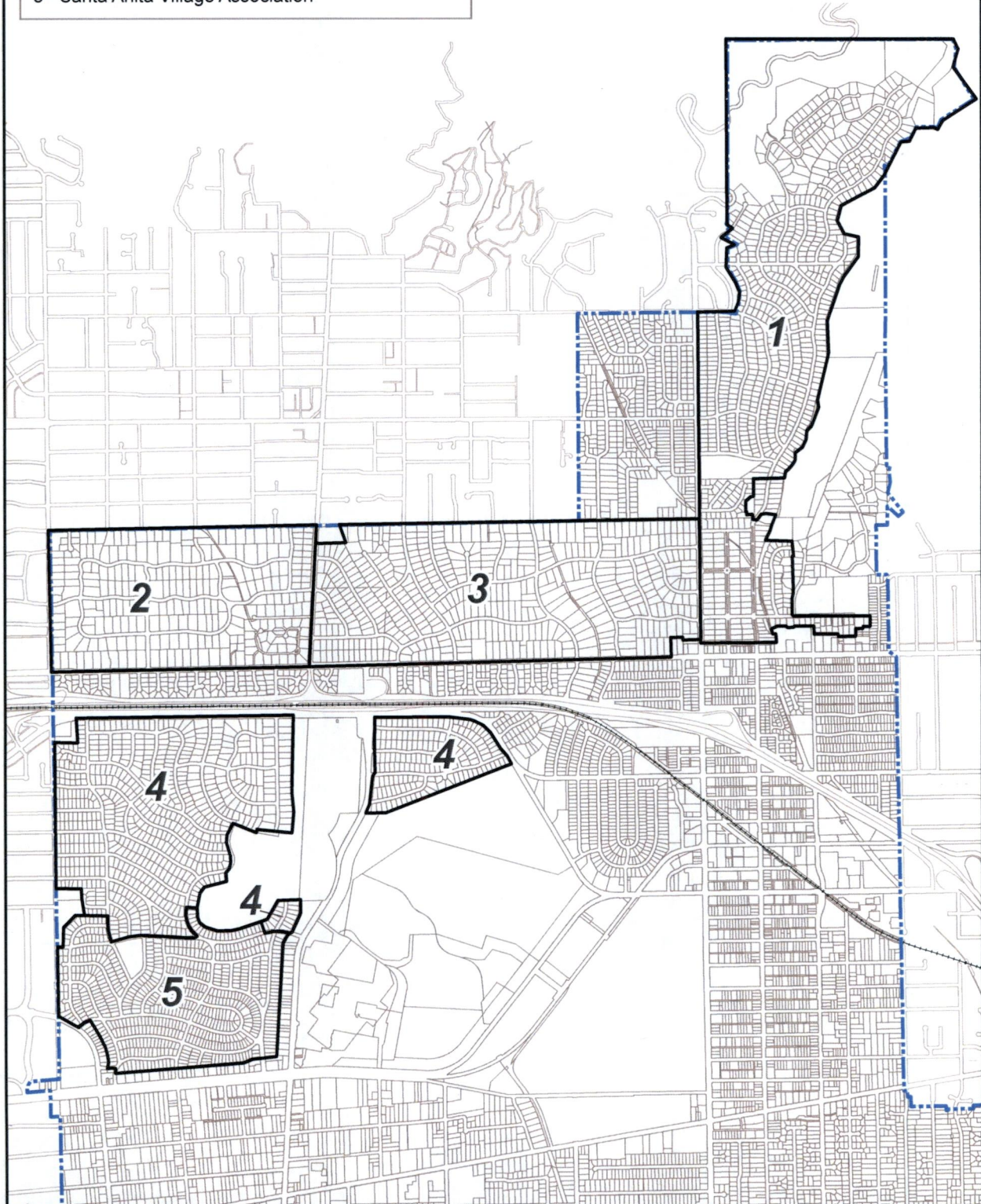
  
\_\_\_\_\_  
City Clerk of the City of Arcadia

# Homeowners Associations

- 1 - Highlands Homeowners' Association
- 2 - Rancho Santa Anita Property Owners Association
- 3 - Santa Anita Oaks Association
- 4 - Rancho Santa Anita Residents' Association
- 5 - Santa Anita Village Association

## Exhibit "A"

HOA Map and Descriptions



Data Sources: City of Arcadia, 2019



**Homeowner Associations**  
City of Arcadia, California





## **Highlands**

The area north of the commercial properties fronting on Foothill Boulevard, south of the northerly City limit, east of Santa Anita Avenue, west of the Los Angeles County Flood Control District property, extending to the east end of Sycamore Avenue.

Excluding those properties located in Tract 15073 (1500 to 1538 & 1503 to 1537 Highland Oaks Drive) and 1501 Highland Oaks Drive and 307A, 307B, 307C & 307D East Foothill Boulevard.

## **Upper Rancho**

The property bounded on the south by the centerline of Foothill Boulevard; on the west by the east line of Michillinda Avenue; on the east by the centerline of Baldwin Avenue; and on the north by the City limits.

## **Oaks**

Beginning at a point at the intersection of the centerline of Baldwin Avenue and the centerline of Orange Grove Avenue; thence easterly along the centerline of Orange Grove Avenue to its intersection with the centerline of Oak Meadow Road; thence southerly along the centerline of Oak Meadow Road to its intersection with the centerline of Hacienda Drive; thence westerly along the centerline of Hacienda Drive to its intersection with the centerline of San Carlos Road; thence southerly along the centerline of San Carlos Road to its intersection with the centerline of Foothill Boulevard; thence westerly along the centerline of Foothill Boulevard to its intersection with the centerline of Baldwin Avenue; thence northerly along the centerline of Baldwin Avenue to the point of beginning.

Beginning at a point at the intersection of the centerline of Oak Meadow Road and the centerline of Orange Grove Avenue; thence easterly along the centerline of Orange Grove Avenue to its intersection with the centerline of Santa Anita Avenue; thence southerly along the centerline of Santa Anita Avenue to its intersection with the easterly prolongation of the southerly property line of Lot No. 76 of Tract No. 11074; thence westerly along said easterly prolongation and said southerly property line to its intersection with the westerly property line of Lot No. 76 of Tract No. 11074; thence southerly along the prolongation of said westerly property line to its intersection with the centerline of Foothill Boulevard; thence westerly along the centerline of Foothill Boulevard to its intersection with the centerline of San Carlos Road; thence northerly along the centerline of San Carlos Road to its intersection with the centerline of Hacienda Drive; thence easterly along the centerline of Hacienda Drive to its intersection with the centerline of Oak Meadow Road; thence northerly along the centerline of Oak Meadow Road to the point of beginning.

Beginning at a point at the intersection of the centerline of Santa Anita Avenue and the easterly prolongation of the southerly property line of Lot No. 76 of Tract No. 11074; thence westerly along said easterly prolongation and said southerly property line to its



intersection with the westerly property line of Lot No. 76 of Tract No. 11074; thence southerly along the prolongation of said westerly property line a distance of 65 feet; thence easterly along a line parallel to the southerly property line of Lot 76 of Tract No.

11074 to its intersection with the centerline of Santa Anita Avenue; thence northerly along the centerline of Santa Anita Avenue a distance of 65 feet to the point of beginning.

### **Lower Rancho**

**Area #1** Beginning at a point on easterly line of Michillinda Avenue, said point being the southwesterly corner of Lot 36, Tract No. 15928; thence easterly along the southerly boundary of said Tract No. 15928 and Tract No. 14428 to a point which is the northwesterly corner of Lot 12, Tract No. 15960; thence southerly along the westerly line of said Lot 12 and its prolongation thereof to its intersection with the centerline of De Anza Place; thence southerly and easterly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the centerline of Hugo Reid Drive; thence easterly along said centerline to its intersection with the centerline of Golden West Avenue; thence northwesterly along said centerline to its intersection with the centerline of Tallac Drive; thence easterly along said centerline to its intersection with the easterly line of Tract No. 13312; thence northerly and easterly along the easterly and southerly boundary of said tract to the southeasterly corner of Lot No. 1 to its intersection with the easterly line of Golden West Avenue; thence northerly along said easterly line to its intersection with the southerly line of Vaquero Road; thence easterly along said southerly line to its intersection with the easterly terminus line of said Vaquero Road; thence northerly along said easterly line to its intersection with the southerly line of Lot 17 of Tract No. 11215; thence easterly along said southerly line to its intersection with the easterly line of aforementioned Tract No. 11215; thence northerly along said easterly line and its prolongation thereof to its intersection with the centerline of Colorado Street; thence westerly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the easterly prolongation of the northerly line of Tract No. 17430; thence westerly along said northerly line to its intersection with the easterly line of Michillinda Avenue; thence southerly along said easterly line to the point of beginning, said point being the southwesterly corner of Lot 36 of Tract No. 15928.

**Area #2** Beginning at the northwesterly corner of Lot No. 62 of Tract No. 12786; thence southerly along the westerly line of said Lot and its prolongation thereof to its intersection with the centerline of Hugo Reid Drive; thence easterly along said center line to its intersection with the southerly prolongation of the easterly line of Tract No. 14460; thence northerly along said easterly line to its intersection with the northerly line of said tract; thence westerly along said northerly line to its intersection with the westerly line of said Tract No. 14460; thence southwesterly along said westerly line, and its southwesterly prolongation thereof, to its intersection with the northeasterly corner of Lot No. 61 of Tract No. 12786; thence westerly along the northerly line of said tract to the point of beginning, said point being the northwesterly corner of Lot 62 of Tract No. 12786.



Area #3 All properties with that area bounded on the west by Baldwin Avenue, on the north and east by Colorado Street and on the south by the southerly tract boundaries of Tract Nos. 14940 and 15318.

### **Village**

Beginning at a point on easterly line of Michillinda Avenue, said point being the southwesterly corner of Lot 36, Tract No. 15928; thence easterly along the southerly boundary of said Tract No. 15928 and Tract No. 14428 to a point which is the northwesterly corner of Lot 12, Tract No. 15960; thence southerly along the westerly line of said Lot 12 and its prolongation thereof to its intersection with the centerline of De Anza Place; thence southerly and easterly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the centerline of Hugo Reid Drive; thence easterly along said centerline to its intersection with the centerline of Golden West Avenue; thence northwesterly along said centerline to its intersection with the centerline of Tallac Drive; thence easterly along said centerline to its intersection with the easterly line of Tract No. 13312; thence southerly along the easterly and northerly lines of Lots 11 through 19 of said tract to be northeast corner of said Lot 19; thence easterly along the easterly prolongation of said Lot 19 to its intersection with the northwesterly corner of lot 74, Tract No. 12786; thence easterly along the northerly line of said tract to the northwesterly corner of Lot 62 of said Tract No. 12786; thence southerly along the westerly line of said lot and its prolongation thereof to its intersection with the centerline of Hugo Reid Drive, thence easterly along said centerline to its intersection with the northeasterly prolongation of the easterly line of Tract 12786; thence southerly along said easterly line and also the easterly line of Tract No. 12104 to the southeast corner of Lot 129 of said Tract 12104; thence westerly along the southerly lines of Tract No. 12104, Tract 11688, and Tract No. 11932 and its westerly prolongation to its intersection with the centerline of Cortez Road; thence northerly along said centerline to its intersection with the centerline of distance a 150' more or less to a point; thence northerly to a point on the northerly line of Portola Drive, said point being 140' westerly from the northwesterly corner of Portola Drive and Cortez Road, thence northerly to the southwest corner of Lot 28, Tract 11932; thence northerly along the westerly line of said tract and its prolongation thereof to its intersection with the centerline of Balboa Drive; thence westerly along said centerline to its intersection with the centerline of Sunset Boulevard; thence northwesterly along said centerline to its intersection with the southerly prolongation of the easterly line of Michillinda Avenue; thence northerly along said easterly line to the point of beginning, said point being the southwesterly corner of Lot 36, Tract No. 15928.



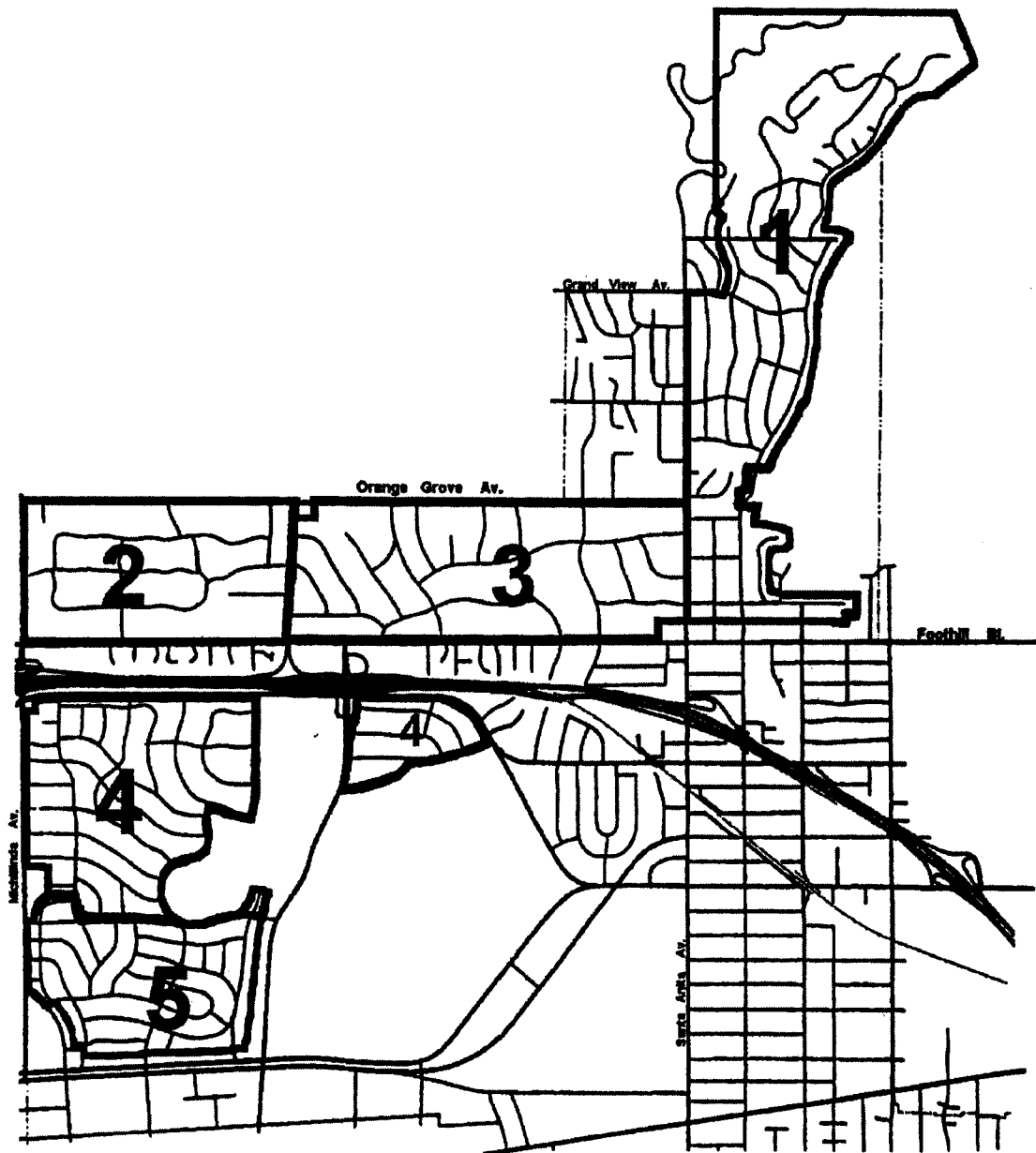
## Attachment No. '

Exhibit "A" of Resolution No. 6770,  
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Resolution No. 6770  
Exhibit "A"  
Map and Descriptions

Homeowners' Association Areas

- 1) Arcadia Highlands Homeowners' Association – "Highlands"
- 2) Rancho Santa Anita Property Owners' Association – "Upper Rancho"
- 3) Santa Anita Oaks Homeowners' Association – "Oaks"
- 4) Rancho Santa Anita Residents' Association – "Lower Rancho"
- 5) Santa Anita Village Community Association – "Village"



### **Highlands**

The area north of the commercial properties fronting on Foothill Boulevard, south of the northerly City limit, east of Santa Anita Avenue, west of the Los Angeles County Flood Control District property, extending to the east end of Sycamore Avenue.

Excluding those properties located in Tract 15073 (1500 to 1538 & 1503 to 1537 Highland Oaks Drive) and 1501 Highland Oaks Drive and 307A, 307B, 307C & 307D East Foothill Boulevard.

### **Upper Rancho**

The property bounded on the south by the centerline of Foothill Boulevard; on the west by the east line of Michillinda Avenue; on the east by the centerline of Baldwin Avenue; and on the north by the City limits.

### **Oaks**

Beginning at a point at the intersection of the centerline of Baldwin Avenue and the centerline of Orange Grove Avenue; thence easterly along the centerline of Orange Grove Avenue to its intersection with the centerline of Oak Meadow Road; thence southerly along the centerline of Oak Meadow Road to its intersection with the centerline of Hacienda Drive; thence westerly along the centerline of Hacienda Drive to its intersection with the centerline of San Carlos Road; thence southerly along the centerline of San Carlos Road to its intersection with the centerline of Foothill Boulevard; thence westerly along the centerline of Foothill Boulevard to its intersection with the centerline of Baldwin Avenue; thence northerly along the centerline of Baldwin Avenue to the point of beginning.

Beginning at a point at the intersection of the centerline of Oak Meadow Road and the centerline of Orange Grove Avenue; thence easterly along the centerline of Orange Grove Avenue to its intersection with the centerline of Santa Anita Avenue; thence southerly along the centerline of Santa Anita Avenue to its intersection with the easterly prolongation of the southerly property line of Lot No. 76 of Tract No. 11074; thence westerly along said easterly prolongation and said southerly property line to its intersection with the westerly property line of Lot No. 76 of Tract No. 11074; thence southerly along the prolongation of said westerly property line to its intersection with the centerline of Foothill Boulevard; thence westerly along the centerline of Foothill Boulevard to its intersection with the centerline of San Carlos Road; thence northerly along the centerline of San Carlos Road to its intersection with the centerline of Hacienda Drive; thence easterly along the centerline of Hacienda Drive to its intersection with the centerline of Oak Meadow Road; thence northerly along the centerline of Oak Meadow Road to the point of beginning.

ORDINANCE NO. 2021

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA ADDING A DESIGN OVERLAY (D) TO THE PROPERTIES LOCATED IN THE AREA BORDERED BY VIRGINIA AVENUE ON THE NORTH, SANTA ANITA AVENUE ON THE WEST, HIGHLAND OAKS ON THE EAST EXTENDING TO THE EAST END OF SYCAMORE AVENUE AND BORDERED BY THE COMMERCIAL PROPERTIES FRONTING ON FOOTHILL BOULEVARD ON THE SOUTH AND INCLUDING SAID AREA INTO THE HIGHLAND OAKS HOMEOWNERS ASSOCIATION AND AMENDING SECTIONS 9272.2.3 AND 9233.5 OF THE ARCADIA MUNICIPAL CODE.

WHEREAS, zone change Z-94-001 was initiated by the City Council to include the properties set forth in attached Exhibit A in the Highland Oaks Homeowners Association by adding a "D" design overlay onto the properties and amending Sections 9272.2.3 and 9233.5 of the Arcadia Municipal Code; and

WHEREAS, a public hearing was held on August 9, 1994 before the Planning Commission at which time all interested persons were given full opportunity to be heard and to present evidence, and

WHEREAS, the Planning Commission of the City of Arcadia recommended approval of subject zone change to the City Council, and

WHEREAS, the City Council conducted a public hearing concerning the zone change on September 6, 1994, and approved said zone change.

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

Section 1. That the subject properties set forth in Exhibit A are hereby reclassified into zone R-1 & D (first one-family residential with a design overlay) and shall be included in the Highland Oaks Homeowners Association, and from and after the effective date of this ordinance, said real properties shall be so zoned subject to the restrictions imposed by the provisions of the zoning and design overlay regulations of said City. The Map contained in Section 9233.5 of the Arcadia Municipal Code is hereby amended to reclassify and designate the described properties as districts in Zone R-1 & D.

Section 2. That Section 9272.2.3 be amended to read:

"9272.2.3. COMPLIANCE (RESIDENTIAL)

The following areas are subject to application of the Design overlay Zone and the regulations promulgated by City Council resolutions applicable to said areas as designated by reference to the applicable Homeowners Association. All property, residents and occupants within said areas are subject to this ordinance and Resolutions Nos. 5286, 5287, 5288, 5289, 5290 and 5818."

"4. Highland Oaks Home Owners Association.

North of the commercial properties fronting on Foothill Boulevard

South of the northerly City Limit

East of Santa Anita Avenue

West of Los Angeles County Flood Control District, extending to the east end of Sycamore Avenue,

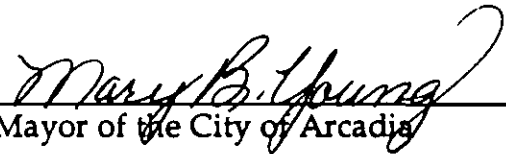
Excluding those properties located in Tract 15073 (1500 to 1538 and 1503 to 1537 Highland Oaks Drive) and 1501 Highland Oaks Drive and 307 A, B, C and D Foothill Boulevard"

Section 3. Except as amended above, the remainder of Section 9272.2.3 shall remain in full force and effect.

Section 4. The City Council finds and determines that: (1) the proposed inclusion in the Highland Oaks Homeowners Association is in compliance with Section 9272.2.5 of the Arcadia Municipal Code relating to criteria for applying the design overlays to any areas of the city not subject to design criteria and Resolution 5426 setting forth criteria pertaining to the formation of any prospective or pending homeowners' association; (2) that over 60% of the homeowners within this area signed a petition in support of joining the Highland Oaks Homeowners Association; (3) that copies of the Highland Oaks Homeowners Association's design resolution were submitted to the homeowners within the subject area; (4) that the Highland Oaks Homeowners Association's Board of Directors voted to approve this annexation which was ratified by their Association membership at their annual meeting of March 9, 1994, and (5) the requested zone change is consistent with the general plan designation and that the public health, safety, general welfare and good zoning practice justifies the proposed zone change.

Section 5. The City Clerk shall certify to the adoption of this Ordinance and shall cause a copy of the same to be published in the official newspaper of said City within fifteen (15) days after its adoption.

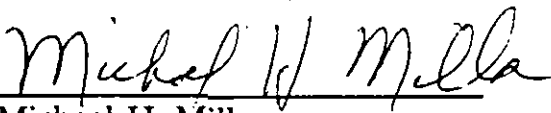
Passed, approved and adopted this 4th day of October, 1994.

  
\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

  
\_\_\_\_\_  
City Clerk of the City of Arcadia

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michael H. Miller  
City Attorney

STATE OF CALIFORNIA           )  
COUNTY OF LOS ANGELES    ) SS:  
CITY OF ARCADIA             )

I, JUNE D. ALFORD, City Clerk of the City of Arcadia, hereby certify that the foregoing Ordinance No. 2021 was passed and adopted by the City Council of the City of Arcadia, signed by the Mayor and attested to by the City Clerk at a regular meeting of said Council on the 4th day of October, 1994, and that said Ordinance was adopted by the following vote, to wit:

AYES:       Councilmember Chang, Kuhn, Lojeski, Margett and Young  
NOES:       None  
ABSENT:     None

  
\_\_\_\_\_  
City Clerk of the City of Arcadia



**EXHIBIT A - ZONE CHANGE Z-94-001**  
**ANNEXATION OF HIGHLAND OAKS HOMEOWNERS ASSOCIATION**

The proposed area to be annexed is the single family zoned properties bounded by Virginia Avenue on the north, Santa Anita on the west, Highland Oaks on the east extending to the east end of Sycamore and to the commercial properties on the south fronting on Foothill Boulevard. Excluding the properties located at 307 A, B, C, and D Foothill Boulevard, 1500 to 1538 and 1503 to 1537 Highland Oaks Drive (Tract 15073), and 1501 Highland Oaks Drive.

north and south side of Yorkshire Drive east of Santa Anita- 3-12 East  
Yorkshire Drive

east and west side of Marendale Lane east of Santa Anita- 1521-1541 and  
1520-1548 Marendale Lane

north and south side of Ontare Road east of Santa Anita- 5-85 and 4- 94  
Ontare Road

north side of Orange Grove east of Santa Anita- 5-61

north and south side of Woodland Avenue east of Santa Anita-55 and 46

north and south side of Sycamore Avenue east of Santa Anita- 135-149 and  
130-314 Sycamore

east and west side of Oakwood Drive north of Foothill- 1115-1343 and  
1112-1342 Oakwood Drive

east and west side of Highland Oaks Drive north of Foothill- 1121-1537  
and 1116-1538 Highland Oaks Drive

east and west side of Oakglen Avenue north of Sycamore- 1201-1291 and  
1200-1292 Oakglen Avenue

west side of Oakhaven Road north of Sycamore-1209-1223 Oakhaven Road

east and west side of Oakhaven Lane north of Sycamore-1235-1261 and  
1240-1300 Oakhaven Lane

RESOLUTION NO. 5818

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA AMENDING SECTION 1 OF RESOLUTION 5289 RELATING TO REGULATIONS APPLICABLE TO REAL PROPERTY IN THE HIGHLAND OAKS "D" ARCHITECTURAL DESIGN ZONE AREA.

THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY DETERMINE AND RESOLVE AS FOLLOWS:

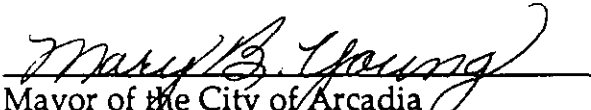
Section 1. That the City Council amends Section 1 of Resolution 5289 to read as follows:

"Section 1. That the City Council hereby refers to and adopts Exhibit A attached hereto pursuant to Ordinance 2021 for the property set forth in Ordinance 2021, to implement the regulations applicable to the real property within the Highland Oaks Home Owners Association "D" Architectural Design Zone area. The Architectural Review and Area Planning Committee is established and is hereinafter referred to as the "Committee".

Section 2. That the City Council finds and determines that the public health, safety and general welfare of the community require the adoption of this Resolution.

Section 3. The City Clerk shall certify to the adoption of this Resolution.

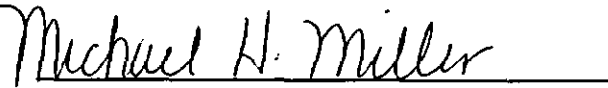
Passed, approved and adopted this 20th day of September, 1994.

  
Mayor of the City of Arcadia

ATTEST:

  
City Clerk of the City of Arcadia

APPROVED AS TO FORM:

  
Michael H. Miller  
City Attorney

**RESOLUTION 5818**  
**EXHIBIT A**

**Boundaries for the Highland Oaks Homeowners Association**

The area north of the commercial properties fronting on Foothill Boulevard, south of the northerly City Limit, east of Santa Anita Avenue, west of the Los Angeles County Flood Control District, extending to the east end of Sycamore Avenue.

Excluding those properties located in Tract 15073 (1500 to 1538 and 1503 to 1537 Highland Oaks Drive) and 1501 Highland Oaks Drive and 307 A, B, C and D Foothill Boulevard"

Resolution No. 5289  
EXHIBIT A

That property bounded on the south by the southern boundaries of the Highland Oaks School, Lot 59 of Tract No. 16920 and Lot 83 of Tract No. 15285; on the west by the centerline of Santa Anita Avenue and the City Limits; on the north by the City limits; and on the east by the Los Angeles County Flood Control Channel.



# STAFF REPORT

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Public Works Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Tom Tait, Public Works Services Director  
By: Eddie Chan, P.E., Principal Civil Engineer

**SUBJECT:** RESOLUTION NO. 7369 ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2021-22 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017  
**Recommendation: Adopt**

## **SUMMARY**

On April 28, 2017, the Governor signed Senate Bill ("SB") 1, which is known as the Road Repair and Accountability Act of 2017. SB 1 was enacted to address funding deficiencies for municipalities to perform routine maintenance and rehabilitation and to address safety concerns on local streets and roads. In November 2017, the City started receiving Road Maintenance and Rehabilitation Account ("RMRA") funding. In order for the City to continue to receive this funding, the City must identify specific projects and show proof that the funds are budgeted in the City's Fiscal Year 2021-22 Capital Improvement Program ("CIP").

It is recommended that the City Council adopt Resolution No. 7369 adopting a list of projects for Fiscal Year 2021-22 Funded by SB 1: The Road Repair and Accountability Act of 2017. The estimated total amount of RMRA funding that will be included in the Fiscal Year 2021-22 CIP for street and road repairs is \$1,100,000.

## **BACKGROUND**

On April 28, 2017, Governor Jerry Brown signed SB 1 to address road maintenance, rehabilitation, and critical safety projects on local streets and roads. SB 1 is funded through an increase in gasoline fuel excise taxes, diesel fuel sales taxes, and vehicle registration fees. A percentage of the new RMRA funding has been apportioned by formula to eligible cities and counties to enhance existing Street Maintenance of Effort ("MOE") levels. The MOE for each City was established by the State Controller's Office and is based on the average money spent on local-street and road projects during Fiscal Years 2012-13, 2013-14, and 2014-15.

In order to receive RMRA funding, the City must continue to budget and spend the amount of discretionary funds on street improvement projects based on the three-year average. The idea behind this is for cities to continue current funding levels to improve streets and roads and enhance this effort with the additional RMRA funding.

The City of Arcadia's three-year average MOE is \$2,015,411. It is estimated that the City of Arcadia will receive approximately \$1,151,006 in RMRA funding in Fiscal Year 2021-22. Each year, the City must allocate the three-year MOE average towards street and road projects in order to continue to receive RMRA Funding. It is important to note that while other transportation funds including Measure R, Measure M, and Highway Users Tax Act ("HUTA") may be used for street maintenance and rehabilitation, such funds may not be used to meet the MOE three-year average requirement.

The following projects are included in the City's Fiscal Year 2021-22 budget and go toward the \$2,015,411 MOE requirement:

- Annual Slurry Seal Program
- Pavement Rehabilitation Program
- Miscellaneous Traffic Signal Improvements
- Arterial Concrete Rehab Project – Live Oak Ave
- Sidewalk Accessibility/ADA Ramp Improvement
- Arterial Pavement Rehabilitation – First Avenue & Santa Clara Street

RMRA funds can only be used for projects that include road maintenance and rehabilitation, road safety projects, railroad grade separations, traffic control devices, and complete street components, including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and storm water capture projects.

## **DISCUSSION**

Prior to receiving an apportionment of RMRA funds, the City must annually submit a list of proposed projects that will utilize RMRA funds in the following Fiscal Year to the California Transportation Commission ("CTC"). Subsequently, the proposed projects must be approved and adopted as part of the City's operating or CIP budgets or amended into the budget. The project that will be proposed to be submitted to the CTC is included in the City's Fiscal Year 2021-22 Capital Improvement Program. The following project is proposed to receive RMRA funding:

**Fiscal Year 2021-22 Pavement Rehabilitation Program** - The project will resurface approximately 1.5 miles of City roadways with rubberized asphalt. Roadway segments include Elevado Avenue (from Grand View Avenue to Virginia Drive), Ontare Road (from Santa Anita Avenue to End of Cul De Sac), Old Ranch Road (from Colorado Street to Vaquero Road), El Monte Avenue (from Campus Road to Duarte Road), and Wistaria Avenue (from Holly Avenue to El Monte Avenue). Other repair items to be included in the



proposed project schedule are localized asphalt concrete dig-out repairs and minor repairs to concrete curbs and gutters, sidewalks, and cross gutters.

### **ENVIRONMENTAL ANALYSIS**

The proposed action of approving a budget item does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA. CEQA will be reviewed, as appropriate, for each item listed in the proposed resolution when those plans are effectuated.

### **FISCAL IMPACT**

The total amount of RMRA funding that will be included in the Fiscal Year 2021-22 Capital Improvement Program for street and road repairs is \$1,100,000. It has been estimated that the City of Arcadia will receive approximately \$1,151,006 in funds from RMRA; any extra funds unused in the coming Fiscal Year can be carried over and used in the following year(s).

### **RECOMMENDATION**

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7369 adopting a list of projects for Fiscal Year 2021-22 Funded by SB 1: The Road Repair and Accountability Act of 2017.

Approved:

  
Dominic Lazzaretto  
City Manager

Attachment: Resolution No. 7369

RESOLUTION NO. 7369

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA,  
CALIFORNIA, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR  
2021-22 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY  
ACT OF 2017

WHEREAS, Senate Bill 1 ("SB1"), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017), was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Arcadia are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Arcadia must include in the City budget a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account ("RMRA") created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, SB 1 requires that all projects proposed to receive funding shall be adopted by resolution by the City Council at a regular public meeting; and

WHEREAS, the City of Arcadia, will receive an estimated \$1,151,006 in RMRA funding in Fiscal Year 2021-22 from SB 1; and

WHEREAS, this is the fifth year in which the City of Arcadia is receiving SB 1 funding and such funding will enable the City of Arcadia to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing

aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Arcadia has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Arcadia used a Pavement Management Plan to develop the SB 1 project list to ensure revenues are being used on high priority and cost effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Arcadia maintain and rehabilitate streets/roads throughout the City of Arcadia this year and continue similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Road Needs Assessment found that the City of Arcadia streets and roads are in a "Lower Risk" condition, and this revenue will help us increase the overall quality of our road system, and over the next decade will bring our streets and roads into a "Good" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits Statewide.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The City Manager of the City of Arcadia, or his designee, is hereby authorized to submit an application to the California Transportation Commission ("CTC")

for any and all funds that may become available to the City from RMRA.

SECTION 3. The following projects being proposed for City Council approval will utilize the Fiscal Year 2021-22 Road Maintenance and Rehabilitation Account revenues.

1. **Fiscal Year 2021-22 Pavement Rehabilitation Program:** The project is to be adopted into the City's Fiscal Year 2021-22 Capital Improvement Program.

a. **Anticipated Funding Sources:** RMRA fund \$1,100,00

b. **Project Description:** This project will resurface approximately 1.5 miles of City roadways with rubberized asphalt. Work includes pavement rehabilitation/reconstruction to extend the roadway service life. Other repair items to be included in the scope of work are localized AC dig-out repairs and minor repairs to concrete curb and gutter, sidewalk, and cross gutters. All striping and pavement markers will be installed upon completion of the paving.

c. **Project Location:**

- Elevado Avenue (from Grand View Avenue to Virginia Drive)
- Ontare Road (from Santa Anita Avenue to End of Cul De Sac)
- Old Ranch Road (from Colorado Street to Vaquero Road)
- El Monte Avenue (from Campus Road to Duarte Road)
- Wistaria Avenue (from Holly Avenue to El Monte Avenue)

d. **Proposed Schedule:**

- Start construction in Summer 2022
- Complete construction in the Winter 2022

e. **Estimated Useful Life:** 20 years.

SECTION 4. The adoption of this Resolution constitutes the approval of the foregoing projects to be submitted to the California Transportation Commission.

SECTION 5. The City Manager, or his designee, is hereby authorized to execute all documents necessary to implement and secure any and all funds that may become available to the City from RMRA.

SECTION 6. The City Clerk shall certify to the adoption of this Resolution.

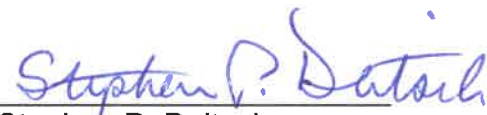
Passed, approved, and adopted this 15th day of June, 2021.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney



# STAFF REPORT

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Administrative Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Hue C. Quach, Administrative Services Director  
Henry Chen, Financial Services Manager/Treasurer

**SUBJECT:** RESOLUTION NO. 7371 ESTABLISHING AN APPROPRIATION LIMIT FOR FISCAL YEAR 2021-22 PURSUANT TO ARTICLE XIII-B OF THE CALIFORNIA CONSTITUTION

**Recommendation: Adopt**

## **SUMMARY**

Article XIII-B of the State Constitution imposes a limit ("the GANN Limit") on tax proceeds that can be appropriated for expenditures in any given fiscal year. Section 7910 requires the City of Arcadia ("City") to establish the Limit by resolution. As calculated, the City's expenditures subject to the limit are \$57,140,160 versus a limit of \$100,980,870, meaning that the City is under the GANN Limit by \$43,840,710. It is recommended that the City Council adopt Resolution No. 7371 establishing the annual adjustment factors and the resultant GANN Limit for Fiscal Year 2021-22.

## **DISCUSSION**

In November 1979, the voters of the State of California approved Proposition 4, commonly known as the GANN Initiative. This proposition created Article XIII-B of the State Constitution placing limits on the amount of revenue that can be spent by any city government. Each government was allocated a base year Limit, which is adjusted annually for inflation and population growth. The law also requires an annual review of the Limit calculation.

Certain revenues do not count toward the annual GANN Limit. For instance, the expenditure of tax proceeds on voter-approved debt and the costs of complying with Court orders and Federal mandates are not accounted as they are restricted for certain purposes. Similarly, if the State specifies that funds transmitted to cities are restricted in their use (e.g., State Gas Tax), they are excluded in the calculation of the City's GANN Limit.

To measure inflation, each City may choose the greater of the growth in the California Per Capita Income or the growth in the non-residential assessed valuation due to new construction within the City. At the present time, the data necessary to calculate the increase in the non-residential assessed valuation is not available from the Los Angeles



County Assessor. Thus, the change of California Per Capita Income at 5.73% has been used as the inflationary adjustment factor in the calculation of the Appropriation Limit.

The second factor for calculating the Limit is the change in population. Cities may choose the greater of the population growth within the County of Los Angeles (County) or the City. In the County, the population growth rate was -0.89%; the City's population growth rate was -0.28% in 2021. As a result, the City has chosen to use the City's growth factor for the Fiscal Year 2021-22 GANN Limit calculation.

The attached Exhibits "A", "A-1", "B", "C", "C-1", and "D", demonstrate the City's compliance with Article XIII-B of the State Constitution for the Fiscal Year ending June 30, 2022. As calculated, the City's Proceeds of Taxes Before Exclusions is established at \$57,640,260 (Exhibit "C"), and the Fiscal Year 2021-22 Appropriation Limit is \$100,980,870 (Exhibit "A"). Exhibit "B" shows that the City of Arcadia is under the Appropriation Limit by \$43,840,710.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

### **FISCAL IMPACT**

The GANN Limit for the City of Arcadia in Fiscal Year 2021-22 is established at \$100,980,870. The appropriations subjected to the limit in the annual budget are \$57,140,160, which are well within the GANN Limit. Therefore, the City may fully expend all funds appropriated in the Fiscal Year 2021-22 Operating Budget and has room for additional appropriations during the year as necessary.

### **RECOMMENDATION**

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7371 establishing an Appropriation Limit of \$100,980,870 for Fiscal Year 2021-22 pursuant to Article III-B of the California Constitution.

Approved:



Dominic Lazzaretto  
City Manager

Attachments: Exhibit "A" - Appropriation Limit for Fiscal Year 2021-22  
Exhibit "A-1" - Population/Inflationary Adjustment

Resolution No. 7371 Establishing an Appropriation Limit for  
Fiscal Year 2021-22  
June 15, 2021  
Page 3 of 3

Exhibit "B" - Appropriations Subject to Limitation  
Exhibit "C" - Calculation of Proceeds  
Exhibit "C-1"- Interest Earnings produced by Taxes  
Exhibit "D" - Exclusions  
Resolution No. 7371

## EXHIBIT A

### CITY OF ARCADIA APPROPRIATIONS LIMIT FISCAL YEAR 2021-2022

		<u>AMOUNT</u>
A. LAST YEAR'S LIMIT (2020-2021)		\$ 95,780,015
B. ADJUSTMENT FACTORS:		
CITY OF ARCADIA POPULATION GROWTH	0.9972	
PER CAPITA COST OF LIVING CHANGE AS A RATIO	<u>1.0573</u>	
TOTAL ADJUSTMENT	<u>1.0543</u>	
C. ANNUAL ADJUSTMENT		<u>5,200,855</u>
D. FISCAL 2021-2022 LIMIT		<u><u>\$ 100,980,870</u></u>

**EXHIBIT A-1**

**CITY OF ARCADIA  
POPULATION/COST OF LIVING ADJUSTMENT  
FISCAL YEAR 2021-2022**

	<b><u>AMOUNT</u></b>
PERCENTAGE CHANGE IN PER CAPITA PERSONAL INCOME	5.73%
POPULATION GROWTH - LOS ANGELES COUNTY	-0.89%
POPULATION GROWTH - CITY OF ARCADIA	-0.28%

SOURCE: DEPARTMENT OF FINANCE, STATE OF CALIFORNIA

**EXHIBIT B**

**CITY OF ARCADIA  
APPROPRIATIONS SUBJECT TO LIMITATION  
FISCAL YEAR 2021-2022**

	<u>AMOUNT</u>	<u>SOURCE</u>
A. PROCEEDS OF TAXES GRAND TOTAL	\$ 57,640,260	EXHIBIT C
B. EXCLUSIONS (MEDICARE TAX)	<u>(500,100)</u>	EXHIBIT D
C. APPROPRIATIONS SUBJECT TO LIMITATION	\$ 57,140,160	
D. FISCAL 2020-21 LIMIT	<u>100,980,870</u>	EXHIBIT A
E. OVER/(UNDER) LIMIT	<u><u>\$(43,840,710)</u></u>	

**EXHIBIT C****CITY OF ARCADIA  
CALCULATIONS OF PROCEEDS  
FISCAL YEAR 2021-2022**

<b>REVENUE</b>	<b>PROCEEDS OF TAXES</b>	<b>NON PROCEEDS OF TAXES</b>	<b>TOTAL</b>
Property Tax	\$17,896,500	\$ -	\$17,896,500
Public Safety Augmentation	505,500	-	505,500
Sales & Use Tax	18,796,700	-	18,796,700
Transient Occupancy Tax	2,857,700	-	2,857,700
Property Transfer Tax	408,100	-	408,100
Utility Users Tax	7,251,100	-	7,251,100
Business License Tax	1,180,000	50,000	1,230,000
<b>TOTAL TAXES</b>	<b>\$48,895,600</b>	<b>\$ 50,000</b>	<b>\$48,945,600</b>
<b>FROM STATE</b>			
Motor Vehicle In Lieu	\$ 8,246,700	\$ -	\$ 8,246,700
Gasoline Tax	-	1,459,300	1,459,300
Road Maint./Rehabilitation (SB1)	-	1,151,000	1,151,000
Homeowner's Exemption	79,100	-	79,100
POST	-	10,000	10,000
SB 90 Reimbursements	10,000	-	10,000
<b>TOTAL FROM STATE</b>	<b>\$ 8,335,800</b>	<b>\$ 2,620,300</b>	<b>\$10,956,100</b>
<b>OTHER GOVERNMENTS</b>			
Community Development (CDBG)	\$ -	\$ 301,500	\$ 301,500
Citizens Options for Public Safety	-	150,000	150,000
Homeland Security	-	-	-
OTS Grant	-	96,500	96,500
Other (PROP A&C) Taxes	-	2,113,700	2,113,700
Prop A Park Maint. & Services	-	-	-
Measure R	-	718,800	718,800
Measure M	-	814,600	814,600
Used Oil Grant	-	15,500	15,500
Beverage Container Recycling Grant	-	14,500	14,500
AQMD (AB2766)	-	74,000	74,000
<b>TOTAL OTHER GOVERNMENTS</b>	<b>\$ -</b>	<b>\$ 4,299,100</b>	<b>\$ 4,299,100</b>



**EXHIBIT C**

**CITY OF ARCADIA  
CALCULATIONS OF PROCEEDS  
FISCAL YEAR 2021-2022**

<b>REVENUE</b>	<b>PROCEEDS OF TAXES</b>	<b>NON PROCEEDS OF TAXES</b>	<b>TOTAL</b>
LOCALLY RAISED			
LICENSES AND PERMITS			
Franchise Fee	\$ -	\$ 965,800	\$ 965,800
Parking Permits	-	598,400	598,400
Plan Check Fees	-	830,000	830,000
Building Permits	-	1,100,000	1,100,000
Mechanical, Electrical & Plumbing Permits	-	375,000	375,000
Home Occupation Permits	-	8,300	8,300
Miscellaneous Permits	-	5,500	5,500
Planning Applications	-	200,000	200,000
Fire Plan Check	-	150,000	150,000
Engineering Permit Fees	-	130,000	130,000
Fire Code Permits	-	130,000	130,000
Fire Permit Inspections	-	60,000	60,000
Off-site Improvement	-	15,000	15,000
Water Efficient Landscape	-	90,000	90,000
Technology Fee	-	90,000	90,000
Unoccupied Residences	-	130,000	130,000
Storm Water Plan Check Fees	-	18,000	18,000
SB1473 building Permit	-	300	300
PEG	-	80,000	80,000
Charges for Current Service	-	3,371,400	3,371,400
Recreation Activities	-	1,088,800	1,088,800
Library Charges	-	87,500	87,500
Rent & Royalty	-	1,224,600	1,224,600
Transportation Impact fees	-	300,000	300,000
Solid Waste Assessments	-	550,000	550,000
Park/Dwelling Unit Fees	-	1,200,000	1,200,000
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ -</b>	<b>\$ 12,798,600</b>	<b>\$ 12,798,600</b>

**EXHIBIT C**

**CITY OF ARCADIA  
CALCULATIONS OF PROCEEDS  
FISCAL YEAR 2021-2022**

<b>REVENUE</b>	<b>PROCEEDS OF TAXES</b>	<b>NON PROCEEDS OF TAXES</b>	<b>TOTAL</b>
<b>FINES &amp; PENALTIES</b>			
Miscellaneous Fines	\$ -	\$ 25,000	\$ 25,000
Parking Citations	-	360,000	360,000
Code Violations	-	30,000	30,000
Fire Citations	-	500	500
<b>TOTAL FINES &amp; PENALTIES</b>	<b>\$ -</b>	<b>\$ 415,500</b>	<b>\$ 415,500</b>
<b>OTHER REVENUE</b>			
Parimutual Receipts	\$ 315,000	\$ -	\$ 315,000
Admin. O/H Transit	-	125,600	125,600
Admin. O/H Water	-	1,355,800	1,355,800
Admin. O/H Sewer	-	256,300	256,300
Admin. O/H Lighting District	-	109,400	109,400
Admin. O/H Redevelopment	-	4,200	4,200
Court Appearances	-	5,000	5,000
Waste Management Admin. Fees	-	127,000	127,000
<b>TOTAL OTHER REVENUE</b>	<b>\$ 315,000</b>	<b>\$ 1,983,300</b>	<b>\$ 2,298,300</b>
<b>Total Estimated Revenues</b>			
Before Revenue from Use of Money	\$57,546,400	\$ 22,166,800	\$79,713,200
<b>Revenue Earned from Use of Money</b>			
Earned on Non-Proceeds of Taxes: Funds 104, 107, 112, 114, 118 142, 151, 153, 155, 156, 157, 161, 165	\$ -	\$ 176,000	\$ 176,000
Proceeds of Taxes: Fund 302	-	-	-
General Fund	93,860	36,140	130,000
<b>TOTAL REVENUE EARNED FROM USE OF MONEY</b>	<b>\$ 93,860</b>	<b>\$ 212,140</b>	<b>\$ 306,000</b>
<b>GRAND TOTAL</b>	<b>\$57,640,260</b>	<b>\$ 22,378,940</b>	<b>\$80,019,200</b>

**EXHIBIT C-1**

**CITY OF ARCADIA  
INTEREST EARNINGS PRODUCED BY TAXES  
FISCAL YEAR 2021-2022**

		<b>AMOUNT</b>
PROCEEDS OF TAXES (EXCLUDING INTEREST)		\$ 57,546,400
TOTAL REVENUE (EXCLUDING INTEREST)		\$ 79,713,200
PERCENT APPLICABLE TO PROCEEDS OF TAXES		72.20%
TOTAL INTEREST BUDGETED FOR GENERAL FUND		\$ 130,000
INTEREST APPLICABLE TO PROCEEDS OF TAXES	72.20%	\$ 93,860
INTEREST APPLICABLE TO NON-PROCEEDS OF TAXES	27.80%	\$ 36,140
INTEREST DIRECTLY IDENTIFIED TO THE FUNDS WHICH REVENUES ARE IDENTIFIED AS NON PROCEEDS OF TAXES - FUND 104, 107, 112, 114, 118, 142, 151, 153, 155, 156, 157, 161, 165		\$ 176,000
INTEREST DIRECTLY IDENTIFIED TO FUNDS WHICH REVENUES ARE IDENTIFIED AS PROCEEDS OF TAXES - FUND 302		\$ -

**EXHIBIT D**

**CITY OF ARCADIA  
EXCLUSIONS  
FISCAL YEAR 2021-2022**

**FEDERAL MANDATED COSTS:**

MEDICARE TAX	\$	500,100
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RESOLUTION NO. 7371

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ARCADIA, CALIFORNIA, ESTABLISHING AN  
APPROPRIATION LIMIT FOR FISCAL YEAR 2021-22  
PURSUANT TO ARTICLE XIII-B OF THE CALIFORNIA  
CONSTITUTION

WHEREAS, Article XIII-B of the Constitution of the State of California imposes restriction upon California governmental agencies to limit their annual appropriations to the appropriations in fiscal year 1978-79, adjusted for the subsequent inflation and population changes; and

WHEREAS, effective for years beginning on or after July 1, 1990, under Section 1.5 of Article XIII-B, the annual calculation of the appropriations limit is subject to a limited review in connection with the annual audit; and

WHEREAS, the City of Arcadia may use as its inflation factor either the annual percentage change in California per capital personal income or the percentage change in its local assessment roll from the preceding year due to the change of local nonresidential construction. The City of Arcadia has opted to use, as the inflation adjustment factor, the percentage change in California per capita personal income in lieu of the growth in the non-residential assessed valuation; and

WHEREAS, the City of Arcadia may use as its population factor either the annual percentage change of the City's own population or the annual percentage change in population of the Los Angeles County. The City of Arcadia has opted to use, as the population adjustment factor, the change in the population of the City; and

WHEREAS, pursuant to Article XIII-B of the California Constitution, the City is required to set its appropriation limit for each fiscal year and has made available to the public the documentation used in the determination of said appropriation limit.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The appropriation limit for Fiscal Year 2021-22 for the City of Arcadia shall be and is hereby set in the amount of \$100,980,870.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

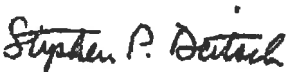
Passed, approved, and adopted this 15th day of June 2021.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney





# STAFF REPORT

## Development Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Jason Kruckeberg, Assistant City Manager/Development Services Director  
By: Tim Schwehr, Senior Economic Development Analyst

**SUBJECT:** RESOLUTION NO. 7374 APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM FOR FISCAL YEAR 2021-22; IDENTIFYING PROPOSED ACTIVITIES FOR USE OF \$466,175 IN PLHA FUNDING; AND AUTHORIZING THE MAYOR, OR DESIGNEE, TO SIGN A REIMBURSABLE CONTRACT WITH THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY (LACDA)

**Recommendation: Adopt**

### **SUMMARY**

In Fiscal Year 2020-21, the City of Arcadia received \$182,505 in Permanent Local Housing Allocation ("PLHA") Program funding as part of the SB 2 legislation signed into law in 2017. However, due to delays at the County and State levels, this funding was not released in time to be used in Fiscal Year 2020-21 and it has been rolled over into the upcoming Fiscal Year. The City of Arcadia is estimated to receive \$283,670 in additional PLHA funding for Fiscal Year 2021-22 for a combined total of \$466,175 in funding from both years. To make these funds eligible for use, the City is required to adopt an annual Resolution for participation in the Los Angeles Urban County PLHA Program and identify the activities to be funded.

It is recommended that the City Council adopt Resolution No. 7374 approving participation in the Los Angeles Urban County Permanent Local Housing Allocation Program for Fiscal Year 2021-22; identifying \$466,175 in PLHA funding to be used for assisting persons in Arcadia who are experiencing or are at risk of homelessness, and/or activities related to the construction or preservation of affordable housing in the City; and authorizing the Mayor, or designee, to sign a reimbursable contract with the Los Angeles County Development Authority ("LACDA").

### **BACKGROUND**

The PLHA is an SB 2 funded program that began in Fiscal Year 2020-21. It is designed to provide an ongoing annual source of funding through State Property Transfer Fees.

Funds can be used for construction of affordable housing, programs to assist persons who are experiencing or at risk of homelessness, or other housing-related assistance programs for low-to-moderate income households. Similar to the Community Development Block Grant program for non-entitlement cities, the PLHA funding is first allocated to a regional entity, in this case the Los Angeles County Development Authority (“LACDA”). The funding is then distributed to individual participating cities according to an allocation formula. Under the provisions of SB 2, Arcadia will receive a similar allocation amount on an annual basis over a five-year period. Unexpended program funds may be carried over from year to year.

On October 6, 2020, the City adopted Resolution No. 7336 approving participation in the Los Angeles Urban County PLHA Program for Fiscal Year 2020-21 with a PLHA funding allocation amount of \$182,505. The City identified this funding to be used towards programs to assist persons in Arcadia who are experiencing or at risk of homelessness. It was originally anticipated to be available for use beginning in January 2021; however, due to delays at the County and State levels, the City was informed in early 2021 that all Fiscal Year 2020-21 PLHA funding would be rolled over to the following year. For the upcoming fiscal year, the City of Arcadia is eligible to receive an additional \$283,670 in PLHA funds.

On May 13, 2021, the LACDA issued a bulletin requesting that each participating city adopt and submit a resolution to them by June 30, 2021, specifying participation in the program and the activities to be funded with the combined Year 1 and Year 2 funds, which for Arcadia total \$466,175. After receiving resolutions from each participating city, the LACDA will assemble and submit a final package of all its partner city PLHA activities to the State for final approval and funding distribution. It is anticipated that these funds will be received and available to use beginning in the fall of 2021. A copy of the May 13, 2021, LACDA bulletin with additional details on PLHA funding and eligible activities is included as Attachment No. 2.

## **DISCUSSION**

The SB 2 legislation relating to PLHA funds specifies different eligible activities that these funds can be used to finance. These activities can be broadly categorized as follows:

1. Activities related to the construction or preservation of affordable housing or supportive housing;
2. Homelessness services and prevention programs;
3. Accessibility modifications for lower-income, owner-occupied housing; and
4. Programs that expand homeownership opportunities, including but not limited to down-payment assistance programs.

Of the activities eligible to be funded by the PLHA program, it is recommended that the City combine the \$182,505 in PLHA funds carried over from Fiscal Year 2020-21 with the \$283,670 in Fiscal Year 2021-22 PLHA funds to allocate toward:

1. Assisting persons in the City who are experiencing or at risk of homelessness;  
and
2. Activities related to the construction or preservation of affordable housing.

With regard to activities assisting homeless individuals, the Recreation and Community Services Department was awarded a number of grants in 2020 for specific activities related to homelessness. Continuing to designate PLHA funds towards homelessness assistance and prevention would allow the City to supplement these or other homelessness programs in the coming year, including potentially extending one or more programs beyond the life of the current grants. Any unspent homelessness assistance funding is eligible to be carried over into Fiscal Year 2022-23.

It is further recommended that the City designate all available PLHA funds toward activities related to the construction or preservation of affordable housing. Specifically, it is recommended that the City begin accumulating funds over several years to use towards a future affordable housing development project in the City. There is also the potential to leverage accumulated PLHA funds with a matching grant either through the City's partnership with the San Gabriel Valley Regional Housing Trust or another affordable housing entity.

Keeping the use of these funds flexible for both of the above-mentioned uses provides the City the ability to direct funds towards the most important and timely use related to affordable housing and homeless services, which is the focus of the funds. Because the decision on the use of PLHA funds is made on an annual basis, there is also flexibility to choose a different use of the accumulated PLHA funds in future years as the City Council desires.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

### **FISCAL IMPACT**

The PLHA Program is a SB 2 funded program that provides an ongoing annual source of funding through State Property Transfer Fees. The City will receive \$466,175 through the PLHA Program over these first two fiscal years of the Program. No additional funding is required to participate in the program. Participation will result in either no fiscal impact

to the City, or a small net-positive impact if PLHA funds are used in place of other existing funding sources.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project and is, therefore, exempt under the California Environmental Quality Act (“CEQA”); and adopt Resolution No. 7374 approving participation in the Los Angeles Urban County Permanent Local Housing Allocation Program (PLHA) for Fiscal Year 2021-22; identifying \$466,175 in PLHA funding to be used for assisting persons in Arcadia who are experiencing or are at risk of homelessness, and/or activities related to the construction or preservation of affordable housing in the City; and authorizing the Mayor, or designee, to sign a reimbursable contract with the Los Angeles County Development Authority (LACDA).

Approved:

  
Dominic Lazzaretto  
City Manager

Attachment No. 1: Resolution No. 7374  
Attachment No. 2: May 13, 2021 LACDA Bulletin  
Attachment No. 3: PLHA Proposed Activities Form

RESOLUTION NO. 7374

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM FOR FISCAL YEAR 2021-22; IDENTIFYING PROPOSED ACTIVITIES FOR USE OF \$466,175 IN PLHA FUNDING; AND AUTHORIZING THE MAYOR, OR DESIGNEE, TO SIGN A REIMBURSABLE CONTRACT WITH THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY (LACDA)

WHEREAS, the City of Arcadia desires to participate in the Los Angeles Urban County Permanent Local Housing Allocation ("PLHA") Program; and

WHEREAS, the City intends to authorize the execution of a contract with the County of Los Angeles in order to receive said PLHA funds;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council approves using \$466,175 in PLHA funds for the activity of assisting persons in Arcadia who are experiencing or are at risk of homelessness, and/or activities related to the construction or preservation of affordable housing in the City.

SECTION 2. The City Council authorizes the Mayor, or his/her designee, to execute any and all documents, including a contract, necessary for participation in the Los Angeles Urban County PLHA Program on behalf of the City of Arcadia.

SECTION 3. The City Council determines that the proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.


Passed, approved and adopted this 15th day of June, 2021.

\_\_\_\_\_  
Mayor of the City of Arcadia

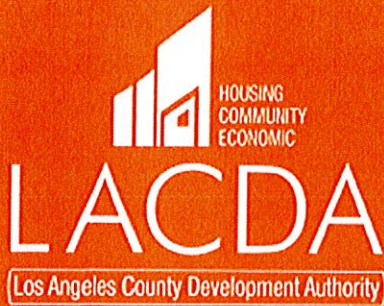
ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney





# GMU BULLETIN

700 West Main Street, Alhambra, CA 91801

NUMBER: **21-0004**

SUBJECT: **2020 PROGRAM ALLOCATIONS, YEAR 2 FOR THE  
PERMANENT LOCAL HOUSING ALLOCATION (PLHA)  
PROGRAM FOR URBAN COUNTY PARTICIPATING  
CITIES**

DATE: **MAY 13, 2021**

EFFECTIVE DATE: **IMMEDIATELY**

PAGE **1** OF **2**

## TO: PARTICIPATING CITIES

The Los Angeles County Development Authority (LACDA) would like to inform our Partner Cities about the status of the Permanent Local Housing Allocation (PLHA) Program funding for Year 1 and the Notice of Funding Availability (NOFA) released for Year 2. As some of you may know, the State was initially delayed in starting Year 1 (2019 Allocation) of this new program and is now trying to get on a schedule. The Year 1 Allocation for the PLHA Program is now being followed quickly by the Year 2 Allocation (2020 Allocation). The program year for the PLHA Program will begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

The initial PLHA application for Year 1, which was submitted to the State on July 27, 2020 requested that 100% of the funding be dedicated to Eviction Defense activities (see attachment B for Eligible Activities). Because we were still learning about the legislation and this new program, and we had a short time frame to submit the application to the State it was determined that Eviction Defense would be the best activity to request funds for; Rental Assistance was critically needed this past year, and still is for many households in Los Angeles County. We knew that we would submit an amendment to the State-approved PLHA Plan to include activities for the cities that would support other housing efforts.

Last fall, in October 2020 the California State Department of Housing and Community Development (HCD) determined that the PLHA Program funding for Year 1 would be approved and awarded a grant to the County for funding activities under PLHA Program Eligible Activity 301(a)(6). All funds (with the exception of the administrative allocation) would be directed to Eviction Defense activities. At the time, the HCD informed us that funding for other eligible activities would require an amendment to the PLHA Program Five (5) Year Plan.

During the months of November and December, we inquired from cities what activities they would like to implement with the PLHA funding. In January 2021, the LACDA received approval of the original PLHA Five (5) Year Plan and was issued a Standard Agreement from the State. The Board of Supervisors approved and adopted the Amended Plan on February 9, 2021, which was submitted to PLHA State officials. However, because the timing was so close to the release of the NOFA for Year 2 of the PLHA Program they would review the amendment together with our application for Year 2 of the PLHA Program.



The NOFA for Year 2 of the PLHA Program has been released. The LACDA, on behalf of the County, will apply for its annual allocation. This allocation includes funding for the LACDA to administer the program and for the Urban County Participating Cities to implement affordable housing programs. Cities that are partners of the County through the Urban County Cooperation Agreement will be able to access their allocations for this housing program through the LACDA. We have been informed that the County will receive an allocation of **\$17,136,476** for Year 2 of this program. Attachment A indicates in more detail how the allocation is distributed.

Cities should consider the proposed activity they would like to fund (Attachment B) for Year 2 of this program. Funding will not be released for the City PLHA funded activities until the State approves our amendment.

We have already learned that there will be some changes to the PLHA eligible activities and Partner Cities will have the option to reconsider their activity or designate their funding to a local or Regional Housing Trust. Any unused funding will be rolled over to the following calendar year and can be designated to the Eligible Activity.

Cities should utilize the grant funds for eligible activities and identify them, using the enclosed form "Proposed Program for the State Permanent Local Housing Allocation Program" (Attachment C). **This form should be completed and submitted to the LACDA, along with a Resolution (Sample Resolution enclosed, Attachment D) indicating City Council approval by no later than June 30, 2021.**

Given the unique set of circumstances that we continue to find ourselves in this year, we can only convey the information we have to date. The County and its' Partner Cities should be prepared to begin implementing these programs by July 1, 2021. We will communicate closely with cities and keep you apprised of information and the schedule regarding this program as soon as we receive information from the State.

Please be aware that the County cannot issue PLHA funding until we receive funding from the State. You may contact Jenny Salazar, PLHA Specialist, at 626.586.1533 or [jenny.salazar@lacda.org](mailto:jenny.salazar@lacda.org), should you need assistance in this matter or have any questions related to the PLHA Program.

Sincerely,



LINDA JENKINS, Acting Director  
Community & Economic Development Division

LJ:HR:ob  
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Attachments

Attachment A						
Permanent Local Housing Allocation 2020				Total Urban County Entitlement		\$17,136,461
				Less Administration (5%)		(\$856,823)
				Total 2021-2022 to be Allocated		\$16,279,638
Population		Poverty		Overcrwding		
City		2015	2015	2015	Factor	Allocation
AGOURA HILLS		20,697	1194	65	0.004345193	\$70,738
ARCADIA		57,564	5486	735	0.017424818	\$283,670
AVALON		3,777	539	313	0.002380354	\$38,751
AZUSA		48,033	7569	1,758	0.023293918	\$379,217
BELL		35,998	9947	2,394	0.027934862	\$454,769
BELL GARDENS		42,842	11935	3,556	0.035962885	\$585,463
BEVERLY HILLS		34,663	3100	317	0.009723729	\$158,299
CALABASAS		24,075	1897	62	0.005785489	\$94,186
CLAREMONT		35,762	2591	300	0.009000859	\$146,531
COMMERCE		13,017	2052	724	0.007213434	\$117,432
COVINA		48,587	5245	1,042	0.017183349	\$279,739
CUDAHY		24,138	7527	1,922	0.021198893	\$345,110
CULVER CITY		39,469	3491	803	0.012618399	\$205,423
DIAMOND BAR		56,471	3919	322	0.013396981	\$218,098
DUARTE		21,769	3313	535	0.009425774	\$153,448
EL SEGUNDO		16,929	1224	208	0.004496691	\$73,204
HAWAIIAN GARDENS		14,475	4426	806	0.011318428	\$184,260
HIDDEN HILLS		1,557	76	2	0.000295148	\$4,805
HERMOSA BEACH		19,747	783	79	0.003660287	\$59,588
IRWINDALE		1,426	178	31	0.000542803	\$8,837
LA CANADA-FLINTRIDGE		20526	518	129	0.003520497	\$57,312
LA HABRA HEIGHTS		5,425	186	39	0.001023701	\$16,665
LA MIRADA		49,182	3453	1,257	0.015277139	\$248,706
LA PUENTE		40,496	5853	1,911	0.020385377	\$331,867
LA VERNE		31,920	2576	352	0.008744464	\$142,357
LAWNDALE		33,231	5915	1,639	0.018693836	\$304,329
LOMITA		20,622	3009	479	0.008629249	\$140,481
MALIBU		12,856	1339	95	0.003815106	\$62,109
MANHATTAN BEACH		35,603	1416	90	0.006415414	\$104,441
MAYWOOD		27,739	8284	2,405	0.024512447	\$399,054
MONROVIA		37,164	3738	685	0.012315745	\$200,496
RANCHO PALOS VERDES		42,464	1799	277	0.008437302	\$137,356
ROLLING HILLS ESTS		8188	444	43	0.001738249	\$28,298
SAN DIMAS		34,073	2283	223	0.008062317	\$131,252
SAN FERNANDO		24,296	4563	947	0.013120635	\$213,599
SAN GABRIEL		40,198	5492	1,402	0.017948713	\$292,199
SAN MARINO		13,353	740	108	0.002996815	\$48,787
SANTA FE SPRINGS		17,162	2153	660	0.007591641	\$123,589
SIERRA MADRE		11,084	636	62	0.002420530	\$39,405
SIGNAL HILL		11,332	2041	515	0.006251968	\$101,780
SOUTH EL MONTE		20,483	4200	995	0.012318315	\$200,538
SOUTH PASADENA		25,999	2025	319	0.007127353	\$116,031
TEMPLE CITY		36,079	3414	745	0.011916778	\$194,001
WALNUT		29,970	1999	223	0.007175079	\$116,808
WEST HOLLYWOOD		35,332	5408	311	0.013320883	\$216,859
WESTLAKE VILLAGE		8,471	512	16	0.001775713	\$28,908
TOTAL PARTICIPATING CITIES		1,234,244	150,488	31,901	0.482737559	\$7,858,793
Supervisorial Districts (Unincorporated Area only) *						
I.		262483	52,187	13,007	0.156276164	\$2,544,119
II.		253210	64,961	12,653	0.173593546	\$2,826,040
III.		21,410	1,826	60	0.005377334	\$87,541
IV.		223783	24,416	6,599	0.086079046	\$1,401,336
V.		279396	31,613	4,587	0.095936351	\$1,561,809
TOTAL DISTRICTS		1,040,282	175,002	36,907	0.517262441	\$8,420,845
TOTAL ALLOCATIONS		2,274,526	325,490	68,808	100%	\$16,279,638

## **ATTACHMENT B**

### **PERMANENT LOCAL HOUSING ALLOCATION (PLHA) LIST OF ELIGIBLE ACTIVITIES**

Eligible activities for the formula allocations are:

1. The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, or rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households (up to 120 percent of Area Median Income (AMI), or 150 percent of AMI in High-cost areas, see appendix B for a list of High-cost areas ), including necessary Operating subsidies.

Note: Predevelopment and/or acquisition must result in the development, rehabilitation, or preservation of housing, as otherwise there is no actual housing outcome of the predevelopment or acquisition assistance.

2. The predevelopment, development, acquisition, rehabilitation, and preservation of Affordable rental and ownership housing, including Accessory Dwelling Units (ADUs), that meets the needs of a growing workforce earning up to 120 percent of Area Median Income (AMI), or 150 percent of AMI in High-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days. See Appendix B for a list of High-cost areas in California.

Note: Predevelopment and/or acquisition must result in the development, rehabilitation, or preservation of Affordable rental and ownership housing, as otherwise there is no actual housing outcome of the predevelopment or acquisition assistance.

3. Matching portions of funds placed into Local or Regional Housing Trust Funds. Matching funds must be utilized as required by PLHA guidelines Section 301(a).
4. Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to subdivision (d) of HSC Section 34176. Matching funds must be utilized as required by PLHA guidelines Section 301(a).
5. Capitalized Reserves for Services connected to the preservation and creation of new Permanent Supportive Housing.
6. Assisting persons who are experiencing or At risk of homelessness in conformance with [24 Code of Federal Regulations \(CFR Section 578.3\)](#), including
  - Rapid rehousing in conformance with federal rules contained in 24 CFR Section 576.104, except for legal services;
  - Rental assistance with a term of at least six (6) months (rental arrears is not eligible);
  - Street outreach, and other Supportive/case management services in conformance with federal rules contained in 24 CFR Section 576.101 that allow people to obtain and retain housing;

- Operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.
  - a. This Activity may include subawards to Administrative Entities as defined in HSC Section 50490(a)(1-3) that were awarded California Emergency Solutions and Housing (CESH) Program or Homeless Emergency Aid Program (HEAP) funds for rental assistance to continue assistance to these households.
  - b. Applicants must provide rapid rehousing, rental assistance, navigation centers, emergency shelter, and transitional housing activities in a manner consistent with the Housing First practices described in 25 CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with Welfare Institutions Code (WIC) Section 8255(b)(8). An Applicant allocated funds for the new construction, rehabilitation, and preservation of Permanent supportive housing shall incorporate the core components of Housing First, as provided in WIC Section 8255(b).
- 7. Accessibility modifications in Lower-income (up to 80 percent of AMI) Owner-occupied housing.
- 8. Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.
- 9. Homeownership opportunities, including, but not limited to, down payment assistance.
- 10. Fiscal incentives made by a county to a city within the county to incentivize approval of one or more Affordable housing projects, or matching funds invested by a county in an Affordable housing development project in a city within the county, provided that the city has made an equal or greater investment in the project. The county fiscal incentives shall be in the form of a grant or low-interest loan to an Affordable housing project. Matching funds investments by both the county and the city also shall be a grant or low interest deferred loan to the Affordable housing project.

**PROPOSED ACTIVITY OR ACTIVITIES  
FOR YEAR TWO OF THE STATE  
PERMANENT LOCAL HOUSING ALLOCATION PROGRAM**

**City Name:** City of Arcadia

**Date:** June 15, 2021

**Name and Description of the Eligible Activity or Activities the City would like to Implement Using PLHA funds:**

1. The predevelopment, development, acquisition, rehabilitation, and preservation of affordable rental and ownership housing that meets the needs of a growing workforce earning up to 120 percent of Area Median Income (AMI), or 150 percent of AMI in High-cost areas.
2. Assisting persons who are experiencing or at risk of homelessness (activity continued from prior year).

**Budget(s) Proposed for Activity or Activities:**

\$182,505 in Fiscal Year 2020-21 funds and \$283,670 in Fiscal Year 2021-22 will be utilized to fund both of the activities listed above.

**Pertinent Facts and Information about the Priority Need for this Activity or Activities in your City:**

1. Affordable housing at all income levels is needed in the City of Arcadia as outlined in the City's latest Regional Housing Needs Assessment (RHNA)
2. Homelessness continues to be a high priority need in the City of Arcadia with over 100 homeless individuals identified in the most recent homeless count.

**Please check box to continue implementing PLHA Eligible Activity from prior year**

N/A

**Submitted by:** Tim Schwehr

**Date:** June 15, 2021

**Title:** Senior Economic Development Analyst





# STAFF REPORT

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Public Works Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Tom Tait, Public Works Services Director  
By: Tyler Polidori, General Services Superintendent

**SUBJECT:** RESOLUTION NO. 7375 AMENDING THE FISCAL YEAR 2020-21 CAPITAL IMPROVEMENT PROGRAM BUDGET BY AUTHORIZING A SUPPLEMENTAL BUDGET APPROPRIATION FOR THE COMMUNITY CENTER PARTITION WALL RECOVERING PROJECT IN THE AMOUNT OF \$106,450, OFFSET BY A REDUCTION IN THE CAPITAL OUTLAY FUND, AND APPROVING A CONTRACT WITH ADVANCED EQUIPMENT CORPORATION

**Recommendation: Adopt and Approve**

## **SUMMARY**

The Public Works Services Department ("PWSD") is responsible for the maintenance of all City facilities. The PWSD has found that the fabric wall coverings on the partition walls in the banquet room at the Arcadia Community Center are heavily worn and need to be replaced. To ensure that the City is receiving the most competitive prices and quality service for this work, a formal bid was conducted and Advanced Equipment Corporation submitted the lowest responsive bid. While this project is not currently budgeted, it was originally anticipated to be included in the Fiscal Year 2021-22 budget, but the pandemic-related building closure offers an ideal time to perform the partition wall recovering without adversely affecting site operations.

It is recommended that the City Council adopt Resolution No. 7375 amending the Fiscal Year 2020-21 Capital Improvement Program Budget Appropriation for the Community Center Partition Wall Recovering Project in the amount of \$106,450, offset by a reduction in the Capital Outlay Fund, and approve, authorize, and direct the City Manager to execute a Contract with Advanced Equipment Corporation for the same amount.

## **BACKGROUND**

The Arcadia Community Center is a highly utilized facility that houses a variety of events and programs for the Recreation & Community Services Department. The building features a large banquet room that is occupied on a daily basis for recreation classes,

seminars, a senior lunch program, and private reservations that Arcadia residents can book on a paid hourly basis. A key feature of the banquet room that enables it to host numerous events simultaneously is an operable partition wall that can be extended to divide the main room into five smaller rooms. The partition wall is covered with a decorative fabric material that serves to enhance the wall's appearance and improve acoustics inside the banquet room. The existing fabric wall coverings on the partition wall are original to the building and have become worn and damaged beyond repair. The quantity and variety of programs that are hosted in the banquet room have resulted in areas of abrasion and wear on the fabric that cannot be repaired without replacing it. There are also several stains that have occurred from roof leaks, which are unable to be removed by cleaning the fabric. The roof leaks have been repaired, but the stains are still apparent on the fabric surface. The current condition of the partition wall coverings affects the appearance of the banquet room and reduces the value and marketability of the banquet room for residents that may consider paying to book the space for an event.

### **DISCUSSION**

The process of replacing the fabric wall coverings on the partition wall is a time and labor consuming endeavor. The wall sections must be removed, disassembled, stripped of their existing fabric and adhesive, and then recovered and installed. The entire recovering procedure takes approximately one month to complete. Due to the extensive use that the Community Center experiences, scheduling for a wall recovering project is extremely difficult to coordinate. The Recreation & Community Services Department normally conducts year-round programming without a significant lapse in scheduling. The COVID-19 pandemic has forced the Community Center to shut down and cancel programs and reservations. This unfortunate circumstance lends itself to an optimal opportunity to perform the partition wall recovering project without adversely affecting the regular operations at the Arcadia Community Center. An appropriate window of time has been designated in the banquet room to accomplish this wall recovering project before private reservations or recreation programming resumes at the facility later this summer.

A Notice Inviting Bids was published in the City's adjudicated newspaper and bid packages were distributed to contractors that provide partition wall fabric recovering services. On May 25, 2021, the City Clerk publicly opened one sealed bid with the following results:

<b><u>Bidder</u></b>	<b><u>Location</u></b>	<b><u>Bid Amount</u></b>
Advanced Equipment Corporation	Fullerton, CA	\$ 106,450

Partition wall fabric recovering is a niche industry with very few local contractors available to solicit for projects. A total of seven contractors were contacted and informed of the bid advertisement and mandatory pre-bid conference. Only four of the firms that were contacted attended the pre-bid conference, which was a prerequisite for submitting a bid. An inquiry was conducted into the reasons why three of the four contractors did not

respond to the bid advertisement. One firm stated that they do not possess the necessary skills and knowledge to perform the specified scope of work. A second firm replied that they are extremely busy, and their estimator was not able to dedicate the time required to compile a bid. The third contractor did not respond to the inquiry.

All bid documents were reviewed for content and the contractor's ability to meet the City's needs as described in the bid specifications. It was determined that Advanced Equipment Corporation submitted the lowest responsive bid. Advanced Equipment Corporation has performed previous work in the City of Arcadia Community Center and Museum Education Center, including the original installation of the Community Center partition wall.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA per section 15061(b)(3) of the CEQA Guidelines.

### **FISCAL IMPACT**

The total cost to recover the partition walls at the Community Center is \$106,450 and was not budgeted as part of the Fiscal Year 2020-21 Capital Improvement Program. Because time is of the essence to take advantage of the building being shut down, an appropriation of \$106,450 from the Capital Outlay Fund is being requested. Sufficient funds are available to cover this request.

### **RECOMMENDATION**

It is recommended that the City Council determine that this item is exempt under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7375 amending the Fiscal Year 2020-21 Capital Improvement Program Budget Appropriation for the Community Center Partition Wall Recovering Project in the amount of \$106,450, offset by a reduction in the Capital Outlay Fund, and approve, authorize, and direct the City Manager to execute a Contract with Advanced Equipment Corporation for the same amount.

Approved:

  
Dominic Lazzaretto  
City Manager

Resolution No. 7375 - Contract with Advanced Equipment Corporation  
June 15, 2021  
Page 4 of 4

Attachments: Resolution No. 7375  
Proposed Contract

RESOLUTION NO. 7375

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING THE FISCAL YEAR 2020-21 CAPITAL IMPROVEMENT PROGRAM BUDGET BY AUTHORIZING A SUPPLEMENTAL APPROPRIATION FOR THE COMMUNITY CENTER PARTITION WALL RECOVERING PROJECT IN THE AMOUNT OF \$106,450, OFFSET BY A REDUCTION IN THE CAPITAL OUTLAY FUND, AND APPROVING A CONTRACT WITH ADVANCED EQUIPMENT CORPORATION

WHEREAS, the Public Works Services Department ("PWSD"), which is responsible for the maintenance of all City facilities, has found that the fabric wall coverings on the partition walls in the banquet room at the Arcadia Community Center are heavily worn and need to be replaced; and

WHEREAS, the Arcadia Community Center is a highly utilized facility that houses a variety of events and programs; and

WHEREAS, private reservations can be made and paid on an hourly basis; and

WHEREAS, the current condition of the partition wall covering affects the appearance of the banquet room and reduces the value and marketability of the banquet room; and

WHEREAS, the entire recovering procedure takes approximately one month to complete; and

WHEREAS, the Covid-19 pandemic has forced the Community Center to shut-down and cancel programs and reservations; and

WHEREAS, an appropriate window of time has been designated in the banquet room to accomplish this wall recovering project before private reservations or recreation programming resumes at the facility; and

WHEREAS, an appropriation in the amount of \$106,450 is necessary to complete this project; and

WHEREAS, the City Manager has certified that there are sufficient funds available in the Capital Outlay Fund for appropriation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The sum of One Hundred Six Thousand Four Hundred Fifty Dollars (\$106,450) is hereby appropriated to the Community Center Partition Wall Recovering Project, offset with an equal reduction in the Capital Outlay Fund.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.


Passed, approved and adopted this 15th day of June, 2021.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen P. Deutsch  
City Attorney



**CITY OF ARCADIA**

**COMMUNITY CENTER PARTITION WALL  
RECOVERING PROJECT**

**CONTRACT**

**BETWEEN  
CITY OF ARCADIA  
AND  
ADVANCED EQUIPMENT CORPORATION**

## CONTRACT FOR THE CITY OF ARCADIA

This CONTRACT, No. \_\_\_\_\_ is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between City of Arcadia, sometimes hereinafter called "City," and **Advanced Equipment Corporation**, sometimes hereinafter called "Contractor."

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other as follows:

**A. SCOPE OF WORK.** The Contractor shall perform all Work within the time stipulated in the Contract, and shall provide all labor, materials, equipment, tools, utility services, and transportation to complete all of the Work required in strict compliance with the Contract Documents as specified in Article 5, below, for the following Project:

### COMMUNITY CENTER PARTITION WALL RECOVERING PROJECT

The Contractor and its surety shall be liable to the City for any damages arising as a result of the Contractor's failure to comply with this obligation.

**B. TIME FOR COMPLETION.** Time is of the essence in the performance of the Work. The Work shall be commenced on the date stated in the City's Notice to Proceed. The Contractor shall complete all Work required by the Contract Documents within 30 calendar days from the commencement date stated in the Notice to Proceed. By its signature hereunder, Contractor agrees the time for completion set forth above is adequate and reasonable to complete the Work.

**C. CONTRACT PRICE.** The City shall pay to the Contractor as full compensation for the performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, and including all applicable taxes and costs, the sum of **ONE HUNDRED SIX THOUSAND, FOUR HUNDRED FIFTY DOLLARS AND NO CENTS (\$106,450.00)**. Payment shall be made as set forth in the General Conditions.

**D. LIQUIDATED DAMAGES.** In accordance with Government Code section 53069.85, it is agreed that the Contractor will pay the City the sum set forth in Special Conditions, Article 1.11 for each and every calendar day of delay beyond the time prescribed in the Contract Documents for finishing the Work, as Liquidated Damages and not as a penalty or forfeiture. In the event this is not paid, the Contractor agrees the City may deduct that amount from any money due or that may become due the Contractor under the Contract. This Article does not exclude recovery of other damages specified in the Contract Documents.

**E. COMPONENT PARTS OF THE CONTRACT.** The "Contract Documents" include the following:

- Notice Inviting Bids
- Instructions to Bidders
- Bid Form
- Bid Bond
- Designation of Subcontractors
- Information Required of Bidders
- Non-Collusion Declaration Form
- Iran Contracting Act Certification
- Public Works Contractor Registration Certification
- Performance Bond

Payment (Labor and Materials) Bond  
General Conditions  
Special Conditions  
Technical Specifications  
Addenda  
Plans and Drawings  
Standard Specifications for Public Works Construction "Greenbook", latest edition, Except  
Sections 1-9  
Applicable Local Agency Standards and Specifications, as last revised  
Approved and fully executed change orders  
Any other documents contained in or incorporated into the Contract

The Contractor shall complete the Work in strict accordance with all of the Contract Documents.

All of the Contract Documents are intended to be complementary. Work required by one of the Contract Documents and not by others shall be done as if required by all. This Contract shall supersede any prior agreement of the parties.

**F. PROVISIONS REQUIRED BY LAW AND CONTRACTOR COMPLIANCE.** Each and every provision of law required to be included in these Contract Documents shall be deemed to be included in these Contract Documents. The Contractor shall comply with all requirements of applicable federal, state and local laws, rules and regulations, including, but not limited to, the provisions of the California Labor Code and California Public Contract Code which are applicable to this Work.

**G. INDEMNIFICATION.** Contractor shall provide indemnification and defense as set forth in the General Conditions.

**H. PREVAILING WAGES.** Contractor shall be required to pay the prevailing rate of wages in accordance with the Labor Code which such rates shall be made available at the City's Administrative Office or may be obtained online at [dir.ca.gov](http://dir.ca.gov) and which must be posted at the job site.

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]**

IN WITNESS WHEREOF, this Contract has been duly executed by the above-named parties, on the day and year above written.

**CITY OF ARCADIA**

**ADVANCED EQUIPMENT  
CORPORATION**

By: \_\_\_\_\_  
Dominic Lazzaretto  
City Manager

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name and Title

*Attest:*

By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name and Title

*Approved as to Form:*

\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney



# STAFF REPORT

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## Library and Museum Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Darlene Bradley, Director Library & Museum Services

**SUBJECT:** ACCEPT GIFT OF \$11,750 FROM THE FRIENDS OF THE MUSEUM FOR THE PURCHASE OF SUPPLIES, SERVICES, AND PROGRAMMING AT THE GILB MUSEUM OF ARCADIA HERITAGE  
**Recommendation: Accept**

### **SUMMARY**

The Friends of the Museum are offering a gift of \$11,750 to the Gilb Museum of Arcadia Heritage to purchase supplies, services, and programs in support of the Gilb Museum to reach and educate members of the community, and to encourage community involvement with Arcadia's history, past and present. It is recommended that the City Council accept this gift.

### **DISCUSSION**

The Friends of the Museum, as part of its ongoing mission to support the Museum's goals and objectives, are donating \$11,750 to the Gilb Museum of Arcadia Heritage. The Friends of the Museum board members raised this money through memberships and donations in support of the Museum. The Museum is the only City entity that collects, preserves, and recognizes Arcadia's rich heritage for the community in a shared public setting. Through carefully curated collections, exhibits, and educational programs, the Museum shares the City's diverse history, past and present, with the community, inviting everyone to discover, discuss, reflect, and share a connected identity for learning.

The Friends of the Museum gift will provide the Museum with funds to create micro-history lesson kits about Arcadia that support the month-long Summer Enrichment program, reaching up to 650 students; Time Machine Kits on ranch owners of Santa Anita for classroom education; FromThePage transcribing subscription to continue community participation with historic letters and postcards from the collection; Bone Clones for tactile learning experiences for guests; Archival supplies for the collection,

providing much needed supplies to properly curate and preserve current collections; and in-house programming for the community.

By accepting and approving this \$11,750 gift, the Friends of the Museum help the Gilb Museum of Arcadia Heritage and the City of Arcadia provide better preserved archives and more hands-on programs to learn about Arcadia history for the citizens of Arcadia beyond the current capacity of the City's General Fund. Without the ongoing support of the Friends of the Museum, the array of services, programs, collection care, and preservation would be diminished in quality and quantity now and for future generations.

All gifts \$1,000 or more are subject to approval by the City Council pursuant to City Charter Section 809(d).

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

### **FISCAL IMPACT**

The acceptance of the \$11,750 gift would be a positive fiscal impact for the Museum. It will provide additional revenue to specifically purchase much needed supplies for collection care and public programming, thus preserving and providing for a more modern interactive Museum experience for the community.

### **RECOMMENDATION**

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act ("CEQA"), and accept a gift in the amount of \$11,750 for the Gilb Museum of Arcadia Heritage.

Approved:

  
Dominic Lazzaretto  
City Manager





# STAFF REPORT

Administrative Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Hue Quach, Administrative Services Director  
Henry Chen, Financial Services Manager/Treasurer

**SUBJECT:** STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2021-22  
**Recommendation: Approve**

## **SUMMARY**

In compliance with the California Government Code Section 53646(a)(2), and in meeting the requirement in the City's Statement of Investment Policy to delegate investment responsibility and to adopt the policy annually, it is required for the City Council to approve the Statement of Investment Policy annually. It is recommended that the City Council approve the Investment Policy as is for Fiscal Year 2021-22.

## **DISCUSSION**

The Statement of Investment Policy is intended to provide guidelines for the prudent investment of City funds and to outline procedures for maximizing the efficiency of the City's cash management system. In addition to following all applicable City resolutions, California statutes, and Federal regulations, this Statement's goal is to enhance the economic status of the City while protecting its invested funds.

The City's Statement of Investment Policy includes the following sections, and a copy of the policy is enclosed.

- Scope
- Objectives
- Delegation of Authority
- Prudence
- Ethics and Conflicts of Interest
- Authorized Securities and Transactions
- Selection of Broker/Dealer
- Portfolio Maturities and Liquidity
- Competitive Transactions

## Statement of Investment Policy for Fiscal Year 2021-22

June 15, 2021

Page 2 of 2

- Safekeeping and Custody
- Portfolio Performance
- Reporting
- Policy Review

The City's Statement of Investment Policy has been carefully reviewed and there are no recommended amendments proposed for Fiscal Year 2021-22. The Policy was last updated with significant changes after discussions with and recommendations from the Citizens Financial Advisory Committee in Fiscal Year 2019-20. The City has been following those updated Policies since then.

### **FISCAL IMPACT**

There is no fiscal impact.

### **RECOMMENDATION**

It is recommended the City Council approve the Statement of Investment Policy for Fiscal Year 2021-22.

Approved:

  
Dominic Lazzaretto  
City Manager

Attachments: Proposed Statement of Investment Policy for Fiscal Year 2021-22

# **City of Arcadia**

## **Statement of Investment Policy**

### **Fiscal Year 2021-22**

The City of Arcadia (the “City”), incorporated in 1903 is located approximately 20 miles northeast of downtown Los Angeles in the San Gabriel Valley, at the base of the San Gabriel Mountains. It is the site of the Santa Anita Park racetrack and home to the Los Angeles County Arboretum and Botanic Garden. The City is a charter city and operates under a council/manager form of government (Charter Section 300). The City is governed by a city council (the “Council”) of five members elected at-large (Charter Section 400), whom selects the City Manager (Charter Section 600). The Arcadia Redevelopment Agency is a component unit of the City, which was established in 1968 and governed by the same Council and City Manager. The Redevelopment Agency was ceased in 2013 due to a change in state law; however, the City remains the custodian of funds and serves as the Successor Agency to the Arcadia Redevelopment Agency. Hereinafter the City and Successor Agency are collectively referenced as the “the City”.

The Council has adopted this Investment Policy in order to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the City. All City funds will be invested in accordance with this Investment Policy and with applicable sections of the California Government Code.

This Investment Policy was endorsed and adopted by the City Council of the City of Arcadia on June 15, 2021. It replaces any previous investment policy or investment procedures of the City, unless otherwise directed by the City Council.

### **SCOPE**

The provisions of this Investment Policy shall apply to all financial assets of the City as accounted for in the City’s Comprehensive Annual Financial Report, except for retirement funds held in trusts. Deposits with banks under the provision California Government Code’s “Deposit of Funds” provisions are excluded from this Policy’s requirements.

All cash shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective balances relative to the total pooled balance in the investment portfolio. Investment income shall be distributed to the individual funds on a monthly basis.

### **OBJECTIVES**

The City’s funds shall be invested in accordance with the City Municipal Code, all applicable City resolutions, California statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

1. Preservation of capital and protection of investment principal.
2. Maintenance of sufficient liquidity to meet anticipated cash flows.

3. Attainment of a market rate of return.
4. Diversification to avoid incurring unreasonable market risks.

### **DELEGATION OF AUTHORITY**

The management responsibility for the City's investment program is delegated annually by the City Council to the City Treasurer pursuant to California Government Code Section 53607. The City's Financial Services Manager serves as the City Treasurer, who is appointed and supervised by the Administrative Services Director. The Administrative Services Director is delegated by the City Manager to oversee the City's investment and finance operation and has ultimate responsibility of the investment operation. The Administrative Services Director and City Treasurer may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to other specifically authorized staff members. No person may engage in an investment transaction except as expressly provided under the terms of this Investment Policy.

The City Treasurer shall maintain a system of internal controls, consistent with this Investment Policy, for the operation of the City's investment program. Such system shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the City.

The City may engage the support services of outside investment advisors in regard to its investment program, so long as it can be clearly demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources.

### **PRUDENCE**

The standard of prudence to be used for managing the City's investments shall be California Government Code Section 53600.3, the prudent investor standard, which states,

*When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.*

The City's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that no investment is totally without risk and that the investment activities of the City are a matter of public record. Accordingly, the City recognizes that occasional measured losses may be desirable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the City.

The City Treasurer and authorized investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

## **ETHICS AND CONFLICTS OF INTEREST**

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the City's investment program or could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Also, elected officials and employees involved in the investment process shall not participate in any decision on behalf of the City in which they have a financial interest as set forth in the Political Reform Act of the State of California and related regulations. The City Manager, the Administrative Services Director, City Treasurer, and any other staff authorized to engage in investment operation shall file a Statement of Economic Interests each year pursuant to California Government Code Section 87203 and regulations of the Fair Political Practices Commission.

## **AUTHORIZED SECURITIES AND TRANSACTIONS**

All investments and deposits of the City shall be made in accordance with California Government Code Sections 16429.1, 53600-53609 and 53630-53686, except that, pursuant to California Government Code Section 5903(e), proceeds of bonds and any moneys set aside or pledged to secure payment of the bonds may be invested in securities or obligations described in the ordinance, resolution, indenture, agreement, or other instrument providing for the issuance of the bonds. Any revisions or extensions of these code sections will be assumed to be part of this Investment Policy immediately upon being enacted.

The City has further restricted the eligible types of securities and transactions as follows. Percentage holding limits listed in this Policy apply at the time the security is purchased. To promote diversification, no more than 5% of the portfolio may be invested in the securities of any one issuer, regardless of security type; excluding U.S. Treasuries, federal agencies, supranational, and pooled investments such as LAIF, money market funds, or local government investment pools. Credit ratings, where shown, specify the minimum credit rating category required at purchase. Securities that have been downgraded after purchase to a level that is below the minimum ratings described herein may be sold or held at the City's discretion. The portfolio will be brought back into compliance with Investment Policy guidelines as soon as is practical.

1. United States Treasury bills, notes or bonds with a final maturity not exceeding five years from the date of trade settlement. There is no limitation as to the percentage of the City's portfolio that may be invested in this category.
2. Federal Instrumentality Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the City's portfolio that may be invested in this category.

3. Repurchase Agreements with a final termination date not exceeding 30 days collateralized by U.S. Treasury obligations or Federal Instrumentality securities listed in items 1 and 2 above with the maturity of the collateral not exceeding five years. For the purpose of this section, the term collateral shall mean purchased securities under the terms of the City's approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102% of the dollar value of the funds borrowed. Collateral shall be held in the City's custodian bank, as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily.

Repurchase Agreements shall be entered into only with broker/dealers who are recognized as Primary Dealers with the Federal Reserve Bank of New York, or with firms that have a Primary Dealer within their holding company structure. Repurchase agreement counterparties shall execute a City approved Master Repurchase Agreement with the City. The City Treasurer shall maintain a copy of the City's approved Master Repurchase Agreement and a list of the broker/dealers who have executed same.

4. Supranational Obligations United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by one Nationally Recognized Statistical Rating Organizations ("NRSRO"). A maximum of 30% the City's portfolio may be invested in this category.
5. Prime Commercial Paper with a maturity not exceeding 270 days from the date of trade settlement with the highest ranking or of the highest letter and number rating as provided for by one NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either Subparagraph A or B below:
  - A. The entity shall (1) be organized and operating in the United States as a general corporation, (2) have total assets in excess of five hundred million dollars (\$500,000,000) and (3) have debt other than commercial paper, if any, that is rated in a rating category of "A" or the equivalent or higher by one NRSRO.
  - B. The entity shall (1) be organized within the United States as a special purpose corporation, trust, or limited liability company, (2) have program wide credit enhancements, including, but not limited to, over collateralization, letters of credit or surety bond, and (3) have commercial paper that is rated at least "A-1" or the equivalent by one NRSRO.

Purchases of eligible commercial paper may not represent more than 10% of the outstanding commercial paper of any single corporate issuer. The aggregate investment in commercial paper shall not exceed 25% of the City's total portfolio.

6. Eligible Bankers Acceptances with a maturity not exceeding 180 days from the date of trade settlement, issued by a national bank with combined capital and surplus of at



least \$250 million, whose deposits are insured by the FDIC, and whose senior long-term debt is rated in a rating category of “A” or the equivalent or higher by one NRSRO at the time of purchase. The aggregate investment in banker’s acceptances shall not exceed 15% of the City’s total portfolio.

7. Medium Term Notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Medium Term Notes with a final maturity not exceeding three years from the date of trade settlement must be rated in a rating category of “A” or higher by one NRSRO at the time of purchase. Medium Term Notes with a final maturity not exceeding five years from the date of trade settlement may not exceed 30% of the City’s total portfolio.
8. Asset-Backed Securities A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years’ maturity. Securities eligible for investment under this subdivision shall be issued by an issuer rated in a rating category of “A” or its equivalent or better for the issuer’s debt as provided by one NRSRO and rated in a rating category of “AA” or its equivalent or better by one NRSRO. A maximum of 20% the City’s portfolio may be invested in this category.
9. Negotiable Certificates of Deposit - issued by a nationally or state-chartered bank, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposits are subject to the limitations of Section 53601(i), which limits the amount that may be invested in this category to 30% the City’s portfolio.
10. Non-Negotiable Certificates of Deposit issued by a nationally or state-chartered bank, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of non-negotiable certificates of deposits are subject to the requirements of Sections 53601(n) and 53638 and shall be fully insured by the FDIC with a corresponding FDIC certification number. A maximum of 20% the City’s portfolio may be invested in this category.
11. Placement Service Deposits Private sector entities may be used to place bank deposits subject to the limitations of Sections 53601.8. All deposits shall be fully insured by the FDIC. A maximum of 20% the City’s portfolio may be invested in this category.
12. State of California’s Local Agency Investment Fund (LAIF), pursuant to California Government Code Section 16429.1. The maximum amount of the City’s portfolio that may be invested in this category is subject to LAIF’s limit for general accounts.
13. Money Market Funds registered under the Investment Company Act of 1940 that (1) are “no-load” (meaning no commission or fee shall be charged on purchases or sales of shares); (2) are Government Money Market Funds; and (3) have a rating of at least AAA or the equivalent by one NRSRO. The aggregate investment in money market funds shall not exceed 20% of the City’s total portfolio.

14. Local Government Investment Pools Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in Government Code. The City will limit investments to LGIPs that seek to maintain a stable net asset value and have a rating of AAA or the equivalent by one NRSRO.

15. Municipal & State Obligations:

A. Municipal bonds including registered notes or bonds of any of the 50 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the 50 states.

B. In addition, bonds, notes, warrants, or other evidences of indebtedness of any local agency in California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

Municipal bonds must be rated in a rating category of “A” or the equivalent or higher by one NRSRO with maturities not exceeding five years from the date of trade settlement. The aggregate investment in municipal bonds may not exceed 20% of the portfolio.

The foregoing list of authorized securities and transactions shall be strictly interpreted. Any deviation from this list must be preapproved by resolution of the City Council.

### **SELECTION OF BROKER/DEALERS**

The City Treasurer, after review and approval by the Administrative Services Director and City Manager, shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the City to purchase securities only from those authorized firms. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code. Broker/dealers will be selected on the basis of their expertise in public cash management and their ability to provide service to the City’s account.

The City may engage the services of investment advisory firms to assist in the management of the portfolio and investment advisors may utilize their own list of approved Broker/Dealers. Such Broker/Dealers will be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code and the list of approved firms shall be provided to the City on an annual basis or upon request. The investment advisory firms shall perform due diligence review on all of the brokers included on their list, and ensure all purchases are allowable by this investment policy.

In the event that an external investment advisor is not used in the process of recommending a particular transaction in the City’s portfolio, authorized broker/dealers shall attest in writing that they have received and reviewed a copy of this Policy.

The City may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in Item 4 of the Authorized Securities and Transactions section of this Investment Policy.

### **PORTFOLIO MATURITIES AND LIQUIDITY**

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities. The City will not invest in securities maturing more than five years from the date of trade settlement.

### **COMPETITIVE TRANSACTIONS**

All investment transactions shall be conducted competitively with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid or offering prices shall be recorded.

If the City is offered a security for which there is no other readily available competitive offering, then City Treasurer will document quotations for comparable or alternative securities.

### **SAFEKEEPING AND CUSTODY**

The City Treasurer, after review and approval by the Administrative Services Director and City Manager, shall select one or more banks to provide safekeeping and custodial services for the City, in accordance with the provisions of Section 53608 of the California Government Code. A Safekeeping Agreement approved by the City shall be executed with each custodian bank prior to utilizing that bank's safekeeping services.

Custodian banks will be selected on the basis of their ability to provide services for the City's account and the competitive pricing of their safekeeping related services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. All securities shall be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities purchased by the City will be delivered by book entry and will be held in third-party safekeeping by a City approved custodian bank or its Depository Trust Company (DTC) participant account.

All Fed wire able book entry securities owned by the City shall be held in the Federal Reserve System in a customer account for the custodian bank which will name the City as "customer."

All DTC eligible securities shall be held in the custodian bank's DTC participant account and the custodian bank shall provide evidence that the securities are held for the City as "customer."

### **PORTFOLIO PERFORMANCE**

The investment portfolio shall be designed to attain a market rate of return throughout

budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the City's investments shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average effective maturity.

## **REPORTING**

Monthly, the City Treasurer shall submit to the Administrative Services Director, the City Manager, and the City Council a report of the investment earnings including weighted average rate of return and performance results of the City's investment portfolio. The report shall include the following information:

1. Investment type, issuer, date of maturity, par value, and dollar amount invested in all securities, investments, and monies held by the City;
2. A description of the funds, investments, and programs;
3. A monthly report of investment transactions;
4. A market value as of the date of the report (or the most recent valuation as to assets not valued monthly) and the source of the valuation;
5. A statement of compliance with the investment policy or an explanation for non-compliance; and
6. A statement of the ability to meet expenditure requirements for six months, and an explanation of why money will not be available if that is the case.

## **POLICY REVIEW**

This Investment Policy shall be adopted annually by the City Council. It shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, yield, and diversification and its relevance to current law and economic trends. Amendments to this Investment Policy shall be approved by the Council.



# STAFF REPORT

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Office of the City Clerk

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager  
By: Linda Rodriguez, Assistant City Clerk

**SUBJECT:** PROFESSIONAL SERVICES AGREEMENT WITH FILE KEEPERS, LLC,  
FOR LASERFICHE SOFTWARE MAINTENANCE AND SUPPORT IN AN  
AMOUNT NO TO EXCEED \$21,557 ANNUALLY

**Recommendation: Approve**

## **SUMMARY**

File Keepers, LLC has provided Laserfiche Document Management ("Laserfiche") software maintenance and support for the City of Arcadia since 2010. Due to their experience with the City's information technology infrastructure, hardware, and quality, it is recommended that the City Council approve, and authorize and direct the City Manager to execute, a Professional Services Agreement with File Keepers LLC, for Laserfiche Software Maintenance and Support in an amount not to exceed \$21,557 annually for three years, and with the option of two additional one-year extensions.

## **BACKGROUND**

The City Clerk's Office has used Laserfiche Document Management software since 2006 to electronically store, share, and retrieve electronic files of existing paper documents. Using Laserfiche scanning and indexing technology has allowed the City to maintain consistency in image indexing procedures, maintain interdepartmental electronic access and file sharing capabilities, expedite the completion of conversion projects like creating City Council agendas, and ensure adequate storage and access to public documents in accordance with the City's document retention schedules and the California Public Records Act.

Laserfiche requires that the City obtain its user licenses for internal and external use of the document management system and utilizes third-party vendors like File Keepers as authorized resellers of their licenses, as well as software maintenance and support. Currently, the City has 20 licenses for use by City staff as well as for public facing access to City documents through the Laserfiche portal on the City's website. The City's current agreement with File Keepers is set to expire on June 30, 2021. The current

agreement includes user licenses, as well as software maintenance and support for a total cost of \$21,557 annually.

### **DISCUSSION**

The City solicited informal bids from three vendors and each proposal was reviewed by the Information Technology Manager to ensure that the City's license, support, maintenance, and security needs were adequately addressed. As a result of this review, it was determined that File Keepers is the most qualified vendor. Technology Solutions Architect was the lowest bidder; however, their proposal was deemed nonresponsive. Complete Paperless Solutions was the highest bidder and their proposal excluded key project related requests.

<b>Vendor</b>	<b>Quote</b>	<b>Comments from IT Manager</b>
Technology Solutions Architect	\$16,640.00	Rough estimate with detail missing on support and project related cost information
Complete Paperless Solutions	\$28,261.50	Cost excludes project related request
File Keepers, LLC.	\$21,257.00	Cost and services remain the same as previous years

File Keepers has provided Laserfiche software and maintenance support for nearly 15 years and has in-depth knowledge with the City's Laserfiche system, file structure, and coding behind the software. The company continues to provide excellent support responsiveness and covers many services that the City requires without additional costs. File Keepers has seldom raised their costs for software maintenance and support services and the proposed Agreement for Fiscal Year 2021-22 does not show an increase. The cost remains the same at \$21,557 annually during the term of the proposed agreement.

### **ENVIRONMENTAL ANALYSIS**

This proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

### **FISCAL IMPACT**

Sufficient funds in the amount of \$21,557 have been budgeted in the City Clerk's Operating Budget for Fiscal Year 2021-22.



**RECOMMENDATION**

It is recommended the City Council determine that this action does not constitute a project and is, therefore, exempt under the California Environmental Quality Act ("CEQA"); and approve, authorize, and direct the City Manager to execute a Professional Services Agreement with File Keepers, LLC, for Laserfiche Software maintenance and support in an amount not to exceed \$21,557 annually.

Attachment: Proposed Professional Services Agreement

**CITY OF ARCADIA  
PROFESSIONAL SERVICES AGREEMENT FOR DOCUMENT MANAGEMENT  
SYSTEM SOFTWARE AND MAINTENANCE SUPPORT**

**1. PARTIES AND DATE.**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the City of Arcadia, a charter city organized under the Constitution and laws of the State of California with its principal place of business at 240 West Huntington Drive, Arcadia, California 91066-6021 ("City") and File Keepers, LLC, a Limited Liability Company with its principal place of business at 6277 E. Slauson Avenue, Los Angeles, California 90040 ("Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

**2. RECITALS.**

**2.1 Consultant.**

Consultant desires to perform and assume responsibility for the provision of certain professional services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing document management software and maintenance support services to public clients, is licensed in the State of California, and is familiar with the plans of City.

**2.2 Project.**

City desires to engage Consultant to render such services for document management software and maintenance support project ("Project") as set forth in this Agreement.

**3. TERMS.**

**3.1 Scope of Services and Term.**

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply document management software and maintenance support services necessary the Project ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from July 1, 2021 to June 30, 2022, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The City may, at its sole discretion, renew this contract on a year-by-year basis beginning July 1<sup>st</sup> of every year for a maximum of three (3) one (1) year periods.

### **3.2 Responsibilities of Consultant.**

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, City shall respond to Consultant's submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the prior written approval of City.

3.2.4 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon prior written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at

the request of the City. The key personnel for performance of this Agreement are as follows: Tom McGovern, President.

3.2.5 City's Representative. The City hereby designates Lisa Mussenden, Chief Deputy City Clerk/Records Manager, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates Tom McGovern, President, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Finally, Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all

violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.9.1 Immigration Reform and Control Act. Consultant acknowledges that Consultant, and all subcontractors hired by Consultant to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("IRCA"). Consultant is and shall remain in compliance with the IRCA and shall ensure that any subcontractors hired by Consultant to perform services under this Agreement are in compliance with the IRCA. In addition, Consultant agrees to indemnify, defend and hold harmless the City, its agents, officers and employees, from any liability, damages or causes of action arising out of or relating to any claims that Consultant's employees, or the employees of any subcontractor hired by Consultant, are not authorized to work in the United States for Consultant or its subcontractor and/or any other claims based upon alleged IRCA violations committed by Consultant or Consultant's subcontractor(s).

### 3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence Work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this section; provided, however, that in lieu thereof, the Consultant may provide evidence to the City that all subcontractors are additional insureds under the Consultant's policies of insurance.

3.2.10.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees, subcontractors and volunteers. Consultant shall also name and obtain insurer's consent to naming City, its directors, officials, officers, employees, agents and volunteers as an additional insured with proof of certificate of insurance that they are an additional insured. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be when commercially available (occurrence based) at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage for premises and operations, contractual liability, personal injury,

bodily injury, independent contractors, broadform property damage, explosion, collapse, and underground, products and completed operations; (2) *Automobile Liability*: Insurance Services Office Business Auto coverage for any auto owned, leased, hired, and borrowed by Consultant or for which Consultant is responsible; and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

City, its directors, officials, officers, employees, agents and volunteers shall be listed as additional insured. Any deductibles or self-insured retentions must be declared to and approved by City and conform to the requirements provided in Section 3.2.10.6 herein.

(B) Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) *General Liability*: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, with an aggregate limit of \$1,000,000. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 combined single limit per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease.

3.2.10.3 Professional Liability. Consultant shall procure and maintain, and require its sub-consultants to procure and maintain, for a period of three (3) years following completion of the Project, errors and omissions liability insurance appropriate to their profession. Such insurance shall be in an amount not less than \$1,000,000 per claim, and shall be endorsed to include contractual liability.

3.2.10.4 Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the City to add the following provisions to the insurance policies:

(A) General Liability. The general liability policy shall be endorsed to state that: (1) the City, its directors, officials, officers, employees and volunteers shall be covered as additional insured with respect to liability arising out of Services operations and for completed operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.



(B) Automobile Liability. [INTENTIONALLY OMITTED]

(C) Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

(D) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested of cancellation, of intended non-renewal or endorsement reduction in limit or scope of coverage; provided, however, that in the event of cancellation due solely to non-payment of premium, ten (10) days notice of cancellation for non-payment of premium may instead be given to the City.; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its directors, officials, officers, employees, agents and volunteers.

3.2.10.5 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents and volunteers.

3.2.10.6 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. Consultant shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its directors, officials, officers, employees, agents and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

3.2.10.7 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, admitted or approved to do business in California, and satisfactory to the City.

3.2.10.8 Verification of Coverage. Consultant shall furnish City with complete and accurate copies of current certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the City if requested. Copies of all certificates and endorsements must be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.2.10.9 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.2.10.10 Material Breach. Lack of insurance does not negate Consultant's obligations under this Agreement. Maintenance of proper insurance coverage is a material element of this Agreement and failure to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of the Agreement.

### **3.3 Fees and Payments.**

3.3.1 Compensation. Consultant shall receive compensation, including reimbursements which receive the City's prior written authorization, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall be split among City Hall and the Police Department and shall not exceed twenty-one thousand five hundred fifty-seven dollars and no/100 (\$21,557.00) without written approval of the City Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within forty-five (45) days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless prior written authorization is obtained from the City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without prior written authorization from City's Representative.

### **3.4 Accounting Records.**

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

### **3.5 General Provisions.**

#### **3.5.1 Termination of Agreement.**

3.5.1.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

**Consultant:**

File Keepers, LLC, a Limited Liability Company  
6277 E. Slauson Avenue  
Los Angeles, CA 90040  
Attn: Tom McGovern, President

**City:**

City of Arcadia  
240 West Huntington drive  
Arcadia, CA 91007  
Attn: Linda Rodriguez, Assistant City Clerk

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

**3.5.3 Ownership of Materials and Confidentiality.**

**3.5.3.1 Documents & Data; Licensing of Intellectual Property.**

This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subcontractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

**3.5.3.2 Confidentiality.** All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to

the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Indemnification.

3.5.5.1 To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions or willful misconduct of Consultant, its officials, officers, employees, agents, consultants and contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages and attorney's fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant shall defend with Legal Counsel of City's choosing, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding arising from Consultant's performance of the Services, the Project or this Agreement; except to the extent that liability is caused by any negligence or willful misconduct by the City or its directors, officials, officers, employees, agents or volunteers. Consultant shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials, officers, employees, agents or volunteers and shall take effect immediately upon execution of this Agreement.

3.5.5.2 The duty to defend and to hold harmless, as set forth above, shall include the duty to defend as established by Section 2778 of the California Civil Code, and the duty to defend shall arise upon the making of any claim or demand against the City, its respective officials, officers, agents, employees and representatives, notwithstanding that no adjudication of the underlying facts has occurred, and whether or not Consultant has been named in the claim or lawsuit.

3.5.6 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

3.5.7 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County.

3.5.8 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.9 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

3.5.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

3.5.11 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.12 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subcontractors of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.13 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.14 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.



3.5.15 No Third Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

3.5.16 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.17 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.18 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, sexual orientation or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.19 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.20 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.21 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

**3.6 Subcontracting.**

3.6.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

In witness whereof the Parties have executed this Professional Services Agreement on the date set forth below.

**CITY OF ARCADIA**

**FILE KEEPERS, LLC, A LIMITED  
LIABILITY COMPANY**

\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

\_\_\_\_\_  
Tom McGovern  
CEO

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

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

ATTEST:

\_\_\_\_\_  
Juan Avila  
President

\_\_\_\_\_  
City Clerk

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

APPROVED AS TO FORM:

CONCUR:

\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney

\_\_\_\_\_  
Linda Rodriguez  
Assistant City Clerk

## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

Consultant shall provide annual document management system software and maintenance support for the existing Laserfiche Document System, including the following annual software, maintenance and support:

#### **CITY HALL**

- 20 - **Full Named Users** (WebAccess, Forms, Mobile, Connector)
- Forms Portal - Turning paper manual forms into online smart e-forms to capture the required information
- File Keepers Support (unlimited Break/Fix Support)
- 5 - **ScanConnect** (connects your scanner to Laserfiche) enables ISIS scanning drivers. A collection of ISIS drivers is included with ScanConnect.
- 12 - **Quick Fields** is an automated data capture solution. Once you have a session configured in Quick Fields, you can run it to automatically:
  - Capture documents
  - Extract information
  - Use the extracted information to sort or label the documents
  - Add information such as annotations
  - Store the documents in a Laserfiche repository
- 3 - **Zone OCR and Validation** (Quickfields Add-on) performs Optical Character Recognition (OCR) to generate text from a specified area of the image.
- 1 - **Real Time Lookup and Validation (Quick Fields Add-on)** extracts information from an outside database. You can use one piece of information, such as an invoice number, to look up additional information in a database and populate fields or other document metadata with it. The information used for the lookup can be information associated with the document by another process in the Quick Fields session and stored in a token. For example, once information has been extracted from an image using Zone OCR or Barcode, Lookup can search for that information in a compatible outside data source and find information associated with it.
- 1 - Starter Public Portal (Weblink 10 concurrent users)

#### **POLICE DEPARTMENT**

- 15 – **Full Named Users** (WebAccess, Mobile, Connector)
- 15 – **Advanced Audit Trail** – Tracks and runs reports of everything that occurs within the Laserfiche repository.
- 1 – **ScanConnect 5 Pack** (connects your scanner to Laserfiche) enables ISIS scanning drivers. A collection of ISIS drivers is included with ScanConnect.
- 8 – **Quick Fields**
- 1 – **Starter Public Portal** (Weblink 10 concurrent users)
- 1 – **MS Sequel License** – Laserfiche License to connect to your Microsoft Full Sequel Database.
- **File Keepers Support (unlimited Break/Fix Support)**

**Exhibit "B"**  
**SCHEDULE OF SERVICES**

Services shall be provided on an as needed basis.

**Exhibit "C"**  
**COMPENSATION**

The compensation shall not exceed twenty-one thousand five hundred fifty-seven dollars and no/00 (\$21,557.00) to provide document management software and maintenance support for the existing Citywide Laserfiche Document System. Compensation shall be divided among City Hall (\$13,289.00) and the Police Department (\$8,268.00), as described in the attached invoices.



## INVOICE

City of Arcadia\_City Clerks Office  
Attn: Linda Rodriguez  
240 W. Huntington Drive  
PO Box 60021  
Arcadia, CA 91066-6021

Invoice No. FK05072021CA  
Date: 2021-05-07  
Account : AMI40011  
Due Date: 2021-05-31

ITEM NO:	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Arcadia City Hall Laserfiche Support and Software Maintenance Contract covering Laserfiche Software and File Keepers Unlimited Support and Updates; 1 Year of Coverage beginning 07/01/2021	1	\$13,289.00	\$13,289.00

**TOTAL DUE: \$13,289.00**





## INVOICE

City of Arcadia Police Department  
Attn: Audree Luevano  
240 W. Huntington Drive  
PO Box 60021  
Arcadia, CA 91066-6021

Invoice No. FK05072021CAPD  
Date: 2021-05-07  
Account : AMI40011  
Due Date: 2021-05-31

ITEM NO:	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Arcadia Police Department Laserfiche Support and Software Maintenance Contract covering Laserfiche Software and File Keepers Unlimited Support and Updates; 1 Year Coverage beginning 07/01/2021	1	\$8,268.00	\$8,268.00

**TOTAL DUE: \$8,268.00**



# STAFF REPORT

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Police Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Roy Nakamura, Chief of Police  
By: Dr. Jennifer Brutus, Sr. Management Analyst

**SUBJECT:** AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ALL CITY MANAGEMENT SERVICES FOR CROSSING GUARD SERVICES IN THE AMOUNT OF \$261,003  
**Recommendation: Approve**

## **SUMMARY**

The City has a Professional Services Agreement ("Agreement") with All City Management Services ("ACM") for crossing guard services, which expires on June 30, 2021. It is recommended that the City Council approve, authorize, and direct the City Manager to execute an amendment to the Professional Services Agreement with All City Management for Fiscal Year 2021-22 in the amount of \$261,003, which reflects a 7.7% price increase due to continuing minimum wage increases.

## **BACKGROUND**

In 2000, as a long-term cost savings strategy, the City opted to enter into a Professional Services Agreement with All City Management Services to provide crossing guards for the City of Arcadia. Since the approval of the Agreement, All City Management Services ("ACM") has adhered to all conditions, and has proven to be a responsible service provider.

Prior to contracting for crossing guard services, the Arcadia Police Department (the "Department") was continually using other staff members, including Police Officers, to fill vacant posts that occurred as a result of sickness or injury to in-house crossing guards. For the past 20 years, the Department has not had to use any staff, nor been required to provide oversight of crossing guard operations, other than designating a staff member to monitor Agreement compliance. Further, the City has recognized a cost savings in the area of worker's compensation insurance and liability management as a result of contracting for these services.

ACM provides crossing guard services to over 70 cities and school districts throughout the State. They are the only company with proven experience and infrastructure to provide such service. Thus, the Department considers the company to be a sole source provider for crossing guards.

## **DISCUSSION**

The proposed amendment to the Agreement includes a substantial increase for Fiscal Year 2021-22. Like many contract services, the cost of labor is increasing to keep up with California's mandated minimum wage increases. On January 1, 2022, minimum wage will increase by one dollar for the fourth consecutive year (\$14.00 to \$15.00 per hour). Consequentially, the wage increases result in higher employer taxes, liability insurance, and worker's compensation insurance, which range from \$0.35 to \$0.65 per \$1.00 of wages for ACM. Thus, to extend services for Fiscal Year 2021-22, which is the third of three allowable extensions, ACM is requesting a 7.7% increase in costs. As proposed, the total cost of the contract shall not exceed \$261,003, compared to the contract price of \$242,367 for Fiscal Year 2020-21. This is viewed as a reasonable cost for this service, given the change in the minimum wage environment and the scarcity of other viable alternatives.

## **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

## **FISCAL IMPACT**

The amendment to the Agreement will cost the City \$261,003 for Fiscal Year 2021-22. This amount has been budgeted in the Police Department's Fiscal Year 2021-22 Operating Budget.

## **RECOMMENDATION**

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act ("CEQA"); and approve, authorize, and direct the City Manager to execute an amendment to the Professional Services Agreement with All City Management Services for crossing guard services in the amount of \$261,003.

Professional Services Agreement  
Amendment for Crossing Guard Services  
June 15, 2021  
Page 2 of 2

Approved:

  
Dominic Lazzaretto  
City Manager

Attachment: Proposed Amendment No. 3 to Professional Services Agreement

**AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES  
AGREEMENT FOR SCHOOL CROSSING GUARD SERVICES WITH  
ALL CITY MANAGEMENT SERVICES**

This Amendment No. 3 ("Amendment No. 3") is hereby entered into on this \_\_\_\_ day of \_\_\_\_\_ 2021, by and between the City of Arcadia, a charter city organized under the Constitution and laws of the State of California, and All City Management Services, Inc., a California Corporation, with respect to that certain Professional Services Agreement between the Parties dated July 21, 2016 (the "Agreement"), as amended by Amendment No. 1, dated July 20, 2019, and as further amended by Amendment No. 2, dated July 6, 2020.

The Parties agree as follows:

1. Section 3.1.2 of the Agreement, the Term is amended by extending the term from July 1, 2021 through June 30, 2022 (the "Extended Term").
2. Section 3.3.1 of the Agreement, the Compensation is amended for the Extended Term as referenced in the attached Exhibit "C".
3. All of the remaining terms and provisions of the Agreement are hereby reaffirmed.

In witness whereof the Parties have executed this Amendment No. 3 on the date set forth below.

**CITY OF ARCADIA**

**ALL CITY MANAGEMENT SERVICES, INC.**

\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

\_\_\_\_\_  
Baron Farwell  
President

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

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

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Demetra Farwell  
Corporate Secretary

APPROVED AS TO FORM:

CONCUR

\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney

\_\_\_\_\_  
Roy Nakamura  
Chief of Police

## **Exhibit "C"**

### **COMPENSATION**

The Agreement is amended to provide that the total compensation for the Extended Term from July 1, 2021, through June 30, 2022, shall not exceed Two Hundred Sixty-One Thousand Two Dollars and Seventy Cents (\$261,002.70), according to the price letter dated February 22, 2021.



2/22/2021

## All City Management Services Inc.

### Client Worksheet 2021 - 2022

Department: 7801

Billing Rate for 2021/2022: \$24.37

City of Arcadia  
250 W. Huntington Drive  
Arcadia, CA 91007

#### KEY:

##### Traditional Calendar:

For sites with no regularly scheduled early release days, use 180 regular days

#### Sites with traditional calendar:

		59.5		180		\$24.37	=	\$261,002.70
17	Sites at 3.5 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS

10710

TOTAL ANNUAL PROJECTED COST

\$261,002.70



# STAFF REPORT

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Police Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Roy Nakamura, Chief of Police  
By: Dr. Jennifer Brutus, Sr. Management Analyst

**SUBJECT:** AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH EXECUTIVE INFORMATION SERVICES, INC. FOR PS.NET PUBLIC SAFETY SOFTWARE SYSTEM SUPPORT SERVICES IN THE AMOUNT OF \$35,444

**Recommendation: Approve**

## **SUMMARY**

The City has a Professional Services Agreement ("Agreement") with Executive Information Services ("EIS") for the PS.NET Public Safety System Support Services, which expires on June 30, 2021. It is recommended that the City Council approve, authorize, and direct the City Manager to execute an amendment to the Professional Services Agreement with EIS for Fiscal Year 2021-22 in the amount of \$35,444, which reflects a 5% price increase.

## **DISCUSSION**

Since 2003, the City has had an Agreement with EIS for public safety software system support services. EIS has the proprietary rights/ownership to the law enforcement safety software programs used by the Arcadia Police Department (the "Department"). The software programs include: Law Records Management, Computer Assisted Dispatch ("CAD"), Report Writing, Mobile Digital Communications, Los Angeles County Interface, and a Customer Service Portal for submitting crime reports online. All these software programs are used in the Department's daily operation of data management.

EIS last raised their fees in Fiscal Year 2019-20 when their contract increased by 5% from \$32,150 to \$33,757. The company did not increase their fee for Fiscal Year 2020-21; however, EIS has communicated that there will be a 5% cost increase to extend services for Fiscal Year 2021-22, resulting in a net increase of \$1,687. Over the years, EIS has had a good relationship with the Department and has been accommodating to the Department's needs and requirements. Therefore, it is recommended that the City Council extend the Agreement with EIS for one year.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

### **FISCAL IMPACT**

For the term of the Agreement, the fee for public safety software system support services will be \$35,444. The amount has been budgeted in the Police Department's Fiscal Year 2021-22 Operating Budget.

### **RECOMMENDATION**

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act ("CEQA"); and approve, authorize, and direct the City Manager to execute an amendment to the Professional Services Agreement with Executive Information Services, Inc. for PS.NET public safety software system support services in the amount of \$35,444.

Approved:



Dominic Lazzaretto  
City Manager

Attachment: Proposed Amendment No. 18 to Professional Services Agreement

**AMENDMENT NO. 18 TO THE PROFESSIONAL SERVICES  
AGREEMENT FOR PSNET PUBLIC SAFETY SYSTEM PROJECT WITH EXECUTIVE  
INFORMATION SERVICES, INC.**

This Amendment No. 18 ("Amendment No. 18") is hereby entered into on this \_\_\_\_ day of \_\_\_\_\_ 2021, by and between the City of Arcadia, a charter city organized under the Constitution and laws of the State of California, and Executive Information Services, Inc. a Nevada Corporation, with respect to that certain Professional Services Agreement between the parties dated July 13, 2004 (the "Agreement"), as amended by Amendment No. 1, dated October 4, 2005, as further amended by Amendment No. 2, dated August 8, 2006, as further amended by Amendment No. 3, dated June 12, 2007, as further amended by Amendment No. 4, dated June 17, 2008, as further amended by Amendment No. 5, dated June 16, 2009, as further amended by Amendment No. 6, dated December 13, 2010, as further amended by Amendment No. 7, dated June 29, 2011, as further amended by Amendment No. 8, dated June 27, 2012, as further amended by Amendment No. 9, dated July 24, 2013, as further amended by Amendment No. 10, dated July 9, 2014, as further amended by Amendment No. 11, dated July 8, 2015, as further amended by Amendment No. 12, dated August 26, 2015, as further amended by Amendment No. 13, dated July 27, 2016, as further amended by Amendment No. 14, dated July 5, 2017, as further amended by Amendment No. 15, dated June 20, 2018, as further amended by Amendment No. 16, dated July 10, 2019, and as further amended by Amendment No. 17, dated July 21, 2020.

The Parties agree as follows:

1. Section 3.1.2 of the Agreement, the Term is amended by extending the term from July 1, 2021, through June 30, 2022 (the "Extended Term").
2. Section 3.3.1 of the Agreement, the Compensation is amended for the Extended Term as referenced in the attached Exhibit "C".
2. All of the remaining terms and provisions of the Agreement are hereby reaffirmed.

[SIGNATURES ON NEXT PAGE]

In witness whereof the parties have executed this Amendment No. 18 on the date set forth below.

**CITY OF ARCADIA**

**EXECUTIVE INFORMATION SERVICES,  
INC.**

\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

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

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney

\_\_\_\_\_  
David Hieb  
Vice President, Client Services

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

\_\_\_\_\_  
Justin Davis  
Vice President, Research &  
Development

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

CONCUR:

\_\_\_\_\_  
Roy Nakamura  
Chief of Police

## **Exhibit "C"**

### **COMPENSATION**

The Agreement is amended to provide that the total compensation for the Extended Term from July 1, 2021, through June 30, 2022, shall not exceed Thirty-Five Thousand Four Hundred Forty-Four Dollars and Zero Cents (\$35,444.00), as referenced in the attached support quote dated February 5, 2021.



Quote QT000002  
Date 2/5/2021  
Due Date 2/5/2021  
Customer No. ARC1700  
Page 1 of 1



**Bill To**

Arcadia Police Department  
Attn: Audree Luevano  
250 West Huntington Drive  
Arcadia, CA 91066  
United States

**Ship To**

Arcadia Police Department  
250 West Huntington Drive  
Arcadia, CA 91066  
United States

Contract/Project Number	Purchase Order	Payment Terms	Currency	
		Start of Maint Period	HARRIS-US\$	
Item No	Description	Quantity	Unit Price	Amount
NOTE	Annual EIS Support Quote	1.00	0.00	0.00
MAINT	Law Records Management, CAD	1.00	35,444.00	35,444.00

Remit To:  
Executive Information Services, Inc.  
PO BOX 74008484  
Chicago, IL 60674-8484

Subtotal	35,444.00
Misc	0.00
Taxes	0.00
Total	35,444.00



Invoice Questions? Please call 888-847-7747 or email [ar@goeis.net](mailto:ar@goeis.net)

Tax Exempt? Please send your exemption certificate to the email address above.

***Thank you for your business!***



# STAFF REPORT

---

Police Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Roy Nakamura, Chief of Police  
By: Dr. Jennifer Brutus, Sr. Management Analyst

**SUBJECT:** AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ROBERT J. GUERRERO FOR BACKGROUND INVESTIGATION SERVICES IN THE AMOUNT OF \$25,000  
**Recommendation: Approve**

## **SUMMARY**

The City has a Professional Services Agreement ("Agreement") with Robert J. Guerrero ("Guerrero") for background investigation services, and the current Agreement expires on June 30, 2021. It is recommended that the City Council approve, authorize, and direct the City Manager to execute an amendment to the Professional Services Agreement with Guerrero for Fiscal Year 2021-22 in the amount of \$25,000.

## **BACKGROUND**

Since 2010, the Arcadia Police Department (the "Department") has been using Robert J. Guerrero's investigative services for new hire background investigations. In 2017, the Department established a new Professional Services Agreement for three years, with the option to renew for three additional one-year periods. Fiscal Year 2021-22 will constitute the second extension. This contract started with a budget of \$15,000 (based on 15 background investigations at approximately \$1,000 each); however, the Department's background investigation needs have increased over time.

Although background investigations are only conducted on promising candidates who have communicated intent toward a new opportunity with the City, at times the candidate does not work out for a variety of personal reasons, or due to information discovered during the investigative process. This causes the Department to seek out other candidates and incur additional background costs.

In addition, the Department will seek to fill current vacancies, which have resulted from employee turnover (such as staff members moving on to other job opportunities) and normal staff attrition (retirements).

## **DISCUSSION**

The Agreement with Guerrero currently involves an open purchase order not to exceed \$25,000. For Fiscal Year 2021-22, the Department projects a need for 25 background investigations to assist with filling current vacancies (sworn and civilian). There are an unusually high number of vacancies at this time due to intentionally holding non-critical positions open in the past year due to uncertainty surrounding the COVID-19 pandemic. Currently, the Department has five Police Officer vacancies in Patrol, two Police Officer vacancies in Traffic, one Taskforce for Regional Auto-theft Prevention (TRAP) Officer vacancy, one Community Services Officer vacancy (Community Affairs), and one vacancy in the Records Division.

Background investigations are also performed on part-time staff such as Cadets, which is a group that is currently down four positions. Thus, to extend services for Fiscal Year 2021-22, the total cost of the contract shall not exceed \$25,000 (based on 25 background investigations at approximately \$1,000 each). The cost per investigation has remained constant over the past three years, and Guerrero indicated that his base price will remain the same for Fiscal Year 2021-22. The only difference is that Guerrero will charge a surcharge of \$60 per hour for investigations that take place out of the area such as San Diego County, Ventura County, parts of San Bernardino County (North of Victorville), as well as the Coachella Valley and beyond.

Guerrero will continue to provide reliable background investigations services, including but not limited to in-depth interviews with candidates, reference checks, home visits and neighborhood checks, verifying qualifications, law enforcement records checks, and continuous communication with the Department throughout the investigative process.

## **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

## **FISCAL IMPACT**

The amendment to the Agreement will cost the City \$25,000 for Fiscal Year 2021-22. This amount has been budgeted in the City's Fiscal Year 2021-22 Operating Budget.

**RECOMMENDATION**

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act ("CEQA"); and approve, authorize, and direct the City Manager to execute an amendment to the Professional Services Agreement with Robert J. Guerrero for background investigation services in the amount of \$25,000.

Approved:

  
Dominic Lazzaretto  
City Manager

Attachment: Proposed Amendment No. 2 to Professional Services Agreement

**AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES  
AGREEMENT FOR BACKGROUND INVESTIGATION SERVICES WITH ROBERT J.  
GUERRERO**

This Amendment No. 2 ("Amendment No. 2") is hereby entered into on this \_\_\_\_ day of \_\_\_\_\_ 2021, by and between the City of Arcadia, a charter city organized under the Constitution and laws of the State of California, and Robert J. Guerrero, a Sole Proprietorship, with respect to that certain Professional Services Agreement between the Parties dated August 23, 2017 (the "Agreement"), as amended by Amendment No. 1, dated June 24, 2020.

The Parties agree as follows:

1. Section 3.1.2 of the Agreement, the Term is amended by extending the term from July 1, 2021 through June 30, 2022 (the "Extended Term").
2. Section 3.3.1 of the Agreement, the Compensation is amended for the Extended Term as referenced in the attached Exhibit "C".
3. All of the remaining terms and provisions of the Agreement are hereby reaffirmed.

In witness whereof the Parties have executed this Amendment No. 2 on the date set forth below.

**CITY OF ARCADIA**

**ROBERT J. GUERRERO**

\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

\_\_\_\_\_  
Robert J. Guerrero  
Owner

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

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

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

CONCUR

\_\_\_\_\_  
Stephen P. Deutsch  
City Attorney

\_\_\_\_\_  
Roy Nakamura  
Chief of Police

## **Exhibit "C"**

### **COMPENSATION**

The Agreement is amended to provide that the total compensation for the Extended Term from July 1, 2021, through June 30, 2022, shall not exceed twenty-five thousand dollars and zero cents (\$25,000.00). The cost will remain \$950.00 per investigation and Guerrero will charge for any additional costs incurred, as explained in the attached memo dated February 5, 2021.



Guerrero Investigative Services  
7830 Golden Star Ave.  
Riverside, CA 92506  
PI # 22471 - Office# (951) 789-4554 Cell # (951) 465-0626

February 5, 2021

City of Arcadia  
250 W. Huntington Drive  
Arcadia, CA 91066-0021

Attention: Jennifer Brutes  
In Re: 2021 Price List


Background Investigations:	950.00
Mileage: (Prevailing Federal Rate)	Currently: .575

Expenses: Not included in the price of the investigations are expenses such as, but not limited to fax's, parking fees, postage and other out of pocket expense.

Travel: If travel is requested outside of the area a \$60.00 per hour charge will be added to the price of the investigation. Outside of the area would be San Diego County, Ventura County, and parts of San Bernardino County (North of Victorville) as well as the Coachella Valley and beyond.

If a flight is necessary, the hourly rate, price of travel, rental of vehicles, lodging and per diem will also be charged.

The investigator will continue to maintain a current PI License, Errors and Omissions Insurance and a Commercial Vehicle Insurance Policy as mandated by the city of Arcadia.

  
\_\_\_\_\_  
Robert J. Guerrero – Owner  
Guerrero Investigative Services

Date: Feb 5, 2021



# STAFF REPORT

---

Office of the City Manager

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager  
By: Michael Bruckner, Deputy City Manager

**SUBJECT:** CONTRACT WITH NATIONAL DEMOGRAPHICS CORPORATION FOR PROFESSIONAL DEMOGRAPHER SERVICES RELATED TO STATE MANDATED REVIEW OF VOTER DISTRICT BOUNDARIES IN AN AMOUNT NOT TO EXCEED \$40,000

**Recommendation: Approve**

## **SUMMARY**

As a result of the 2020 Census, the City of Arcadia is required to review new population data and to rebalance its districts. Per the Election's Code, the City Council is required to adopt a new map or, if appropriate, readopt the existing map by Ordinance following a series of public hearings. The City Council districts must be "substantially equal in population" based upon the results of the 2020 Census. The districts are also required to comply with the United States Constitution, the California Constitution, and the federal Voting Rights Act of 1965. Given the complexities of creating and adopting voting districts that are in compliance with federal and state laws, it is recommended that the City retain the services of a professional demographer to assist the community in determining fair, balanced, understandable, and defensible City Council districts. Therefore, it is recommended that the City Council approve, authorize, and direct the City Manager to execute a Contract with National Demographic Corporation ("NDC") for Demographer Services in an amount not to exceed \$40,000.

## **BACKGROUND**

On July 21, 2017, the City Council adopted Resolution No. 7179, a resolution declaring the City's intent to transition from at-large to district-based elections. After holding a series of required public hearings, on October 17, 2017, the City Council adopted Ordinance No. 2350 establishing by-district elections, defining district boundaries, and scheduling elections within the districts. Two subsequent elections have been held using the district format, with all five seated Council Members now representing specific districts of the community (Attachment A).

Cities that use district voting systems are required to update their adopted district boundaries in conjunction with each decennial Census to ensure that the districts remain numerically and demographically balanced. As a result of the 2020 Census, the City of Arcadia is required to review new population data and to rebalance its districts. The canvassing for the 2020 Census was completed last year; however, the US Census Bureau recently announced that it will deliver the final data to all states by September 30, 2021, which is six months later than the statutory deadline of March 31, 2021. Additionally, the State of California will take another month to review the Census data to incorporate certain state-specific information – resulting in a practical arrival date in early October 2021.

Under the State's Fair Maps Act, the City must then hold at least four public hearings for the community to provide input regarding the composition of the districts. This entire hearing process would take approximately 60-90 days to complete. Further, the Fair Maps Act requires that the new district maps be adopted at least 174 days prior to the election. The next regularly scheduled municipal election is November 1, 2022, which requires the City to adopt maps no later than May 11, 2022. Assuming that there are no further delays, the City will have sufficient time to complete the redistricting process.

## **DISCUSSION**

State law requires that the City review districts or "redistrict" following each decennial census. Per the Election's Code, the City Council is required to adopt a new or readopt the existing map, if appropriate, by Ordinance following a series of public hearings, to include:

- At least one public hearing before the City Council draws a draft map or maps of the proposed district boundaries.
- At least two public hearings after the City Council has drawn a draft map or maps of the proposed district boundaries.
- At least one public hearing or public workshop on a Saturday, on a Sunday, or after 6:00 p.m. on a weekday, Monday through Friday.
- The City Council may have City staff or a consultant conduct one or more of public workshops in lieu of holding one of the four required public hearings.
- If a public hearing is consolidated with a regular or special meeting of the City Council, that includes other substantive agenda items, ***the public hearing shall begin at a fixed time regardless of its order on the agenda***, except that the City Council may first conclude any item being discussed or acted upon, including any associated public comment, when that time occurs.

- The time of the public hearing shall be noticed to the public.
- The City Council may establish an Advisory Redistricting Commission to hold the required public hearings instead of the Council.

The new City Council districts must be “substantially equal in population” based upon the results of the 2020 Census. The districts are also required to comply with the United States Constitution, the California Constitution, and the federal Voting Rights Act of 1965. Given the complexities of creating and adopting voting districts that are in compliance with federal and state laws, it is recommended that the City retain the services of a professional demographer to assist the community in determining fair, balanced, understandable, and defensible City Council districts.

National Demographics Corporation (“NDC”) has submitted a proposal (Attachment B) to the City to assist in the redistricting process. NDC has more than 40 years of experience districting and redistricting cities, school districts, and other local jurisdictions across California, including the City of Arcadia’s initial transition to district elections in 2017. NDC has also performed similar work for the Cities of Pasadena, South Pasadena, Duarte, Glendora, Claremont, and West Covina.

NDCs proposal and scope of work includes a base cost plus an addition per diem for in person or virtual meetings. In addition, NDC can provide a project website and online mapping tools as part of their community engagement process to assist the community and City Council with the map development process. All told, these services are not expected to exceed \$40,000. An appropriation for this amount is included in the City Clerk’s Office Fiscal Year 2021-22 proposed operating budget and a copy of the proposed contract is included as Attachment C.

It should also be noted that the existing map may still meet equal population, Voting Rights Act, and Fair Maps Act requirements using the 2020 Census data. Cities that meet these criteria with existing maps may retain their maps without drawing new maps or holding public hearings. This service is also included as an alternative in NDC’s proposal and would bring the expected cost down to \$4,500 plus costs to attend any desired Council Meetings to discuss this approach and findings.

### **FISCAL IMPACT**

Funding for this project in the amount of \$40,000 is included in the Fiscal Year 2021-22 City Clerk’s Office operating budget.

### **ENVIRONMENTAL ANALYSIS**

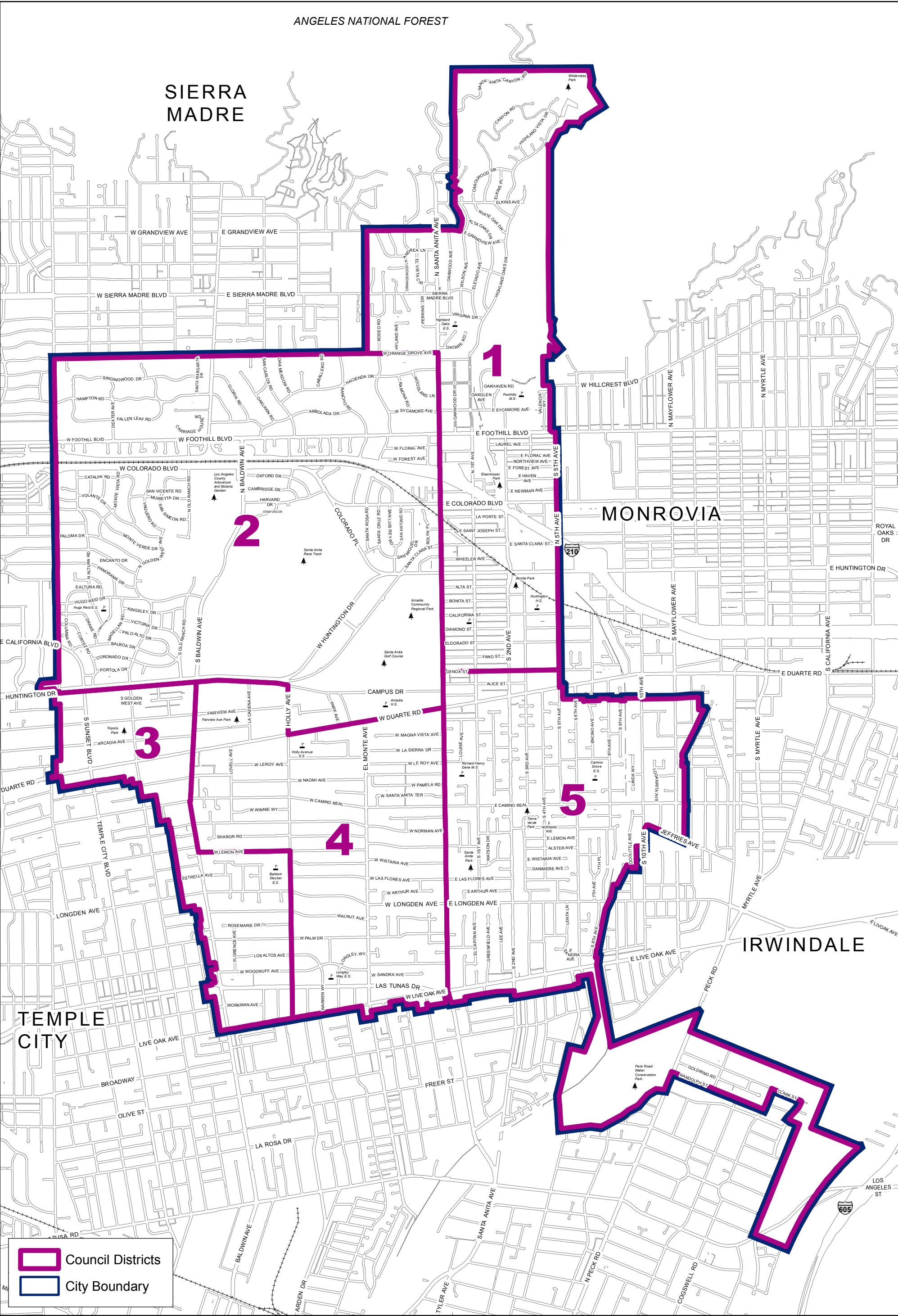
The proposed actions do not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that they will have no impact on the environment. Thus, these matters are exempt under CEQA.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action is exempt under the California Environmental Quality Act ("CEQA"); and to approve, authorize, and direct the City Manager to execute a Contract with National Demographic Corporation ("NDC") for Professional Demographer Services related to State mandated review of voter district boundaries in an amount not to exceed \$40,000.

Attachment: A. Adopted City Council District Maps  
B. NDC Proposal  
C. Proposed Contract







# A Proposal to Arcadia for Demographic Services

By National Demographics Corporation

Douglas Johnson, President

February 25, 2021





## National Demographics Corporation

February 25, 2021

Mr. Thomas Rice  
City of Arcadia  
c/o Best Best and Krieger LLP  
2855 E. Guasti Rd., Suite 400  
Ontario, CA 91761

Dear Mr. Rice,

Thank you for the opportunity to provide this proposal to Arcadia. NDC has more than 40 years of experience districting and redistricting hundreds of cities, school districts and other local jurisdictions across California, including the city's initial move to by-district elections and similar work for Pasadena, South Pasadena, Duarte, Glendora, Claremont and West Covina (a full client list is available at [www.ndcresearch.com/clients/](http://www.ndcresearch.com/clients/)). We welcome the opportunity to bring the firm's expertise and skills to assist the City.

For each project, there are certain required basic elements, and there are several options that the City can include or leave out at its option. NDC carefully tailors each project to the needs and goals of the individual client partner. NDC also welcomes the opportunity to work with our clients to encourage public participation in this process, as we offer several tools developed specifically for public engagement in districting and redistricting.

The attached proposal consists of a brief introduction; specific proposed project elements and options; timeline and cost information; conclusion; and signature section. NDC looks forward to working with you on this effort. Please call or email anytime if you have any questions, concerns, or requests regarding this proposal.

Sincerely,

Douglas Johnson  
President



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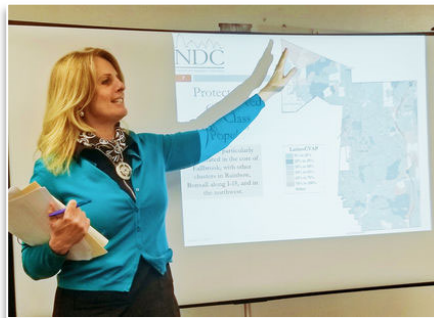


## Brief History of National Demographics Corporation

NDC has served hundreds of local governments since our founding in 1979. While most of NDC's work is in California and Arizona, the firm has performed projects in all regions of the country, serving clients as varied as the States of Mississippi, Arizona, Florida and Illinois; Clark County (Nevada); the California counties of Merced, San Bernardino, and San Diego; the San Diego Unified School District; the City of Oakland; Yuma County (Arizona); the Arizona cities of Glendale, Mesa, Peoria, Phoenix, and Surprise; and relatively smaller jurisdictions such as the City of Bradbury and Clay Elementary School District.

The company is especially well known for its districting and redistricting work with local governments. NDC has established a reputation as the leading demographic expert on the California Voting Rights Act (CVRA), having performed demographic assessments of potential CVRA liability and/or moves to by-district elections for over 350 jurisdictions. No company has been responsible for addressing the electoral demographic needs of more local governments, as NDC has districted and/or redistricted more than 250 counties, school districts, cities, water districts, and other local jurisdictions.

Nationally recognized as a pioneer in good government districting and redistricting, NDC has unmatched expertise in the issues, questions, and decisions jurisdictions face in any discussion regarding districting, redistricting, the California and Federal Voting Rights Act and related election system choices.





## Company Philosophy

### **Professionalism**

NDC's personnel are nationally recognized as leaders in the districting field and are responsible for numerous books and articles on the subject. NDC possesses all the hardware and software necessary to meet the districting and redistricting needs of any jurisdiction, and its personnel have unmatched experience in the line-drawing side of this work, as well as in developing the databases used for these purposes. But more important are the firm's interpersonal skills and the team's understanding of the perspective of all parties in this process.

### **Partnership**

In recognition of the vital role these groups play in informing and assisting their members, NDC is a sponsor of the California League of Cities, the California Special Districts Association, and we are currently finalizing our sponsorship of the California School Boards Association and the California Association of Counties.

For years, NDC has frequently appeared on panels organized by these organizations to share information with their members about the California Voting Rights Act, the Census, and the districting and redistricting rules and process.

NDC also assists the League of Cities and CSBA with negotiations and suggested language for legislation on districting/redistricting and the California Voting Rights Act.

### **Local Leadership and NDC's Non-Partisan Approach**

NDC is an advisor and technical resource. The firm's role is to assist our clients in implementing our clients' goals and directions within the complicated demographic and legal constraints of the project. NDC shares its experience and expertise, but the final plan is selected by the jurisdiction's elected leaders, not NDC. The firm is sometimes criticized, usually by people from outside of the client jurisdiction, for not acting as an advocate or proselytizer for what these outsiders think is "right" for the client. But NDC team members are expert advisors, not proselytizers. NDC guides our clients through the process to a map that meets all legal requirements and the goals of our client – not the goals of outside critics. NDC welcomes the chance to assist each client through this process following the direction of the jurisdiction's elected leadership, key staff members, and the entire community.



## National Demographics Corporation

A common question in many redistricting projects is whether there is any influence of any improper political bias on the process. NDC's four decades of success working for jurisdictions with all-Democratic leadership, jurisdictions with all-Republican leadership, and every possible combination in between, reflects our steadfast dedication to non-partisan service. At work, each of us puts our personal political feelings aside and focuses on implementing the policy goals and directions of our clients using NDC's non-partisan, professional and expert guidance regarding the requirements and options facing each client. We believe most of our clients would be hard-pressed to guess which NDC team members are registered as independents or with any political party, and we are proud to have satisfied customers and clients whose partisan leanings (even in their non-partisan local government offices) similarly cross the entire partisan spectrum.

### **Openness**

Any change in election systems can have momentous implications for the distribution of political power in a jurisdiction and for access by groups and individuals to the governance process. Not surprisingly, such changes often attract considerable public attention, sometimes generate intense controversy, and may draw charges of manipulation and abuse of power. It is crucial, therefore, that the jurisdiction establish, at the beginning, a process that is not only fair, but that is seen to be fair, to all contending groups and individuals.

### **Public Engagement**

NDC pioneered the "transparent districting" approach that involves the public at every stage of the process and the company invented the "public participation kit" back in 1990. But NDC's most valuable service is the firm's experience transforming often contentious and passionate debates into thoughtful, constructive discussions focused on the options and outcomes rather than individual personalities. NDC also has considerable experience working with translators in public forums and providing materials in English and Spanish.

NDC's approach has been widely praised in the media, and NDC has worked extensively with all types of press including radio, television, newspaper, and new media.





## Project Software

NDC uses Caliper Corporation's Maptitude for Redistricting software for processing public map submissions and drawing NDC's draft maps and Board-directed revisions. Maptitude for Redistricting can open and use the standard "Shapefile" and "File Geodatabase" GIS data formats, and Maptitude for Redistricting can export all files to "Shapefile" and "File Geodatabase" formats.

NDC uses ESRI's ArcGIS Online to present those maps for Board, Staff and Public review in an easy-to-use, interactive format. NDC also uses ArcGIS Pro for some specialized Geographic Information System (GIS) analysis; for opening and reviewing data received from clients or from other jurisdictions; and when needed for final map post-adoption processing for delivery to the jurisdiction and to the County Registrar. Microsoft PowerPoint is also used for many presentations, though NDC is currently experimenting with a possible move to ESRI's "Story Maps" for some presentations.

## NDC Approach to Public Engagement

### The Three E's of Public Participation: Engage, Educate, and Empower

NDC's "Three E's" approach recognizes the complex and daunting nature of districting and redistricting projects, while emphasizing the importance of public participation in such projects.

Given the complexity of the issue, the public cannot be expected to jump in with constructive ideas and input without encouragement. So NDC's approach begins with the first "E": **Engage**. NDC works with our clients to get the word out about why the project matters – and how input from residents can be a decisive element of the project.

Once their interest is engaged, the second "E" is **Educate**. Most media coverage of this topic focuses on congressional gerrymandering, giving the entire field a tainted and hopeless feel. NDC works with our clients to explain how local districting and redistricting is based on neighborhoods and communities – not national politics. We educate the public on the data, requirements and goals of redistricting, and on the many options residents have to formulate and share their own maps or other constructive input.

The third "E" is **Empower**. For those projects where the level of public interest and engagement justify the expense, NDC offers an unmatched array of paper, Excel-based, and online mapping tools that residents can use to draw detailed, population-balanced maps for consideration by the jurisdiction.

When included in a project, NDC has seen considerable public interest in these optional public participation tools. Often five, ten or even twenty or thirty draft maps are proposed by community residents. And NDC developed a highly refined and proven methodology for efficiently guiding our clients through selecting and refining a map, even when starting from 10, 20, 30 or more initial draft maps.

For those jurisdictions where the expense of the optional mapping tools is too high, NDC always welcomes any letters, comments, or hand-drawn maps that residents wish to submit during the districting or redistricting process.

For every project, at no extra expense, NDC includes an online “interactive review map” that allows residents to analyze draft maps zooming in and out, searching for specific addresses, and by changing between street maps, satellite images, and other underlying base maps.

Samples of these tools are shown on the following pages, and additional details on each of them appears later in this proposal.

## Sample Public Participation Mapping Tool

### Public Participation Kit

Each number indicates the total population of that "population unit" area. Each district must have essentially equal population.

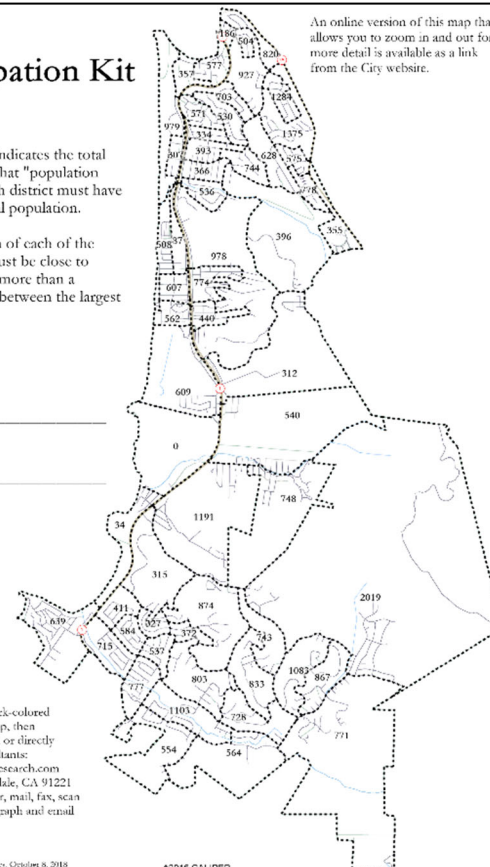
The population of each of the five districts must be close to 7,447, with no more than a 745 difference between the largest and smallest.

Name: \_\_\_\_\_

Phone or email: \_\_\_\_\_

Please use a thick dark-colored pen to draw your map, then submit it at City Hall or directly to our project consultants:  
 Submission@NDCresearch.com  
 P.O. Box 5271, Glendale, CA 91221  
 You can hand-deliver, mail, fax, scan and email, or photograph and email your map.

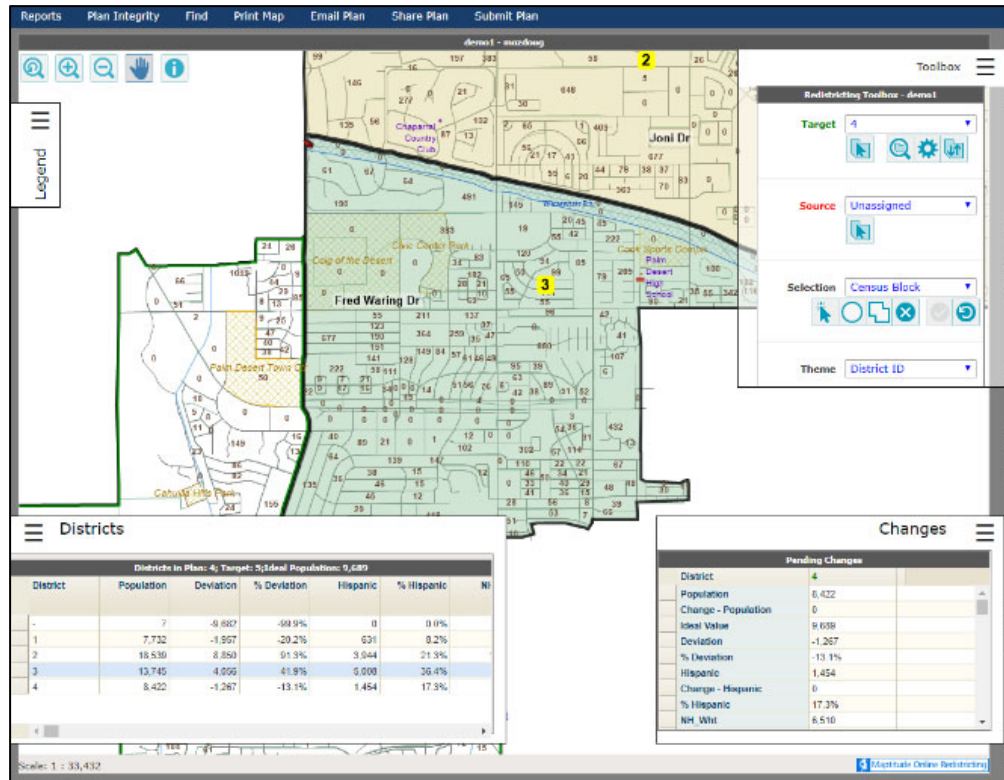
National Demographics, October 8, 2018 #2016 CALIPER



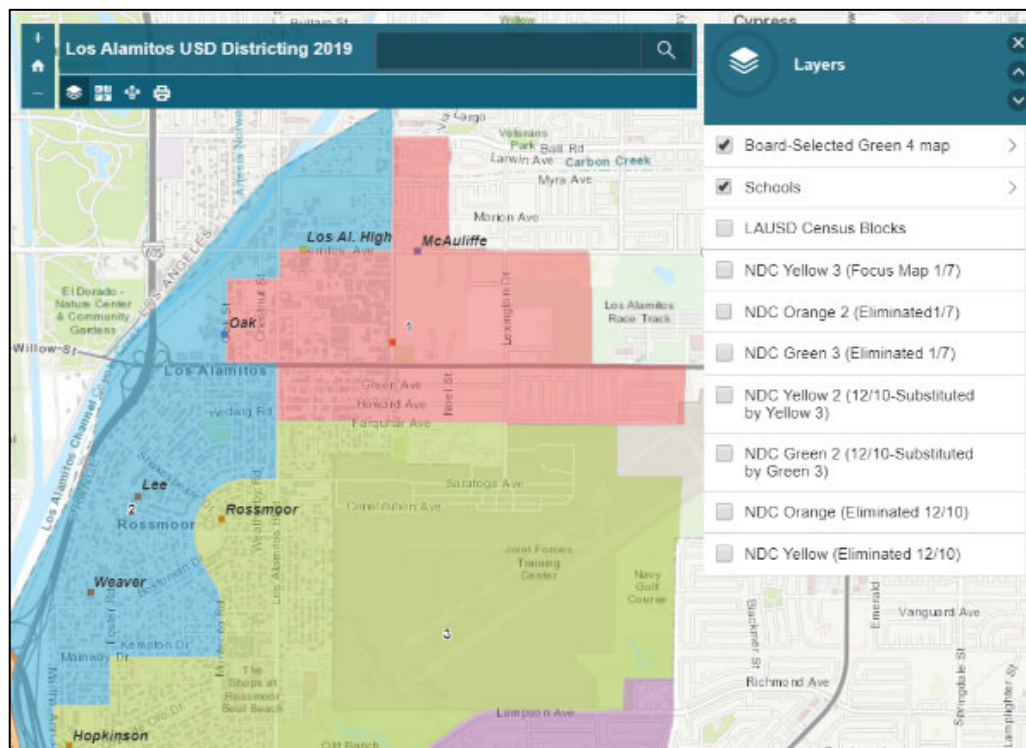
An online version of this map that allows you to zoom in and out for more detail is available as a link from the City website.



## Sample Online Mapping Tool



## Sample NDC “Interactive Review Map” (used to view and evaluate, not to draw, maps)





## The NDC Team

NDC's 40 years of service to local governments is grounded in our academic founding and decades of professional relationships with all forms of local governments. Each NDC team member has been extensively trained in the legal requirements, demographic details, and complicated personal and community interests involved in every districting and redistricting project. And every NDC team member has been briefed on the wide range of unusual and bizarre challenges NDC has encountered over our more than 250 successfully completed local government projects. Whatever question or situation arises, your NDC team can handle it.

NDC President Dr. Douglas Johnson leads all team training and closely monitors the progress of every client project. NDC President Dr. Johnson and Vice President Dr. Levitt are always available to all clients, and typically are personally involved whenever particularly unusual or complex situations arise. And each NDC project has an NDC Consultant or Senior Consultant as a primary point of contact to ensure seamless information flows and continuity. All NDC project leaders are a fully trained Consultants or Senior Consultants with years of experience working with local government elected leadership and top staff members. Each NDC team leader brings their personal expertise in demographics, city governance, school district governance and/or special district management to every project. And each team leader has particular expertise and focus in specific geographic areas. All team members resumes are available on [www.ndcresearch.com/about-us/](http://www.ndcresearch.com/about-us/).

### NDC Current Organization Chart

<b>NDC President</b>	Douglas Johnson, Ph.D.
<b>NDC Vice President</b>	Justin Levitt, Ph.D.
<b>Senior Consultants</b>	Shalice Tilton Robert McEntire, Ed.D. Jeff Tilton, Ed.D.
<b>Consultants</b>	Kristen Parks Daniel Phillips, Ph.D. Shannon Kelly Jeff Simonetti Todd Tatum Ivy Beller Sakansky Douglas Yoakam
<b>Records Manager</b>	Michele Lewis



## Recognition of NDC's Expertise

Both national and local organizations have recognized NDC's unmatched experience and expertise in the Census, districting, and redistricting.

### National Recognition

Nationally, the National Conference of State Legislatures hosted NDC as a panelist at five different forums held for state legislators and legislative staff from across the country. NDC President Douglas Johnson addressed these forums on the following topics:

1. *Citizen Voting Age Data from a line-drawer's viewpoint*
2. *Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)*
3. *The Key to Successful Redistricting*
4. *Communities of Interest In Redistricting: A Practical Guide*
5. *The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting*

In addition:

- The National League of Women Voters hosted NDC President Douglas Johnson at a 2006 conference on “Building a National Redistricting Reform Movement,”
- Texas Tech University hosted Dr. Johnson as a panelist at its “Symposium on Redistricting;”
- The Arizona League of Cities and Towns hosted Dr. Johnson as a panelist on “Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011” and
- The Arizona Bar Association hosted Dr. Johnson as a panelist on “Communities of interest and technology in redistricting.”

### California League of Cities Recognition

The California League of Cities hosted NDC as panelists over a dozen times to date:

General Meeting panel: 2006 and 2015

Executive Forum panel: 2018 and 2020

City Clerk Department panel: 2014, 2017, 2018, twice in 2019, and 2020

City Manager Department panel: 2015 and 2019

City Attorney Department panel: 2018



## National Demographics Corporation

Inland Empire Chapter presentation: 2016

South Bay Chapter presentation: 2020 and 2021

### Recognition by Additional California Organizations

Other California organizations and conferences since 2011 recognizing NDC's expertise in this field include:

2020	California County Counsel Assoc.	2021 Redistricting - What Local Government Attorneys Need to Know
2020	"Voice of San Diego" Politifest	Redistricting--What it means for our community
2020	County Committee Secretaries Annual Summit	The California Voting Rights Act
2020	Rose Institute of State and Local Government	2021 Redistricting: New Rules for California Local Governments
2020	California Special Districts Association	California Voting Rights Act Challenge Factors
2020	Associated Cities of California – Orange County	2021 Redistricting: The Rules have Changed
2020	California Municipal Law Conference	Municipal Redistricting in 2021: New Rules of the Road
2019	California Association of School Business Officials	Transitioning to By-Trustee-Areas Elections
2019	USC City/County Fellowship Program	The Challenges of Municipal Election Districts
2019	California Special Districts Association	District Elections and the California Voting Rights Act
2018	California Special Districts Association	Converting From At-Large to By-District Elections Under the California Voting Rights Act
2018	Riverside County Bar Assoc.	Redistricting and the California Voting Rights Act
2018	California School Board Assoc.	Voter Districts: The Link Between Strong Community Engagement and a Successful Process



## National Demographics Corporation

2017	California School Board Assoc.	15 Years with the California Voting Rights Act: Lessons Learned and Challenges Ahead
2017	UC's National Public Service Law Conference	Moderator, "Voting Rights 101"
2016	Los Angeles County School Business Officials	CVRA: What CBO's Need to Know
2016	Los Angeles County School Trustees Assoc.	The CVRA: What School Board Members Need to Know
2015	Associated Cities of California – Orange County	The California Voting Rights Act
2015	California School Board Assoc.	The California Voting Rights Act: What Board Members Must Know
2015	Los Angeles County School Boards Assoc.	CVRA & Districting: The Demographer's Perspective
2011	Channel Cities Club	Lunch Keynote: "California's next experiment: independent, public redistricting"

### Trusted Advisor to Local Government and Redistricting Reform Groups

NDC acted as an informal advisor to the California League of Cities and the California School Board Association during the debate over the AB849 "FAIR MAPS Act" in 2019.

NDC acted as an informal advisor to the California League of Cities during the debate over AB1276 (revising the FAIR MAPS Act provisions) in 2020.

NDC provided ideas, advice, maps and research to the 2008 Common Cause-led coalition that drafted and successfully advocated for Proposition 11, which created California's State-level Independent Redistricting Commission.

### Advisor to Charter Review Commissions on Redistricting Provisions

NDC advised the following groups on the redistricting and voting rights provisions of their charter revisions and ordinances:

2016	City of El Cajon charter revision and public education outreach
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## National Demographics Corporation

2015/16	Castaic Lake Water Agency and Newhall County Water District merger
2015/16	City of Corona Charter Revision
2011/12	Pasadena Unified advisor to Charter Revision Commission creating a redistricting commission and moving District to by-district elections
2009/10	City of Menifee advisor to by-district-elections ordinance language committee
2006-08	City of Modesto advisor to Charter Revision Commission creating an independent redistricting commission and public education outreach
2003	City of Goleta ordinance writing and public education outreach

### Expert Witness and Litigation Consultant

NDC President Douglas Johnson served as an expert witness in the following election and redistricting law cases:

2020	Chestnut v Merrill (Alabama)
2019	City of Redondo Beach vs State of California
2019	Ruiz-Lozito vs West Contra Costa Unified School District
2019	Common Cause v Lewis (North Carolina)
2018	Phillip Randolph Institute v Smith (Ohio)
2018	League et al. v. Johnson (Michigan)
2017	Luna v County of Kern
2018	Covington v State of North Carolina
2016	Garrett v City of Highland
2015	Jamarillo v City of Fullerton
2015	Harris vs Arizona Independent Redistricting Commission
2015	Solis v Santa Clarita Community College District
2015	Jauregui et al vs City of Palmdale
2014	Diego v City of Whittier

NDC Staff also served as litigation consultants for jurisdictions in the following California Voting Rights Act cases:

1. Anaheim
2. Carson
3. Compton
4. Escondido
5. Modesto
6. Poway
7. Santa Clarita
8. Whittier
9. Santa Clarita Community College District
10. Tulare Health Care District



## NDC Testimonials

Here is a sampling of what people have to say about NDC:

*“Our decision to work with National Demographics came out of our extraordinary city-wide success in 2015 with their work designing the original districts. I think anyone who participated in that process realized that the technical solutions they created opened access to literally dozens of people creating their own maps and it created a vibrant process.”*

Santa Barbara City Attorney Ariel Calonne

*“Here's a great expert. . . . today you bring him in for what sounds like good information, very smart man up here.”*

United States Fourth District Court Judge James A Wynn, Covington v North Carolina, United States District Court for the Middle District of North Carolina, Case No. 1:15CV399

*“I have worked on Congressional, Legislative, Los Angeles County and Los Angeles City redistricting maps on behalf of the Latino Caucus and grassroots Latino organizations for over 30 years. Douglas Johnson is one of the top redistricting experts in California, and he is who I would pick to draw a map for me anywhere in the state.”*

Alan Clayton, retired Executive Director of the Los Angeles County Chicano Employees Association

*“The excel spreadsheet is a fantastic tool. Just plug in the letter by district and on the tab see a running total of population by assigned district. It's cool.”*

Modesto resident's comment, June 16, 2008

*“One of the first, and in retrospect one of the best, decisions made by our commission was to hire Douglas Johnson and his colleagues at National Demographics Corporation as our primary consultants. I have never had the opportunity to work with a more highly qualified, hard-working, dedicated, professional and classy individual or group than Mr. Johnson and his associates at NDC.”*

Jim Huntwork, Arizona Independent Redistricting Commissioner (Republican)





## National Demographics Corporation

*“In addition to his technical expertise, Doug had a keen sense of how to help us navigate the complexities of the process. He understands redistricting better than any person I know. He has a unique ability to synthesize that which is very complicated and make it very understandable for the public. He frequently would present various options, without representing any position, clearly delineating differences and challenges of each option in a clear and succinct manner.”*

Josh Hall, Arizona Independent Redistricting Commissioner (Democrat)

*“It was a great pleasure to work with Doug Johnson and NDC during the first Independent redistricting effort in Arizona. Doug and his staff were professional, efficient, responsive, and even-handed. They listened very carefully to the instructions given by the commission and performed each mapping task without bias of any kind. I would highly recommend NDC to any jurisdiction, or commission, wishing to have a successful redistricting process.”*

Steven W. Lynn, Chair, Arizona Independent Redistricting Commission (Independent)

*“Thank you for all of your hard work, assistance, and patience with me during this year of CVRA conversion to by-area trustee elections. Your continual reassurance and support in dealing with all of the details was sincerely appreciated. We all have jobs to do, but when working with all of you I felt that you always went the extra mile to support our District with excellent customer service. The multiple revisions, extra conference calls, and follow up suggestions made a difference to Scott, Linda, and me. I personally enjoyed joking around with each of you while remaining professional in all presentations. It was a pleasure working with all of you. “*

Jennifer Williams, Ed. D., Fullerton Joint Union High School District, Executive Director Administrative Services

*“Thank you for taking time out of your busy schedule to participate in the City Official Roundtable I hosted on the 2020 U.S. Census at the Redondo Beach Performing Arts Center. I appreciate that you shared your expertise on the Census to the government officials who were present. It is critical that we work together to ensure that everyone is counted in the upcoming Census.”*

Ted W. Lieu, Member of Congress, California 33<sup>rd</sup> District.



## Impeccable References

All of NDC's former clients – without exception – can be contacted for references. The following is only a sample of references:

Mr. Graham Mitchell. City Manager. City of El Cajon. 200 Civic Center Way. El Cajon. CA 92020. (619) 441-1716. [GMitchell@cityofelcajon.us](mailto:GMitchell@cityofelcajon.us).

Mr. Jason Stilwell. City Manager. City of Santa Maria. 110 E. Cook Street. Santa Maria. CA 93454-5190. (805) 925-0951 ext. 2200. [jstilwell@cityofsantamaria.org](mailto:jstilwell@cityofsantamaria.org).

Mr. Marcus Walton. Communications Director. West Contra Costa Unified. 1108 Bissell Ave., Room 211-215. Richmond, CA 94801. 510-205-3092. [mwalton@wccusd.net](mailto:mwalton@wccusd.net).

Mr. Jonathan Vasquez. Superintendent. Los Nietos School District. 8324 S. Westman Ave., Whittier, CA 90606. (562) 692-0271 Ext. 3212 [jonathan\\_vasquez@lnsd.net](mailto:jonathan_vasquez@lnsd.net).

Ms. Jennifer Fitzgerald, Mayor, City of Fullerton. 303 W. Commonwealth Avenue. Fullerton, CA 92832. (714) 402-3106. [jennifer@curtpringle.com](mailto:jennifer@curtpringle.com).

Mr. James Atencio. Assistant City Attorney. City of Richmond. 450 Civic Center Plaza. Richmond, CA 94804. 510-620-6509. [James\\_Atencio@ci.richmond.ca.us](mailto:James_Atencio@ci.richmond.ca.us).

Ms. Isabel Montenegro. Administrative Assistant. Inglewood Unified. 401 South Inglewood Avenue, Inglewood, CA 90301. 310-419-2799. [imontenegro@inglewood.k12.ca.us](mailto:imontenegro@inglewood.k12.ca.us).

Ms. Pam Abel. Superintendent. Modesto City Schools. 426 Locust Street. Modesto. CA 95351-2631. (209) 574-1616. [able.p@mcs4kids.com](mailto:able.p@mcs4kids.com).

Mr. Darrell Talbert. City Manager. City of Corona. 400 S Vicentia Avenue. Corona. CA 92882-2187. 951.279.3670. [Darrell.Talbert@ci.corona.ca.us](mailto:Darrell.Talbert@ci.corona.ca.us).

Mr. David Silberman. Deputy County Counsel. San Mateo County. 400 County Center. 6th Floor. Redwood City. CA 94063. 650-363-4749 [dsilberman@smcgov.org](mailto:dsilberman@smcgov.org).

Judge Hugh Rose (retired). Chairman. City of Modesto Districting Commission. 508 King Richard Lane. Modesto. CA 95350. Phone (209) 522-0719. Email: [hhrose@hotmail.com](mailto:hhrose@hotmail.com).

Ms. Lucinda Aja. City Clerk, City of Buckeye, Arizona. 100 N Apache Rd, Suite A, Buckeye, AZ 85326. Phone (623) 349-6007. Email: [laja@buckeyeaz.gov](mailto:laja@buckeyeaz.gov).

## Summary Scope of Work



## National Demographics Corporation

NDC tailors each project to the needs and goals of each jurisdictions. Below is a typical NDC-suggested timeline and description of project elements.

The dates provided below are general guidelines and will vary according to the goals, project choices, and deadlines of each jurisdiction.

March - May	Project Planning and decisions on public mapping tools, whether to use a commission, and other project options. Begin project communications and outreach.
May – September	Any mapping tools prepared with preliminary population data; initial pre-draft-map hearing(s) held.
October - January	Census data received and processed; draft maps prepared, considered, and revised (in hearings and, if desired, less formal public workshops)
January - April	Final plan revisions made and plan adopted and implemented.

### Detailed Project Scope of Work

#### March – May, 2021: Project Planning and Initial Outreach

- a. NDC works with the jurisdiction to prepare a detailed project timeline of expected outreach efforts, public forums, formal hearings, draft map dates, and final map adoption dates.
- b. NDC works with the jurisdiction staff (or contract specialized outreach staff – see notes below about that option if interested) to prepare a project outreach plan for all steps of the process covering target audiences, contact lists, social media efforts, any potential postcard mailings, utility bill inserts, flyers for distribution at schools, media briefings, and community group contacts.
- c. Decide what public mapping tool(s) to provide, if any.
- d. Decide whether to use a commission.
- e. Create the project website: NDC will provide advice and text for the jurisdiction’s website, or as an optional project element NDC will build a project website that the jurisdiction can simply link to from the jurisdiction site.



- f. NDC will work with jurisdiction and County Registrar staff to confirm GIS boundaries and to identify and include in our redistricting database any available GIS data that NDC and the jurisdiction identify are likely to be useful as mapping references for NDC, the public, and for the jurisdiction.
- g. Project outreach begins with initial alerts and ‘invitations to participate’ sent out to the general public, to overlapping jurisdictions, and to community organizations.

**May – September, 2021: Initial Data Analysis and Initial Hearings / Forums**

- h. NDC prepares total population estimates for use in initial hearings and any public mapping tools.
- i. NDC adds socio-economic data from the Census Bureau’s American Community Survey to the state demographic data.
- j. NDC matches the demographic database to the existing election areas.
- k. NDC prepares a report regarding the demographics and compliance with state and federal criteria of the existing election areas, including maps of “protected class” population concentrations and other socio-economic data often referenced in redistricting (such as income, education levels, children at home, language spoken at home, renters / homeowners, and single-family / multi-family residences).
- l. NDC report is circulated to the jurisdiction and into the project outreach messaging.
- m. Hearings / Forums: NDC presents an overview of the redistricting laws and criteria, jurisdiction demographics, and the population balance of the existing election areas and their compliance (or possible lack thereof) with state and federal requirements.
- n. The project timeline and outreach plan are presented to the public for comments and feedback, along with a request to the public to provide guidance on what residents consider key neighborhoods, communities of interest, and other project-related regions in the jurisdiction.
- o. If the optional public mapping tools and/or Public Participation Kit are included in the project, their use is demonstrated to the public.



- p. If the optional public mapping tools and/or Public Participation Kit are included in the project, NDC provides email and phone support for any residents with questions regarding their use.
- q. If the optional public mapping tools and/or Public Participation Kit are included in the project, at the jurisdiction's option additional public forums on the use of those tools can be provided.
- r. Outreach efforts continue with messaging to the public, with special focus on community groups with an interest in the redistricting.

**October – January, 2021: Draft Mapping Time**

- s. 2020 Census total population counts released and California Statewide Database completes “prison adjustments” of the data. Total population counts in outreach materials and mapping tools are updated with the official Census data.
- t. If the existing election areas are in compliance with state and federal rules and balanced, the jurisdiction decides whether to stop at this “Still Balanced” point or to continue with a standard redistricting.
- u. Outreach efforts continue with messaging reminding the public of the opportunity to provide written or mapped input on how the maps should be drawn and welcoming any maps residents wish to submit.
- v. The public deadline for submitting any initial draft maps will be approximately seven days prior to the official deadline to post all draft maps online (to provide NDC time to process any draft maps received, and for NDC to develop our own two to four initial draft maps).
- w. All outreach channels are used to inform the public about the opportunity to submit draft maps and to encourage participation in the review of the upcoming draft maps.
- x. NDC processes all public draft map submissions, drafts NDC's draft maps, summarizes all of the draft maps. The maps, related demographics, and summaries are provided by NDC in web-friendly formats. These process maps are posted on the project website and on the NDC-provided interactive review map.
- y. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the draft maps.



- z. The jurisdiction holds a hearing to review the draft maps, narrow down the list of initial draft maps, and provide direction on any desired new or revised maps.
- aa. Time provided for the public to submit any new maps and for NDC to provide maps based on the direction at the hearing. During this time, additional outreach is conducted to inform interested residents and community groups of the selected ‘focus maps’ and the remaining opportunities to participate in the process.

**January – April, 2022: Map Adoption**

- bb. Any new or revised maps, related demographics, and summaries are posted on the project website.
- cc. At the jurisdiction’s option, one or more informal workshops or public forums are held to gather residents’ reactions to and preferences among the remaining maps.
- dd. One or more hearings are held to continue the review and refinement of the focus maps and, ultimately, adopt the final map.
- ee. Outreach continues to inform residents and community groups of the progress of the project, opportunities for future participation, and, ultimately, which map is adopted.
- ff. Following map adoption, NDC coordinates map implementation with the County Registrar, informing the jurisdiction staff of the progress, any issues, and ultimate completion of that work.
- gg. NDC works with the jurisdiction staff to ensure preservation of all project data and records, including GIS-format versions of the adopted map.



## Details of Optional Project Elements

### **Advisory or Independent Redistricting Commissions**

NDC anticipates that many California jurisdictions will create advisory or independent commissions to manage the redistricting process. NDC welcomes the use of such commissions, and our pricing does not change for jurisdictions creating commissions. But the creation, training, operation and reporting of such commissions often leads to more meetings (and a resulting increase in the “per meeting” project expenses) than a traditional redistricting process conducted primarily by the jurisdiction’s elected leadership.

### **Outreach Assistance**

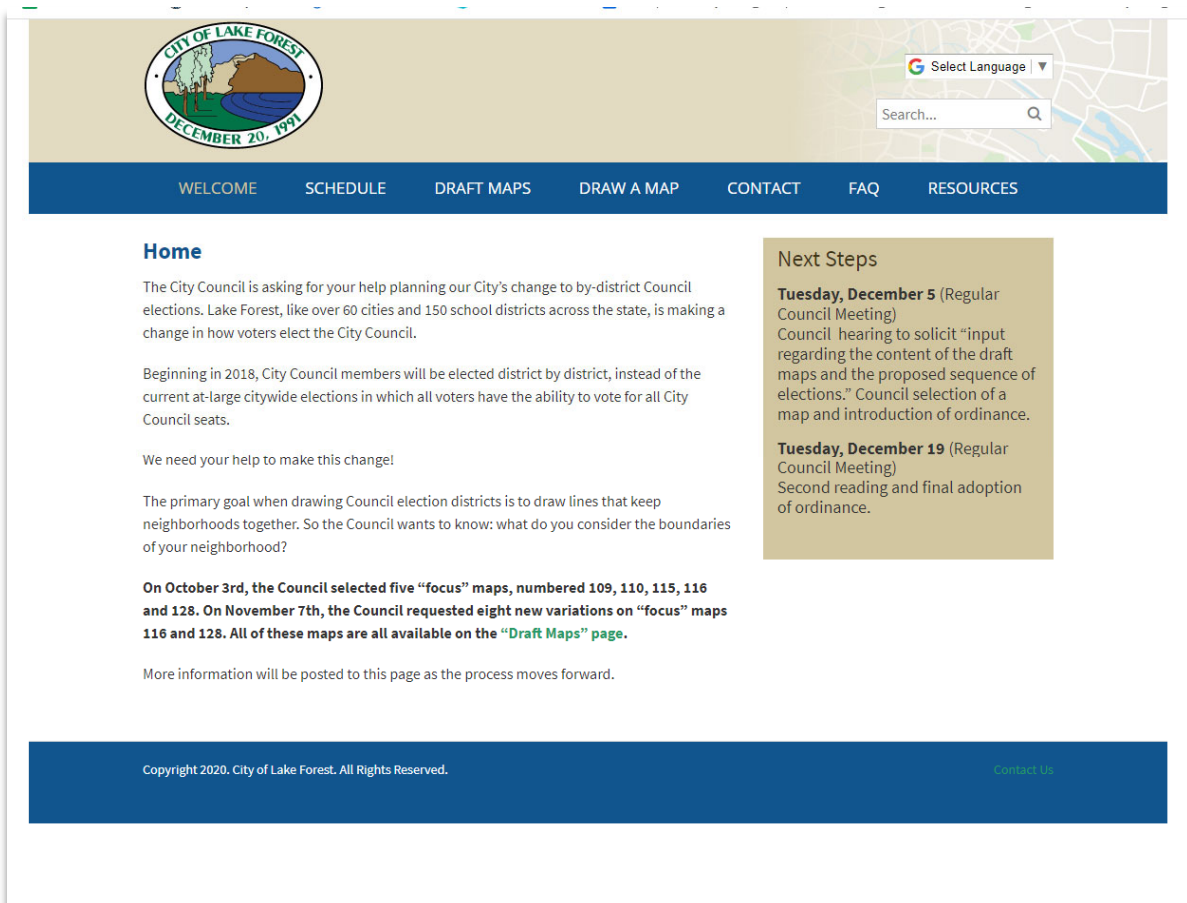
NDC brings topical expertise to your jurisdiction’s outreach efforts, and NDC makes available to all clients our library of sample outreach materials including op-ed articles, postcards, utility bill inserts, flyers, and social media messages. NDC provides all of these materials along with our advice and input on outreach strategy and materials to any interested jurisdiction, but we do not have graphic artists to customize or design such materials in-house.

For larger-scale outreach efforts, especially where jurisdictions wish to send representatives out to regular meetings of existing community organizations, NDC typically works together with a jurisdiction’s in-house communications staff and/or with one or more outreach organizations. We often work with, and highly recommend, Tripepi-Smith, and some information on the services they offer is included at the end of this proposal. And we would be happy to work with any in-house team at the jurisdiction or with any firm or organization the jurisdiction selects. Many projects can be handled by a jurisdiction’s in-house or regular outreach and communications teams (with samples and topic expertise provided by NDC), but a number of jurisdictions seek supplemental outside communications assistance.

### **Project Website**

NDC provides all project materials in website-friendly formats for posting on the jurisdiction’s website. At no cost, NDC will provide project website samples and website language for use on the jurisdiction’s project website. But for jurisdictions that prefer not to take on the challenge of creating and managing a rapidly-changing project website, NDC will create, host, and update project website (visit to see one such site – though note that site was created prior to passage of the new AB849 requirements).





## Background on Online Mapping Tool Options

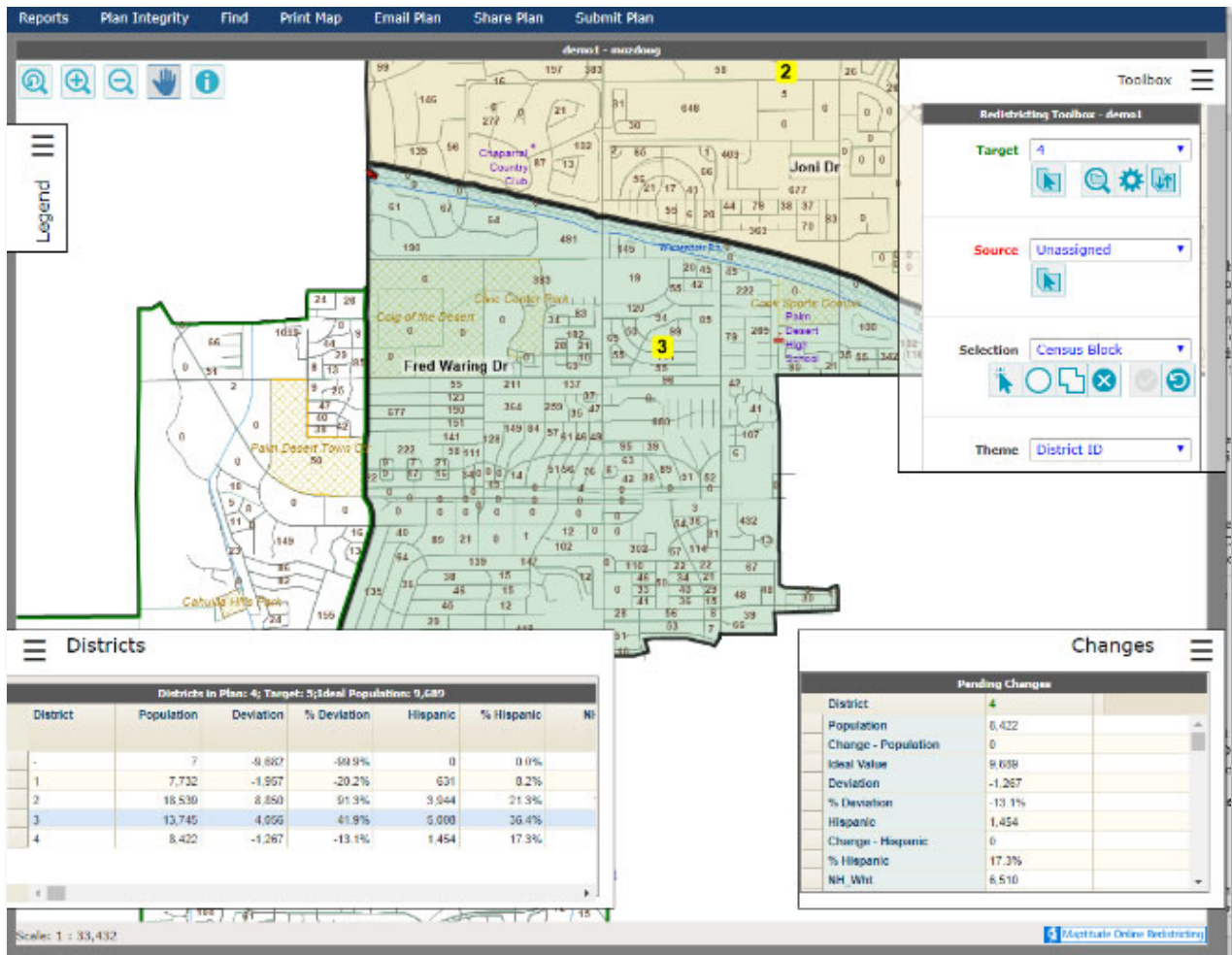
NDC is the unmatched leader in redistricting tools that empower residents to review draft maps and to develop and submit their own map proposals. NDC is the only firm that has used the online mapping solutions from both ESRI and Caliper Corporation in major redistricting projects.

Only NDC has repeatedly trained members of the public, processed public map submissions, and presented the public map proposals to public hearings and commission meetings. NDC's online mapping tool options provide user support, hosting, managing, and processing submitted plans for an online interactive system that allows public to draw and submit proposed maps through a standard web browser.

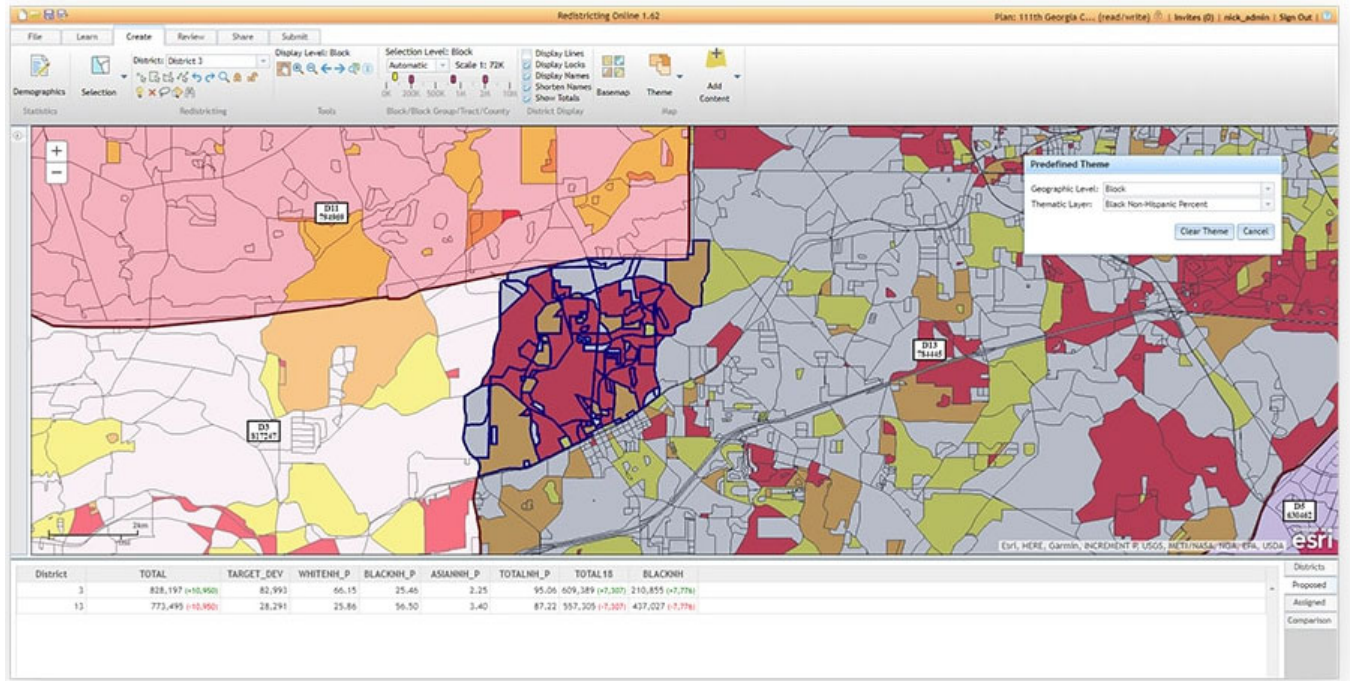


## National Demographics Corporation

In the more than 200 California local districting projects between 2012 and 2020, NDC is the only consultant providing clients access to Caliper Corporation's "Maptitude Online Redistricting" tool. Even with the technical challenges arising from such tools' power and flexibility, NDC's training and encouragement frequently results in 10, 20, 30 or more different maps drawn by residents of the school district or city providing that tool to its residents.



The other primary public mapping tool currently on the market is ESRI's online districting tool. While easy to use, the ESRI product costs significantly more. As a result, traditionally only the largest jurisdictions have been able to afford it.



When it is time to start the project, NDC will work with each interested client to determine which, if any, online mapping tool best meets the goals and budget of the jurisdiction.

## Paper- and Excel-based Public Mapping Tools

While online mapping tools are very popular, NDC never forgets those residents who do not have internet access or who simply prefer to not drawing maps online.

At no cost with every online mapping tool, and as a separate option for jurisdictions that for budget or other reasons do not include an online mapping tool, NDC offers our “Public Participation Kit.” Each “Kit” includes two formats.

The first, and most simple, Kit is a one-page map showing streets, city borders, and population counts for NDC-created “Population Unit” geographic areas. Residents draw the map they wish to propose and add up the population counts by hand until they get the right population count in each district. All of the directions needed are right on the single-page form. Examples of these tools, from our work for the City of Lake Forest, are available here: <https://drawlf.org/draw-a-map/>.

The second form of offline mapping tool is for those residents who do not want to deal with an online mapping tool, but who are already comfortable with Microsoft Excel. NDC provides a similar simple one-page map of those same “Population Units,” but this time the map shows the Unit ID number rather than the population count in that Unit. Residents then enter their preferred district assignment for each Population Unit into the pre-formatted Excel spreadsheet (also available on the Lake Forest website), and Excel calculates the total population and demographics of each District. When the resident has the map the way they like it, they simple email in the Excel file.

### Public Participation Kit

Each number indicates the total population of that "population unit" area. Each district must have essentially equal population.

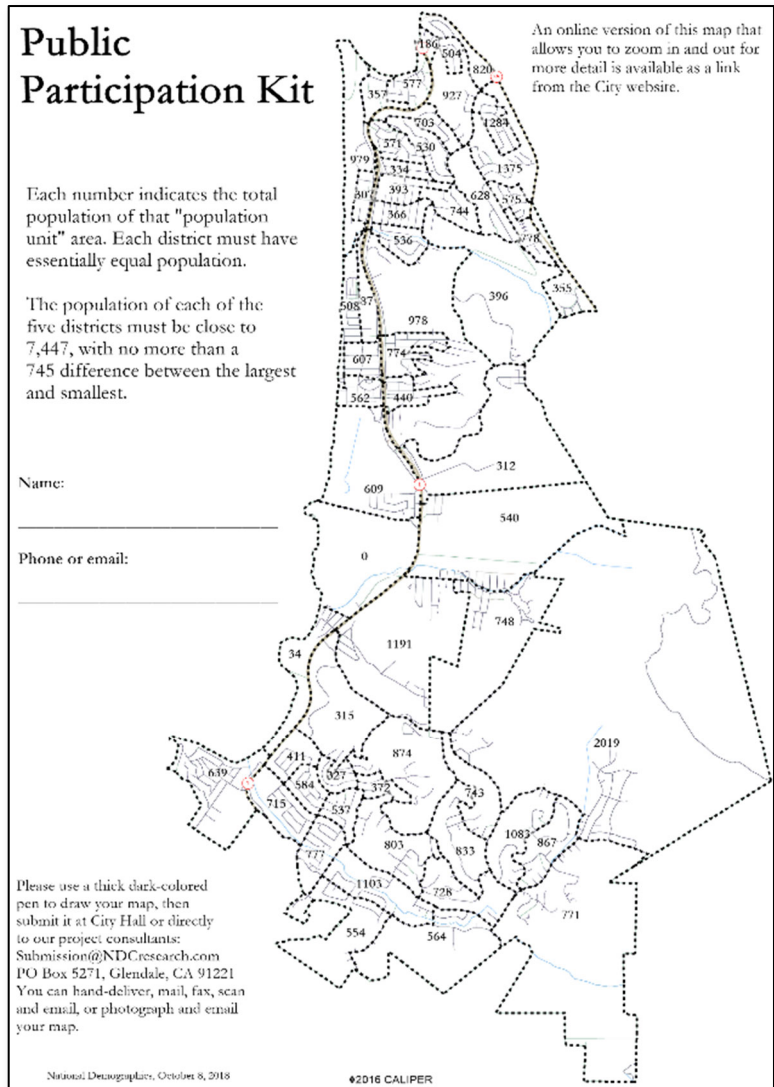
The population of each of the five districts must be close to 7,447, with no more than a 745 difference between the largest and smallest.

Name: \_\_\_\_\_

Phone or email: \_\_\_\_\_

Please use a thick dark-colored pen to draw your map, then submit it at City Hall or directly to our project consultants:  
 Submission@NDCresearch.com  
 PO Box 5271, Glendale, CA 91221  
 You can hand-deliver, mail, fax, scan and email, or photograph and email your map.

National Demographics, October 8, 2018 #2016 CALIPER







## Project Pricing

1. **Basic Project Elements** (covers everything except for per-meeting and optional expenses):..... \$ 19,000

2. **Per-Meeting expense:**

- In-person attendance, per meeting ..... \$ 2,750
- Virtual (telephonic, Zoom, etc.) attendance, per meeting..... \$ 1,250

For each meeting, NDC will prepare meeting materials, including presentation materials and maps; present and explain key concepts, including mandatory and traditional redistricting criteria and “communities of interest”; facilitate conversations; answer questions; and gather feedback on existing and proposed boundaries.

Per-meeting prices include all travel and other anticipated meeting-related expenses. Telephone calls to answer questions, discuss project status, and other standard project management tasks do not count as meetings and do not result in any charge.

3. **Optional Project Elements:**

a) Project website ..... \$ 4,500

b) Online mapping tool options:

- Caliper’s “Maptitude Online Redistricting” (MOR) ..... \$ 6,000
- Tuft University’s “DistrictR” ..... \$ 3,000
- ESRI Redistricting ..... \*

c) Public Participation Kit mapping tool:

- i. With MOR or ESRI online mapping tool.....incl. at no add’l charge
- ii. Without MOR or ESRI online mapping tool..... \$ 3,000

d) Working with independent or advisory redistricting commission..... no additional charge

e) Additional outreach assistance.....separately contracted

\* ESRI prices its software on a jurisdiction-by-jurisdiction basis. The lowest prices we have seen are \$80,000 and up. If that is an option the jurisdiction would like to pursue, NDC will request a specific price for your jurisdiction from ESRI.

## Other Potential Project-Related Expenses:

The most common additional project expenses would be any site or staff costs for conducting the community forums and the cost of printing or copying paper copies of the “Public Participation Kit.” In NDC’s experience, most participants will download and print the Kits in their own homes or offices.



### Additional Analysis

NDC is happy to assist with any additional analysis that the client requests at our standard hourly rates:

Principal (Dr. Douglas Johnson).....	\$300 per hour
Vice President (Justin Levitt).....	\$250 per hour
Senior Consultant .....	\$200 per hour
Consultant.....	\$150 per hour
Analyst / Clerical .....	\$50 per hour

Dr. Johnson is also available for deposition and/or testimony work if needed, at \$350 per hour.

### Requested Payment terms:

NDC requests that one-half of the “Basic Project Elements” fee or the entire “Still Balanced” project fee be paid following the decision on which project will be undertaken, with the balance of the project costs paid at the conclusion of the project.

### Exception: “Still Balanced” Jurisdictions

For a few jurisdictions, the existing election areas will still meet the equal population and voting rights act requirements using new 2020 Census data and the requirements of California’s new “Fair Maps” law. These jurisdictions have the option simply retain the existing map without drawing and holding hearings on alternative maps. For jurisdictions electing this approach, the project would conclude with that decision.

Includes all the services listed below: ..... \$ 4,500

- Compile total population and Citizen Voting Age Population data.
- Import existing election area lines.
- Compile population data by election area and calculate population deviations, prepare memo summarizing findings.

### “Still Balanced” optional project elements and per-meeting expenses

Meeting attendance and optional project elements are not included in the “minimal change” project base fee. If requested, NDC team members participate in “minimal change” project hearings or forums at the same “per meeting” expenses, and optional project elements are provided at the same prices listed for a standard project in the previous section of this proposal.



## Conclusion

Since its founding NDC has been the nation's preeminent company devoted to local election systems. To summarize:

- NDC has more experience in the field of municipal political election systems than any other company.
- NDC's experience and expertise has been recognized by our hundreds of clients, the California League of Cities, the California School Board Association, the California Special District Association, and the National Conference of State Legislatures.
- NDC, founded in 1979, has a demonstrated record of financial solvency.
- NDC's hardware and software resources were specially designed and acquired for districting and redistricting purposes.
- NDC's highly respected personnel have impeccable credentials in each aspect of the districting and redistricting processes.
- NDC's suggested approach has been tested in many jurisdictions.
- Any NDC client can be contacted for testimonials and reference.
- NDC has demonstrated experience over many years in working with the press and media on local election system issues.
- Neither the Justice Department nor any Court has ever rejected any of the hundreds of local government districting or redistricting plan submitted by NDC.

NDC takes pride in tailoring each project to the needs and goals of each individual client. NDC is open to any feedback, concerns, requests, or changes regarding this proposal.

NDC looks forward to the opportunity to work with you on this project.





## Proposal Acceptance

The terms of this proposal are available for 90 calendar days from its delivery to you. In most situations, NDC is open to extending that period of time to meet any particular needs of your jurisdiction.

If your jurisdiction has specific contract and/or letter of agreement language you prefer to use, please provide it and ignore the signature block below. If you prefer, simply sign two copies of this proposal in the signature block below and return them to NDC. Once signed by NDC, one copy will be returned to you.

Thank you.

For National Demographics Corporation

For Arcadia

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Douglas Johnson, President

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Date

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Date

# Appendix

Resumes of NDC President Dr. Douglas Johnson and Vice President Dr. Justin Levitt are attached.

A client list and resumes of all NDC team members are available at [www.ndcresearch.com/about-us/](http://www.ndcresearch.com/about-us/).

# Douglas Mark Johnson

P.O. Box 5271  
Glendale, CA 91221  
djohnson@NDCresearch.com

mobile: (310) 200-2058  
office: (909) 624-1442  
fax: (818) 254-1221

## Employment

President, National Demographics Corporation, 2006 – present.  
Senior Analyst, National Demographics Corporation, 2001 – 2006.  
Fellow, Rose Institute of State and Local Government, 2001 – present.  
Project Manager and Senior Manager at three internet startup companies, 1999 - 2001.  
U.S. Representative Stephen Horn, Legislative Director and System Manager. 1993 – 1997.  
Coro Foundation, Fellowship in Public Affairs. 1992 – 1993.  
Rose Institute for State and Local Government, Student Manager. 1989 – 1992.

## Education

Claremont Graduate University, Ph.D. in Political Science, 2015. Dissertation: “Independent Redistricting Commissions: Hopes and Lessons Learned.”  
UCLA Anderson Graduate School of Management, MBA, 1999.  
Claremont McKenna College, BA in Government (Political Science), 1992.

## Academic Honors

Graduated Cum Laude from Claremont McKenna College.  
Phi Beta Kappa. Philip Roland Prize for Excellence in Public Policy.

## Publications and Articles

Christian Science Monitor “Let the public help draw voting districts,” October 25, 2013.  
New York Times, "The Case for Open Primaries," February 19, 2009.  
Los Angeles Times Opinion Articles:  
    “A neighbor’s help on redistricting” June 24, 2007.  
    “A Trojan horse primary for the GOP” February 25, 2007.  
    “Where a porn palace stood” (article on redevelopment), July 30, 2006.  
Fresno Bee Opinion Article: “The Poison Handshake” June 15, 2004.  
Redistricting in America. Rose Institute of State and Local Government, 2010.  
Restoring the Competitive Edge: California's Need for Redistricting Reform and the Likely Impact of Proposition 77. Rose Institute of State and Local Government, 2005.  
"Competitive Districts in California" Rose Institute of State and Local Government, 2005.  
Latinos and Redistricting: “Californios For Fair Representation” and California Redistricting in the 1980s. Rose Institute of State and Local Government, 1991.

## Speaker or Panelist

California School Board Association Annual Education Conference panelist: “The California Voting Rights Act: What Board Members Must Know.” December 4, 2015.  
Associated Cities of California – Orange County, Keynote Speaker, Newly Elected Officials’ Reception and Dinner, “The California Voting Rights Act,” January 29, 2015.  
California League of Cities, City Manager Department, 2015 Department Meeting: “Opportunity to Engage Residents: The California Voting Rights Act.” January 29, 2015.  
California League of Cities, City Clerk Department, 2014 Annual Meeting: “Whose Line Is It Anyway: Making the transition from at-large to by-district elections.” September 3, 2014.  
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2007 Spring Forum, "The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting."  
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2008 Spring Forum, "Communities of Interest In Redistricting: A Practical Guide."

## Douglas Mark Johnson

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2009 Fall Forum, "The Key to Successful Redistricting."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2010 Spring Forum, "Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2011 Winter Forum, "Citizen Voting Age Data from a line-drawer's viewpoint."

Luncheon Keynote Speaker, Santa Barbara's Channel Cities Club, "California's next experiment: independent, public redistricting," January 18, 2011.

Annual Conference, Arizona League of Cities and Towns, Presenter at "Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011," August 25, 2010.

Redistricting, The 2010 Census, and Your Budget, Sponsored by the Rose Institute of State and Local Government, California League of Cities, October 15, 2009.

Arizona Election Law 2010 Continuing Legal Education Conference, "Communities of interest and technology in redistricting," sponsored by the Arizona State Bar Association, March 2010

California's New Independent Redistricting Commission, sponsored by the Irvine Foundation and the California Redistricting Collaborative, December 15, 2009

Tribal Association of Sovereign Indian Nations (TASIN) Legislative Day 2009, "The 2010 Census and 2011 Redistricting in California," December 2, 2009.

California School Board Association, "Litigation Issues and the California Voting Rights Act," December 4, 2009.

California Latino School Boards Association, "Introduction to the California Voting Rights Act," August 20, 2009.

Building a National Reform Movement, Salt Lake City, Utah, 2006, conference on redistricting reform hosted by the League of Women Voters, Campaign Legal Center, and The Council for Excellence in Government

Texas Tech University, "A Symposium on Redistricting," May, 2006

California League of Cities, "Introduction to the California Voting Rights Act."

Voices of Reform, a project of the Commonwealth Club of San Francisco: multiple forums on redistricting and / or term limits, 2006 – 2007

Classroom speaker at Pepperdine University, the University of La Verne, Pomona College and Claremont McKenna College

# Justin Mark Levitt

P.O. Box 5271  
Glendale, CA 91221  
jlevitt@NDCresearch.com

mobile: (480) 390-7480  
office: (818) 254-1221  
fax: (818) 254-1221

## Employment

Vice-President, National Demographics Corporation, 2012 – present.  
Senior Analyst, National Demographics Corporation, 2003 – 2011.  
Instructor in Political Science, University of California, San Diego, 2012 – present.  
Graduate Research Fellow, Center for US-Mexico Studies, 2010 – present.  
Graduate Research Fellow, University of California, San Diego, 2008 – 2010 and 2013 – 2014.  
Jesse M. Unruh California Assembly Fellow. 2006 – 2007.  
Rose Institute for State and Local Government, Student Manager. 2005 – 2006.

## Education

University of California, San Diego, Ph.D. Political Science, 2016. Dissertation title: “The Impact of Geographic Patterns on Tradeoffs in Redistricting.”  
Claremont McKenna College, BA in Philosophy, Politics and Economics (PPE), 2006.

## Academic Honors

California Studies Fellow, University of California, San Diego, 2007 – 2009  
Graduated Cum Laude from Claremont McKenna College.

## Publications and Conference Presentations

Settle, Jamie, Robert Bond, and Justin Levitt. 2011. “The Social Origins of Adult Political Behavior.” *American Politics Research*. 39 (2). 239-263

Miller, Kenneth and Justin Levitt. 2007. “The San Joaquin Valley.” In The New Political Geography of California. Eds. Frederick Douzet, Thad Kousser, and Kenneth Miller. Berkeley: Institute of Government Studies.

“The Political Geography of Tradeoffs in Redistricting” Paper presented at the State Politics and Policy Conference, Iowa City, IA, 2013

*Getting What You Want: A Bargaining Approach to Fair Division in Redistricting*. Paper presented at the “Challenging Urban Borders : the geopolitics of immigration and segregation” workshop, Berkeley, CA, 2013 and the State Politics and Policy Conference, Houston, TX, 2012

“An Atlas of Public Health in Mexico” (with Alberto Diaz Cayeros). Paper presented at the Hewlett Foundation Conference on Public Health, Mexico City, DF. 2012

“Remoteness and the Territoriality of Public Health” (with Alberto Diaz Cayeros). Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“Initiatives as revealed preferences” Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“No Se Puede: Latino Political Incorporation in Phoenix.”. Paper Presented at the New Political Geography of California conference, Berkeley, CA., 2009

# Justin Mark Levitt

*“Political Change in the Central Valley”*. Paper Presented at the Western Political Science Association conference, Las Vegas, NV.,2007

## Working Papers

Hill, Seth, Thad Kousser, Alex Hughes, and Justin Levitt. ND. *“How Competitiveness Shapes Infrequent Primary Voters Response to Receiving a GOTV Mailer.”*

Diaz-Cayeros, Alberto and Justin Levitt. ND. *“Remoteness and the Territoriality of Public Health.”*

Levitt, Justin. ND. *“Getting What You Want: A Bargaining Approach to Fair Division in Commission-led Redistricting.”*

## Teaching Experience

### California State University, Long Beach, Department of Political Science

Adjunct Professor—POSC 327 (Urban Politics)	Spring 2016-Present
Adjunct Professor—POSC 229 (Cases in Policy Analysis)	Present
Adjunct Professor—POSC 412 (Law and Social Change)	Spring 2016-Present
Adjunct Professor—POSC 399 (California Politics Short Course)	Present

### University of California, San Diego, Department of Political Science

Co-Instructor—UPS 170 (Regional Governance Reconsidered)	Spring 2015
Instructor—Poli 100A (The Presidency)	Fall 2014
Instructor—Poli 160AA (Introduction to Public Policy Analysis)	Fall 2013
Instructor—Poli 10 (Introduction to American Politics)	Summer 2013



## Redistricting with Tripepi Smith

By-district elections are becoming increasingly common in local government agencies throughout California. The California Voting Rights Act, passed in 2001, was the impetus for much of this change. Today, more than 300 local government agencies have districts of some form, and the number continues to rise as local government agencies are compelled to settle lawsuits or avoid legal battles.

### About Tripepi Smith and Our Redistricting Team

Tripepi Smith is a team of 23 communications experts—robust enough to offer experienced and effective professionals for the job, yet small enough to be nimble and responsive. Tripepi Smith offers a spectrum of skills that allows us to match the appropriate resource to the task at hand, letting us execute faster and reduce engagement costs. These resources vary by both years of experience and core hard skills (public policy versus graphic design versus videography versus writing versus social media, for example).

Tripepi Smith is experienced in helping local governments execute community education and outreach initiatives for district formation and redistricting processes. We have worked extensively with agencies on their district public forums, created districting information portals and organized a [conference on local redistricting](#) for nearly 200 local government practitioners.

The combined talent of our policy experts, in-house design team and videographers delivers professional communications that make our clients proud and better inform the public about this complex process. Tripepi Smith has the skills and experience to help local governments implement successful outreach strategies for district formation and redistricting outreach. The team's skills and certifications range from excellent written communication skills to Tableau for data analytics to Google Ads to event planning and project management.

### Tripepi Smith Redistricting Services

California State law has identified outreach as a core component of the redistricting process. The Tripepi Smith team can provide jurisdictions with some or all of the following services:



### **Project Management**

Tripepi Smith can facilitate all project calls for this engagement and create a living agenda to manage the efforts and timing between the demographer, legal counsel, City and Tripepi Smith from the beginning of the outreach process to the map adoption.

### **In-Person Meetings**

If possible with COVID-19 limitations, Tripepi Smith can coordinate with City staff to identify venues and dates to host in-person workshops and meetings to seek public feedback on new district lines and provide information on map-drawing tools. Tripepi Smith can devise an agenda, facilitate discussions, document community feedback and promote positive engagement around the process. Additionally, Tripepi Smith can provide graphic design services to create bilingual PowerPoint decks for the presentations and flyers for attendees. We can coordinate simultaneous translation with local partners.

Tripepi Smith can also facilitate recording the meetings and provide videos, with any relevant slides interspersed and closed captions. These videos would likely fulfill the requirement to post a summary of the meeting.

### **Virtual Meetings**

Tripepi Smith can also coordinate and facilitate virtual meetings and workshops to seek public feedback and educate residents on map-drawing tools. Tripepi Smith can also work with City staff to promote the meetings and to leverage our identified outreach and advertising work to promote meeting participation. Our videographers can process recordings of the meetings to fulfill posting requirements.

### **Press Release/News Article for Website**

Tripepi Smith can draft press releases on the jurisdiction's redistricting efforts and manage media relations to promote each step in the redistricting process reaches local and broad-reaching media.

### **Creation and Updates to Bilingual Redistricting Website**

Tripepi Smith can create and maintain a bilingual redistricting website or subpages in coordination with the demographer. The website/pages would include resources for the community, including all required information about meetings and draft maps.

### **Social Media Support**

Tripepi Smith can create bilingual copy and graphics for social media posts about the redistricting process, as well as boost posts (paid advertising) on Facebook and Instagram to help spread the word about meetings and solicit public commentary.

Get in touch with Tripepi Smith President Ryder Todd Smith  
(626.536.2173 | [Ryder@TripepiSmith.com](mailto:Ryder@TripepiSmith.com)) to start planning.

**CITY OF ARCADIA  
PROFESSIONAL SERVICES AGREEMENT REGARDING  
PROFESSIONAL DEMOGRAPHER SERVICES**

This Agreement is made and entered into as of July 1, 2021 by and between the City of Arcadia, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at 240 West Huntington Drive, Arcadia, California 91066 ("City"), and National Demographics Corporation, a Corporation with its principal place of business at 1520 N Pacific Ave, Glendale, California 91202 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

**RECITALS**

A. City is a public agency of the State of California and is in need of professional services for the following project:

City Council District Redistricting (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

**AGREEMENT**

**NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "B."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$40,000 (Forty Thousand Dollars). This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall

be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Term

The term of this Agreement shall be from July 1, 2021 to June 30, 2022, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). Consultant shall complete the services required hereunder within the statutory deadline required for the November 1, 2022 election to adopt new City Council district maps. The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage

(9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California 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 he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term

of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.



(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

## 12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. To the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's obligations under the above indemnity shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, but shall not otherwise be reduced. If Consultant's obligations to defend, indemnify, and/or hold harmless arise out of Consultant's performance of "design professional services" (as that term is defined under Civil Code section 2782.8), then upon Consultant obtaining a final adjudication that liability under a claim is caused by the comparative active negligence or willful misconduct of the City, Consultant's obligations shall be reduced in proportion to the established comparative liability of the City and shall not exceed the Consultant's proportionate percentage of fault.

## 13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects (“Prevailing Wage Laws”). If the services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$15,000 or more for maintenance or \$25,000 or more for construction, alteration, demolition, installation, or repair, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1).

b. If the services are being performed as part of an applicable “public works” or “maintenance” project and if the total compensation is \$15,000 or more for maintenance or \$25,000 or more for construction, alteration, demolition, installation, or repair, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant’s performance of services, including any delay, shall be Consultant’s sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

#### 14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

#### 15. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Los Angeles, State of California.

16. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

17. Documents. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

18. Organization

Consultant shall assign Douglas Johnson as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

19. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

20. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:

City of Arcadia

240 West Huntington Drive

Arcadia, CA 91066

Attn: Michael Bruckner, Deputy City Manager

CONSULTANT:

Douglas Johnson

PO Box 5271

Glendale, CA 91221

and shall be effective upon receipt thereof.

21. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

22. Equal Opportunity Employment.

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

23. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

24. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

25. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

26. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specifically specified in writing.

27. Time of Essence

Time is of the essence for each and every provision of this Agreement.

28. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

29. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

When funding for the services is provided, in whole or in part, by an agency of the federal government, Consultant shall also fully and adequately comply with the provisions included in Exhibit "D" (Federal Requirements) attached hereto and incorporated herein by reference ("Federal Requirements"). With respect to any conflict between such Federal Requirements and the terms of this Agreement and/or the provisions of state law, the more stringent requirement shall control.

**[SIGNATURES ON FOLLOWING PAGE]**

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF ARCADIA  
AND NATIONAL DEMOGRAPHICS CORPORATION**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ARCADIA

NATIONAL DEMOGRAPHICS CORPORATION

By: \_\_\_\_\_  
Dominic Lazzaretto  
City Manager

By:   
Signature

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

Its: President

ATTEST:

DOUGLAS JOHNSON  
Printed Name

By: \_\_\_\_\_  
City Clerk

Date: 5-4-2021

APPROVED AS TO FORM

By:   
Signature

By: \_\_\_\_\_  
Stephen P. Deitsch  
City Attorney

Its: Secretary/Treasurer  
DOUGLAS JOHNSON  
Printed Name

EXHIBIT A  
Scope of Services

Consultant will provide the following services:

**July, 2021 – September, 2021: Project Planning and Initial Outreach**

- a. NDC works with the jurisdiction to prepare a detailed project timeline of expected outreach efforts, public forums, formal hearings, draft map dates, and final map adoption dates.
- b. NDC works with the jurisdiction staff (or contract specialized outreach staff – see notes below about that option if interested) to prepare a project outreach plan for all steps of the process covering target audiences, contact lists, social media efforts, any potential postcard mailings, utility bill inserts, flyers for distribution at schools, media briefings, and community group contacts.
- c. Decide what public mapping tool(s) to provide, if any.
- d. Decide whether to use a commission.
- e. Create the project website: NDC will provide advice and text for the jurisdiction's website, or as an optional project element NDC will build a project website that the jurisdiction can simply link to from the jurisdiction site.
- f. NDC will work with jurisdiction and County Registrar staff to confirm GIS boundaries and to identify and include in our redistricting database any available GIS data that NDC and the jurisdiction identify are likely to be useful as mapping references for NDC, the public, and for the jurisdiction.
- g. Project outreach begins with initial alerts and 'invitations to participate' sent out to the general public, to overlapping jurisdictions, and to community organizations.

**September – November, 2021: Initial Data Analysis and Initial Hearings / Forums**

- h. NDC prepares total population estimates for use in initial hearings and any public mapping tools.
- i. NDC adds socio-economic data from the Census Bureau's American Community Survey to the state demographic data.
- j. NDC matches the demographic database to the existing election areas.
- k. NDC prepares a report regarding the demographics and compliance with state and federal criteria of the existing election areas, including maps of "protected class" population concentrations and other socio-economic data often referenced in redistricting (such as income, education levels, children at home, language spoken at home, renters / homeowners, and single-family / multi-family residences).
- l. NDC report is circulated to the jurisdiction and into the project outreach messaging.



- m. Hearings / Forums: NDC presents an overview of the redistricting laws and criteria, jurisdiction demographics, and the population balance of the existing election areas and their compliance (or possible lack thereof) with state and federal requirements.
- n. The project timeline and outreach plan are presented to the public for comments and feedback, along with a request to the public to provide guidance on what residents consider key neighborhoods, communities of interest, and other project-related regions in the jurisdiction.
- o. If the optional public mapping tools and/or Public Participation Kit are included in the project, their use is demonstrated to the public.
- p. If the optional public mapping tools and/or Public Participation Kit are included in the project, NDC provides email and phone support for any residents with questions regarding their use.
- q. If the optional public mapping tools and/or Public Participation Kit are included in the project, at the jurisdiction's option additional public forums on the use of those tools can be provided.
- r. Outreach efforts continue with messaging to the public, with special focus on community groups with an interest in the redistricting.

#### **November, 2021 – January, 2022: Draft Mapping Time**

- s. 2020 Census total population counts released and California Statewide Database completes "prison adjustments" of the data. Total population counts in outreach materials and mapping tools are updated with the official Census data.
- t. If the existing election areas are in compliance with state and federal rules and balanced, the jurisdiction decides whether to stop at this "Still Balanced" point or to continue with a standard redistricting.
- u. Outreach efforts continue with messaging reminding the public of the opportunity to provide written or mapped input on how the maps should be drawn and welcoming any maps residents wish to submit.
- v. The public deadline for submitting any initial draft maps will be approximately seven days prior to the official deadline to post all draft maps online (to provide NDC time to process any draft maps received, and for NDC to develop our own two to four initial draft maps).
- w. All outreach channels are used to inform the public about the opportunity to submit draft maps and to encourage participation in the review of the upcoming draft maps.
- x. NDC processes all public draft map submissions, drafts NDC's draft maps, summarizes all of the draft maps. The maps, related demographics, and summaries are provided by NDC in web-friendly formats. These process maps are posted on the project website and on the NDC-provided interactive review map.
- y. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the draft maps.
- z. The jurisdiction holds a hearing to review the draft maps, narrow down the list of initial draft maps, and provide direction on any desired new or revised maps.

aa. Time provided for the public to submit any new maps and for NDC to provide maps based on the direction at the hearing. During this time, additional outreach is conducted to inform interested residents and community groups of the selected 'focus maps' and the remaining opportunities to participate in the process.

### **January 2022 – April, 2022: Map Adoption**

bb. Any new or revised maps, related demographics, and summaries are posted on the project website.

cc. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the remaining maps.

dd. One or more hearings are held to continue the review and refinement of the focus maps and, ultimately, adopt the final map.

ee. Outreach continues to inform residents and community groups of the progress of the project, opportunities for future participation, and, ultimately, which map is adopted.

ff. Following map adoption, NDC coordinates map implementation with the County Registrar, informing the jurisdiction staff of the progress, any issues, and ultimate completion of that work.

gg. NDC works with the jurisdiction staff to ensure preservation of all project data and records, including GIS-format versions of the adopted map.

## EXHIBIT B

### Schedule of Charges/Payments

Consultant will invoice City on a monthly cycle. Consultant will include with each invoice a detailed progress report that indicates the amount of budget spent on each task. Consultant will inform City regarding any out-of-scope work being performed by Consultant. This is a time-and-materials contract.

- |   |           |
|---|-----------|
| 1. Basic Project Elements (except for per-meeting and optional expenses): | \$ 19,000 |
| 2. Per-Meeting expense:   |           |
| • In-person attendance, per meeting                                       | \$ 2,750  |
| • Virtual (telephonic, Zoom, etc.) attendance, per meeting                | \$ 1,250  |
| 3. Optional Project Elements:   |           |
| • Project website   | \$ 4,500  |
| 4. Online mapping tool options:   |           |
| • Caliper's "Maptitude Online Redistricting" (MOR)                        | \$ 6,000  |
| 5. Hourly rates:  |           |

NDC can assist with any additional analysis that the client requests using standard hourly rates:

Principal (Dr. Douglas Johnson):	\$300 per hour
Vice President (Justin Levitt):	\$250 per hour
Senior Consultant:	\$200 per hour
Consultant:	\$150 per hour
Analyst / Clerical:	\$50 per hour

- |                                  |         |
|----------------------------------|---------|
| 6. Still Balanced Jurisdictions: | \$4,000 |
|----------------------------------|---------|

## EXHIBIT C

### Activity Schedule

Consultant shall provide Professional Demographer Services, as outlined in the Scope of Services, Exhibit A. The period of services is for July 1 2021 to June 30, 2022.



# STAFF REPORT

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Police Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Roy Nakamura, Chief of Police  
By: Dr. Jennifer Brutus, Senior Management Analyst

**SUBJECT:** PURCHASE OF PORTABLE HANDHELD AND ALL-BAND MOBILE RADIOS FROM DAY WIRELESS SYSTEMS FOR THE POLICE DEPARTMENT FROM THE EQUIPMENT REPLACEMENT FUND IN AN AMOUNT NOT TO EXCEED \$117,000

**Recommendation: Waive the Formal Bid Process and Approve**

## **SUMMARY**

It is recommended that the City Council authorize the purchase of nine portable handheld radios and eight all-band mobile radios from Day Wireless Systems in an amount not to exceed \$117,000. Funds for this purchase have been budgeted in the Fiscal Year 2020-21 Equipment Replacement Fund.

## **BACKGROUND**

In 2002, the City received \$900,000 in Federal grant funding to update the Police Department's ("Department") aging radio network, and all new radios were purchased at that time. Because those radios surpassed their life expectancy, the City began upgrading its inventory of radios in 2010. The radios, base stations, repeaters, and accessories have been placed on a perpetual annual replacement program.

Due to a five-year life expectancy for portable handheld radios, nine are now in need of replacement. The Department will purchase the latest radio technology, Motorola Model APX 6000, which are Project 25 ("P25") compliant. P25 is a set of standards for federal, state, and local public safety agencies to provide interoperable emergency communication within a jurisdiction as well as between agencies and mutual aid response teams.

In addition, the Department is in need of eight all-band mobile radios to be mounted inside marked police vehicles. The Department will purchase the Motorola APX8500 model,

which is also P25 compliant. This model offers unlimited mobility and interoperability, integrated Wi-Fi, data connectivity, and information security.

## **DISCUSSION**

Handheld, vehicle, and dispatch radios are the Police Department's primary means of communication, including responses to 9-1-1 calls, emergency responses, investigations, and traffic enforcement. Motorola radio equipment is currently being utilized for both handheld and vehicle radios, and has been the preferred vendor because of compatibility with existing Motorola equipment, such as radio identifiers, battery chargers, batteries, microphones, handsets, and peripherals. The Department will continue using Motorola for its handheld radios and all-band radios utilized in marked (black and white) vehicles.

The City's purchasing rules allow the Department to use other agencies' contracts to facilitate purchases, also known as piggyback contracts. Oftentimes, the volume of these contracts alone results in cost savings to the City. For this purchase, the Department will piggyback on the City of Glendale's Master Purchase and Service Agreement with Motorola Solutions, which is for radios on the Interagency Communications Interoperability ("ICI") network. The Agreement designates local government agencies as eligible purchasers and the City is an ICI member. The Glendale contract has an extra 5% discount this year in comparison to the Los Angeles County's Master Purchase Agreement, which the Department normally uses.

By purchasing the equipment under this contract, the Department will ensure compatibility with existing radio infrastructure, P25 compliance, and realize significant savings of approximately \$56,700. Day Wireless Systems is an authorized dealer for Motorola's public safety radios and can deliver at the Glendale piggyback rate. It is recommended that the radios be purchased accordingly through this vendor in an amount not to exceed \$117,000.

## **ENVIRONMENTAL IMPACT**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

## **FISCAL IMPACT**

The radios to be purchased through Day Wireless will not exceed \$117,000. Sufficient funds have been allocated in the Fiscal Year 2020-21 Equipment Replacement Fund budget.

## **RECOMMENDATION**

It is recommended that the City Council determines that this project is exempt under the California Environmental Quality Act ("CEQA"); and approve the purchase of portable

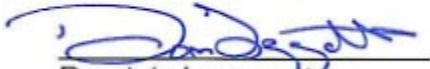
Purchase of Portable and All-Band Mobile Radios from Day Wireless

June 15, 2021

Page 3 of 3

handheld and all-band mobile radios from Day Wireless Systems for the Police Department from the Equipment Replacement Fund in an amount not to exceed \$117,000.

Approved:



Dominic Lazzaretto  
City Manager





# STAFF REPORT

Public Works Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Tom Tait, Public Works Services Director  
By: John Corona, Utilities Superintendent

**SUBJECT:** PURCHASE ORDER WITH WATERLINE TECHNOLOGIES, INC. FOR THE PURCHASE AND DELIVERY OF SODIUM HYPOCHLORITE FOR THE DISINFECTION OF THE CITY'S MUNICIPAL WATER SUPPLY IN THE AMOUNT OF \$54,639.90

**Recommendation: Approve**

## **SUMMARY**

The disinfection of drinking water by public water agencies is essential to eliminating potential water quality problems. The City of Arcadia's water system utilizes sodium hypochlorite to disinfect water pumped from the groundwater basin. To ensure that the City is receiving the most competitive prices, a formal bid process was conducted. Waterline Technologies, Inc. submitted the lowest responsive bid.

It is recommended the City Council approve a Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of sodium hypochlorite for the disinfection of the City's municipal water supply in the amount of \$54,639.90, with three optional one-year extensions.

## **BACKGROUND**

The disinfection of drinking water by public water agencies is essential in eliminating potential water quality problems. The City's municipal water supply system permit from the Division of Drinking Water ("DDW") specifies that the City's water system use chlorination as a means of disinfection. Liquid sodium hypochlorite (commonly referred to as "chlorine bleach") has been an effective disinfectant used by the City for many years. The liquid sodium hypochlorite is delivered in bulk to the City's well sites and stored onsite where it is then injected into the distribution system using precision metering devices to assure the proper concentration of disinfectant. These concentrations are monitored on a daily basis by the City's Water Production Technicians.

## **DISCUSSION**

In order to receive the best prices for sodium hypochlorite, the City conducted a formal bid. A Notice Inviting Bids was published in the City's adjudicated newspaper, and bid packages were provided to vendors who provide sodium hypochlorite. On May 20, 2021, the City Clerk received 4 bids with the following results:

<u>Bidder</u>	<u>Location</u>	<u>Bid Amount</u>
Waterline Technologies	Santa Ana, CA	\$54,639.90
Fuller Engineering, Inc.	Anaheim, CA	\$59,038.88
Miles Chemical Co.	Arleta, CA	\$71,772.75
Univar USA, Inc.	Santa Fe Springs, CA	\$85,664.25

All bid documents were reviewed for content and the contractor's background was investigated. Based on this review, it has been determined that Waterline Technologies, Inc. is the lowest responsive bidder. The business of delivering bulk liquid sodium hypochlorite is rather small, and there are only a few vendors who offer these services. Waterline Technologies, Inc. is the City's current provider for this product; they have provided quality services at reasonable prices to the City consistently for the past four years.

## **ENVIRONMENTAL IMPACT**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

## **FISCAL IMPACT**

Sufficient funds have been budgeted in the Fiscal Year 2021-22 Water Operations Budget for the purchase of bulk liquid sodium hypochlorite.

## **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project and is therefore exempt under the California Environmental Quality Act ("CEQA"); and approve a Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of sodium hypochlorite for the disinfection of the City's municipal water supply in the amount of \$54,639.90, with three optional one-year extensions.

Award Purchase Order for Sodium Hypochlorite  
June 15, 2021  
Page 3 of 3

Approved:

  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

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Office of the City Manager

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager  
By: Laena Shakarian, Management Analyst

**SUBJECT:** RENEWAL OF THE MEMORANDUM OF UNDERSTANDING FOR CONTINUED PARTICIPATION IN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENT'S NEIGHBORHOOD COYOTE PROGRAM FOR A TWO-YEAR PERIOD  
**Recommendation: Approve**

## **SUMMARY**

Since 2019, the City of Arcadia has participated in the coyote management program offered by the San Gabriel Valley Council of Governments ("SGVCOG"). Participation in this comprehensive and integrated regional approach to coyote management has provided benefits to the City in terms of reduced staff time and better education of residents. The regional program has proven to be successful in not only addressing coyote concerns expressed by residents, but also informing and empowering residents on how to address coyote concerns in their neighborhoods. The initial two-year period is set to expire in November 2021 and the SGVCOG is reaching out to participating cities to see if they would like to continue with the program. The cost would be the same \$10,000 annual contribution that it has been for the prior two years. Based on the quality and value of the services provided, it is recommended the City Council approve, and authorize and direct the City Manager to execute, a renewal of the Memorandum of Understanding for continued participation in the San Gabriel Valley Council of Government's Neighborhood Coyote Program for a two-year period.

## **BACKGROUND**

Recognizing that coyote management is becoming more of a regional issue, the City of Arcadia partnered with the SGVCOG and other neighboring cities to form a Coyote Management Task Force to address ongoing coyote concerns in the San Gabriel Valley. As a result of the regional collaboration, the Regional Coyote Management

Framework (“RCMF”) (Attachment 1) and the Coyote Management Implementation Plan (“CMIP”) (Attachment 2) were developed to address coyote management as a region.

On October 15, 2019, the City Council voted to execute a Memorandum of Understanding for participation in the San Gabriel Valley Council of Government’s Neighborhood Coyote Program (“Program”). The Neighborhood Coyote Program publicly launched on January 27, 2020. Since then, the Neighborhood Coyote Program has provided guidance to residents, businesses, and City staff on best practices to discourage the habituation of coyotes in Arcadia. The initial two-year period is set to expire in November 2021 and the SGVCOG is in the process of engaging cities in their renewal process.

## **DISCUSSION**

The Neighborhood Coyote Program serves as an avenue to respond, educate, and report coyote interactions as well as safety issues caused by coyotes within the San Gabriel Valley. The Neighborhood Coyote Program provides various methods to report coyote encounters as well as tips to promote coyote safety. The SGVCOG has continually used the plan’s multi-focused approach to wildlife management consisting of public outreach and education, non-urgent conflict response, and regional representation and engagement.

### **Public Outreach and Education**

Coyote awareness education continues to be a key factor of residents making informed decisions regarding the safety of their family, pets, and property. The SGVCOG’s ongoing coyote awareness public information campaign continually reminds residents of ways to decrease attractants, modify coyote behavior through hazing, and create reasonable expectations of normal coyote behavior. The Neighborhood Coyote Program provides the following services: hotline access, reporting tools, referrals to resources, pet safety planning, crisis intervention, and workshops and training.

Throughout the City’s participation in the Program, the SGVCOG disseminated information and resources to Arcadia residents, businesses, local community organizations, and schools through various channels. The SGVCOG provided the following public outreach and education services for the City of Arcadia and other member cities under this implementation plan:

#### ***Town Hall and Community Meetings:***

The SGVCOG partnered with participating cities and external stakeholders to host town halls and community meetings. On April 22, 2020, the SGVCOG shared the Pasadena Humane Society & SPCA’s Coyote Safety Live Webinar. The webinar was very informative and included 228 live attendees and 384 total registrants. On May 19, 2020, the Neighborhood Coyote Program hosted their first live Coyote Safety Webinar with the California Department of Fish and Wildlife. The webinar garnered the interest of

62 total registrants, 30 viewers/users, and 15 YouTube viewers via the YouTube live stream. Additionally, on September 10, 2020, the Neighborhood Coyote Program held the City of Arcadia Coyote Safety Town Hall. Representatives from the City, the California Department of Fish and Wildlife, Arcadia Unified School District, and the Neighborhood Coyote Program answered questions about coyote safety and ecology. 12 registered residents attended the town hall and the YouTube livestream reached 20 views. The most recent virtual Coyote Safety Town Hall took place on May 27, 2021. A presentation on SGVCOG's Neighborhood Coyote Program was provided and representatives from the Pasadena Humane Society and the California Department of Fish and Wildlife served on a panel to answer residents' questions. In total, 5 registered residents attended the town hall and the YouTube livestream reached 15 views.

*Coyote Management Workshop and Conflict Training:*

The SGVCOG partnered with stakeholders to host coyote management workshops for local community groups, homeowner associations, chambers of commerce, schools, and other organizations. These workshops included basic training on how to reduce/eliminate potential human-coyote conflicts, and appropriate conflict management techniques. In addition, the SGVCOG provided the Wildlife Watch Training for residents from the California Department of Fish and Wildlife. Due to COVID-19 restrictions, these activities have been limited.

*Youth Outreach and Education Programs:*

The SGVCOG developed a youth outreach and education program to distribute age-appropriate coyote education and safety information to local schools, youth groups, youth organizations, and family/youth events in participating cities. As part of this effort, coloring books were designed and provided to schools which promote coyote safety education.

*Mailers and Social Media Outreach:*

The SGVCOG mailed educational flyers and brochures to residents in Arcadia with a high number of reports of human-coyote incidents. Additionally, the SGVCOG disseminated coyote information through its existing social media platforms which includes the Neighborhood Coyote Program Facebook page, Nextdoor, and Twitter. Additionally, the Neighborhood Coyote Program hosted a Twitter chat with participation from the California Department of Fish and Wildlife, Pasadena Humane Society, San Gabriel Valley Humane Society, Project Coyote, and other agencies. The Twitter chat was successful and grossed over 390,000 impressions on Twitter.

*Website and Coyote Incident Reporting System:*

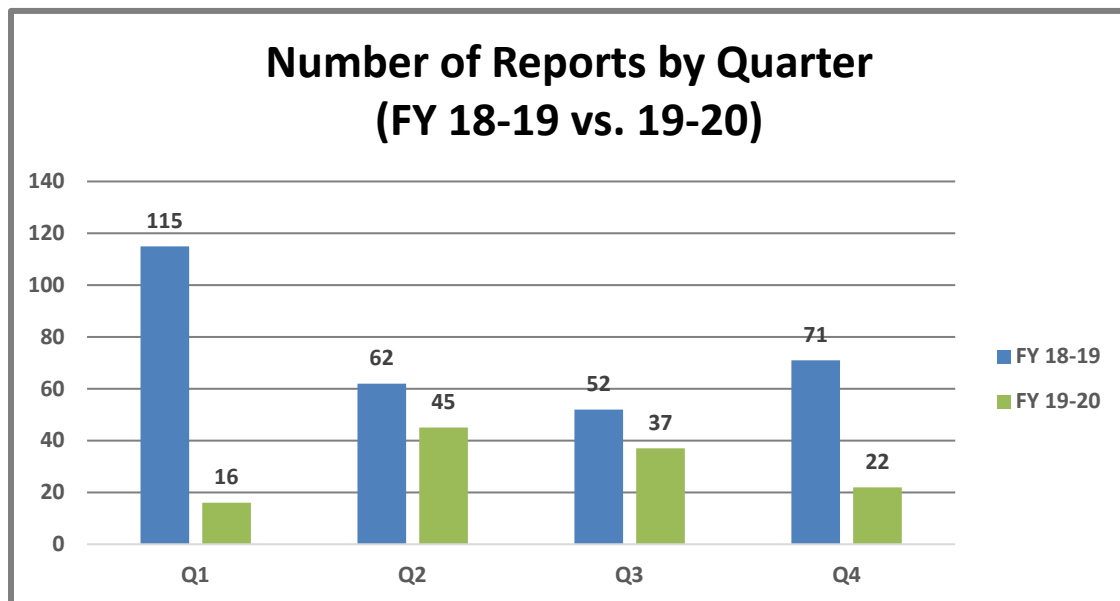
The SGVCOG developed and maintained a website that includes coyote education, related resources, and a Coyote Incident Reporting System for residents of participating cities. Residents experiencing a coyote issue should visit [www.SGVCOG.org/coyotes](http://www.SGVCOG.org/coyotes) to report coyote activity.

### *Coyote Reporting Hotline:*

A regional coyote reporting hotline was established for the residents of participating cities to report coyote incidents and/or encounters in their communities. All reported coyote encounters and sightings have been logged by the SGVCOG and shared with the participating cities and external stakeholders. Residents can call (626) 278-8039 to report coyote activity.

### Non-Urgent Conflict Response

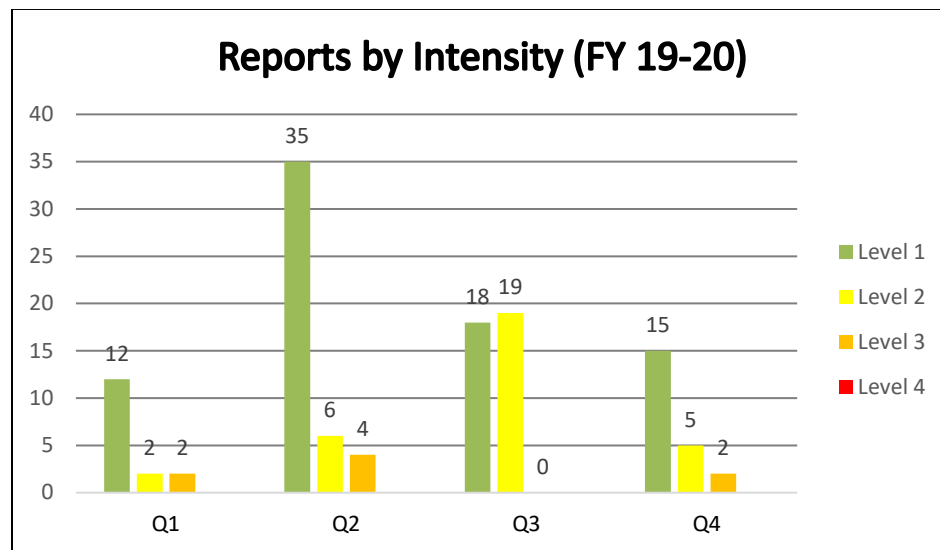
Based on the five-tier coyote response system, the SGVCOG is responsible for providing responses to residents that report coyote incidents and encounters. The SGVCOG has completed a full-year of coyote reporting and the data suggests that public outreach and coyote hazing have proven to be effective at discouraging coyotes from residential neighborhoods in Arcadia.



In Fiscal Year 2018-19, the City received 300 calls or emails regarding coyotes in Arcadia neighborhoods from residents compared to the 120 reports received by the SGVCOG in Fiscal Year 2019-20. This includes data during the Stay At Home Order period when it was reasonably expected that coyote sightings would have increased. Overall, the number of coyote reports has steadily decreased year over year since the implementation of the Neighborhood Coyote Program. As shown below, there are 80 Level 1 reports (Green), 32 Level 2 reports (Yellow), 8 Level 3 reports (Orange), and 0 Level 4 reports on a four level scale. Furthermore, 93% of the total coyote reports fall within a Level 1 (Green) and Level 2 (Yellow) activity, which is considered normal coyote behavior. This includes coyote behavior that demonstrates the following:



- Coyotes being seen, heard, resting, or moving through a public area (Level 1)
- Coyotes resting in public areas with people present, or entering a yard with or without pets present (Level 2)



In addition, 6% of the total coyote reports fall within a Level 3 (Orange) activity, and no Level 4 (Red) reports were received. Level 3 coyote behavior demonstrates the following:

- Coyotes following or approaching a person and pet (Level 3)
- Coyotes entering a yard and attacking an attended or unattended pet (Level 3)

Level 4 coyote behavior is exceptionally aggressive towards humans. The SGVCOG has received no calls or reports that suggest this is occurring. Further, the small number of Level 3 reports suggests that coyote hazing and public information techniques are working to prevent the loss of pets.

#### Regional Representation and Engagement

The SGVCOG has served as a regional voice for participating cities to external stakeholders. This includes communicating with the following entities on regional coyote efforts:

- California Department of Fish and Wildlife
- Los Angeles County Agricultural Commissioner/Weights and Measures
- Local Humane Society Organizations
- University of California Agriculture and Natural Resources
- Local and state elected officials
- Other relevant stakeholders

These partnerships provide program participating cities with the latest information on coyote mitigation strategies, as well as leveraging community based resources when issues arise.

### **ENVIRONMENTAL ANALYSIS**

Renewal of the Memorandum of Understanding for continued participation in the SGVCOG's Neighborhood Coyote Program is exempt from environmental review pursuant to the California Environmental Quality Act (Pub. Resources Code, § 21000 et seq.) ("CEQA"). Specifically, State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.) Sections 15306, 15307, 15308 and 15061(b)(3) apply to the City Council's action.

### **FISCAL IMPACT**

The cost of continued participation in the SGVCOG's Neighborhood Coyote Program is \$10,000 per year, with a two-year commitment. Sufficient funding is available in the proposed Fiscal Year 2021-22 budget for continued participation in the regional plan.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action is exempt under the California Environmental Quality Act ("CEQA"); and approve, and authorize and direct the City Manager to execute a renewal of the Memorandum of Understanding for continued participation in the San Gabriel Valley Council of Government's Neighborhood Coyote Program for a two-year period.

Attachment No. 1: SGVCOG Regional Coyote Management Framework

Attachment No. 2: SGVCOG Coyote Management Implementation Plan

Attachment No. 3: Memorandum of Understanding

# Regional Coyote Management Framework (RCMF)

SAN GABRIEL VALLEY  
COUNCIL OF GOVERNMENTS



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## **ACKNOWLEDGEMENTS**

The San Gabriel Valley Council of Governments owes a debt of gratitude to the many agencies, entities, experts, and individuals who helped transform this project from an idea to a reality. We appreciate all of the support we have received from the California Department of Fish and Wildlife, the County of Los Angeles, the Office of Assemblymember Ed Chau, the University of California Agriculture and Natural Resources, the San Gabriel Valley Humane Society, the Pasadena Humane Society, and the Inland Valley Humane Society, as well as the generous support from the Cities of Arcadia, Bradbury, Covina, Rosemead, and San Marino. Furthermore, we would like to thank the following municipalities for serving on the SGVCOG Coyote Management Task Force and providing feedback on the development of this document:

City of Alhambra  
City of Arcadia  
City of Bradbury  
City of Covina  
City of Diamond Bar  
City of Industry  
City of Irwindale  
City of La Cañada Flintridge  
City of Monrovia  
City of Monterey Park  
City of Rosemead  
City of San Dimas  
City of San Gabriel  
City of San Marino  
City of South El Monte  
City of South Pasadena  
City of Temple City  
City of Walnut  
County of Los Angeles  
State of California

## SECTION 1: INTRODUCTION

The goal of the **San Gabriel Valley Regional Coyote Management Framework (RCMF)** is to discourage the habituation of coyotes in an urban environment by using education, behavior modification, and a robust human/coyote reporting and responding system. The recommended actions in this RCMF are designed to increase communities' knowledge and understanding of how coyotes behave and to make clear how such behavior can be managed or reduced to eliminate human conflicts with coyotes. The ultimate goal of coyote behavior modification is to encourage the natural relocation of coyotes to their native environment.

The overall intent of this framework is to provide guidance for dealing with coyotes in the San Gabriel Valley region. This framework has also been modeled after plans that were successfully utilized by other municipalities in Southern California. This RCMF does not supersede federal, state, county, and city regulations and policies. Additionally, this framework does not apply to San Gabriel Valley residents, businesses, or homeowner associations in pursuit of their legal rights in dealing with coyotes.

As recommended by the California Department of Fish and Wildlife (CDFW), the RCMF is guided by the following principles:

- Human safety is a priority in managing human-coyote interactions.
- Coyotes serve an important role in San Gabriel Valley's ecosystems by helping to control rodent populations.
- Preventive practices are crucial to minimizing potential interactions and encounters with coyotes.
- Solutions for coyote conflicts must address both problematic coyote behaviors and the human behaviors that invite them.
- Non-selective coyote removal programs are ineffective for reducing coyote population sizes or preventing human-coyote conflicts in the long run.
- Regionwide programs that involve residents can improve coexistence among humans, coyotes, and pets.

## **SECTION 2: COYOTE MANAGEMENT STRATEGY**

The strategy for managing coyotes is based on balancing respect and protection of wildlife without compromising public safety. The main strategy is a multi-focused approach consisting of public education, enforcement, and reporting.

### ***PUBLIC EDUCATION***

Coyote awareness education is critical for residents to make informed decisions regarding their safety, properties, and pets by decreasing attractants, reshaping coyote behavior, and creating reasonable expectations of normal coyote behavior. Dissemination of information to residents, businesses, and schools will be accomplished through the use of the cities' websites, newsletters, social media, press releases, town halls, community meetings, coyote management workshops, and other direct and indirect public outreach campaigns.

Learning how to properly and effectively respond to a coyote encounter empowers residents and supports reshaping undesired coyote behavior. The public should understand what normal coyote behavior is when living in close proximity with coyotes. For example, vocalization (coyote calls) is a normal and acceptable behavior that does not indicate aggression.

It is recommended for cities and member agencies to host town hall meetings, trainings, and provide youth education workshops in communities with high human-coyote interactions. Cities are also encouraged to mail information regarding coyotes to educate the residents and households residing in areas with high coyote sightings. Mailers and social media postings should be offered in English and other languages that are widely spoken by local residents.

### ***ENFORCEMENT***

The act of feeding wildlife is known to lead to an increase in wildlife activity. Feeding can attract coyotes and their prey to an area leading to an increased likelihood of creating habituated coyotes and resulting in increases in coyote-human interactions. California law prohibits feeding wildlife, including coyotes. SGVCOG recommends all member agencies to strictly enforce the State law pertaining to this activity. Cities and counties should adopt ordinances that discourage the intentional or unintentional feeding of wildlife. Please see Appendix A for the draft of a sample ordinance from the City of Davis, California.

### ***REPORTING***

A five-tier safety response plan has been developed by the SGVCOG to provide a mechanism for identifying and classifying different levels of human-coyote interactions for member agencies. This response plan serves as a regional approach to identify different types of coyote behaviors. However, cities are encouraged to adapt and adjust SGVCOG's response plan or develop a plan that is more suitable to the individual cities' needs; however, levels of coyote behavior and response actions should be consistent with SGVCOG's response plan. It is also important to note that several SGVCOG member agencies already have their own response plans in place. For the cities' reference, Appendix B showcases a list of SGVCOG's member agencies with adopted coyote management plans. Additionally, Appendix C

showcases the SGVCOG's five-tier response system, City of West Covina's adopted four-tier colored response system, and City of San Gabriel's adopted coyote behavior classification system.

### **SECTION 3: COYOTE ATTRACTANTS**

While attacks on humans are extremely rare, urban landscape development, intentional and unintentional feeding, pet-related incidents, and media attention have led some residents to fear coyotes. It is important to note that attacks on free-roaming and unattended small pets are normal coyote behavior and do not necessarily indicate a danger for humans. Coyotes usually become habituated when they learn and associate people and/or neighborhoods with sources of food.

Residents may reinforce this behavior by acting inappropriately when they see a coyote. Steps must be taken to address safety concerns and misconceptions and to ensure appropriate responses to potential threats to human safety. It is important to keep in mind that coyotes have been in and around the San Gabriel Valley and other parts of Southern California since thousands of years ago.

#### **Coyotes are drawn to urban and suburban areas for the following reasons:**

**FOOD** – Urban areas provide a bounty of natural food choices for coyotes that primarily eat rodents. However, coyotes can be further attracted into suburban neighborhoods by human-associated food, such as pet food, unsecured compost or trash, and fallen fruit in parks and yards. Intentional and unintentional feeding can lead coyotes to associate humans with sources of food, which can result in negative and aggressive interactions among coyotes, people, and pets.

To reduce food attractants in urban and suburban area, residents should be educated to:

- Never hand-feed or otherwise deliberately feed a coyote.
- Avoid feeding pets outside and remove sources of pet food and water in outdoor settings. If feeding pets outside is necessary, remove the feeding bowl and any leftover food promptly.
- Never compost any meat or dairy products unless the compost is fully secured.
- Maintain good housekeeping, such as regularly raking areas around bird feeders, to help discourage coyote activity near residences.
- Remove fallen fruit from the ground.
- Keep trash in high-quality containers with tight-fitting lids.
- Only place trash bins curbside during the morning of trash collection. If left out overnight, trash bins are more likely to be tipped over and broken into by coyotes. If necessary, purchase secured trash containers.
- Seal food waste, such as meat scraps or leftover pet food, before discarding the waste into trash bins.

**WATER** – Urban areas provide a year-round supply of water in the form of stormwater impoundments and channels, artificial lakes, irrigation, swimming pools, and pet water dishes, which support both coyotes and their prey. In dry conditions, water can be as alluring as food. Residents should remove outdoor water bowls/cans and secure fountains, pools, and jacuzzis.



***SHELTER*** – Parks, greenbelts, open spaces, sumps, golf courses, buildings, sheds, decks, and crawl spaces increase the amount and variability of cover for coyotes. They allow coyotes to safely and easily remain close to residents, pets, homes, and businesses without detection. Coyotes may take advantage of available spaces under sheds or decks for use as a den, thereby bringing them into close contact with residents and pets.

***UNATTENDED PETS*** – Coyotes primarily eat small mammals, such as mice and rats; however, they will also prey on slightly larger mammals such as rabbits and groundhogs. Animals that are approximately the same size as a groundhog or rabbit, especially unattended outdoor cats and small dogs, may attract coyotes into neighborhoods.

- The best way to minimize risk to pets from coyotes (and the other dangers of outdoor life such as cars, disease, and other wildlife) is to keep small pets indoors, only let them outside in a secured enclosure, or when they are accompanied by a person and under the control of a leash and harness that is less than six feet long.
- It is important to either keep dogs on a leash that is six feet long or shorter when outdoors or to stay within six feet of them when outside. Coyotes may view a dog on a leash longer than six feet as an unattended pet. Attacks on free-roaming small cats or dogs are normal coyote behavior and do not indicate a danger for humans. A free-roaming pet is considered as an unattended domestic pet outside of its enclosed yard or area.
- Although attacks on larger dogs are rare, coyotes may often attack a large dog when they feel that their territory is threatened. This generally occurs during the coyote breeding season, which takes place from January through March. During this time, it is especially important to not leave dogs outside unattended and to keep them on leashes (six feet long or less) when in public areas.

***FERAL CATS*** – While residents who feed feral cats are often concerned that coyotes might prey on the cats, the act of feeding feral cats may cause more harm than good, as coyotes often frequent these locations. Resident should not feed feral cats to avoid attracting coyotes into their neighborhoods. Although it can be difficult for residents to protect feral cats from coyotes, the following tips can be helpful:

- Do not feed feral cats.
- If feral cats frequent your neighborhood, please contact your local Animal Services agency.
- Haze coyotes seen near feral cat locations. Making coyotes feel uncomfortable will encourage them to stay out of the area. See Appendix D for a list of effective hazing strategies.

Other domestic animals kept outside, such as rabbits and chickens, may also be viewed as prey by coyotes. Protect outdoor animals from coyotes and other predators with protective fencing and sturdy cages.

Residents are encouraged to use the Yard Audit Checklist (Appendix E) as a tool to help recognize and remove attractants in their yards and neighborhoods

## **SECTION 4: HAZING AND BEHAVIOR CHANGE**

Some coyotes have become too comfortable in the close proximity of residents. To safely coexist, residents must modify their behavior to shape coyote behavior. Habituated coyote behavior needs to be reshaped to encourage coyotes to avoid contact with residents and pets.

Hazing, also known as “fear conditioning” or “scaring,” is the process that facilitates this change and is, by necessity, a community response to negative encounters with coyotes. The more an individual animal is hazed, the more effective hazing is in changing coyote behavior.

Hazing employs immediate use of deterrents to move an animal out of an area or discourage an undesirable behavior or activity. Deterrents include loud noises, spraying water, bright lights, throwing objects, waving arms, and shouting. Hazing can help maintain a coyote’s fear of humans and discourage them from neighborhoods, such as backyards and play areas.

Hazing is not intended to harm or damage animals, humans or property, but to change the coyote’s behavior. A coyote, similar to a dog, will not know that the behavior it is engaging in is unwanted unless some type of message is sent and reinforced repeatedly. Behavioral change also involves human activities such as identifying and removing attractants and protecting pets responsibly. If a human sees a coyote in an urban area and does not respond in any way, a message opposite of hazing is conveyed to the coyote. Please see Appendix D for a list of effective hazing strategies.

### ***GOALS OF HAZING***

It is not economically and ecologically efficient to eradicate coyotes from the urban ecosystem. Hazing is part of a long-term plan to create safe and acceptable living situations, increase understanding of coyote behavior and reduce conflict between coyotes and people. Goals of hazing include:

1. To reshape coyote behavior to avoid human contact in an urban setting. Human behavior can shape animal behavior, in either a negative or positive manner. People living in close proximity to coyotes can remove coyote attractants, identify potentially dangerous situations for their pets and themselves, and respond in a manner designed to change coyote behavior.
2. To provide residents information and tools to actively engage in reshaping coyote behavior and to support feeling safe in their parks and neighborhoods. This can be accomplished by teaching residents effective and appropriate hazing techniques.
3. To model hazing behavior and share accurate information about coyotes among other residents, friends, and family.
4. Monitor hazing to assess its effectiveness and determine if further action or more aggressive hazing is needed.
5. Develop long-term community-based hazing programs.

### *TRAINING PROGRAM*

SGVCOG encourages member agencies to partner with experts from CDFW, local Humane Society and/or Animal Services organizations, the County of Los Angeles, and/or other relevant external stakeholders to empower residents with methods to safely co-exist with wildlife. Specific to human-coyote conflicts, the workshops should include basic training on species-specific ecology and behavior, strategies to reduce/eliminate potential human-coyote conflicts, and appropriate conflict and management techniques (e.g. hazing).

Topics may include:

- Basic coyote information;
- Normal/healthy vs. abnormal/unhealthy coyote behavior;
- Seasonal behavior changes;
- Appropriate responses when encountering wildlife, especially coyotes;
- Human health, public, and pet safety tips and concerns;
- Coyote attractants;
- Methods to reduce/eliminate access to attractants (e.g. exclusion, deterrence); or,
- Effective coyote hazing methods.

Additionally, Cities and counties should also promote CDFW's Wildlife Watch Program. This program is a multi-agency partnership initiative that provides support and training to local governments and community groups to help them design and implement their own nuisance wildlife action plans. More information regarding the Wildlife Watch Program can be found on <https://www.wildlife.ca.gov/wildlife-watch>.

Individuals and groups that are interested in participating in a hazing training program can contact their local Humane Society for a list of upcoming sessions:

- Pasadena Humane Society: (626) 792-7151
- Inland Valley Humane Society: (909) 623-9777
- San Gabriel Valley Humane Society: (626) 286-1159

## **SECTION 5: ENFORCEMENT**

The act of feeding wildlife can attract coyotes and their prey to an area, leading to an increased likelihood of creating habituated coyotes and increased coyote-human interactions. California law prohibits feeding wildlife and local police departments will strictly enforce applicable state statutes pertaining to this activity. Cities and counties are encouraged to adopt ordinances that further discourage residents from feeding wildlife. Please see Appendix A for a sample draft ordinance from the City of Davis, California.

The following are some of the applicable regulations that may be utilized as enforcement tools to discourage coyotes from proliferating in urbanized San Gabriel Valley:

### **CALIFORNIA CODE OF REGULATIONS TITLE 14. SECTION 251.1. HARASSMENT OF ANIMALS**

Except as otherwise authorized in these regulations or in the Fish and Game Code, no person shall harass, herd, or drive any game nongame bird or mammal or furbearing mammal. For the purposes of this section, harass is defined as an intentional act which disrupts an animal's normal behavior patterns, which includes, but is not limited to, breeding, feeding, or sheltering.

### **LOS ANGELES COUNTY CODE TITLE 10. SECTION 10.84.010. PROVIDING FOOD FOR CERTAIN RODENTS OR PREDATOR ANIMALS PROHIBITED**

It is unlawful to feed a nondomesticated rodent or nondomesticated mammalian predator as defined in this section, unless:

- The person is the owner of the animal and the animal is kept in accordance with the requirements of the State Department of Fish and Wildlife; or
- After notifying the responsible agency to pick up the animal, the person provides food to a trapped or injured animal.

For purposes of this chapter:

1. "Rodent" includes ground squirrels;
2. "Mammalian predators" include coyotes, raccoons, foxes, and opossums.

A violation of this section is a misdemeanor.

## SECTION 6: SAFETY RESPONSE PLAN

A tiered response plan identifies and classifies levels of human and coyote interactions. SGVCOG recommends member agencies to adopt the 5-tier coyote response plan that is showcased below and in Appendix C.

COYOTE BEHAVIOR	RESPONSE LEVEL	RESPONSES
<b>Coyote heard or seen moving in public area</b>	1	Sighting report will be reviewed, and if appropriate, a response will be provided by e-mail or phone. The City would direct residents to available resources on normal coyote behavior.
<b>Coyote seen resting in public area</b>	1	Sighting report will be reviewed, and if appropriate, a response will be provided by e-mail or phone. The City would direct residents to available resources on normal coyote behavior.
<b>Coyote seen resting in public area with humans present</b>	2	The City provides resources for the resident to be educated on hazing techniques and what-to-do tips. Additionally, the City would encourage the respective municipality to work with the local community to eliminate coyote attractants.
<b>Coyote entering a yard to a home with or without pets present</b>	2	The City provides information for the household to be educated on coyote attractants, yard audit implementation, human-coyote conflict mitigation, hazing techniques, and/or pet safety information (if applicable).
<b>Coyote entering a yard and injuring or killing attended or unattended pet</b>	3	The City gathers information on specific animal involved, report on circumstances, and provide information for the household to be educated on coyote attractants, yard and neighborhood audits, and pet safety information.

<b>Coyote biting or injuring an unattended pet/pet on a leash</b>	3	The City gathers information on specific animal involved, report on circumstances, and provide information for the household to be educated on coyote attractants, yard and neighborhood audits, and pet safety information.
<b>Coyote following or approaching a person and pet (stalking)</b>	3	The City provides information for the resident to be educated on hazing techniques, what-to-do tips, yard/neighborhood audits, and pet safety information. Additionally, the City will work with the residents to eliminate coyote attractants in the area.
<b>Coyote following or approaching a person without a pet (stalking)</b>	4	The City provides information for the resident to be educated on hazing techniques, what-to-do tips, yard/neighborhood audits, and pet safety information. Additionally, the City will work with residents and local groups to eliminate coyote attractants in the area.
<b>Coyote biting or injuring a human</b>	5	The City informs the California Department of Fish and Wildlife. Residents will receive educational materials on coyote attractants, yard or neighborhood audits, hazing, and pet safety. Additionally, the City would work with the respective Humane Society, the County of Los Angeles, CDFW, elected officials, and its neighboring cities to send out mailers, partner with external stakeholders to host trainings and workshops, conduct a community meeting/town hall, and encourage the cities in the subregion to work with community groups to eliminate coyote attractants.

Cities are encouraged to modify SGVCOG's response plan to cater to the needs of their own communities; however, the levels of coyote behavior and response actions should be consistent with SGVCOG's response plan. Appendix C also showcases two other types of tiered response plans that SGVCOG member agencies utilize in their individual coyote management plans as a reference.

If a human is attacked and physically injured by a coyote, cities and counties will work with the CDFW, which will be the lead investigating agency to thoroughly investigate the incident, to identify and remove the responsible coyote. As a last resort, lethal removal will also be considered if there is a public safety

issue with a coyote threatening residents—only after a thorough investigation and identification of the offending coyote.

If there is an immediate public safety issue, such as a coyote threatening residents in an area frequented by people, the local police department will respond. Since coyotes are considered as “non-game wildlife,” any resident or homeowners’ association can, at their own expense, initiate action to protect themselves and their private property from coyote attacks within the limits of the law regarding trapping and hunting.



## SECTION 7: COYOTE REPORTING

SGVCOG encourages residents to report coyote sightings to the University of California Coyote Cacher© at <https://ucanr.edu/sites/CoyoteCacher/>. This will allow SGVCOG and its member agencies to identify potential trouble areas where coyotes are frequently sighted and allow the member agencies to focus resources where they are needed most. There are several options to choose from and San Gabriel Valley residents are encouraged to use the tool that works best for them. Please keep in mind that these are only coyote reporting tools. Depending on the submission format, residents may receive acknowledgement of their submissions.

### *University of California Coyote Cacher©*

This tool is accessible by members of the public from a computer or mobile device. It provides a repository for reported coyote activity, real-time alerts to stay abreast of reported activities, and GIS mapping by zip code. Residents may view coyote encounters in the San Gabriel Valley region by visiting [https://ucanr.edu/sites/CoyoteCacher/Story\\_Map/](https://ucanr.edu/sites/CoyoteCacher/Story_Map/). Residents can also report a coyote encounter to the UC Coyote Cacher through the link on the website or by submitting a request at <https://geodata.ucanr.edu/coyoteCacher/form/>.

### *State and Local Enforcement Agencies*

Coyote bites, injured or ill coyotes, or coyotes that pose a threat to the public should be reported to the 9-1-1 emergency line. Coyote bites can be extremely hazardous to human health. If a resident has been bitten by a coyote, please direct the injured resident to seek medical attention immediately. A police report may be taken to document the incident. All animal bites to humans are legally reportable in Los Angeles County except for rodent and rabbit bites. For more information, please visit the County of Los Angeles Public Health Department website at <http://publichealth.lacounty.gov/vet/biteintro.htm>.

**APPENDIX A: SAMPLE DRAFT ORDINANCE TO PROHIBIT THE FEEDING OF WILDLIFE**  
**(City of Davis, California)**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAVIS ADDING  
ARTICLE 5.05 TO CHAPTER 5 OF THE DAVIS MUNICIPAL CODE TO PROHIBIT  
THE FEEDING OF CERTAIN WILDLIFE**

**WHEREAS**, the City of Davis (“City”) is a city organized under the laws of the State of California, with a duty and interest in protecting the public health, safety and welfare within the City; and

**WHEREAS**, the feeding of wildlife can lead to negative impacts on animals, people and the environment; and

**WHEREAS**, feeding wildlife can lead to aggressive behavior towards humans, which presents health and safety concerns for residents and visitors of the City; and

**WHEREAS**, feeding wildlife can artificially support the growth and carrying capacity of urban wildlife populations, compromising wildlife health and increasing human exposure to and conflict with wildlife; and

**WHEREAS**, feeding wildlife can cause certain species to localize activity in the vicinity of the food source, thus increasing associated negative impacts on property owners and/ or individuals within those neighborhoods; and

**WHEREAS**, Section 251.1 of Title 14 of the California Code of Regulations prohibits the harassment of any game or nongame bird or mammal or furbearing mammal, expressly including intentional acts such as feeding that disrupt the animal’s natural foraging behavior; and

**WHEREAS**, an ordinance prohibiting the intentional and negligent feeding of certain types of wildlife, as defined, and further specifying types of permissible and prohibited conduct regarding interaction with wildlife in the City, is consistent with the City’s long-standing commitment to protect and conserve biological resources and public safety.

**NOW, THEREFORE**, the City Council of the City of Davis does ordain as follows:

**SECTION 1. Recitals.** The City Council hereby adopts the recitals of this Ordinance as true and correct and such recitals are hereby incorporated by reference as though fully set forth in the text of this Ordinance.

**SECTION 2. Amendment.** Chapter 5 (“Animals and Fowl”) of the City of Davis Municipal Code is hereby amended to add Article 5.05, to read in full as set forth in the attached Exhibit “A”, incorporated by this reference.

**SECTION 3. CEQA.** The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment)

and 15061(b)(3) (the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential for resulting in the physical change to the environment, directly or indirectly.

**SECTION 4. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases are declared unconstitutional, invalid or ineffective.

**SECTION 5. Publishing.** The City Clerk shall certify to the adoption of this Ordinance and shall cause the same or a summary thereof to be published as required by law.

**SECTION 6. Effective Date.** This Ordinance shall take effect and be in full force and effect thirty (30) days from and after the date of its final passage and adoption.

**INTRODUCED** on the \_\_\_\_ day of \_\_\_\_\_, 2018 and **PASSED AND ADOPTED** by the City Council of the City of Davis on the \_\_\_\_ day of \_\_\_\_\_, 2018 by the following vote:

## **EXHIBIT “A”**

### **CHAPTER 5, ANIMALS AND FOWL ARTICLE 5.05, FEEDING OF CERTAIN WILDLIFE**

#### **5.05.010 Purpose**

Feeding of wildlife is both detrimental to wildlife health and causes a public health nuisance and safety hazard that negatively impacts public health and welfare.

This article is intended to prohibit, with exceptions, the feeding of certain wildlife within the City of Davis so as to protect public and environmental health, safety and welfare, and to prescribe penalties for failure to comply.

#### **5.05.020 Definitions**

For purposes of this article, the following definitions shall apply:

“**Feed**” means to give, distribute, place, expose, deposit, or scatter any edible material with the intention of feeding, attracting, or enticing wildlife. Feeding does not include baiting in the permitted and legal take or depredation of wildlife in accordance with federal, state and local law.

“**Person**” means any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

“**Wildlife**” means only coyotes, wild turkeys, foxes, skunks, raccoons, opossums, squirrels, ducks, geese, crows, and gulls.

#### **5.05.030 Feeding of Wildlife Prohibited**

- (a) No person shall purposely or knowingly feed wildlife in the City of Davis, on lands either publicly or privately owned.
- (b) No person shall leave or store any refuse, garbage, pet food, seed or bird seed, fruit, meat, dairy, vegetable, grain or other food in a negligent manner likely to feed wildlife.
- (c) No person shall fail to take remedial action to cease contact or conflict with wildlife, including to secure or remove outdoor refuse, cooking grills, pet food, backyard bird feeders or any other similar food source or attractant, after being advised by a City of Davis code compliance administrator to undertake such remedial action.

#### **5.05.040 Exceptions**

The prohibitions in Section 5.05.030 do not apply to:

- (a) Landscaping, gardening, and/or maintaining vegetable gardens, fruit and nut trees or other plants, so long as such activities are not conducted for the purpose of feeding wildlife as defined in this article.

- (b) Feeding of birds outdoors on private residential properties using bird feeders, to the extent authorized by law and subject to the following requirements:
- (1) Bird feeders shall be placed at least five (5) feet above the ground and shall be suspended on a cable or otherwise secured so as to prevent the bird feeders from being easily accessible to other wildlife.
  - (2) The feeding shall not substantially interfere with the rights of surrounding property owners or render other persons insecure in the use of their property.
  - (3) No person shall allow, permit or maintain an accumulation of feces on the property or surrounding properties so as to create a public nuisance.
  - (4) The area below the feeders must be kept clean and free of seed.
  - (5) No person shall knowingly allow or permit bird feeders to become an attractant for rodents or other wildlife other than birds. Notwithstanding this exception, feeding of wild turkeys is expressly prohibited.
- (c) Any State or local employee or agent authorized to implement a wildlife management program involving baiting, or any other person or business lawfully authorized to bait and trap wildlife pursuant to State law.
- (d) Any person who is the legal owner or guardian of a wildlife species maintained and confined under a valid license or permit issued by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service, and in compliance with all applicable laws.
- (e) A wildlife rehabilitator, under a valid license or permit issued by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service, who is temporarily caring for sick, injured, or orphaned wildlife in compliance with all applicable laws.
- (f) Any person who feeds trapped, injured, or orphaned wildlife between the times that a wildlife rehabilitator or agency charged with animal control is notified and the animal is picked up. Any person that discovers such trapped, injured, or orphaned wildlife must immediately notify an authorized animal control agency, and no person may intentionally keep such wildlife beyond the time reasonably necessary for animal control services to access and transport the wildlife.
- (g) Baiting, for the purpose of trapping, feral cats as part of a Yolo SPCA approved Trap-Neuter-Release program.
- (h) Any property owner baiting, for the purpose of trapping, wildlife on their property authorized by and in accordance with State law, including but not limited to trapping gophers, house mice, moles, rats, and voles pursuant to Fish and Game Code section 4005(f); taking of certain mammals found injuring crops or property pursuant to Fish and Game Code section 4152; taking of certain nongame birds and mammals such as weasels, skunks, opossum, moles and rodents pursuant to 14 CCR § 472; or as otherwise permitted and authorized by State law.

**5.05.050 Enforcement**

In addition to all other available remedies at law, this article may be enforceable through the use of the administrative citation procedures set forth in Davis Municipal Code Chapter 1, Article 1.02.

DRAFT



## APPENDIX B: LIST OF SGVCOG MEMBER AGENCIES' COYOTE MANAGEMENT PLANS

- **City of Arcadia: Coyote Management Plan**
  - <https://www.arcadiaca.gov/home/showdocument?id=10024>
- **City of Montebello: Coyote Coexistence Plan**
  - [http://www.projectcoyote.org/wp-content/uploads/2017/07/Montebello\\_Coexistence\\_Plan\\_lo\\_res.pdf](http://www.projectcoyote.org/wp-content/uploads/2017/07/Montebello_Coexistence_Plan_lo_res.pdf)
- **City of Rosemead: Coyote Management Plan**
  - [http://www.cityofrosemead.org/UserFiles/Servers/Server\\_10034989/File/Gov/City%20Departments/Public%20Safety/Animal%20Control/Coyote%20Information/Coyote.pdf](http://www.cityofrosemead.org/UserFiles/Servers/Server_10034989/File/Gov/City%20Departments/Public%20Safety/Animal%20Control/Coyote%20Information/Coyote.pdf)
- **City of San Gabriel: Coyote Management Plan**
  - <http://www.sangabrielcity.com/DocumentCenter/View/7844/Coyote-Management-Plan?bidId=>
- **City of West Covina: Coyote Management Plan**
  - <https://www.westcovina.org/Home/ShowDocument?id=14526>

## APPENDIX C: COYOTE SAFETY RESPONSE PLAN TEMPLATES

This showcases the SGVCOG's recommended five-tier coyote response plan. As mentioned previously, cities are encouraged to modify SGVCOG's response plan to cater to the needs of their own communities; however, the levels of coyote behavior and response actions should be consistent with SGVCOG's response plan.

COYOTE BEHAVIOR	RESPONSE LEVEL	RESPONSES
<b>Coyote heard or seen moving in public area</b>	1	Sighting report will be reviewed, and if appropriate, a response will be provided by e-mail or phone. The City would direct residents to available resources on normal coyote behavior.
<b>Coyote seen resting in public area</b>	1	Sighting report will be reviewed, and if appropriate, a response will be provided by e-mail or phone. The City would direct residents to available resources on normal coyote behavior.
<b>Coyote seen resting in public area with humans present</b>	2	The City provides resources for the resident to be educated on hazing techniques and what-to-do tips. Additionally, the City would encourage the respective municipality to work with the local community to eliminate coyote attractants.
<b>Coyote entering a yard to a home with or without pets present</b>	2	The City provides information for the household to be educated on coyote attractants, yard audit implementation, human-coyote conflict mitigation, hazing techniques, and/or pet safety information (if applicable).
<b>Coyote entering a yard and injuring or killing attended or unattended pet</b>	3	The City gathers information on specific animal involved, report on circumstances, and provide information for the household to be educated on coyote attractants, yard and neighborhood audits, and pet safety information.

<b>Coyote biting or injuring an unattended pet/pet on a leash</b>	3	The City gathers information on specific animal involved, report on circumstances, and provide information for the household to be educated on coyote attractants, yard and neighborhood audits, and pet safety information.
<b>Coyote following or approaching a person and pet (stalking)</b>	3	The City provides information for the resident to be educated on hazing techniques, what-to-do tips, yard/neighborhood audits, and pet safety information. Additionally, the City will work with the residents to eliminate coyote attractants in the area.
<b>Coyote following or approaching a person without a pet (stalking)</b>	4	The City provides information for the resident to be educated on hazing techniques, what-to-do tips, yard/neighborhood audits, and pet safely information. Additionally, the City will work with residents and local groups to eliminate coyote attractants in the area.
<b>Coyote biting or injuring a human</b>	5	The City informs the California Department of Fish and Wildlife. Residents will receive educational materials on coyote attractants, yard or neighborhood audits, hazing, and pet safety. Additionally, the City would work with the respective Humane Society, the County of Los Angeles, CDFW, elected officials, and its neighboring cities to send out mailers, partner with external stakeholders to host trainings and workshops, conduct a community meeting/town hall, and encourage the cities in the subregion to work with community groups to eliminate coyote attractants.

Other tiered coyote response systems that cities can consider are listed on the following pages as a reference.

### City of West Covina's Four-tier Colored Coyote Response System

Coyote Action	Classification	Response
Coyote heard	Unobserved Level Green	Provide educational materials and info on normal coyote behavior
Coyote observed moving in area	Sighting Level Green	Provide education materials and info on normal coyote behavior
Coyote observed resting in area	Sighting Level Green	Educate on hazing techniques, what to do tips
Coyote observed resting in area with people present	Sighting Level Yellow	If area is frequented by people, educate on normal behavior and haze to encourage animal to leave. Look for and eliminate attractants.
Coyote entering a yard without pets	Sighting Level Yellow	Educate on coyote attractants, yard audit, provide hazing info
Coyote entering a yard with pets	Encounter Level Yellow	Educate on coyote attractants, yard audit, hazing info, pet safety
Coyote entering yard and injuring or killing pet w/o people present	Pet Attack Level Orange	Gather info on specific animals involved, report circumstances, educate on coyote attractants, yard/neighborhood audits, hazing, pet safety
Coyote biting or injuring unattended pet/pet on leash longer than 6' with people present	Pet Attack Level Orange	Gather info on specific animals involved, report circumstances, educate on coyote attractants, yard/neighborhood audits, hazing, pet safety
Coyote following or approaching a person w/o pet (Stalking)	Encounter Level Red	Educate on hazing techniques and what to do tips. Removal/euthanasia considered if there is no response from the coyote to aggressive hazing, and there is evidence of recurrence.
Coyote following or approaching a person & pet (Stalking)	Encounter Level Red	Educate on hazing techniques and what to do tips and pet safety. Removal/euthanasia considered if there is no response from the coyote to aggressive hazing, and there is evidence of recurrence.

Coyote entering yard or home with people & pets, no injury occurring	Encounter Level Red	Gather info on specific animals involved, document circumstances, educate on coyote attractants, yard/neighborhood audits, hazing, pet safety. Removal/euthanasia considered depending on specific circumstances.
Coyote biting or injuring attended pet/pet on leash 6' or less	Pet Attack Level Red	Gather info on specific animals involved, document circumstances, educate on coyote attractants, yard/neighborhood audits, hazing, pet safety. City staff will inform the Los Angeles County Department of Agricultural Weights and Measures. Removal/ euthanasia recommended.
Coyote aggressive, showing teeth, back fur raised, lunging, nipping w/o contact	Threat Level Red	Gather info on specific animals involved, report circumstances, educate on coyote attractants, yard/ neighborhood audits, aggressive hazing, pet safety. City staff will inform the Los Angeles County Department of Agricultural Weights and Measures. Removal/euthanasia recommended.
Coyote biting or injuring person	Attack Level Red	Identify and gather information on specific animal involved, report circumstances, educate on coyote attractants, yard/ neighborhood audits, hazing, and pet safety. City staff will inform the Los Angeles County Department of Agricultural Weights and Measures. Removal/euthanasia recommended.

## City of San Gabriel's Adopted Coyote Behavior Classification Response System

<b>Coyote Action</b>	<b>Classification</b>	<b>Response</b>
Coyote heard	Observation	Distribute educational materials and information on normal coyote behavior
Coyote seen moving in area	Sighting	Distribute education materials and information on normal coyote behavior
Coyote seen resting in area	Sighting	If area frequented, educate people on normal behavior, haze to encourage animal to leave
Coyote following or approaching a person	Sighting Encounter	Educate on potential hazing techniques, what to do tips and pet management
Coyote following or approaching a person w/o pet	Encounter	Educate on potential hazing techniques, what to do tips and pet management
Coyote entering a yard without pets	Sighting	Educate on coyote attractants, yard audit, hazing information
Coyote entering a yard with pets	Encounter	Educate on coyote attractants, yard audit, hazing information, pet management
Coyote entering yard and injuring or killing pet	Incident	Develop hazing team in area, gather information on specific animals involved, report on circumstances, educate on coyote attractants, yard and neighborhood audits, pet
Coyote entering yard with people & pets, no injury occurring	Encounter	Gather information on specific animals involved, report circumstances, educate on coyote attractants, yard/neighborhood audits, hazing, pet management
Coyote biting or injuring pet on leash	Incident	Gather information on specific animals involved, report circumstances, educate on coyote attractants, yard/ neighborhood audits, hazing, pet
Coyote aggressive, showing teeth, back fur raised, lunging, nipping w/o contact	Incident	Gather information on specific animals involved, report circumstances, educate on coyote attractants, yard/ neighborhood audits, hazing, pet management.
Coyote biting or injuring person	Attack	Identify and gather information on specific animal involved, report circumstances, educate on coyote attractants, yard/ neighborhood audits, hazing, and pet management. If a human is attacked and physically injured by a coyote, City staff will inform the California Department of Fish and Wildlife.

## APPENDIX D: EFFECTIVE COYOTE HAZING STRATEGIES

Human behavior can shape animal behavior, in either a negative or positive manner. Residents living in close proximity to coyotes can remove coyote attractants, identify potentially dangerous situations for their pets and themselves, and respond in a manner designed to change coyote behavior. Successful hazing requires community involvement, understanding, and support. Residents should be equipped with tools and knowledge to respond consistently in their own neighborhoods, parks, and open spaces. Hazing should only take place in open spaces if residents are confirmed with an aggressive coyote.

- Hazing is a process whereby individuals make a coyote uncomfortable and choose to leave a situation where their presence is unwanted.
- Basic hazing consists of residents standing their ground, never ignoring or turning their backs to a coyote, and yelling and making unpleasant and frightening noises until the animal chooses to leave.
- More aggressive hazing consists of approaching an animal quickly and aggressively, waving arms, throwing projectiles in the direction of (but not at) the coyote, and spraying with a hose or water gun, all of which are used for creating fear of humans to encourage the animal to leave the vicinity.
- Once the act of hazing began, it must continue until the animal leaves the vicinity. Otherwise, the coyote will learn to wait until the person gives up. Not following through with hazing will create an animal more resistant to hazing instead of reinforcing the image that humans should be avoided.
- Hazing should never injure the animal. An injured animal becomes less predictable versus a normal, healthy one who responds in a consistent and predictable manner to hazing.
- Hazing should allow the coyote to return to its normal habitat in a direction that would minimize harm to the animal. Hazing the animal in the direction of other houses and busy streets should be avoided.
- Hazing uses a variety of different hazing tools. This is critical as coyotes can become accustomed to individual items and sounds.
  - Noisemaker: Voice, whistles, air horns, bells, “shaker” cans, pots, pie pans
  - Projectiles: Sticks, small rocks, cans, tennis balls, rubber balls
  - Deterrents: Hoses, spray bottles with vinegar, pepper spray, bear repellent, walking sticks

A common concern with hazing involves potential danger to the hazer. A coyote’s basic nature is very skittish and the nature of the species is what makes this technique successful. A normal, healthy coyote will not escalate a situation with an aggressive person. Hazing is not successful with every species of wild animal because different types of animals have different traits.

It is requested that residents submit a report to the local police department or city government each time they haze a coyote. Reports are most helpful when the following information is included:

- Date, location, time of day, number of coyotes
- Initial coyote behavior, hazing behavior, coyote response
- Effectiveness ratings – i.e. was the method used successful or not



- Tools and techniques used
- Additional details/comments

## GENERAL CONSIDERATIONS FOR HAZING COYOTES:

1. Levels of hazing need to be appropriately relevant to the coyote activity.
  - a. Coyotes are best left alone. Residents are encouraged to ignore coyotes if the coyotes ignore them. As with any wild animal, maintaining personal safety should be the primary goal.
  - b. Coyotes are often out late at night when few humans are present. This is a normal and acceptable coyote behavior. Hazing may not be necessary in this situation.

Exceptions: In early stages of hazing, programs should still engage animals. Coyotes that associate danger in the presence of humans under all circumstances will be reinforced to avoid contact.
2. Hazing must be more exaggerated, aggressive, and consistent when first beginning a program of hazing. As coyotes “learn” appropriate responses to hazing, it will take less effort from hazers. **Early in the process, it is extremely common for coyotes not to respond to hazing techniques.** Without a history of hazing, they do not have the relevant context to respond in the desired outcome, which is for them to leave the vicinity.
3. Techniques and tools can be used in the same manner for one or multiple coyotes. Usually there is a dominant coyote in a group who will respond - others will follow its lead. Residents should not ignore, turn their backs, or avoid hazing because there are multiple coyotes instead of a single individual coyote.
4. The more often an individual coyote is hazed by a variety of tools and techniques and a variety of residents, the more effective hazing will be in changing that animal’s future behavior.
5. Hazing must be directly associated with the person involved in the hazing actions. The coyote must be aware of where the potential threat is coming from and identifies the person.
6. Coyotes can and do recognize individual residents and animals in their territories. They can learn to avoid or harass specific individuals in response to behavior of the person and/or pet.
7. Coyotes can be routine in their habits. Identifying their normal habits can help target which habits to change. For example, the coyote patrols the same bike path at the same time in the morning three to five days a week. Hazers should concentrate on that time and place to encourage the animal to adapt its routine to decrease contact with residents.
8. Certain levels of hazing must always be maintained so that future generations of coyotes do not learn or return to unacceptable habits related to habituation to residents.
9. Human behavior must change to support hazing and continued identification and, if necessary, remove possible attractants.
10. Education about exclusion techniques including how to identify and remove attractants, personal responsibility in pet safety, and having reasonable expectations are critical parts of a coyote hazing plan.
11. Coyotes are skittish by nature. Habituated behavior is learned and reinforced by human behavior. As a rule, coyotes do not act aggressively towards aggressive people. The one exception is a sick or injured animal. Engaging a sick or injured animal can result in unpredictable behavior. If this is

suspected, residents should not engage and instead remove themselves from the situation, then immediately contact the local police department.

12. Individuals involved in hazing need to be trained in explaining hazing to residents who witness the process. They also need to explain the difference between hazing and harassment of wildlife and goals of appropriate behavior for coexistence.

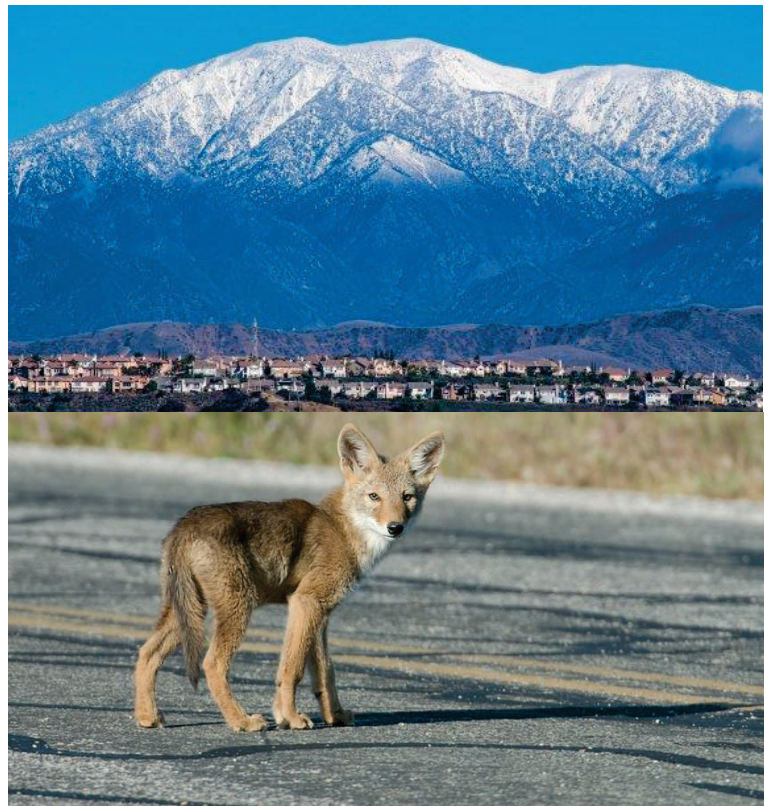
## APPENDIX E: YARD AUDIT CHECKLIST

	No Action Required	Adjustments Required	Recommended Action
<b>FOOD</b>			Never intentionally feed a coyote.
Pet Food			Never feed pets outdoors; store all pet food securely indoors.
Water Sources			Remove water attractants, such as pet water bowls.
Bird Feeders			Remove bird feeders or clean fallen seed to reduce the presence of small mammals that coyotes prefer to eat.
Fallen Fruit			Clean up fallen fruits around trees.
Compost			Do not include meat or dairy among compost contents unless the area is fully enclosed.
BBQ Grills			Clean up food around BBQ grills after each use.
Trash			Secure trash containers with locking lids and place curbside on pickup day. Periodically clean cans to reduce residual odors.
<b>LANDSCAPING</b>			Trim vegetation to reduce hiding places for rodents and coyotes and potential denning sites.
<b>STRUCTURES</b>			Restrict access under decks and sheds, around wood piles, or any other structure that can provide cover or denning sites for coyotes or their prey.
<b>FENCING*</b>			Enclose property with six-foot fence with additional extension or roller top to deter coyotes. Ensure that there are no gaps and that the bottom of the fence extends underground six inches or is fitted with a mesh apron to deter coyotes from digging underneath. <b>*Must comply with local municipal code</b>
<b>PETS</b>			Never leave pets unattended outside. Never allow pets to “play” with coyotes. Fully enclose outdoor pet kennels. Walk pets on a leash no longer than 6 feet in length.

**PROPOSED PROGRAM**

# Coyote Management Implementation Plan

## SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS



### QUESTIONS AND INQUIRIES:

ALEXANDER FUNG, MANAGEMENT ANALYST  
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## **San Gabriel Valley Council of Governments**

### **Coyote Management Implementation Plan**

#### **OVERVIEW**

Under this implementation plan, the San Gabriel Valley Council of Governments (SGVCOG) would serve as the umbrella organization that is responsible for providing public outreach and education, promoting effective human-coyote conflict mitigation strategies, and supporting a robust wildlife reporting and response mechanism on behalf of participating cities. In this capacity, the SGVCOG would serve as a regional voice that communicates and partners with relevant stakeholders, such as the California Department of Fish and Wildlife (CDFW) and the Los Angeles County Agricultural Commissioner/Weights and Measures. For the purposes of this implementation plan, SGVCOG's services will focus primarily on coyote management efforts in areas with reported high levels of human-coyote conflicts.

This implementation plan includes three (3) types of regional coyote management services that the SGVCOG would provide for participating cities:

1. Public Outreach and Education
2. Non-Urgent Conflict Response
3. Regional Representation and Engagement

#### **PUBLIC OUTREACH AND EDUCATION SERVICES**

The public outreach and education services outlined in this section will serve to assist participating cities in providing technical guidance and support to residents regarding human-coyote conflicts, with reported human-coyote conflicts having priority, around the San Gabriel Valley region. The SGVCOG would disseminate information and resources to participating cities' residents, businesses, local community organizations, and schools through various channels, including the development and distribution of digital and electronic files.

The SGVCOG would provide the following public outreach and education services for participating cities under this implementation plan:

##### ***Town Hall and Community Meetings***

The SGVCOG would partner with participating cities and external stakeholders, such as CDFW, the County of Los Angeles, elected officials, and/or the communities' respective Humane Society organizations, to host town halls and community meetings. These events provide valuable opportunity for interested residents and stakeholders to learn about regional and community coyote management efforts. These community events serve as public forums for residents to express their concerns and engage with city staff and elected officials. These forums also serve as a space for the public to increase their knowledge, awareness, and understanding of coyote behavior and how to safely co-exist with coyotes. Based on the need and availability, these town hall and community meetings would be held around once a month in different areas of the San Gabriel Valley, especially in communities with high coyote sightings. Depending on the number of participating cities in the implementation plan, SGVCOG will determine the appropriate frequency of these meetings.

### ***Coyote Management Workshops and Conflicts Training***

The SGVCOG would partner with experts from the CDFW, local Humane Society and/or Animal Services organizations, the County of Los Angeles, and/or other relevant external stakeholders to empower residents with methods to safely co-exist with wildlife. Through these partnerships, coyote management workshops would be hosted for local community groups, homeowner associations, chambers of commerce, schools, and other organizations located in the participating cities' boundaries. Specific to human-coyote conflicts, the workshops would include basic training on species-specific ecology and behavior, how to reduce/eliminate potential human-coyote conflicts, and appropriate conflict and management techniques (e.g. hazing). Topics may include:

- Basic coyote information;
- Normal/healthy vs. abnormal/unhealthy coyote behavior;
- Seasonal behavior changes;
- Appropriate responses when encountering wildlife, especially coyotes;
- Human health, public, and pet safety tips and concerns;
- Coyote attractants;
- Methods to reduce/eliminate access to attractants (e.g. exclusion, deterrence); or,
- Effective coyote hazing methods.

Based on the request of participating cities, the SGVCOG may also provide trainings to staff, residents, and local groups in participating communities to learn how to conduct yard and/or neighborhood audits to identify and reduce or eliminate coyote attractants within the area. After an audit, trained individuals may provide recommendations and resources to assist the resident or local group to eliminate the attractants or access to an attractant. A report summary would be provided outlining any recommended actions.

Trainings and workshops would be developed based on the data collected and analyzed from reported coyote activity in specific communities. These trainings and/or workshops may also be offered upon request and/or in response to specific coyote incidents. Depending on the number of participating cities in the implementation plan, SGVCOG will determine the appropriate frequency of these workshops and trainings.

### ***Youth Outreach and Education Programs***

The SGVCOG would develop a youth outreach and education program to distribute age-appropriate coyote education and safety information to local schools, youth groups, youth organizations, and family/youth events in participating cities. The outreach and education program would include distribution of coyote education kits and meetings with school officials to identify and discuss necessary human-coyote safety measures.

### ***Mailers and Social Media Outreach***

The SGVCOG would mail educational flyers to residents in communities with high reported incidence of human-coyote incidents. The San Gabriel Valley is home to a large and diverse population of two million residents across more than 30 communities in the region. To accommodate the diverse demographics of the San Gabriel Valley, educational mailers would be offered in the languages of English, traditional Chinese, Spanish, Korean, and Vietnamese, with the flexibility of adding additional languages. Translation services

may be completed in-house or outsourced to a translation service provider. Additionally, SGVCOG would disseminate coyote information through its existing social media platforms, including hosted Twitter chats on important coyote management topics with participating cities and other agencies.

### ***Website and Coyote Incident Reporting System***

The SGVCOG would develop and maintain a website/webpage that includes coyote education, related resources, and a Coyote Incident Reporting System for the residents of participating cities. City staff from participating municipalities would direct their residents to this website to learn more about coyote management resources, how to report coyote sightings and incidents, and to obtain a digital copy of the regional coyote management plan. The Coyote Incident Reporting System would be developed in-house and reported incidents would be accessed by the public via the reporting map. Similar to mailers, the website would be offered in the languages of English, traditional Chinese, and Spanish.

### ***Coyote Reporting Hotline***

A regional coyote reporting hotline would be established for the residents of participating cities to report coyote incidents and/or encounters in their communities. Residents would be encouraged to include their names, addresses, phone numbers, approximate time/location and description of the coyote incidents and encounters. All reported coyote encounters and sightings would be logged by the SGVCOG and shared with the participating cities and external stakeholders, including CDFW, the County of Los Angeles, local Human Society/Animal Service organizations, and residents. Additionally, SGVCOG may mail coyote educational materials to the residents that utilize the hotline. Residents who are believed to be in imminent danger, in distress, and/or have been bitten by the coyote would be directed to the 9-1-1 emergency line.

### **NON-URGENT COYOTE RESPONSE SERVICES**

Based on a five-tier coyote response system, the SGVCOG would be responsible for providing responses to residents that report coyote incidents and encounters. All tiers 1 and 2 reports would be responding with follow-up e-mails or phone calls that direct and provide residents with applicable resources. SGVCOG would be working with residents that report tiers 3 and 4 coyote behaviors to connect with their local Animal Services, CDFW Regional Office, and/or other preferred resources to resolve the immediate issues. For residents that report tier 5 coyote behaviors, SGVCOG would connect them to the 9-1-1 emergency line. The SGVCOG would then provide follow-up responses. All responses would include messages that encourage residents and households to attend the upcoming coyote town halls, trainings, and community meetings.

Based on the type of reported coyote behavior, staff would provide the appropriate responses in the accordance to the following table:

COYOTE BEHAVIOR	RESPONSE LEVEL	RESPONSES
Coyote heard or seen moving in public area	1	Report will be reviewed, and if appropriate, a response will be provided by e-mail or phone. SGVCOG would direct residents to available resources on normal coyote behavior.
Coyote seen resting in public area	1	Report will be reviewed, and if appropriate, a response will be provided by e-mail or phone. SGVCOG would direct residents to available resources on normal coyote behavior.



<b>Coyote seen resting in public area with humans present</b>	2	SGVCOG provides resources for the resident to be educated on hazing techniques and what-to-do tips. Additionally, SGVCOG would encourage the respective municipality to work with the local community to eliminate coyote attractants.
<b>Coyote entering a yard to a home with or without pets present</b>	2	SGVCOG provides information for the household to be educated on coyote attractants, yard audit implementation, human-coyote conflict mitigation, hazing techniques, and/or pet safety information (if applicable).
<b>Coyote entering a yard and injuring or killing attended or unattended pet</b>	3	SGVCOG gathers information on specific animal involved, report on circumstances, and provide information for the household to be educated on coyote attractants, yard and neighborhood audits, and pet safety information.
<b>Coyote biting or injuring an unattended pet/pet on a leash</b>	3	SGVCOG gathers information on specific animal involved, report on circumstances, and provide information for the household to be educated on coyote attractants, yard and neighborhood audits, and pet safety information.
<b>Coyote following or approaching a person and pet (stalking)</b>	3	SGVCOG provides information for the resident to be educated on hazing techniques, what-to-do tips, yard/neighborhood audits, and pet safety information. Additionally, SGVCOG will work with the respective municipality to eliminate coyote attractants in the area.
<b>Coyote following or approaching a person without a pet (stalking)</b>	4	SGVCOG provides information for the resident to be educated on hazing techniques, what-to-do tips, yard/neighborhood audits, and pet safety information. Additionally, SGVCOG will work with the respective municipality to eliminate coyote attractants in the area.
<b>Coyote biting or injuring a human</b>	5	SGVCOG informs the California Department of Fish and Wildlife. Residents will receive educational materials on coyote attractants, yard or neighborhood audits, hazing, and pet safety. Additionally, SGVCOG would work with the respective city and its neighboring cities to send out mailers, partner with external stakeholders to host trainings and workshops, conduct a community meeting/town hall, and encourage the cities in the subregion to work with community groups to eliminate coyote attractants.

### **REGIONAL REPRESENTATION AND ENGAGEMENT SERVICES**

The SGVCOG would serve as a regional voice for participating cities to external stakeholders. This includes communicating with the following entities on regional coyote management efforts that are conducted in the San Gabriel Valley region and maintaining a close partnership with these entities:

- California Department of Fish and Wildlife;
- Los Angeles County Agricultural Commissioner / Weights and Measures;
- Pasadena Humane Society;
- San Gabriel Valley Humane Society;

- Inland Valley Humane Society;
- University of California Agriculture and Natural Resources;
- Local and state elected officials; and,
- Other relevant stakeholders.

### **BUDGET AND STAFF**

Based on the services offered within this implementation plan, it is anticipated that SGVCOG would need to hire at least one additional full-time staff to carry out these services. The newly-hired full-time staff would report to the SGVCOG Senior Management Analyst. Aside from needing to hire additional staff, participating cities would need to anticipate other costs for the SGVCOG to deliver these services, including:

- Website development and maintenance;
- Coyote reporting hotline maintenance;
- Development, coordination, and maintenance of the Coyote Incident Reporting System;
- Creating flyers, brochures, mailers, and youth educational kits;
- Coordinating the distribution and dissemination of flyers, brochures, mailers, and youth educational kits;
- Translation services; and,
- Mileage reimbursements for staff.

Depending on the number of participating cities, city population size(s), and amount of reported activities or conflicts, the annual costs associated with these services would vary. The tables below and on the next page reflect the estimated amount of time spent and expenses incurred each year based on the number of participating cities.

### **ESTIMATED STAFF TIME SPENT ON DELIVERING EACH SERVICE**

CATEGORY	SUMMARY OF SERVICE	STAFF TIME
<b>Town Halls/ Community Meetings</b>	Town halls and community meetings serve as public forums for residents to interact with city staff and elected officials to learn more about coyote management efforts.	15%
<b>Coyote Management Workshops / Conflict Trainings</b>	<p>Workshops would be held with experts from external stakeholders for local community groups, homeowner associations, chambers of commerce, schools, and other organizations that are located in the participating cities' boundaries.</p> <p>Trainings would be offered based on reported activity data and/or at the requests of community groups. Trainings may include how to conduct yard and neighborhood audits to help residents eliminate coyote attractants within the area.</p>	15%

<b>Non-Urgent Coyote Response</b>	The SGVCOG may provide direct responses to residents that report tiers 1 and 2 coyote behaviors, as appropriate. Additionally, the SGVCOG would provide follow-up responses to residents that report tiers 3, 4, and 5 coyote behaviors.	10%
<b>Mailers and Social Media Outreach</b>	Coyote educational flyers would be mailed to residents in communities with high levels of reported coyote incidents, encounters, and/or conflicts. Additionally, SGVCOG would publicize and disseminate relevant coyote information through its existing social media platforms and work with cities to spread information via their existing social media channels and websites.	20%
<b>Regional Representation and Engagement</b>	The SGVCOG would serve as a regional voice for participating cities to external stakeholders, agencies, and the public, including communicating with regional entities on coyote management efforts.	15%
<b>Youth Outreach and Education Program</b>	The SGVCOG would develop and/or distribute age-appropriate coyote education and safety information to schools in participating cities.	5%
<b>Website / Coyote Incident Reporting System</b>	A website would be developed and maintained that includes coyote education and reporting tools for the residents from participating cities. City staff would direct their residents to visit this website to learn more about coyote management resources, report coyote sightings, and obtain a digital copy of the regional coyote management plan.	15%
<b>Coyote Reporting Hotline</b>	A regional coyote reporting hotline would be established for the residents of participating cities to report coyote sightings in their communities. All reported coyote encounters and sightings would be logged by SGVCOG staff and shared with the participating cities.	5%

\*Staff time for each category may fluctuate from year 1 to year 2.

## ANNUAL COSTS FOR VARIOUS NUMBERS OF PARTICIPATING CITIES

Category of Expenses	10 or More Cities	Additional Comments
<b>STAFFING</b>		
Full-time Management Analyst	\$80,000	Taxes and benefits included.
Mileage Reimbursement	\$3,000	Expenses incurred from travel. Mileage reimbursement is calculated at \$0.58/mile. It is expected that the full-time staff will incur around \$200 to \$250 of mileage reimbursement expenses every month.
Additional Staff Support and Expenses	\$5,000	This category includes costs of the additional staff time from the SGVCOG to supervise the newly-hired staff. This pool of funds also serves as a discretionary fund.  Oversight of the coyote management full-time staff is calculated at \$37.04/hour. It is expected that the annual oversight cost of the full-time staff member to be around \$4,000/year.
<b>EXPENSES</b>		
Website, Hotline, and Marketing Materials	\$6,500	Expenses for designing, printing, or ordering flyers, brochures, mailers, and giveaways. This category would also include expenses incurred from creating and maintaining the website and hotline.
Translation Services	\$5,500	Expenses incurred from outsourcing translation services that cannot be completed in-house. Currently, SGVCOG has the capability of translating materials to traditional and simplified Chinese.  Translation is calculated at \$1/minute for both hotline and marketing material translation services based on existing quotes. Translating a typical two-sided brochure in one language costs about \$500. It is expected that the SGVCOG will be outsourcing translation services for the languages of Korean, Spanish, and Vietnamese.
<b>TOTAL EXPENSE PER YEAR:</b>	<b>\$100,000.00</b>	
<b>TOTAL EXPENSE PER YEAR PER CITY:</b>	<b>\$10,000.00*</b>	

\*SGVCOG is proposing a minimum of a 2-year MOU to allow for proper staffing for this implementation plan.

**AMENDMENT NO. 1  
TO  
MEMORANDUM OF AGREEMENT BETWEEN THE SAN GABRIEL VALLEY  
COUNCIL OF GOVERNMENTS AND THE CITY OF ARCADIA FOR  
PARTICIPATION OF THE SAN GABRIEL VALLEY NEIGHBORHOOD COYOTE  
PROGRAM**

This Amendment No. 1 (“Amendment”) to the Memorandum of Agreement Between the San Gabriel Valley Council of Governments (the “SGVCOG”) and the City of Arcadia (the “City”) For Participation in the San Gabriel Valley Neighborhood Coyote Program, dated ~~XXX~~, 2021 (the “MOA”) shall be effective upon the date executed by both Parties hereto (“Effective Date”).

**RECITALS**

- A. SGVCOG and City entered into the MOA to participate in the San Gabriel Valley Coyote Management Implementation Plan; and
- B. SGVCOG has changed the name from Coyote Management Implementation Plan to Neighborhood Coyote Program; and
- C. SGVCOG and City desire to enter into this Amendment to reflect the name change and to make other changes to the MOA as are set forth herein.

**NOW THEREFORE**, the Parties agree to amend the Agreement as follows:

- I. Wherever in the Memorandum of Agreement the term “Coyote Management Implementation Plan” appears, such term shall be replaced with Neighborhood Coyote Program.
- II. **Article I. Term**, shall be deleted in its entirety and replaced with the following:

The term of this MOA shall commence upon execution of the MOA by the Parties and shall continue through October 31, 2023. SGVCOG’s Executive Director shall have the option to extend this Agreement, subject to the same terms and conditions contained herein.

- III. **Article II. Responsibilities of the Parties, Section A. Subsection 10**, shall be deleted in its entirety and replaced with the following:

10. The SGVCOG shall invoice the City for their share in the cost of the San Gabriel Valley Neighborhood Coyote Program. The total invoice amount shall not exceed Ten Thousand Dollars (\$10,000) annually.

(a) Initial Payment Amount. The City shall pay no more than Ten Thousand Dollars (\$10,000) for the initial payment for the 2021 – 2022 fiscal year. The initial invoice will be sent upon the effective date of this MOU and due on July 1st, 2021.

(b) Annual Payment Amount. For each subsequent fiscal year, commencing with the 2022 – 2023 fiscal year, the City shall pay no more than Ten Thousand Dollars (\$10,000) annually on a fiscal year (July 1st to June 30th) basis to the SGVCOG for participation in the San Gabriel Valley Neighborhood Coyote Program.

IV. **Article II. Responsibilities of the Parties, Section B., Subsection 1.,** shall be deleted in its entirety and replaced with the following:

1. Participate in coordination calls and meetings with the SGVCOG and all municipalities that have entered into a Memorandum of Agreement with the SGVCOG for the Neighborhood Coyote Program for the November 1, 2021 through October 31, 2023 term.

V. **Article III. Project Management, Section A,** shall be deleted in its entirety and replaced with the following:

A. Project Managers

1. For the purposes of this MOA, SGVCOG designates the following individuals as Project Managers: Ana Bordallo, Management Aide and Samuel Pedersen, Management Aide.
2. For the purposes of this MOA, the City designates the following individual as its Project Manager: XXXXX (City staff)

Either Party may change the designations set forth herein upon written notice to the other Party.

VI. **Article VIII. Other Terms and Conditions, Section A,** shall be deleted in its entirety and replaced with the following:

- A. Notices: All notice required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by electronic mail or certified mail, postage prepaid and return receipt requested, addressed as follows:

To SGVCOG:                      Ana Bordallo  
   Management Aide  
   1000 S. Fremont Ave, Unit 42  
   Building A-10N, Suite 10-210

with a copy to:

Alhambra, CA 91803  
(626) 457 – 1800  
[abordallo@sgvcog.org](mailto:abordallo@sgvcog.org)  
Marisa Creter  
Executive Director  
1000 S. Fremont Avenue, Unit 42  
Building A-10N, Suite 10-210  
Alhambra, CA 91803  
(626) 457-1800  
mcreter@sgvcog.org

To City:

Name  
Position  
Address  
Phone Number  
Email

with a copy to:

Name  
Position  
Address  
Phone Number  
Email

Integration. This Amendment amends, as set forth herein, the MOA and except as specifically amended hereby the MOA shall remain in full force and effect. To the extent there is any conflict between this Amendment and the MOA, the terms and provisions of this Amendment shall control. This Amendment and the MOA, including any exhibits attached to the MOA, integrate all the terms and conditions of the Parties' agreement and supersede all negotiations with respect hereto.

The Parties hereby enter into this Amendment No. 1 upon the Effective Date as is set forth above.

**[Signatures on Next Page]**



**CITY OF ARCADIA**

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

Name: \_\_\_\_\_

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

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

Approved as to Form:

\_\_\_\_\_  
City Attorney

**SAN GABRIEL VALLEY COUNCIL OF  
GOVERNMENTS**

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

Name: \_\_\_\_\_

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

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

Approved as to Form:

\_\_\_\_\_  
SGVCOG General Counsel



# STAFF REPORT

## Library and Museum Services Department

**DATE:** June 15, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Darlene Bradley, Director of Library and Museum Services

**SUBJECT:** NEW CLASSIFICATION SPECIFICATION FOR LIBRARY ASSISTANT  
AS A PART OF THE FLEXIBLE STAFFING POSITIONS  
**Recommendation: Approve**

### **SUMMARY**

The Library & Museum Services Department would like to add an entry-level position that would be part of a flexible staffing series (Library Technician) to better fit the Department's needs. The Library Assistant position will give current part-time employees (and outside candidates)—who may not quite be at the Technician level yet—an opportunity to gain higher level experience and the possibility of moving to a Technician level within a few years, depending upon their success in this position. As the Library Assistant position would be the entry-level classification in this series, changes would also be made to the Library Technician I/II and Senior Library Technician class specifications to distinguish characteristics and minimum qualifications, and to clarify that these positions may be assigned to any division of the Library at any time. While the creation of a flexible series might have minor cost impacts as employees move through the new series, savings will be seen in recruitment and new-hire training costs as more quality employees will be able to move up within the organization rather than leaving the Department.

It is recommended that the City Council approve the new classification specification for Library Assistant and the creation of a flexible staffing series to include the existing classification specifications of Library Technician I/II and Senior Library Technician in the Library & Museum Services Department.

### **DISCUSSION**

The Library & Museum Services Department is proposing to add a new classification specification to the Library Technician series by creating a new entry-level Library

Assistant position. This would become part of a flexible staffing Library Technician series to better fit the Department's needs. The primary function of this new classification will be to provide an entry-level position for applicants that show strong promise to succeed in this series but lack overall customer service experience. Currently, the requirements to move from an Aide to a Technician leaves many in-house Aide candidates not successful in the recruitment process, especially when competing with candidates from the outside, even with in-house, cross-training opportunities. A candidate that has less customer service experience could be competitive at this new level and be able to gain valuable customer service experience in this position. This would then allow a successful employee to work up through the series with training, experience, more complex job duties over time, and positive performance reviews. In addition, the existing Senior Library Technician position would be added to the top range of this series to provide a clear growth pattern for this grouping.

In May 2021, the Library Assistant position was presented to the Human Resources Commission as part of a new flex-series for the Technician series. As part of the discussion, this position is a step below a Technician position for those candidates not having much experience, especially with customer service. It was approved by the Human Resource Commission.

#### Library Assistant

A Library Assistant would typically perform general and varied clerical duties, and may perform some technical tasks in a front-line location, and assist the public with informational needs for various resources and materials. This position would also regularly assist librarians and other staff with routine library operations service duties as assigned. The Library Assistant position's duties are supervised while in progress to ensure that assignments are completed within established policies and procedures, and does not require independent judgement in decision-making. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly-related work experience. Some typical duties, under guidance and training, would include answering directional questions on public desks, assisting the public with basic technology and computer-related questions, processing fines and fees and/or library card applications, processing materials, and/or assisting with programming.

The minimum qualification is one year of some customer service experience. Working in a library would be desirable, though not required. In addition, the equivalent to the completion of the twelfth grade and the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs. is also required.

Proposed Salary Range 42 (\$18.74/hr)

#### Library Technician I

Duties for a Library Technician I/II are distinguished from a Library Assistant position as an advanced skill level in the Library Technician class series. Library Technicians perform most

of the duties required at the Library Technician II level but are not expected to function at the same skill level, and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Initially under closer supervision, incumbents learn to perform functions within established policies and procedures and, as experience is gained, there is greater independence of action within established policies and procedures. Incumbents may assist in the training of less experienced staff and/or volunteers. Positions in this class are flexibly staffed and may be filled by advancement from the Library Assistant level with at least two years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations. Minimum qualifications include any combination of education and experience that would provide the required knowledge, skills, and abilities and/ at least two years' experience performing advanced clerical and technical duties in a library.

Salary Range 46 (\$20.68/hr)

*Library Technician II*

This is a full journey level in the Library Technician class series. Positions at this level are distinguished from the Library Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and filled by advancement from the Library Technician I level with three years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations. Minimum qualifications would include any combination of education and experience that would provide the required knowledge, skills, and abilities and three years of library experience at a Library Technician I level or equivalent position.

Salary Range 48 (\$21.73/hr)

*Senior Library Technician*

This is the advanced journey level in the Library Technician class series. Positions at this level are distinguished from the Library Technician II level by performing the more complex and difficult clerical/technical work and may exercise technical and functional supervision over lower level staff and/or volunteers; have direct oversight of significant library work areas and/or work groups, and are held accountable for meeting organizational, strategic, and performance goals related to the areas or groups assigned. Positions in this class may work within all divisions of the library and may be rotated according to the needs of the Department. The Senior Library Technician may be flexibly staffed and filled by advancement from the Library Technician II level with at least four years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations. Minimum qualifications would include any combination of education and experience that would provide the required knowledge, skills, and abilities and four years of increasingly responsible technical and clerical library experience at a Library Technician II level or equivalent position.

Salary Range 52 (\$23.98/hr)

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA per section 15061(b)(3) of the CEQA Guidelines.

### **FISCAL IMPACT**

This new classification specification will have a small fiscal impact over time and funding for the Library Technician series is already allotted in the Library's personnel budget. Based upon the results of a compensation study conducted by the Human Resources Division, it is recommended that the hourly wage rate be set at Range 42 (\$18.74/hr). Staff surveyed nine comparative municipalities and determined Range 42 to be a reasonable rate for the distinction of work that the Library Assistant will be performing. The recommended hourly rate setting also took internal equity into consideration between the City's hourly rate for the lower level classification of Library Aide I, (\$14.00/hr), Library Passport Clerk (\$16.25/hr), and the hourly rate for the higher-level para-professional classification of Library Technician I, moving to Range 46 (\$20.68/hr.), and Technician II, moving to Range 48 (\$21.73/hr).

While the creation of a flexible series might have minor cost impacts as employees move through the new series, savings will be seen in recruitment and new-hire costs as more quality employees will be able to move up within the organization rather than leaving the Department to advance through their careers.

### **RECOMMENDATION**

It is recommended that the City Council approve the new classification specification for Library Assistant and place as a part of the flexible staffing series to include the existing classification specifications of Library Technician I/II and Senior Library Technician in the Library & Museum Services Department.

Approved:

  
Dominic Lazzaretto  
City Manager

Attachments – Classification Specification for Library Assistant, Technician I/II, Senior  
Library Technician

**CITY OF ARCADIA**  
**LIBRARY ASSISTANT**

**DEFINITION**

Under immediate supervision provides basic information to patrons and general customer service; performs a variety of clerical tasks in support of various library services and functions.

**DISTINGUISHING CHARACTERISTICS**

The Library Assistant is the training, entry level in the Library Technician class series. Positions at this level typically perform general and varied clerical duties and may perform some technical tasks in a front-line location and assist patrons with information needs for various resources and materials. Incumbents also assist librarians and other staff with routine library operations services as assigned. Work is supervised while in progress and is completed within established policies and procedures and does not require independent judgment in decision making. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Depending on the assignment duties may include, but are not limited to:

Answers directional or basic reference questions; determines patron needs and assists patrons in locating books, periodicals and other print and non-print materials; instructs patrons on use of print, online and other library resources; searches for reserve requests, places materials on hold and prepares materials for transit; rotates periodicals as needed; accepts donated materials and prepares receipts; processes library materials.

Issues new or replacement cards for patrons; checks in/out library materials; retrieves materials placed on hold and pulls expired/lapsed holds; collects payments for services or fines and resolves basic patron account issues.

Collects data and information for library activity reports and statistics regarding circulation and reference services.

Provides basic technical support to patrons in the uses and operations of computers and other equipment.



Assists with library programs including book discussion groups, story hours, class visits and book talks; prepares displays; sets up audio/video equipment and craft supplies; may conduct teen or children's programs following established procedures.

Submits inter-library loan requests; retrieves and sends books to other libraries or places on hold shelf; monitors and follows up on overdue materials.

Assists with facility maintenance functions including turning on/off lights and computers, unlocking or locking doors and gates, reporting facility or security issues promptly and keeping library facility clean.

May be responsible for ordering library supplies.

Perform a variety of library clerical duties including designing and creating flyers, posters, and a wide variety of program support; types, sorts, duplicates, and files cards and other materials; maintains a variety of records.

Operate a variety of office machines including computers, typewriters, cash registers and copiers.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Public desk etiquette and customer service practices.

Basic filing procedures.

Basic mathematical principles.

English usage, spelling, grammar and punctuation.

City ordinances, codes, procedures and practices regarding Public Library services.

Operation of library equipment, library information systems and support tools, including personal computers, copiers and fax machines.

**Skill to:**

Operate modern office equipment including computer.

Type and enter data at a speed necessary for successful job performance.

Operate a variety of audio-visual and specialty equipment including projection system, poster printer, die-cut machine, label-maker, laminator, and specialty cutters.

**Ability to:**

Understand, interpret, explain and apply library rules, regulations and policies.

Provide basic collection maintenance support by collecting data and completing other record keeping tasks related to library collections.

Learn Dewey Decimal system.

Perform routine clerical library work with speed and accuracy.

Provide general assistance to patrons.

Process and shelve library materials.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

One year of customer service experience involving public contact. Experience working in a library is desirable.

**Training:**

Equivalent to the completion of the twelfth grade.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

**Effective Date:** MONTH, 2021

## **CITY OF ARCADIA**

### **LIBRARY TECHNICIAN I LIBRARY TECHNICIAN II**

#### **DEFINITION**

Under immediate supervision (Library Technician I) or general supervision (Library Technician II) to perform a variety of clerical and technical work in support of the various library services and functions; assists in planning; and to provide general assistance to patrons.

#### **DISTINGUISHING CHARACTERISTICS**

**Library Technician I**--This is the advanced skill level in the Library Technician class series. Positions at this level are distinguished from the Library Assistant level by performing most of the duties required of the positions at the Library Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Initially under closer supervision, incumbents learn to perform functions within established policies and procedures. As experience is gained, there is greater independence of action within established policies and procedures. Incumbents may assist in the training of less experienced staff and/or volunteers. Positions in this class are flexibly staffed and may be filled by advancement from the Library Assistant level with at least two years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations.

**Library Technician II**--This is the full journey level in the Library Technician class series. Positions at this level are distinguished from the Library Technician I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the Library Technician I level with three years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations.

#### **SUPERVISION EXERCISED**

##### **Library Technician I**

Exercises no supervision.

**Library Technician II**

May exercise technical and functional supervision over less experienced staff or volunteers.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Depending on the assignment duties may include, but are not limited to:

Staff any public service desk; assist the public in making the most effective use of the library including answering directional and basic informational questions; explain and demonstrate library policies, procedures and facilities to patrons.

Provides basic technical support to patrons in the operation of computers and other equipment.

Operate the circulation desk; register patrons for library cards; check materials in and out; retrieve and check-in library materials from exterior drop boxes; maintain statistics of library activity.

Compile overdue material lists; send notices; establish fines in accordance with Library practices; collect fines and charges for overdue and lost materials, postage, and accompanying paperwork, and requested materials from other libraries.

Process new books, magazines, paperbacks, and other materials; add new materials to the current computer database; print labels for spines.

Delete old, outdated, or damaged material from collection.

Prepare displays.

Assist patrons in locating materials in the library and placing reserves on materials.

Prepare books for repair or shipment for bindery.

Assist in designing, planning, and presenting a variety of age-appropriate specialty programs including literature presentations, storytimes, crafts, games, contests, and other activities.

Design and create flyers, posters, and a wide variety of program support materials.

Perform a variety of library clerical duties; type, sort, duplicate, and file cards and other materials; create and maintain a variety of records and reports.

Operate a variety of office machines including computers, typewriters, cash registers and copiers.  
City of Arcadia

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Library Technician I**

**Knowledge of:**

Library rules, procedures and practices.

Basic filing procedures.

Basic mathematical principles.

English usage, spelling, grammar and punctuation.

**Skill to:**

Operate modern office equipment including computer.

Type and enter data at a speed necessary for successful job performance.

Operate a variety of audio-visual and specialty equipment including projection system, poster printer, die-cut machine, label-maker, laminator, and specialty cutters.

**Ability to:**

Learn library services, procedures and functions.

Learn Dewey Decimal system.

Perform routine clerical library work with speed and accuracy.

Provide general assistance to patrons.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

**Experience:**

At least two years experience performing advanced clerical and technical duties in a library.

**Training:**

College level coursework in Library Science or a related field.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

**Library Technician II**

In addition to the qualifications for Library Technician I:

**Knowledge of:**

Library services, procedures and functions.

Dewey Decimal system.

**Ability to:**

Interpret and explain library policies and procedures.

Accurately determine the nature of patron needs and requests.



**Minimum Qualifications:**

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

**Experience:**

Three years of library experience at a Library Technician I level or equivalent position.

**Training:**

Graduation from an accredited two-year college with an Associate of Arts degree including six units of Library Science.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

**Effective Date:** January, 1999

**Revised Date:** June, 2010; MONTH, 2021

## **CITY OF ARCADIA**

### **SENIOR LIBRARY TECHNICIAN**

#### **DEFINITION**

Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing clerical and technical duties for the library; to assist the public in the use of library equipment, facilities, materials, and services; to perform acquisitions functions including ordering materials; and to record and input Library materials into the automated Library catalog.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Library Technician class series. Positions at this level are distinguished from the Library Technician II level by performing the more complex and difficult clerical/technical work and may exercise technical and functional supervision over lower level staff and/or volunteers; have direct oversight of significant library work areas and/or work groups, and are held accountable for meeting organizational, strategic and performance goals related to the areas or groups assigned. Positions in this class may work within all divisions of the library and may be rotated according to the needs of the Department. The Senior Library Technician may be flexibly staffed and filled by advancement from the Library Technician II level with at least four years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations.

#### **SUPERVISION EXERCISED**

Exercises technical and functional supervision over lower level staff and/or volunteers.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Depending on the assignment duties may include, but are not limited to:

Lead, plan, and review the work of staff responsible for providing clerical and technical duties in the assigned division.

Train assigned employees including in the areas of work methods, techniques, and the use and operation of equipment.

Assist the public in making the most effective use of the Library including answering directional questions; explain and demonstrate Library policies, procedures and facilities to patrons.

Operate a variety of office machines including computers, typewriters, and copiers.

#### **When assigned to Circulation:**

Operate the circulation desk; check materials in and out; retrieve and check-in Library materials

from exterior drop boxes; maintain statistics of Library activity.

City of Arcadia

*Senior Library Technician (continued)*

*Page 2 of 4*

Compile overdue material lists; send notices; establish fines in accordance with Library practices; collect fines and charges for overdue and lost materials, postage, video, audio books, CD's, and CD-ROM's.

Receive and process reserve requests.

Answer questions and telephone inquiries from patrons regarding overdue books and renewal of Library materials.

**When assigned to Technical Services:**

Establish and maintain files and records pertaining to acquisitions services.

Order Library materials for the Adult and Children's Divisions by placing electronic or direct orders.

Put MARC records into the Library catalog and transfer to computer disc for inputting into the Library's main computer system.

Conduct title searches for materials ordered in the Library catalog; verify title, author, and ISBN are correct.

Receive materials after orders have been placed; certify contents are correct; check Library catalog and packing lists; give to cataloger for further processing.

~~Write checks; pay invoices by requisition and LPO's.~~ Pay invoices, process check requests and requisitions.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles of lead supervision and training.

Operations, services, and activities of a Library program.

Operating characteristics of the microfilm reader and printer.

Modern office practices, methods, and computer equipment.

Basic mathematical principles.

Dewey Decimal system.

English usage, spelling, vocabulary, grammar, and punctuation.

**Skill to:**

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Operate a variety of audio-visual and specialty equipment including projection system, poster printer, die-cut machine, label-maker, laminator, and specialty cutters.

**Ability to:**

Plan, organize, and review the work of part-time and temporary employees and volunteers in the area of work assigned.

Provide lead supervision and training to assigned staff.

Use computerized Library databases including the computer system.

Use the Library catalog.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

Meet and deal tactfully and effectively with the public.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

**Experience:**

Four years of increasingly responsible technical and clerical library experience at a Library Technician II level or equivalent position.

**Training:**

Graduation from an accredited two-year college with an Associate of Arts degree in Library Science or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

**Effective Date:** January 1999

**Revised:** September 2001; MONTH 2021

# **Report, discussion, and direction regarding COVID-19**

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## **No Attachments**