

# CITY OF ARCADIA

---

## City Council Regular Meeting Agenda



**Tuesday, May 20, 2025, 4:00 p.m.**

### **Location: Arcadia Public Library Auditorium, 20 W. Duarte Road, 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 are generally limited to five (5) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. At the Mayor's discretion, the time limit may be shortened to allow 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](https://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](mailto: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。发言者通常每人限时五（5）分钟；如有时间调整，将在公  
众评论期间之前公告。根据市长的裁量权，时间限制可能会缩短，以便发言者向市议会发言。

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](http://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](mailto: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**

Sharon Kwan, Mayor  
 Eileen Wang, Mayor Pro Tem  
 Dr. Michael Cao, Council Member  
 Paul P. Cheng, Council Member  
 David Fu, 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. Speakers are generally limited to five (5) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

**STUDY SESSION**

- a. Report, discussion, and direction regarding the proposed Operating Budget for Fiscal Years 2025-27 and proposed Capital Improvement and Equipment Plan for Fiscal Years 2025-30.

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

1. **CALL TO ORDER**
2. **INVOCATION**

Rabbi Sholom Stiefel, Chabad of Arcadia

**3. PLEDGE OF ALLEGIANCE**

Nicole Tseng, Arcadia High School Student

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

Sharon Kwan, Mayor  
Eileen Wang, Mayor Pro Tem  
Dr. Michael Cao, Council Member  
Paul P. Cheng, Council Member  
David Fu, Council Member

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

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

**7. PRESENTATIONS**

- a. Presentation of Mayor's Certificate of Commendation to Arcadia High School Student Nicole Tseng for earning the rank of Eagle Scout.

**8. PUBLIC HEARING**

Any person wishing to speak before the City Council on a public hearing item is asked to complete a Speaker Card noting the agenda item number and provide it to the City Clerk prior to the start of the public hearing. Separate and apart from the applicant (who may speak longer in the discretion of the City Council) speakers are generally limited to five (5) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the City Council is prohibited from discussing or acting on any item not listed on the posted agenda. The applicant may additionally submit rebuttal comments, at the discretion of the City Council.

You are hereby advised that should you desire to legally challenge in court or in an administrative proceeding any action taken by the City Council regarding any public hearing item, you may be limited to raising only those issues and objections you or someone else raised at the public hearing or in written correspondence delivered to the City Council at, or prior to, the public hearing.

- a. Report on vacancies and recruitment and retention efforts in compliance with Assembly Bill 2561.  
CEQA: Not a Project  
Recommended Action: Receive and File

**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. Speakers are generally limited to five (5) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. 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 AND CITY COUNCIL** *(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 May 6, 2025.  
CEQA: Not a Project  
Recommended Action: Approve
  
- b. Resolution No. 7629 establishing a Community Events Sponsorship Policy.  
CEQA: Not a Project  
Recommended Action: Adopt

**12. ADJOURNMENT**

The City Council will adjourn this meeting to Tuesday, June 3, 2025, at 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.

**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 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。

**公众参与：**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

Human Resources Department

**DATE:** May 20, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Anely Williams, Human Resources Director

**SUBJECT:** REPORT ON VACANCIES AND RECRUITMENT AND RETENTION EFFORTS IN COMPLIANCE WITH ASSEMBLY BILL 2561  
**CEQA: Not a Project**  
**Recommendation: Receive and File**

## **SUMMARY**

California’s Assembly Bill 2561 (“AB 2561”) requires public agencies to hold at least one public hearing per fiscal year, prior to adoption of the budget, to discuss vacancies and recruitment and retention efforts. This report discusses the City's obligations under AB 2561, effective starting January 1, 2025, including vacancies, recruitment and retention efforts, and identification of areas where obstacles to the hiring process may exist. There is no fiscal impact associated with the report on vacancies and recruitment and retention efforts. It is recommended that the City Council receive and file the report.

## **BACKGROUND**

Effective January 1, 2025, AB 2561 was designed to amend the Meyers-Milias-Brown Act (“MMBA”), which created a new obligation for public agencies to report on the status of position vacancies. The California Legislature has determined that job vacancies in local governments are a Statewide issue that impact the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies, recruitment, and retention efforts during a public hearing before the agency’s governing body, at least once per fiscal year, prior to adoption of the agency’s budget.

## **DISCUSSION**

In compliance with AB 2561, the City shall present information regarding the status of vacancies and recruitment and retention efforts, and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. During the public hearing, the recognized employee organization for each of the

five bargaining units in the City are allowed to make a presentation concerning vacancies, recruitment, and retention efforts.

Since this is the inaugural year of AB 2561, there are two vacancy summaries shown below. The first chart reflects Arcadia’s vacancy data as of January 1, 2025 (effective date), while the second chart shows more recent figures, as of May 1, 2025. In the future, this report will be presented during a City Council meeting in January, to coincide with the close of each calendar year.

**Vacancies as of January 1, 2025 (effective date of AB 2561)**

<b>Group</b>	<b>Budgeted Full-Time Positions</b>	<b>Number of Vacancies</b>	<b>% of Vacancies</b>
ACEA	68	3	4%
AFFA	49	1	2%
APOA	63	8	13%
APCEA	21	2	10%
APWEA	46	3	7%
OTHER	67	7	10%

**Vacancies as of May 1, 2025**

<b>Group</b>	<b>Budgeted Full-Time Positions</b>	<b>Number of Vacancies</b>	<b>% of Vacancies</b>
ACEA	68	4	6%
AFFA	49	0	0%
APOA	63	5	8%
APCEA	21	3	14%
APWEA	46	3	7%
OTHER	67	7	10%

With respect to recruitment and retention efforts, the Human Resources Department collaborates with each Department to create a customized recruitment plan, which includes identifying key qualities desirable for the position. Additional recruitment and retention efforts include:

- Streamlined application process and shortened waiting periods for pre-employment processes;
- Enhanced marketing and outreach strategies, including increased job advertisements on specialized, industry-specific platforms;
- Increased social media engagement through regular, diversified job postings;
- Job flyers that are inviting and capture “The Arcadia Way” and culture;
- Increased presence at local career fairs, such as the Asian American Economic Development Enterprise Job Fair, Glendale Community College, Arcadia Chamber of Commerce Career Fair, and more;

- Focus on employee engagement through the City's Wellness Program initiatives, including an annual hiking challenge, a Wellness Newsletter, and employee appreciation activities;
- Access to telework opportunities where operationally feasible; and
- Congratulatory announcements distributed Citywide to welcome all new full-time employees.

The Human Resources Department has identified the following items that may present obstacles in the hiring process. Although these items were more recently identified, changes have already been implemented to resolve these potential obstacles.

- Recruitment timeline: Open continuous recruitments could, in some cases, be a deterrent to applicants if the posting date of the recruitment is stale.
  - **Change implemented**: The recruitment team periodically closes and re-opens continuous recruitments, setting specific application deadlines to encourage interested candidates to apply early.
- Communication with applicants: Email communication can be overlooked or seem impersonal to prospective employees.
  - **Change implemented**: The recruitment team reaches out to applicants by email and phone to extend invitations for the examination process. This supports a stronger relationship with applicants.
- Technology: The option to conduct virtual interviews should be executed.
  - **Change implemented**: To allow flexibility for panel participants and candidates, virtual interviews are utilized whenever feasible.
- Testing locations and availability: City facilities are used for a multitude of reasons, which can potentially lead to scheduling conflicts, resulting in an extended recruitment timeline.
  - **Change implemented**: Based on experience with the volume of applicants per position vacancy, facilities are pre-scheduled for testing as soon as a recruitment plan is established.
- Pre-employment timeline: Wait times between each step of the pre-employment process were lengthy.
  - **Change implemented**: The City now utilizes two clinics to help substantially reduce wait times associated with the pre-employment physical evaluation process.

Lastly, AB 2561 states that if vacancies within a single bargaining unit meet or exceed 20% of the total authorized full-time positions of that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing. This additional information would include the total number of vacancies, the number of applicants, the average time to fill positions, and opportunities to improve compensation and working conditions for employees in the bargaining unit. The City did not reach the 20% threshold in any bargaining unit, thus, this information is not provided in this report.

The City will continue to audit areas for improvement and implement any feasible changes to meet its commitment to filling vacancies as quickly as possible.

**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.

**FISCAL IMPACT**

There is no direct fiscal impact associated with the report on vacancies, recruitment, and retention efforts.

**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 receive and file this report in compliance with AB 2561.

Approved:



Dominic Lazzaretto  
City Manager

Attachment: Assembly Bill 2561 Text



## AB-2561 Local public employees: vacant positions. (2023-2024)

SHARE THIS:



Date Published: 09/23/2024 09:00 PM

### Assembly Bill No. 2561

#### CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[ Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024. ]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: ~~yes~~ Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

**SEC. 2.** Section 3502.3 is added to the Government Code, to read:

**3502.3.** (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

**SEC. 3.** The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

**SEC. 4.** No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.

**ARCADIA CITY COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, MAY 6, 2025**

---

1. **CALL TO ORDER** – Mayor Kwan called the Regular Meeting to order at 7:00 p.m.
2. **INVOCATION** – Pastor Andre Bribiesca, Vessel Calvary Chapel Arcadia
3. **PLEDGE OF ALLEGIANCE** – Arlene Weiss, 2024 Arcadia Senior of the Year
4. **ROLL CALL OF CITY COUNCIL MEMBERS**

PRESENT: Cao, Cheng, Fu, Wang, and Kwan  
ABSENT: None

Pursuant to Government Code Section 54953(b), Council Member Fu will be attending the City Council Meeting via teleconferencing from the Petit Palace Plaza Mayor Hotel, Calle Mayor 46 – 28013 – Madrid, Spain, at 4:00 a.m., and notice was properly posted as required by law.

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

City Manager Lazzaretto announced that Council Member Fu is participating via teleconference; he indicated that due to the time difference, he recommended advancing City Manager Item 10.a to after the Presentations section of the meeting, to allow Council Member Fu to actively participate in discussion.

6. **PRESENTATIONS**

- a. Presentation of the Senior of the Year plaque to Arlene Weiss.
- b. Presentation of an adoptable dog by Kevin McManus of the Pasadena Humane Society.
- c. Presentation of Mayor’s Certificate of Commendation to Grace Cheung for her dedication as a community leader and business owner.
- d. Presentation of the 2025 Spring Home Awards.

City Manager Item 10.a. was moved to this section of the agenda.

10. **CITY MANAGER**

- a. Report, discussion, and direction regarding an LA28 Olympics Ad-Hoc Committee.  
CEQA: Not a Project  
Recommended Action: Provide Direction

City Manager Lazzaretto presented the staff report and Council Member Cao explained his proposal to form an LA28 Olympics Ad-Hoc Committee.

A motion was made by Council Member Cao, seconded by Council Member Fu, to establish an LA28 Olympics Ad-Hoc Committee appointing Council Member Cao and Council Member Fu as members of the committee.

Following City Council discussion, a substitute motion was made by Council Member Cheng to establish two LA28 Olympic Ad-Hoc Committees, with two different Council Members appointed to each.

After further discussion, Council Member Cao sought a friendly amendment to Council Member Cheng's motion to establish two separate LA28 Olympic Ad-Hoc Committees – one focused on stakeholders and community events, and one focused on issues related to the built environment, such as traffic, transportation, public safety and banners.

After further discussion, a second substitute motion was made by Mayor Kwan, which seconded by Mayor Pro Tem Wang, to establish an LA28 Olympics Ad-Hoc Committee, appointing Mayor Pro Tem Wang and Mayor Kwan as members of the committee. A roll call vote was held on Mayor Kwan's substitute motion with the following results:

AYES: Kwan and Wang  
NOES: Cao, Cheng, and Fu  
ABSENT: None

The substitute motion failed on a 2-3 vote.

A roll call vote was held on Council Member Cheng's amended substitute motion that was seconded by Council Member Cao to form two separate LA28 Olympic Ad-Hoc Committees – one focused on stakeholders and community events, and one focused on issues related to the built environment, such as traffic, transportation, public safety, and banners – with the following results:

AYES: None  
NOES: Cheng, Cao, Fu, Wang, and Kwan  
ABSENT: None

The amended motion failed unanimously.

Following further discussion, a motion was made by Council Member Cheng, seconded by Mayor Pro Tem Wang, and carried on a roll call vote to bring this item back at a future Study Session for further discussion.

AYES: Cheng, Wang, Cao, Fu, and Kwan  
NOES: None  
ABSENT: None

The original motion made by Council Member Cao and seconded by Council Member Fu to establish an LA28 Olympics Ad-Hoc Committee was not voted on.

## **7. PUBLIC COMMENTS**

Lisa Schirz, Board Member of the Arcadia Chamber of Commerce, appeared and thanked the City Council for their ongoing support. She announced that the Arcadia Chamber of Commerce will be hosting the following upcoming events: May 7, Thrive in 2025 Marketing Series; May 14,

USC Arcadia Hospital – State of the Hospital; May 15, “Rise & Shine” at Santa Anita Park, Chandelier Room; May 21, Multi-Chamber MIX at Le Méridien; and May 22, Networking at Noon at The Derby and the Ribbon Cutting for BMO Bank.

Oliva Tan, an Arcadia resident, appeared and expressed her concerns about the environmental impact of the Arcadia Town Center project and future developments; she expressed her concerns that the interests of developers are being prioritizing over the needs of the community; she urged the City Council to reconsider this approach by holding developers accountable for their projects’ impacts on the community and ensuring that resident concerns are heard and addressed.

April Verlato, former Arcadia Mayor, appeared and expressed her disappointment with the recent dialogue on the City Council; she congratulated Mayor Kwan on her appointment to Mayor; and she made reference to legal matters from 2018, citing a lawsuit filed by the Arcadia Police Civilian Employees’ Association against the City.

In response to Ms. Verlato’s public comment and questions, Mayor Kwan requested City Manager Lazzaretto provide additional background on the matter. City Manager Lazzaretto noted the legal precedence set through the Flores vs. City of San Gabriel case, which was decided by the Ninth Circuit Court of Appeals, and provided a brief overview of the 2018 lawsuit Arcadia encountered as a result of that ruling.

**8. 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 Fu reflected on the passing of Pope Francis, highlighting the Pope’s acts of service throughout his papacy; he noted the similarity between the Pope’s philosophy and the principles of public service; he reminded his colleagues of their responsibility to serve the City; he expressed his appreciation for Council Member Cheng’s desire for unity; and he reaffirmed his commitment to working together through differences on the City Council.

Mayor Kwan explained the significance of Senate Bill 634, sharing reasons for her continued opposition and that she will be submitting another letter to Senator Pérez indicating her position; she reflected on the Eaton Fire and encouraged residents to attend the upcoming community meeting hosted by the Arcadia Fire Department on the Fire Hazard Severity Zone Maps, occurring on May 19; and she requested Fire Chief Suen provide more information about the meeting.

In response to Mayor Kwan’s request, Fire Chief Suen provided an overview of topics scheduled for discussion at the meeting, noting that City staff from the Building Division and Public Works Services will also be present to answer any questions.

Council Member Cao provided a report on the various events that he attended or will be attending as a representative of the City; and announced that May is Asian American and Pacific Islander Heritage Month.

Council Member Cheng thanked his colleagues for the passion and expertise they bring to the City, as well as their continued support.

Mayor Pro Tem Wang provided a report on the various events that she attended or will be attending as a representative of the City. She mentioned receiving complaints regarding commercial signage and code enforcement in the Baldwin District, and expressed wanting to study that topic and the monitoring of large development projects further; she requested City

Council support to place an item on a future agenda on these topics. Mayor Kwan and Council Member Cheng concurred.

Mayor Kwan expressed concerns regarding her treatment from her colleagues; she encouraged her colleagues to remain fair, respectful, and to work together through their differences.

## 9. CONSENT CALENDAR

- a. Special and Regular Meeting Minutes of April 15, 2025.  
CEQA: Not a Project  
Recommended Action: Approve
- b. Ordinance No. 2404 amending the Arcadia Municipal Code by adding Part 10 to Chapter 2 of Article II (Administration Code) to establish the Arcadia Health Commission.  
CEQA: Not a Project  
Recommended Action: Adopt
- c. Mayor's appointments of City Council Members to City boards, commissions, and outside agencies.  
CEQA: Not a Project  
Recommended Action: Receive and File
- d. Contract with Gentry Brothers, Inc. for the Second Avenue Arterial Pavement Rehabilitation Project in the amount of \$616,826.  
CEQA: Exempt  
Recommended Action: Approve
- e. Contract with Carrier Corporation for the Library Cooling Tower Replacement Project in the amount of \$199,775.  
CEQA: Exempt  
Recommended Action: Approve
- f. Contract with American Pipeline Services for the Valve Replacement Project in the amount of \$92,950.  
CEQA: Exempt  
Recommended Action: Approve
- g. Extension to the Professional Services Agreement with Eurofins Eaton Analytical, LLC for laboratory testing services of City water samples in an amount not to exceed \$116,830.  
CEQA: Not a Project  
Recommended Action: Approve
- h. Purchase Order with 72 Hour LLC dba National Auto Fleet Group for the purchase of two 2025 Ford Police Interceptor Patrol Utility Vehicles in the amount of \$117,265.48.  
CEQA: Not a Project  
Recommended Action: Approve

- i. Extension to the Purchase Order with Black & White Emergency Vehicles, LLC for the purchase of vehicle outfitting supplies and services in the amount of \$156,965.45.  
CEQA: Not a Project  
Recommended Action: Approve
- j. Authorize payment to the Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority for the annual Coordinated Integrated Monitoring Program cost share in the amount of \$220,828.96.  
CEQA: Not a Project  
Recommended Action: Approve
- k. Final Tract Map No. 84023 for the subdivision of an eight-unit, multi-family residential condominium development at 826-830 Sunset Boulevard.  
CEQA: Exempt  
Recommended Action: Approve

It was moved by Council Member Cao, seconded by Council Member Wang, and carried on a roll call vote to approve Consent Calendar Items 9.a through 9.k.

AYES: Cao, Wang, Cheng, Fu, and Kwan  
NOES: None  
ABSENT: None

## 11. ADJOURNMENT

The City Council adjourned at 9:41 p.m. to Tuesday, May 20, 2025, at 4:00 p.m., in the Arcadia Public Library Auditorium.



\_\_\_\_\_  
Linda Rodriguez  
City Clerk



# STAFF REPORT

Office of the City Manager

**DATE:** May 20, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager  
By: Justine Bruno, Deputy City Manager

**SUBJECT:** RESOLUTION NO. 7629 ESTABLISHING A COMMUNITY EVENTS SPONSORSHIP POLICY  
**CEQA: Not a Project**  
**Recommendation: Adopt**

## **SUMMARY**

For many years, the City of Arcadia has supported local non-profit organizations in hosting community events that benefit residents and businesses, separate from City-led events. As the cost of providing City services for these events has increased, so too have the number and scope of support requests, prompting the City to formalize its approach. In response, a Community Events Sponsorship Policy has been developed to define the City's role in supporting community events in the future.

Resolution No. 7629 outlines a structured, application-based process for providing in-kind City services in support of community events. The draft Policy addresses application criteria, budget considerations, reporting, appeals, and the proposed rollout plan. The policy prioritizes transparency, fiscal responsibility, and public benefit, with annual applications reviewed by City staff and final determinations made by the City Manager. It is recommended that the City Council adopt Resolution No. 7629, establishing a Community Events Sponsorship Policy.

## **BACKGROUND**

For many years, the City of Arcadia has lent support to various community organizations as they hosted public events for the benefit of Arcadia residents and businesses. For the purposes of this report, these events are referred to as "community events" and are entirely separate from "City events". City events consist of public gatherings that are supported, funded, and organized by the City of Arcadia, and typically include events such as Concerts and Movies in the Park, the Moon Festival, Breakfast with Santa, Snow Festival, State of the City, Holiday Tree Lighting, Law Day, National Night Out, Community Bike Ride, the Citywide Health Fair, and Eggstravaganza.

Alternatively, “community events” are mostly hosted by non-profit organizations operating in Arcadia and provide benefit to City residents and businesses. Over the years, community events in Arcadia have come to include the Derby Day 5k at Santa Anita Park, Patriotic Festival in Downtown Arcadia, Halloween Haunting, Festival of Bands, Holiday Fair, and the Gelt Drop and Menorah Lighting. While these events have remained consistent over the last few years, the costs to support them have continued to grow, which usually includes labor and equipment expenses for traffic control and road closures, public safety services (Police, Fire, and Emergency Medical Services), over-the-street banners, road closure noticing, use of public plazas and right-of-way, waste and recycling services, general clean-up and restoration efforts, and/or monetary sponsorships.

As a result, event organizers began requesting City support for their various events, in the form of in-kind services or monetary sponsorships. Over the years, City support was authorized for events that provided a clear public benefit to the community. Around 2014, the City Council generally authorized the City Manager to approve the use of City services in support of community events, as long as the costs remained within his signature authority in place at that time (\$10,000) and met the public benefit test.

Over the last two years, requests for event support have grown to include financial sponsorships or new events, which were for the Patriotic Festival and Lunar New Year Festival, both hosted by the Downtown Arcadia Improvement Association (“DAIA”). For the 2023 and 2024 Patriotic Festival, the DAIA requested and received City Council approval for a \$20,000 monetary sponsorship and a waiver of City support costs (Police, Fire, and Public Works), totaling \$40,000 in monetary sponsorship and \$37,400 in waived support costs across both years. However, as it pertains to the Lunar New Year Festival, a new event for 2024, the City Council denied the request to waive City support costs, citing the need for a more comprehensive process to evaluate and consider all requests for community event support. During this time frame, the City Council was also asked to consider direct financial contributions to the Arcadia Performing Arts Foundation, and other local groups began inquiring about how to do the same.

During the Study Session on August 20, 2024, the City Council was presented with a draft framework for the Community Events Sponsorship Policy. Following Council feedback, the topic was revisited at the Goal Setting Meeting on March 18, 2025, where final direction was provided to complete the policy. Resolution No. 7629 establishes the core elements of the Community Events Sponsorship Policy and defines the process Arcadia will follow to support community events using City resources, based on specific criteria and desired outcomes.

## **DISCUSSION**

To help identify and manage City support of community events, an application and review process will open during the first part of the calendar year, from January – March. By setting a definitive timeframe, it allows all applications to be received and considered at

the same time, offering a holistic view of all requests and an opportunity to incorporate all costs into the annual budgeting process, which occurs during the same period. A team of staff members representing departments that provide event support will evaluate the applications based on the established criteria and make a recommendation to the City Manager for final determination. Key components of the Community Events Sponsorship Policy include:

#### In-Kind Support Only

City support under the Community Events Sponsorship Policy will be through in-kind services only. In this context, in-kind support means any staff charges and overtime costs, permit fees, or use of materials and equipment (e.g. vehicles, heavy equipment, barricades) in support of the event. In-kind support does not consist of any financial or monetary sponsorship requiring a transfer of funds from the City to a community event organizer/applicant. All such requests will be denied under this policy.

#### Budget

In-kind services are intended to be fulfilled through existing City budgets, no additional appropriations or separate allocations are being requested through the adoption of Resolution No. 7629. For example, overtime costs in support of a community event will be charged to the applicable department's existing overtime budget, no new funding will be requested for these purposes. This approach ensures that Arcadia only supports community events in a capacity the existing budget can sustain.

#### Application Criteria

Applications for community event sponsorships will be rated and reviewed based on the following criteria:

- Event organizer is an Arcadia-based business or registered non-profit;
- The event is free and open to the public, located within City limits.
- Organizer has a proven and successful track record of hosting similar events;
- Event does not duplicate an existing offering in Arcadia (provided by the City or other entity); and
- Provides a clear and tangible public benefit to the Arcadia community.

Organizations may submit multiple applications within a single application cycle; however, funding will be allocated impartially, and priority will be given to those events that directly advance the City's goals or policies and best adhere to the application criteria.

#### Reporting & Appeal

Upon conclusion of the application process, staff review, and final determination, the City Manager will transmit the results of the Community Event Sponsorship

Program to the City Council for their awareness. Should any member of the City Council seek to review and reconsider the results, a majority of the City Council can request the topic be added to an upcoming City Council agenda.

Annually, sponsorship recipients must submit a post-event report within 90 days of the event, including the following:

- Overall attendance.
- Summary of the event and public benefit provided, including any supporting documentation.
- Financial summary of the event expenses, including a percentage of City sponsorship to the overall costs.

Failure to submit required reports may result in ineligibility for future sponsorship.

#### Ticket Costs Excluded

Resolution No. 7629 is intended to provide a process for supporting community events that serve a public purpose and/or provide public benefit to the Arcadia community. Nothing in the Community Event Sponsorship Policy supplants or supersedes the City Council's existing Ticket Distribution Policy, which allows ticket purchases and distribution for a variety of purposes, some of which include promoting and supporting community programs or events, as well as showing appreciation for programs or services rendered by charitable and non-profit organizations benefiting Arcadia residents, among other acceptable criteria.

In summary, ticket purchases do not meet the intent of the Community Event Sponsorship Policy and will not be accepted for application.

An abridged application process will be developed for the Fiscal Year 2025-26 and will include the elements listed under the "Application Criteria" section above, in addition to other pertinent information. Applications for FY 2025-26 will be available beginning July 2025, with final determinations made shortly afterwards.

For this year, City staff will outreach to known community event organizers to make them aware of the new process and what will be required. Information will also be available on the City's website, [ArcadiaCA.gov](http://ArcadiaCA.gov). Following the condensed process in the summer of 2025, the typical application process for FY 2026-27 will restart in January 2026.

#### **ENVIRONMENTAL ANALYSIS**

The proposed adoption of the Community Events Sponsorship Policy 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.

As temporary, short-term activities, the community events covered by the draft policy are not subject to evaluation under CEQA. However, if a proposed event reaches a scale that may trigger CEQA requirements, it will be evaluated accordingly at that time.

### **FISCAL IMPACT**

The fiscal impact associated with establishing a Community Events Sponsorship Policy will be accommodated through existing City budgets. This has been the City's approach to providing support for community events in the past, indicating the ability of the City's budget to handle such expenses.

It is expected that the allocated budget for community event sponsorships will vary year-to-year, depending on fiscal ability, staffing levels, and other factors. The amount earmarked in support of community event sponsorships will be separate from the resources needed to support City events. Applicable expenses will be given an accounting code to ensure spending does not exceed the approved amount per community event.

Based on the draft Fiscal Year 2025-26 budget and past history of community event sponsorships, it is expected that the annual allocation (within existing budgets) for this upcoming application cycle of the Community Events Sponsorship Policy will be \$90,000.

### **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 adopt Resolution No. 7629 establishing a Community Events Sponsorship Policy.

Attachment: Resolution No. 7629 Community Events Sponsorship Policy

RESOLUTION NO. 7629

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA,  
CALIFORNIA, ESTABLISHING THE COMMUNITY EVENTS  
SPONSORSHIP POLICY

WHEREAS, the City of Arcadia recognizes the value and importance of community events in promoting civic engagement, cultural enrichment, and local commerce; and

WHEREAS, community organizations regularly seek City support for services such as public safety, traffic control, sanitation, and promotion, to conduct events that provide a public benefit to the Arcadia community; and

WHEREAS, the City Council seeks to evaluate all requests for community event support in a consistent, transparent, and fiscally responsible manner; and

WHEREAS, an internal team of City employees will evaluate each request before a final determination is made by the City Manager; and

WHEREAS, the level of in-kind services and City support for community events will be subject to annual appropriations and availability within existing City budgets; and

WHEREAS, the City Council seeks to adopt a Community Events Sponsorship Policy that establishes a structured, application-based process for evaluating and providing in-kind support for eligible community events that advance the goals and the policies of the City.

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 adopts the Community Events Sponsorship Policy, which shall govern the process for community-based organizations to request in-

kind City services in support of public events, attached hereto and made part of this Resolution.

SECTION 2. The Resolution is effective upon its adoption by the City Council.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

Passed, approved and adopted this 20th day of May, 2025.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:



\_\_\_\_\_  
Michael J. Maurer  
City Attorney



## ADMINISTRATIVE POLICY

SUBJECT: **COMMUNITY EVENTS SPONSORSHIP POLICY**

Policy No.: \_\_\_\_\_  
Adopted: 05/20/2025  
Amended: \_\_\_\_\_

\_\_\_\_\_  
CITY MANAGER

### **PURPOSE**

The City recognizes the value and importance of community events in promoting civic engagement, cultural enrichment, and local commerce. The City has supported local non-profit organizations and Arcadia-based businesses in hosting community events that provide public benefit to Arcadia residents and businesses, separate and apart from City-led events.

The purpose of the Policy is to provide a fair and transparent process for considering requests; ensure the efficient use of City resources; promote events that provide a measurable public benefit; and encourage community engagement and collaboration.

This policy has been developed and adopted by the Arcadia City Council through Resolution No. 7629. As such, any substantial modifications to the Policy shall be made by the City Council. The City Manager shall ensure that the policy is fairly implemented and may take any action necessary to effectuate the intent of this policy.

### **POLICY**

The Community Events Sponsorship Policy shall govern the process for community-based organizations to request in-kind City services in support of public events. Through this policy, all requests for community event support will be evaluated in a consistent, transparent, and fiscally responsible manner.

### **APPLICATION PROCESS**

1. Annual Application Cycle: Applications must be submitted annually by a deadline set by the City Manager's Office. Late applications may be considered on a case-by-case basis by the City Manager, subject to resource availability.
2. Eligibility Criteria: Applicants must be an Arcadia 501(c)(3) non-profit organization or Arcadia-based business, licensed to operate in the City.
3. Review and Determination: City staff shall review all applications for completeness and eligibility. Final determinations shall be made by the City Manager or their designee.



## ADMINISTRATIVE POLICY

SUBJECT: **COMMUNITY EVENTS SPONSORSHIP POLICY**

Policy No.: \_\_\_\_\_  
Adopted: 05/20/2025  
Amended: \_\_\_\_\_

\_\_\_\_\_  
CITY MANAGER

Organizers may submit multiple applications within a single application cycle. Funding will be allocated impartially, and priority will be given to those events that directly advance the City's goals or policies and best adhere to the application criteria.

### **APPLICATION CRITERIA**

Any application for community event sponsorship shall be reviewed based upon the following criteria:

- Event is free and open to the public.
- Event is located within City limits.
- Event provides clear and tangible public benefit to the Arcadia community.
- Event aligns or supports City goals and values.
- Organizer demonstrates the necessary capacity to host the proposed event, or a successful track record hosting similar event(s).
- Event does not duplicate an existing offering provided by the City or another entity in Arcadia.
- Event organizer has a history of compliance with any conditions of approval issued for the event (if previously sponsored).

The applicant shall provide the City staff with a budget for the event, identifying all revenues and expenditures, as well as the sponsorship amount requested from the City. The application for sponsorship must identify the expected attendance at the event so that City staff can effectively consider the cost/benefit of the requested sponsorship in its review of the application.

### **IN-KIND SUPPORT**

City support under the Community Events Sponsorship Policy will be through in-kind services only. In this context, in-kind support means any staff charges and overtime costs, City permit fees, or use of materials and equipment (e.g. vehicles, heavy equipment, barricades) in support of the event.

In-kind support does not consist of any financial or monetary sponsorship requiring a transfer of funds from the City to a community event organizer/applicant. All such requests for monetary sponsorship will be denied under this policy.



## ADMINISTRATIVE POLICY

SUBJECT: **COMMUNITY EVENTS SPONSORSHIP POLICY**

Policy No.: \_\_\_\_\_  
Adopted: 05/20/2025  
Amended: \_\_\_\_\_

\_\_\_\_\_  
CITY MANAGER

### **BUDGET**

The City Manager shall recommend an annual budget to support community events from existing City appropriations. The allocated budget for community event sponsorships will vary year-to-year, depending on fiscal ability, staffing levels, and other factors.

The amount earmarked in support of community event sponsorships will be separate from the resources needed to support City events. Community event sponsorship expenses should be tracked separately to ensure spending stays within the approved sponsorship amount per event. The annual sponsorship budget may only be increased through a supplemental budget approval of the City Council.

### **REPORTING AND APPEALS**

Upon the final determination of sponsorship recipients, the City Manager will transmit the results to the City Council. Should any member of the City Council seek to reconsider the results, a majority of the City Council may request the topic be added to the agenda of an upcoming City Council Meeting.

Sponsorship recipients must submit a post-event report within 90 days of the last day of the event. Failure to submit required reports may result in ineligibility for future sponsorship. The post-event report shall include:

- Overall attendance (if an estimation is provided, a reasonable methodology for estimation shall be used).
- Summary of the event and public benefit provided, including supporting documentation.
- Financial summary of overall event expenses, including a percentage of City sponsorship to the overall costs.

### **TICKET POLICY EXCLUDED**

Tickets for purchase in support of community events, official duties, and other approved purposes are established under Administrative Policy No. II-08. Ticket purchases do not meet the intent of the Community Event Sponsorship Policy and will not be accepted under this policy.