

CITY OF ARCADIA

City Council Regular Meeting Agenda



Tuesday, September 20, 2022, 6:00 p.m.

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

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。

How to Submit Public Comment:

Members of the Public 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. **In-Person:** Complete a Speaker Card, indicating the agenda item number and submit it to the City Clerk prior to the meeting, or simply come to the podium when the Mayor asks for those who wish to speak. Speakers shall be limited to five (5) minutes per person. At the Mayor's discretion, the time limit may be shortened to allow all speakers to address the City Council.

Electronic submission of Public Comment is also available via the City's website or by email as noted below. Public Comment submitted electronically will not be read into the record at the posted meeting time but are forwarded to the City Council prior to the meeting for consideration.

1. **Website:** Please submit your comments using our online public comment form at ArcadiaCA.gov/comment. Your comments must be received at least 30 minutes prior to the posted meeting time.
2. **Email:** Please submit your comments via email to CityClerk@ArcadiaCA.gov. Your comments must be received at least 30 minutes prior to the posted meeting time.

如何提交公众评论意见:

公众成员可以使用以下任何一种方法提交公众评论意见。请在时间和字数的限制范围内提交公众评论意见。

1. **亲自出席:** 填写一张发言人卡片, 注明议程项目编号, 然后在会议开始前提交给市书记官, 或者在市长询问公众发言时, 直接到讲台上发言。每位发言人的发言时间不得超过五(5)分钟。市长可自行决定缩短发言限制时间, 以便允许所有发言人向市议会表达自己的意见。

亦可按照以下方法在本市网站上或通过电子邮件以电子方式提交公众评论意见。以电子方式提交的公众评论意见不会在公布的会议期间读入记录, 但会在会议开始前转交给市议会, 供市议会考虑。

1. **网站:** 请使用以下网站中刊载的在线公众评论意见表提交您的评论意见: ArcadiaCA.gov/comment。必须在公布的会议时间前至少提前 30 分钟提交评论意见。
2. **电子邮件:** 请将您的评论意见通过电子邮件发送至: CityClerk@ArcadiaCA.gov。必须在公布的会议时间前至少提前 30 分钟提交评论意见。

CALL TO ORDER

ROLL CALL OF CITY COUNCIL MEMBERS

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

PUBLIC COMMENTS (5-minute time limit each speaker)

Any person wishing to speak before the City Council is asked to complete a Speaker Card and provide it to the City Clerk prior to the start of the meeting. Each speaker is limited to five (5) minutes per person, unless waived by the City Council. 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 54956.9 (d)(1) to confer with legal counsel regarding the matter of Arogant Hollywood v. George Martin Reyes, et al, San Diego District Court (Case No. 22CV0997 JAH MDD).

Regular Meeting
City Council Chambers, 7:00 p.m.

1. **CALL TO ORDER**

2. **INVOCATION**

Reverend Jolene Cadenbach

3. **PLEDGE OF ALLEGIANCE**

Boy Scout Troop 111

4. ROLL CALL OF CITY COUNCIL MEMBERS

Tom Beck, Mayor
Paul P. Cheng, Mayor Pro Tem
Michael Danielson, Council Member
Sho Tay, 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 Mayor’s Certificate to the Travelers Club in celebration of their 40th Anniversary.
- b. Presentation of Mayor’s Certificate of Commendation to Robert Tong for his significant design contributions to Arcadia’s “Community of Homes”.

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

Any person wishing to speak before the City Council is asked to complete a Speaker Card and provide it to the City Clerk prior to the start of the meeting. Each speaker is limited to five (5) minutes per person, unless waived by the City Council. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

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

11. 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. Regular Meeting Minutes of September 6, 2022.
Recommended Action: Approve
- b. Establishment of new Senior Fire Prevention Specialist Class Specification and Flexible Staffing Series.
Recommended Action: Approve
- c. Accept all work performed by Gentry Brothers, Inc. for the Fiscal Year 2021-22 Annual Concrete Repairs Project as complete.
Recommended Action: Approve
- d. Accept all work performed by Econolite Systems for the Traffic Signals Fiber Optics Network Extensions Project in the amount of \$62,654.90.

Recommended Action: Approve

- e. Find that, due to the COVID-19 state of emergency, state and local officials continue to recommend measures to promote social distancing, and therefore the City Council and all other City Boards and Commissions may meet virtually.

Recommended Action: Make Findings

12. CITY MANAGER

- a. Resolution No. 7458 encouraging caretakers within the City of Arcadia to register with the Arcadia Community Connect Program.

Recommended Action: Adopt

- b. Request for commemorative naming of a City Facility in Honor of Mary Hansen.

Recommended Action: Provide Direction

13. ADJOURNMENT

The City Council will adjourn this meeting to October 4, 2022, 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). 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.

PUBLIC 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 Number(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) 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 (CityClerkGeneralMailbox@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。

**ARCADIA CITY COUNCIL
REGULAR MEETING MINUTES
TUESDAY, SEPTEMBER 6, 2022**

CALL TO ORDER – Mayor Beck called the Study Session to order at 6:00 p.m.

ROLL CALL OF CITY COUNCIL MEMBERS

PRESENT: Danielson, Tay, Verlato, Cheng, and Beck

ABSENT: None

PUBLIC COMMENTS – There were no public comments.

STUDY SESSION

- a. After Action Report – August 10, 2022

Upon motion from Mayor Beck, seconded by Council Member Verlato, unanimously, 5-0, added to the meeting agenda a late-breaking Closed Session item:

- b. Anticipated Litigation under Govt. Code Sec. 54956.9(d)(2) – one case (Police Department response to shooting event on August 10, 2022)

CLOSED SESSION

Pursuant to Government Code Section 54956.9 (d)(1) to confer with legal counsel regarding the matter of Arcadians for Environmental Preservation v. City of Arcadia, Los Angeles County Superior Court (Case No. 20STCP02902).

The Closed Session recessed at 6:55 p.m.

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

1. **CALL TO ORDER** – Mayor Beck called the Regular Meeting to order at 7:01 p.m.

2. **INVOCATION** – Rabbi Sholom Stiefel, Chabad of Arcadia

3. **PLEDGE OF ALLEGIANCE** – Boy Scout Troop 111

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

PRESENT: Danielson, Tay, Verlato, Cheng, and Beck

ABSENT: None

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

The Council convened in open session, as described on the posted agenda. On a motion by Mayor Beck, seconded by Council Member Verlato, the Council unanimously (5-0) added a late-breaking agenda item – a Closed Session item regarding anticipated litigation under Govt. Code Sec. 54956.9 (d)(2) – one case. In doing so, the Council made the two required findings under

the Brown Act – that there was a need to consider the matter, and the need was discovered after the agenda was posted; he further recommended that Council recess the regular City Council meeting to go into the added Closed Session item as well as the second Closed Session item and any additional workshop that may be required after the open session.

6. SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS

City Manager Lazzaretto announced that last year's contract was inadvertently attached to the Staff Report for Item 11.c, and the correct contract has been provided to City Council.

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

A motion was made by Council Member Verlato and seconded by Mayor Pro Tem Cheng to read all ordinances and resolutions by title only and waive the reading in full.

8. PRESENTATIONS

- a. Presentation of adoptable dog by the Pasadena Humane Society.
- b. Presentation of Mayor's Certificate of Commendation to Arcadia Chamber of Commerce President Vicki Knight and CEO Karen McNair for outstanding support of local businesses and the community.
- c. Presentation of Mayor's Certificate of Commendation to Boy Scout Aaron Wai-Ho Tse, Troop 125, for earning the Eagle Scout Award.

9. PUBLIC COMMENTS

Rabbi Sholom Stiefel announced that the Chabad of Arcadia will be hosting a High Holiday Service at the Embassy Suites on September 26 and September 27 from 10 a.m. – 2 p.m. and on October 4 and October 5 for Yom Kippur, and invited all to attend.

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

City Clerk Glasco announced that new drought tolerant plants will be planted within the next couple of weeks at the Vietnam Memorial on Huntington Drive.

Council Member Tay reminded residents to conserve energy during this heatwave and increase air conditioner temperatures to help avoid power outages.

Council Member Danielson announced that he attended the Health Fair held at the Community Center on August 20; he further announced that he attended the Arcadia School Board meeting on August 23; he attended the grand opening of the new Ikea Planning Center at the Santa Anita Mall; he invited all to attend the Kaleidoscope Classical Concert at the Arcadia Public Library on September 7; and he further invited all to the opening of the Carol Libby Garden at the Gilb Museum on September 17.

Mayor Pro Tem Cheng shared a story about an experience he had at another board meeting; he thanked our Police and Fire first responders for risking their lives on a daily basis; he especially

thanked Officer Manly and all the officers who responded to the tragic event on August 10; he reminded residents that the City offers a program called Community Connect that is a free and secure way to provide critical information about your residence so that first responders may respond accordingly; he further thanked the City Council who attended the Chinese Health Fair; and indicated that he attended the Memorial Services for Mary Hansen on August 20.

Council Member Verlato shared that the California Department of Fish and Wildlife have not located the bear that had been shot with an arrow that was covered in the news, and reminded residents that wildlife cannot be shot at within the city limits; she announced that she attended the Chinese Health Fair; she also attended the opening of the new Ikea Planning Center at the Santa Anita Mall; she indicated that she volunteered to work the snack bar at the Arcadia High School football game on September 2; she invited anyone who wished to attend the Arcadia Museum Commission meeting on September 7 at the museum education center; she further invited anyone that wished to attend the Carol Libby Memorial Garden dedication ceremony on September 17 at the Gilb Museum; and indicated that she will be attending the San Gabriel Valley Council of Governments virtual meeting on September 15 at which attendees will be given a virtual tour of the Serenity Homes in Baldwin Park.

Mayor Beck shared some photos of the Arcadia Library gardens and asked City Council to consider, and place on a future agenda the renaming of the Arcadia Library gardens after Mary Hansen, which would include a plaque as well as some modest planting. The City Council concurred to bring an item back.

Mayor Beck wished City Engineer Wray a well deserved retirement for his 41 years of public service and thanked him for his 20 years with the City of Arcadia; he announced that the Carol Libby ceremony will be on September 17; he further announced that the Pasadena Humane Society will have the Wiggle Waggle Walk and Run event on September 18; he indicated that Foothill Unity will host their Golden Plate Awards Gala on September 23; and lastly he indicated that the Arcadia Travelers Club will host their 40th Anniversary Event on September 23.

11. CONSENT CALENDAR

- a. Regular Meeting Minutes of August 16, 2022.
Recommended Action: Approve

- b. Ordinance No. 2390 related to Text Amendment No. TA 22-02 amending various sections of Article IX, Chapter 1 of the Arcadia Development Code incorporating new objective design standards for multi-family and mixed-use development, updates to the Density Bonus Ordinance, and minor changes to the Accessory Dwelling Unit Ordinance with a categorical exemption from the California Environmental Quality Act ("CEQA").
Recommended Action: Adopt

- c. Professional Services Agreement with Trovao and Associates, Inc. DBA the Christmas Light Guy Company to provide holiday decorations for the 2022 Holiday Season in the amount of \$45,000.
Recommended Action: Approve

- d. Renewal of the Software Service Agreement with Tyler Technologies for the EnerGov Program for asset management, permit tracking, and community development software for three years in the amount of \$170,782.20 for 2022-23 and including a 5% annual escalator.

Recommended Action: Approve

- e. Three-year renewal of the Microsoft Enterprise License Agreement with SoftwareOne, Inc. for Microsoft Office 365 in the amount of \$374,867.
Recommended Action: Approve
- f. Travel Expenses for City Manager’s Los Angeles County Blue-Ribbon Commission on Homelessness Study Trip in Houston, Texas.
Recommended Action: Approve City Expenditure
- g. Purchase Order with Life-Assist, Inc. for the purchase of Paramedic Field Supplies in an amount not to exceed \$80,000.
Recommended Action: Approve
- h. Accept all work performed by Grigolla & Sons Construction Company for the Huntington Drive Sidewalk Rehabilitation Improvements Project as complete.
Recommended Action: Approve
- i. Accept all work performed by Mission Paving and Sealing, Inc. for the Fiscal Year 2021-22 Annual Slurry Seal Project as complete.
Recommended Action: Approve
- j. Accept all work performed by Premier Pipe, Inc. for the Fiscal Year 2021-22 Annual Sewer CCTV Inspections as complete.
Recommended Action: Approve

It was moved by Council Member Tay, seconded by Council Member Verlato, and carried on a roll call vote to approve Consent Calendar Items 11.a through 11.j.

AYES: Tay, Verlato, Danielson, Cheng, and Beck
NOES: None
ABSENT: None

12. CITY MANAGER

- a. Allocate a total of \$1 million in American Rescue Plan Act (“ARPA”) funds for economic development/business stimulus purposes for the ARPA Small Business Grant Program and ARPA Small Business Permit Assistance Program.
Recommended Action: Approve

Economic Development Manager Schwehr presented a power point presentation.

After City Council discussion a motion was made by Council Member Verlato, seconded by Council Member Tay, and carried on a roll call vote to approve the allocation of a total of \$1 million in the American Rescue Plan Act (“ARPA”) funds for economic development/business stimulus purposes for the ARPA Small Business Grant Program and ARPA Small Business Permit Assistance Program; and find that this does not constitute a project and is exempt from the California Environmental Act (“CEQA”); and on the condition that the small business grant program is available to those businesses with up to 25 full time employees.

AYES: Verlato, Tay, Danielson, Cheng, and Beck
NOES: None

ABSENT: None

- b. Report, discussion, and direction concerning the Baldwin Avenue Streetscape Improvement Project.

Recommended Action: Provide Direction

Deputy Director of Development Services/City Engineer Wray presented the staff report.

After City Council discussion, a motion was made by Council Member Verlato, seconded by Mayor Pro Tem Cheng, and carried on a roll call vote to direct staff to bring back at a future City Council Meeting a proposed funding package, such as grant money or Measure R or M funds to use toward the Baldwin Avenue Streetscape Improvement Project.

AYES: Verlato, Cheng, Danielson, Tay and Beck

NOES: None

ABSENT: None

The City Council recessed to Closed Session at 9:15 p.m. to complete the items on that part of the agenda.

13. ADJOURNMENT

The City Council meeting adjourned, at 10:41 p.m. to Tuesday, September 20, 2022, at 6:00 p.m. in the City Council Conference Room.



Rachelle Arellano
Deputy City Clerk



STAFF REPORT

Fire Department

DATE: September 20, 2022

TO: Honorable Mayor and City Council

FROM: Barry Spriggs, Fire Chief

SUBJECT: ESTABLISHMENT OF NEW SENIOR FIRE PREVENTION SPECIALIST CLASS SPECIFICATION AND FLEXIBLE STAFFING SERIES
Recommendation: Approve

SUMMARY

It is recommended that the City Council approve the establishment of new Senior Fire Prevention Specialist class specification and Flexible Staffing series to include the existing Fire Prevention Specialist and new Senior Fire Prevention Specialist positions to promote staff growth and development.

BACKGROUND

The Fire Prevention Bureau, also known as the Community Risk Reduction Division (“CCR”), has seen its scope of services evolve and expand throughout the years. This is due to an unprecedented level of activity in development and construction within the City of Arcadia. To maintain adequate service levels, the Fire Department is proposing the creation of a new Senior Fire Prevention Specialist position that would be part of a flexible staffing series to better fit the Department’s needs. On September 8, 2022, this classification was presented to the Human Resources Commission, and the Commission approved the new classification. Attached is the new job specification for the proposed Senior Fire Prevention Specialist position.

DISCUSSION

Since 2004, the CCR has seen an increase in both the quantity and complexity of new construction and fire inspection requirements. The staffing level, however, has not increased since that period. Additionally, the current staffing structure of the CCR provides limited opportunities for succession planning and employee development. The establishment of a Flexible Staffing series to include the existing Fire Prevention Specialist and the newly proposed Senior Fire Prevention Specialist classification will address these vital elements within the division. This Flexible Staffing structure will provide opportunities for growth with the possibility of moving into the higher-level position within the series within one to two years,

depending upon performance in the position.

Further, the establishment of the Senior Fire Prevention Specialist is being proposed as an upgrade to the current Fire Prevention Specialist to aid in supervisory responsibilities, staff development, and succession planning. Accordingly, the incumbent Fire Prevention Specialist is expected to assume the new Senior Fire Prevention Specialist position. Managed by the Fire Marshal, this position will possess enhanced qualifications with respect to experience and certification requirements, and will provide supervision to the existing Fire Prevention Aide positions. For job requirements, the Senior Fire Prevention Specialist position will require a minimum of five years of experience in the field of fire prevention. Certifications for International Code Council Fire Inspector I, Fire Inspector II, and Fire Plans Examiner will also be required.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”), 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 Senior Fire Prevention Specialist position would be placed at salary range number 71, with its salary schedule ranging from the base step of \$7,048/month through the highest level at \$8,805/month. This would result in an increase in expenditures of approximately \$6,117.54 in Fiscal Year 2022-23. The additional cost was addressed and incorporated into the adopted Fiscal Year 2022-23 Fire Operations Budget.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act (“CEQA”); and approve the establishment of new Senior Fire Prevention Specialist class specification and Flexible Staffing Series.

Approved:


Dominic Lazzaretto
City Manager

Attachment: New Class Specification - Senior Fire Prevention Specialist

CITY OF ARCADIA

SENIOR FIRE PREVENTION SPECIALIST

DEFINITION

Under general supervision, to perform a variety of community risk reduction tasks including fire code enforcement and fire safety education program administration; to inspect construction projects for compliance with applicable fire and life safety codes and standards; and to train fire suppression personnel to conduct inspections.

SUPERVISION EXERCISED

May serve as a lead to lower-level employees including: Prioritizing and assigning work, and training employees on work methods and procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate and participate in the Community Risk Reduction's safety education activities; provide training on general safety and risk reductions programs, fire and life safety codes, and inspection practices.

Develop and deliver community risk reduction educational programs to local schools, community groups, and members of the general public.

Respond to requests from schools, businesses, organizations and the general public for fire safety, injury prevention and community preparedness information, literature and materials.

Conduct inspections of buildings and property for fire hazards, efficiency of fire protective equipment, adequacy of fire exits, and general compliance with fire prevention laws and standards; advise property owners on the removal of fire hazards; enforce compliance to correct hazards.

Conduct field inspections of new construction.

Provide technical assistance to contractors, architects, engineers, developers and the public.

Evaluate existing and proposed fire protection systems.

Take appropriate measures to promote and enforce full compliance with fire prevention codes, ordinances, laws, and regulations.

Issue warnings, notices, and citations.

Supervise and assist in the preparation and maintenance of detailed inspections reports, technical reports and statistical data.

Provide advice regarding hazardous processes, operations, and hazardous materials requirements.

Receive and investigate complaints regarding fire violations; recommend corrective actions.

Check and review building plans prior to issuance of permits; review construction and permit documents in relation to fire prevention laws and codes.

Maintain a variety of records, files and maps related to fire prevention and safety activities and programs.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and techniques related to fire science particularly in the areas of fire prevention and fire code enforcement.

Modern principles and practices of fire prevention and suppression.

Principles and techniques used in the development and implementation of community risk reduction programs.

Fire hazards and the related prevention and abatement methods.

Methods and techniques of building construction.

Principles of water hydraulics.

Chemistry of hazardous materials.

Applicable local, State, and Federal laws, regulations and standards related to community risk reduction education programs and services.

Occupational hazards and standard safety practices necessary in the area of fire inspection.

Public relations as related to obtaining cooperation and compliance to regulations and statutes.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Conduct fire inspection and code enforcement work.

Enforce regulations firmly, tactfully, and impartially.

Attend meetings, trainings and conferences to promote the Department's community safety, injury prevention, wellness, wildfire protection and preparedness programs.

Deal effectively with property owners, managers and the general public in difficult work situations.

Detect fire hazards and make recommendations on ways to prevent and eliminate fire hazards.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Use various media, technology, communication and dissemination techniques and methods to communicate.

Read and interpret blueprints.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Observe and record findings during inspections.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Minimum Qualifications:

Experience:

Five years of progressively responsible experience related to community risk reduction, fire prevention, plan review, and/or inspections experience.

Training:

Bachelor's Degree in a related field.

License or Certificate:

Possession of ICC Fire Inspector I and II, and Fire Plans Examiner certification or equivalent.

Possession of or ability to obtain PC 832 certification within probationary period.

Possession of CPR Certification issued by the American Red Cross or the American Heart Association within probationary period.

Possession of an appropriate, valid driver's license.

Obtain National Incident Management System (NIMS) Certifications IS 700 and IS 800 within six months of appointment.

Obtain Incident Command System (ICS) Certification in ICS 100 and ICS 200 within six months of appointment.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: TBD



STAFF REPORT

Public Works Services Department

DATE: September 20, 2022

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: Tiffany Lee, P.E., Principal Civil Engineer

SUBJECT: ACCEPT ALL WORK PERFORMED BY GENTRY BROTHERS, INC. FOR THE FISCAL YEAR 2021-22 ANNUAL CONCRETE REPAIRS PROJECT AS COMPLETE
Recommendation: Approve

SUMMARY

On April 5, 2022, the City Council approved a contract with Gentry Brothers, Inc. in the amount of \$105,730 for the Fiscal Year 2021-22 Annual Concrete Repairs Project. The terms and conditions of this project have been complied with and the work has been performed to the satisfaction of the Project Manager for a total project cost of \$100,164. This amount reflects the original contract amount of \$105,730 minus quantity changes totaling \$5,566, or 5.3% less than the original contract amount.

It is recommended that the City Council accept all work performed by Gentry Brothers, Inc. for the Fiscal Year 2021-22 Annual Concrete Repairs Project as complete and authorize the final payment to be made in accordance with the contract documents, subject to retention of \$5,008.20.

BACKGROUND

The Public Works Services Department ("PWSD") is responsible for the maintenance and repair of approximately 147 miles of roadway within the City. In 1999, as part of the Pavement Management Program, the condition of all City streets was assessed, and an Annual Asphalt and Concrete Repair Program was established. The plan is regularly updated to understand and react to the current state of concrete and asphalt surfaces in the community. As part of this program, street surfaces that are cracked are slurry sealed, and concrete curbs, gutters, and pavement areas that have been damaged are repaired. More specifically, the concrete repairs portion of the program includes identifying and prioritizing replacement of sidewalks, curbs, and gutters.

DISCUSSION

On April 5, 2022, the City Council approved a contract with Gentry Brothers, Inc. for the Fiscal Year 2021-22 Annual Concrete Repairs Project. The work performed included repairing concrete curbs, gutters, cross gutters, and pavement areas that were damaged. The focus of the repairs was to fix safety and drainage issues. During the course of work, there were some additions and reductions in quantities of various bid items. This resulted in an overall reduction of the original contract amount. Below is a breakdown of contract change orders.

CCO	Description	Amount
1.	Deleted (53 SF) – Remove and Replace PCC Sidewalk	(\$530)
2.	Deleted (173 LF) – Remove and Replace PCC Curb and Gutter	(\$13,840)
3.	Deleted (7 SF) – Remove and Replace PCC Driveway Approach	(\$77)
4.	Additional (15 SF) – Remove and Replace PCC Cross Gutter/Spandrel	\$225
5.	Deleted (536 SF) – Remove and Replace 4-inch thick Asphalt Concrete Patch (Deep Patch)	(\$2,144)
6.	CCO#1: Remove existing AC and replace with 2-4" Crushed Aggregate Base; including labor, equipment, material, and additional dump fees.	\$7,800
7.	CCO#2: Repair water lateral and adjust pullboxes at 120 S. Old Ranch Road; including labor, equipment, material, and additional dump fees.	\$3,000
	Total:	(\$5,566)

The terms and conditions of this contract have been complied with and the work has been performed to the satisfaction of the Project Manager. Gentry Brothers, Inc. completed the work as defined in the project plans and specifications in an efficient and timely manner.

FISCAL IMPACT

The work plan and budget for the Fiscal Year 2021-22 Annual Concrete Repairs Project was included in the Fiscal Year 2021-22 Capital Improvement Program as part of the Annual Slurry Seal Program. Funds in the amount of \$700,000 were budgeted in that budget. The project's total cost is \$100,164. This amount reflects the original contract

amount of \$105,730 minus quantity changes totaling \$5,566, or 5.3% less than the original contract amount.

RECOMMENDATION

It is recommended that the City Council accept all work performed by Gentry Brothers, Inc. for the Fiscal Year 2021-22 Annual Concrete Repairs Project as complete; and authorize the final payment to be made in accordance with the contract documents, subject to the retention of \$5,008.20.

Approved:


Dominic Lazzaretto
City Manager

DATE: September 20, 2022

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
Philip A. Wray, Deputy Director of Development Services/City Engineer
By: Ryan Huey, Assistant Engineer

SUBJECT: ACCEPT ALL WORK PERFORMED BY ECONOLITE SYSTEMS FOR THE TRAFFIC SIGNALS FIBER OPTICS NETWORK EXTENSIONS PROJECT IN THE AMOUNT OF \$62,654.90.

Recommendation: Approve

SUMMARY

On December 7, 2021, the City Council awarded a contract to Econolite Systems in the amount of \$60,905.07 for the Traffic Signals Fiber Optics Network Extensions Project, with a 10% contingency. There was one (1) change order for the purchase of additional materials to complete the project, totaling \$1,749.83, or 3% of the original contract amount.

The terms and conditions of this project have been complied with, and the required work has been performed to the City's satisfaction, for a final cost of \$62,654.90. It is recommended that the City Council accept the project as complete and authorize the final payment in accordance with the approved contract.

BACKGROUND

The City of Arcadia continues to expand its traffic system network, utilizing the Intelligent Transportation Systems ("ITS") Master Plan that was created in 2004. With various traffic improvements completed throughout the years, fiber optic cable has become an integral component of the City's traffic system network. The installation of fiber optic cable has allowed the City to immediately obtain traffic signal data and work efficiently to address known traffic signal issues. Through remote data communication, the City continues to ensure proper traffic signal operation, thus limiting extensive traffic delays and traffic congestion.

In this phase of improvements, two large segments of fiber optic cable were installed. One along Baldwin Avenue from Las Tunas Drive to Camino Real Avenue, and the other along First Avenue from Santa Clara Street to Colorado Boulevard. This is the first of several fiber optic network extension projects that look to expand infrastructure throughout the City.

The project was advertised for bids in October 2021, and bids were opened on November 18, 2021, with Econolite Systems as the qualifying low bidder. A contract in the amount of \$60,905.07, plus a 10% contingency, was awarded by the City Council on December 7, 2021.

DISCUSSION

Due to longer lead times for material purchases and deliveries, construction began in June 2022 and was completed in July 2022. There was one (1) change order for the purchase of additional materials.

The scope of work remained simple and had a minor impact on surrounding areas because of the existing underground conduit that had been installed in previous projects. Fiber optic cable was pulled through the existing conduit, connecting to new traffic signal equipment in existing traffic signal cabinets at each of the intersections. During construction, it became apparent that additional fiber optic cable was needed to complete the work.

As a result of the additional materials, the final amount is a net increase of \$1,749.83, or 3% of the original contract amount. A summary of the construction contract, with the change order, is as follows:

Original Contract:	\$60,905.07
Change Order #1 (quantity adjustment)	\$1,749.83
Final Total Contract:	\$62,654.90

FISCAL IMPACT

The Traffic Signals Fiber Optics Network Extensions project was budgeted in the FY 2020/21 and FY 2021/22 Capital Improvement Program. The total budget appropriation was \$400,000 in Transportation Impact Funds. The initial contract price was \$60,905.07 plus a 10% contingency. One change order was approved for the additional quantities at an increase of \$1,749.83. The total cost of the construction, including the change order, is \$62,654.90. There are sufficient funds in the project budget to cover the construction contract. Remaining funds in this Program will be used for the Santa Anita Avenue Corridor Phase 2 Traffic Signal Improvements project, currently under construction. Any remaining balance will be budgeted for a project planned in 2023.

RECOMMENDATION

It is recommended that the City Council accept all work performed by Econolite Systems for the Traffic Signals Fiber Optics Network Extensions project as complete; and authorize the final payment to be made in accordance with the contract documents.

Approved:



Dominic Lazzaretto
City Manager



STAFF REPORT

Office of the City Manager

DATE: September 20, 2022

TO: Honorable Mayor and City Council

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

SUBJECT: FIND THAT, DUE TO THE COVID-19 STATE OF EMERGENCY, STATE AND LOCAL OFFICIALS CONTINUE TO RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING, AND THEREFORE THE CITY COUNCIL AND ALL OTHER CITY BOARDS AND COMMISSIONS MAY MEET VIRTUALLY

Recommendation: Make Findings

SUMMARY

The Legislature recently adopted AB 361 to amend the Brown Act in order to allow public boards to meet virtually during or following a state of emergency. To continue hosting virtual meetings, the City Council must reconsider the circumstances surrounding the emergency every 30 days and make findings that state and local officials continue to recommend measures to promote social distancing. The City Council's adoption of findings will enable, but not require, the City Council and all other City Boards and Commissions to continue meeting virtually.

The City Council does not have to find that social distancing orders are in place; instead it simply has to find that state or local officials recommend measures to promote social distancing. Given that there is still concern of community spread, especially for vulnerable populations, the City Council may make the necessary findings.

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 find that, due to the COVID-19 state of emergency, state and local officials continue to recommend measures to promote social distancing, and therefore the City Council and all other City Boards and Commissions may meet virtually.



STAFF REPORT

Fire Department

DATE: September 20, 2022

TO: Honorable Mayor and City Council

FROM: Barry R. Spriggs, Fire Chief
By: Chen Suen, Deputy Fire Chief
Maria Lourdes Taylor, Sr. Management Analyst

SUBJECT: RESOLUTION NO. 7458 ENCOURAGING CARETAKERS WITHIN THE CITY OF ARCADIA TO REGISTER WITH THE CITY'S COMMUNITY CONNECT PROGRAM
Recommendation: Adopt

SUMMARY

The City of Arcadia's ("City") Community Connect Program ("Community Connect") is a free and secure program where Arcadia residents can voluntarily share vital household information online so that the Arcadia Fire Department ("AFD") can adequately respond and assist more effectively during an emergency. It is recommended that the City Council adopt Resolution No. 7458 encouraging caretakers within the City to register with the City's Community Connect Program.

BACKGROUND

At the February 7, 2022, City Council Meeting, Mayor Pro Tem Paul Cheng recommended that the City Council and City Staff explore emergency services and resources for senior residents, and requested that this matter be placed on a future agenda for further discussion. The City Council concurred.

At the May 17, 2022, City Council Meeting, the City Council further discussed options for community connection during emergencies; and elected to focus on Community Connect. The City Council directed the Fire Department to explore and put into action three goals:

- 1) Present Community Connect to the Senior Citizen's Commission;
- 2) Present to and educate other community groups about the program; and
- 3) Work with the City Attorney's Office to draft a Resolution either requiring or encouraging caretakers and their care recipients to register with Community Connect.

Community Connect is delivered by First Due, a leading software company that provides AFD with pre-incident information for Arcadia residences and businesses, including building information, features, and potential hazards. Community Connect is a feature of the application that allows Arcadia residents and businesses the opportunity to voluntarily share vital life-safety information with AFD online. The feature allows the opportunity to share as much information as participants are comfortable with sharing. Registration with Community Connect is free and secure through the City's website at ArcadiaCA.gov/Connect. Once registered, the user can update their information online at any time.

Some examples of information that participants can provide to Community Connect include, but are not limited to, designated family meeting places, emergency contact information, family functional needs, pet information, and other essential data. Firefighters can access this information while responding to a home or a business and can better understand the specific needs of each residence or facility.

DISCUSSION

As highlighted previously, the City Council directed the Fire Department to develop a plan for community connection during emergencies that consisted of three goals. With the assistance of the Recreation and Community Services Department ("Recreation Department"), the Fire Department accomplished these goals by presenting the Community Connect program to the Senior Citizen's Commission; educating various community groups about the program; and finally, as proposed in this report, by working with the City Attorney's Office to draft the attached Resolution No. 7458 that encourages caretakers within the City to register with Community Connect.

To further delineate how the Community Connect goals were successfully executed by the Fire Department, in collaboration with other City Departments, the following outreach and proactive community activities are shown below:

Goal 1: Presentation to the Senior Citizen's Commission

Coordinating with the Recreation Department, the Fire Department was invited to speak and present information about Community Connect at the Senior Citizen's Commission regular meeting that was held on Thursday, August 4, 2022, at 4:00 p.m. The Fire Chief and Deputy Fire Chief provided details of the program and answered questions from the Commission about Community Connect.

Goal 2: Presentations to Other Community Groups

Since the City Council meeting on May 17, 2022, the Fire Department has reached out to several community groups to present information on Community Connect and assist residents with registering for the program. These meetings include:

District 5 Neighborhood Watch Meeting

On July 23, 2022, Fire Chief and Deputy Fire Chief presented information to several community members, including details of the Community Connect program to the Neighborhood Watch group within District 5.

National Night Out at Arcadia's "Concert in the Park" Summer Series Program

On August 4, 2022, the Fire Department, in partnership with the Recreation Department and with the assistance of Boy Scout Troop 111, hosted a junior firefighter obstacle course and an information booth at Arcadia's National Night Event. Information regarding Community Connect and other Fire Department-related programs were provided to the public.

Highlanders Homeowners' Association Meeting

On August 18, 2022, the Fire Department, along with the Public Works Department, presented information on wildfire prevention and water conservation, respectively. As part of the Fire Department presentation, information about Community Connect was shared with community members.

Community Center Outreach

On two separate dates, August 15 and 30, 2022, the Fire Chief and Deputy Fire Chief, hosted by the Recreation Department at the Community Center, assisted Arcadia senior citizens to register with Community Connect and supplied additional information about the benefits and use of the program.

Homebound Resident Outreach

On August 25, 2022, a member of the Recreation Department and the Fire Department visited several homebound seniors to provide information and help them register with Community Connect. This service was initially requested by a few seniors who were homebound and had mobility issues.

Senior Health and Informational Fair

On September 2, 2022, the Recreation and Community Services Department held their annual Senior Health and Informational Fair at the Arcadia Community Center. The Fire Department organized and staffed an informational table at the fair providing seniors with the variety of resources and services that the Fire Department offers. Several seniors also registered with Community Connect during the event.

Goal 3: Proposed Resolution No. 7458, Encouraging Caretakers and their Care Recipients to Register with Community Connect

The Fire Department worked with the City Attorney's Office to explore options through a resolution either requiring or encouraging caretakers and their care recipients to register with Community Connect. After conducting research on case law, it was determined by Best Best & Krieger that requiring caretakers and their care recipients to register with Community Connect would be difficult and likely against public policy. The most feasible option is to encourage participation in the Program. This can be accomplished by adopting the proposed Resolution No. 7458 that is being presented to City Council for consideration. Resolution No. 7458 not only encourages caretakers within the City and their care recipients to register with Community Connect to support AFD's crucial life-safety response during an emergency, the Program also includes City business owners and other residents.

Conclusion

Over the past four-month period and with the collective efforts of the Fire Department and Recreation Department, the Arcadia Community Connect program achieved a 14% increase in users. With the adoption of Resolution No. 7458 along with the City's ongoing efforts to educate Arcadia residents, and in particular seniors and their caretakers, the Fire Department strongly believes that the number of users will continually increase.

ENVIRONMENTAL IMPACT

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.

FISCAL IMPACT

Adopting Resolution No. 7458 has no direct impact on the General Fund. Outreach work will continue within the normal work programs of the Fire Department and Recreation and Community Services Departments. There may be additional long-term cost implications should the City Council desire to expand outreach and promotional efforts outside of normal Departmental activities.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 7458 encouraging caretakers within the City of Arcadia to register with the City's Community Connect Program.

Approved:



Dominic Lazzaretto
City Manager

Attachments: Resolution No. 7458
Community Connect Information Flyer

RESOLUTION NO. 7458

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ENCOURAGING CARETAKERS WITHIN THE CITY OF ARCADIA TO REGISTER WITH THE ARCADIA COMMUNITY CONNECT PROGRAM

WHEREAS, during an emergency, it is critical for the City of Arcadia Fire Department (“Department”) to have access to as much information as possible regarding City households in order for the Department to respond as quickly and effectively as possible to the emergency;

WHEREAS, First Due, a leading software partner to some of North America's largest emergency service organizations, provides a “community connect” solution that enables individuals to voluntarily submit their own life-safety information;

WHEREAS, the City of Arcadia (“City”) has partnered with First Due to establish the Arcadia Community Connect Program (“Community Connect”) to allow City residents and businesses to voluntarily submit their own life-safety information that will be accessible to the Department;

WHEREAS, Community Connect is a voluntary service available to all City residents and businesses; and

WHEREAS, access to the information provided via Community Connect will enable the Department to respond more effectively to emergency calls, especially with respect to calls involving individuals who require caretakers, such as seniors.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The City of Arcadia hereby encourages all City business owners and residents, especially caretakers within the City and their care recipients, to support efforts to assist the Arcadia Fire Department’s emergency response services by registering for

the Arcadia Community Connect Program and voluntarily provide crucial life-safety information to the Department.

SECTION 2. The City of Arcadia hereby directs the Arcadia Fire Department to promote the Arcadia Community Connect Program to City businesses and residents, with a particular emphasis on promoting the program to caretakers within the City and their care recipients.

[SIGNATURES ON THE NEXT PAGE]


Passed, approved and adopted this 20th day of September, 2022.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Stephen P. Deitsch
City Attorney

WANT TO HELP OUR TEAM
NEXT TIME THERE IS A CALL TO YOUR HOME?

SIGN UP FOR ARCADIA COMMUNITY CONNECT TODAY

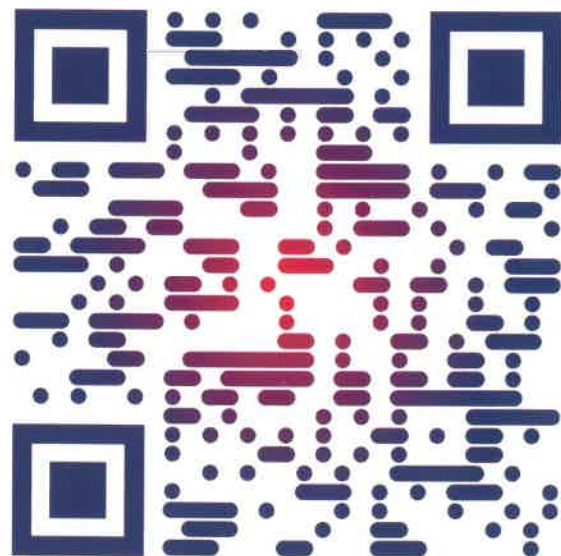


HOW YOU CAN HELP WITH ARCADIA COMMUNITY CONNECT

1 **CREATE AN ACCOUNT**
Sign in for free and get started doing your part.
It just takes your email, phone number and address.

2 **ENTER THE INFO THAT MATTERS MOST**
Enter valuable information that can help us assist more effectively during an emergency.

3 **HELP FIRST RESPONDERS WHEN SECONDS COUNT**
That's it. Just keep us updated when things change over time so we can always be prepared.



SCAN THIS CODE TO SIGN UP
firstduesizeup.com/cc/arcadia



STAFF REPORT

Office of the City Manager

DATE: September 20, 2022

TO: Honorable Mayor and City Council

FROM: Dominic Lazzaretto, City Manager
By: Dr. Jennifer Brutus, Senior Management Analyst

SUBJECT: REQUEST FOR COMMEMORATIVE NAMING OF A CITY FACILITY IN HONOR OF MARY HANSEN
Recommendation: Provide Direction

SUMMARY

Public facilities are often dedicated in recognition of prominent members of a community whose generosity, contributions, or achievements created a permanent and lasting impact on the community. To that end, the City has a process to acknowledge and memorialize individuals that have advanced the value and heritage of Arcadia by naming a public facility in their honor (see attached City Administrative Policy).

Mayor Tom Beck has submitted the attached request for the commemorative naming of the Arcadia Public Library's waterwise garden space in honor of Mary (Elizabeth Barefoot) Hansen for discussion and consideration. Should the City Council choose to pursue this honor, it is recommended that the garden be formally named the "Mary Hansen Library Garden". It is recommended that the City Council provide direction.

BACKGROUND

Mary Hansen passed away on July 18, 2022, and was a well-regarded volunteer who dedicated over 50 years to serving the City of Arcadia, calling herself a full-time "Professional Volunteer". Her volunteerism stretched across many capacities ranging from Board Member to President for many local organizations including the Arcadia Beautiful Commission, Methodist Hospital, American Heart Association, Centennial Celebration, Lutheran Church of the Cross, Meals on Wheels at the Red Cross, Arcadia Woman's Club, American Cancer Society, Breeder's Cup, Arcadia Tournament of Roses, ALTRUSA, Arcadia Republican Women, Chamber of Commerce, Friends of the Arcadia Historical Society, and Arcadia Coordinating Council. In addition to her countless hours volunteering, she made generous donations to the Arcadia Rotary

Veterans Memorial, Arcadia Police Foundation to purchase K-9 Officer Zoli, as well as to the Chamber of Commerce's Arcadia Strong fund.

DISCUSSION

The Arcadia Public Library's waterwise garden space along the front entrance has not been named in honor of any community member. The commemorative naming of this space in honor of Mary Hansen would be recognized through a plaque, which would be displayed in the garden area. The City may also hold a dedication and formal ribbon cutting ceremony to recognize this commemoration.

The Library's waterwise garden area is an attractive community space. While it was planted in the past two years with the assistance of a grant from the City's water district, some minor enhancements such as re-planting struggling varieties and the addition of mulch would be necessary to make it worthy of a commemorative naming event. This work could be accomplished within 30 days and a simple dedication event could be planned by the first week of December 2022 if the City Council wishes to proceed quickly.

FISCAL IMPACT

The cost of naming the Library's garden and performing the necessary enhancements is estimated at \$1,500, which includes ordering a new plaque and gardening supplies. Funds for this project can be absorbed within the existing Fiscal Year 2022-23 Operating Budget to accomplish this effort this fall.

RECOMMENDATION

It is recommended that the City Council provide direction regarding the request for commemorative naming of the Arcadia Public Library's Garden to the "Mary Hansen Library Garden".

Attachments: Request for Commemorative Naming of a City Facility
Naming of City Facilities Policy



REQUEST FOR COMMEMORATIVE NAMING OF A CITY FACILITY

Date: September 12, 2022

Requested by: Mayor Tom Beck

Suggested honoree: Mary Hansen

Suggested facility: Garden located at Arcadia Public Library

Justification for request: Please see attachment.

Signature: 

For staff use:
Additional information provided by staff: No Yes (see attached Staff Report)

Scheduled for the September 20, 2022 study session.

Approved February 17, 2015
Administrative Policy No. VI-02



ADMINISTRATIVE POLICY

SUBJECT: **NAMING OF CITY FACILITIES**

Policy No.: VI - 02

Adopted: 2/17/2015

Amended: _____


CITY MANAGER

PURPOSE

The purpose of this policy is to establish criteria and a procedure for the naming of City facilities.

DEFINITIONS

A "City facility" is defined as any building, property, street, space, or room (or a discrete portion thereof) that is owned and/or managed by the City of Arcadia.

POLICY

The naming of buildings, land, and facilities is an important element in the character of a community. When assigning a commemorative name to a facility, the person/people selected says as much about the spirit and commitment of the community's residents as about the honoree.

The following guidelines shall serve as the City policy regarding the commemorative naming of City facilities:

- Naming or renaming a City facility is at the sole discretion of the Arcadia City Council and shall be done by an affirmative vote of four-fifths (4/5) of the City Council at a scheduled study session meeting.
- All requests for naming or renaming a City facility must be made by a member of the City Council with the use of the attached form that is to be submitted to the City Manager's Office. The Council Member initiating consideration of the naming request shall provide background information into the rationale behind the request. If appropriate, City staff will provide additional details on the nominee's history of public service.
- A City facility may be named after any group, individual, or family, living or deceased that has made significant and substantial contributions of a service, cultural or historic nature to the City of Arcadia, as determined by the City Council. Said contributions do not have to be financial in nature; they may include extensive service and/or support to the City organization or the community in general.



ADMINISTRATIVE POLICY

SUBJECT: **NAMING OF CITY FACILITIES**

Policy No.: VI - 02

Adopted: 2/17/2015

Amended: _____


CITY MANAGER

- The area in which the honoree made the most contribution should be considered when determining which facility will be named after that person or group. That is, when possible, there should be a correlation between the service provided by the honoree and the facility.
- A City facility may be named after a commercial or corporate enterprise, provided said enterprise meets with the approval of the City Council and has made significant and substantial contributions to the City of Arcadia of either a financial or service nature.
- Honorees do not have to be residents of the City of Arcadia.
- The City Council, in its sole and unlimited discretion, may remove or change the name of any City facility at any time, unless contractually obligated otherwise.
- Dedicatory or fundraising programs such as adopt-a-bench, adopt-a-tree, commemorative bricks, naming of a room within a building, and so on shall be handled separately from this policy. These kinds of programs shall be developed by City staff and presented to the City Council for approval prior to implementation.
- Capital campaigns/fundraising efforts with naming rights related to new construction or specific projects such as the purchase of furnishings and equipment for a particular building are to be developed by City staff or a volunteer group, and presented to the City Council for approval prior to implementation.
- This policy supersedes all previous practices and guidelines on the subject of naming City facilities.

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Request for Commemorative Naming of City Facility - Mary Hansen

Mary (Elizabeth Barefoot) Hansen of Arcadia, California passed away on Monday, July 18, 2022, at 97 years of age. Mary was born in Dayton, Ohio, on January 6, 1925. She was a retired bank officer and spent her retired years as a full time "Professional Volunteer." She loved children and was "Auntie Mary" to many.

Mary was honored as the City of Arcadia's 2018 Senior of The Year for her outstanding volunteer work for almost 50 years. She volunteered in many capacities ranging from board member to President for many local organizations including the Arcadia Beautiful Commission, Methodist Hospital, American Heart Association, Centennial Celebration, Lutheran Church of the Cross, Meals on Wheels at the Red Cross, Women's Club, American Cancer Society, Breeder's Cup, Arcadia Tournament of Roses, ALTRUSA, Arcadia Republican Women, Chamber of Commerce, Friends of the Arcadia Historical Society, and Arcadia Coordinating Council. She was honored as the 1994 Chamber of Commerce Citizen of the Year, and was recognized as one of their Lifetime Ambassadors.

Mary not only volunteered countless hours to the Arcadia Community, but she also made generous contributions to the Arcadia Rotary Veterans Memorial, to the Arcadia Police foundation to purchase K-9 Officer Zoli, as well as to the Chamber of Commerce's Arcadia Strong fund.

Mary had four brothers: Walter, Robert, Dale and Harold Barefoot, who preceded her in death. She also had many nieces, nephews, great and great-great nieces and nephews, along with many friends.

Mary was laid to rest at Dayton Memorial Park in Dayton, Ohio and her memorial service was held on August 20 at Our Savior Lutheran Church here in Arcadia. It is my honor to recommend naming the Arcadia Public Library's Garden in memory of Mary Hansen.