

# CITY OF ARCADIA

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## City Council Regular Meeting Agenda



**Tuesday, June 03, 2025, 5:00 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。

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### **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://www.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。

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## 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 an LA28 Olympics Ad-Hoc Committee.
- b. Report, discussion, and direction regarding commercial signage, code enforcement, and monitoring of large development projects.

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

### 1. CALL TO ORDER

### 2. INVOCATION

Terrence Shay, Arcadia Police Department Chaplain

### 3. PLEDGE OF ALLEGIANCE

**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 an adoptable dog by Kevin McManus of the Pasadena Humane Society.

**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. Annual Military Equipment Report per Assembly Bill No. 481 and renewal of Ordinance No. 2387 Military Equipment Use Policy.  
CEQA: Not a Project  
Recommended Action: Approve
- b. Resolutions and actions relating to the Fiscal Year 2024-25 Budget close-out; adoption of the Fiscal Year 2025-26 Operating Budget; and the Fiscal Years 2025-26 through 2029-30 Capital Improvement and Equipment Plan.

Resolution No. 7638 adopting a Budget for Fiscal Year 2025-26 and appropriating the amounts specified therein as expenditures from the various funds.  
CEQA: Not a Project  
Recommended Action: Adopt

Resolution No. 7639 adopting a Capital Improvement and Equipment Plan for Fiscal Years 2025-26 through 2029-30.  
CEQA: Not a Project  
Recommended Action: Adopt

Authorize and direct the City Manager to make discretionary transfers not to exceed \$10 million from the Fiscal Year 2024-25 General Fund Operating Budget to the Capital Improvement, Equipment Replacement, OPEB Trust, and Pension Stabilization Funds.

CEQA: Not a Project

Recommended Action: Approve

**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 20, 2025.

CEQA: Not a Project

Recommended Action: Approve

b. Ordinance No. 2406 amending the Arcadia Municipal Code by adding Part 11 to Chapter 2 of Article II (Administration Code) to formally establish the Senior Citizens Commission.

CEQA: Not a Project

Recommended Action: Introduce

c. Resolutions initiating proceedings for the annual levy and collection of assessments, approving the preliminary Engineer's Report, declaring intention to levy and collect assessments for Fiscal Year 2025-26, and appointing a time and place for a public hearing for the Arcadia Citywide Lighting District No. 1.

Resolution No. 7630 initiating proceedings for the annual levy and collection of assessments for the Arcadia Citywide Lighting District No. 1 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code and ordering the preparation of the Engineer's Report.

CEQA: Not a Project

Recommended Action: Adopt

Resolution No. 7631 approving the preliminary Engineer's Report of Willdan Financial Services for the Arcadia Citywide Lighting District No. 1.

CEQA: Not a Project

Recommended Action: Adopt

Resolution No. 7632 declaring its intention to levy and collect assessments within the Arcadia Citywide Lighting District No. 1 for Fiscal Year 2025-26 and appointing a time and place for a public hearing.

CEQA: Not a Project

Recommended Action: Adopt

- d. Resolution No. 7633 amending the Fiscal Year 2024-25 Capital Improvement Program Budget, authorizing a supplemental budget appropriation for the Fire Station 106 Garage Door Replacement Project in the amount of \$31,750, offset by a reduction in the Capital Outlay Fund; and approve a contract with Precision Garage Doors & Gates Inc. for the Fire Station 106 Garage Door Replacement Project in the amount of \$192,500.  
CEQA: Exempt  
Recommended Action: Adopt and Approve
- e. Resolution No. 7634 setting service rates for the collection of residential refuse and recyclables pursuant to Section 5120.7 of the Arcadia Municipal Code for Fiscal Year 2025-26.  
CEQA: Not a Project  
Recommended Action: Adopt
- f. Resolution No. 7635 authorizing designated staff to file with the California Office of Emergency Services requests for financial assistance under the Natural Disaster Assistance Act and similar statutes.  
CEQA: Not a Project  
Recommended Action: Adopt
- g. Resolution No. 7640 establishing an appropriation limit for Fiscal Year 2025-26 pursuant to Article XIII-B of the California Constitution.  
CEQA: Not a Project  
Recommended Action: Adopt
- h. Extension to the Professional Services Agreement with Moss, Levy & Hartzheim LLP for financial auditing services in an amount not to exceed \$33,000.  
CEQA: Not a Project  
Recommended Action: Approve
- i. Amendment to the Professional Services Agreement with Executive Information Services, Inc. for PS.NET Public Safety Software System Support Services in the amount of \$48,845.  
CEQA: Not a Project  
Recommended Action: Approve
- j. Agreement with San Gabriel Valley Council of Governments for participation in the Neighborhood Coyote Program from July 1, 2025, through June 30, 2028, in an amount not to exceed \$34,000.  
CEQA: Not a Project  
Recommended Action: Approve
- k. Agreement for Services with the Arcadia Chamber of Commerce for Fiscal Year 2025-26 in the amount of \$101,131.  
CEQA: Not a Project  
Recommended Action: Approve

- l. Purchase of Automated License Plate Reader (“ALPR”) camera subscription from Flock Safety for eight ALPR cameras (“Phase 3”) for Fiscal Year 2024-25, in an amount not to exceed \$32,250.  
CEQA: Not a Project  
Recommended Action: Approve
- m. Purchase Order with TruePoint Solutions for annual hosting and support services for utility billing software for Fiscal Year 2025-26, in the amount of \$57,288.60.  
CEQA: Not a Project  
Recommended Action: Approve
- n. Purchase Order with Clean Energy for the purchase of Compressed Natural Gas (“CNG”) fuel for the City’s fleet, in an amount not to exceed \$150,000.  
CEQA: Not a Project  
Recommended Action: Approve
- o. Extension to the Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of sodium hypochlorite for the disinfection of the City’s municipal water supply in the amount of \$136,434.37.  
CEQA: Not a Project  
Recommended Action: Approve
- p. Change Order to increase the Purchase Order with HCI Systems, Inc. for fire alarm and fire sprinkler testing and repairs, and fire extinguisher recertification, in the amount of \$28,000.  
CEQA: Not a Project  
Recommended Action: Approve
- q. Change Order to the Purchase Order with Mesa Energy Systems, Inc. dba Emcor Services Mesa Energy for the supply of technology, parts, online communications, and support for the City’s HVAC automation management system in the amount of \$22,000.  
CEQA: Not a Project  
Recommended Action: Approve

**12. CITY MANAGER**

- a. Ordinance No. 2405 amending Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones and adopt the Fire Hazard Severity Zones (“FHSZ”) Map.  
CEQA: Exempt  
Recommended Action: Introduce

**13. ADJOURNMENT**

The City Council will adjourn this meeting to Tuesday, June 17, 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

Police Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Roy Nakamura, Chief of Police  
By: Amber Abeyta, Management Analyst

**SUBJECT:** ANNUAL MILITARY EQUIPMENT REPORT PER ASSEMBLY BILL NO. 481 AND RENEWAL OF ORDINANCE NO. 2387 MILITARY EQUIPMENT USE POLICY

**CEQA: Not a Project**

**Recommendation: Approve**

## **SUMMARY**

On April 19, 2022, the City Council adopted Ordinance No. 2387, approving a Military Equipment Use Policy (“Policy”) pursuant to Assembly Bill 481 (“AB 481”). In accordance with AB 481 and the Policy, an annual report must be submitted to the City Council for any approved military equipment. The report must be submitted within one year of equipment acquisition, and annually thereafter, for as long as the military equipment is available for use. Additionally, as part of the annual process, the City Council should affirm the renewal of Ordinance No. 2387, which first established Arcadia’s Military Equipment Use Policy. In compliance with AB 481, outlined below is the 2024 Annual Military Equipment Report and attached is the Policy (Attachment No. 1) and Ordinance No. 2387 (Attachment No. 2).

It is recommended that the City Council approve the Annual Military Equipment Report per Assembly Bill No. 481 and renew Ordinance No. 2387, which authorized the Military Equipment Use Policy.

## **BACKGROUND**

On September 30, 2021, Assembly Bill 481 (“AB 481”) required law enforcement agencies to adopt a Military Equipment Use Policy (“Policy”), by ordinance, no later than May 1, 2022. In compliance with AB 481, Ordinance No. 2387 was adopted during the April 19, 2022, Regular Meeting, approving the Policy.

AB 481 also requires law enforcement agencies to submit to their City Council, an annual Military Equipment Report (“Report”) on the use of the equipment, any complaint(s) or concern(s) regarding the use of the equipment, results of any internal audits on the use

of the equipment, the annual costs for the equipment, the quantity possessed by the agency, and the intent to purchase additional equipment in the following year. In addition, within 30 days of submitting and publicly releasing the Report, a well-publicized community meeting must be held to allow for public comment.

**DISCUSSION**

To meet the requirements of the Report pursuant to AB 481, a review was conducted of the Police Department’s military equipment with the findings reported below:

Item	Equipment Use	Usage	Initial Cost	Annual Cost
Robot	Field deployment	3 times	\$46,000	\$1,000
40MM Launcher	Training	65 times	\$15,924	\$2,750 (rounds and maintenance)
Launching Cup	Training	3 times	\$300	\$500 (munitions)
Distraction Device	a) Training b) Field Deployment	a) 36 times b) 10 times	\$600	\$1,200
Rifles	Training	40 times	\$100,500	\$500
Chemical Agent/Smoke	Training	24 times	\$3,448	\$1,500
Pepperball	Training	0	\$4,500	\$1,000 (round/co2)
Mobile Command Post	Field Deployment	15 times	\$280,000	\$11,000 (maintenance/fuel)
Rescue Vehicle	a) Training b) Field Deployment	a) 15 times b) 20 times	\$386,400	\$4,000 (maintenance/fuel)
Kinetic Breaching Tool	a) Training b) Field Deployment	a) 60 times b) 6 times	\$32,487	\$2,500
Rifle Ammunition (.223)	Training	15,000 rounds	\$72,000	\$25,000
Rifle Ammunition (.308)	Training	4,000 rounds	\$2,300	\$10,000

**Military Equipment Use, Amount of Usage, Initial Cost and Annual Cost**

No new military equipment was acquired during the 2024 calendar year.

### Complaints or Concerns

Staff reviewed department records and determined there were no complaints or concerns reported on the use of the equipment in 2024.

### Internal Audit

The Police Department conducted an internal audit and determined there were no violations of the Military Equipment Use Policy.

### Intention to Purchase Additional Equipment

In 2025, two new sniper rifles will be acquired along with their respective ammunition. Currently, there are no plans to purchase any additional military equipment for this year.

In compliance with the requirements of AB 481, this staff report, which includes the Annual Report and the Policy, was published on the City of Arcadia website (ArcadiaCA.gov) as of May 1, 2025, which meets the required 30-day publishing period. In addition, a Public Hearing Notice was posted ten days prior to this meeting per Resolution No. 7483.

### Ordinance No. 2387

According to AB 481, the City Council is required to conduct an annual review of Ordinance No. 2387. Based on the Report, the City Council will assess whether each category of military equipment identified in the report meets the necessary standards for continued approval and affirm the continuation of Ordinance No. 2387.

## **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.

## **FISCAL IMPACT**

There is no fiscal impact related to approving this annual report.

## **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 Annual Military Equipment Report per Assembly Bill No. 481 and renew Ordinance No. 2387 authorizing the Military Equipment Use Policy.

Approved:



Dominic Lazzaretto  
City Manager

Attachment No. 1: Military Equipment Use Policy  
Attachment No. 2: Ordinance No. 2387

## Military Equipment

### 708.1 PURPOSE AND SCOPE

The purpose of this policy "Policy" is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment pursuant to Assembly Bill 481 ("AB 481"). (California Government Code section 7070 et seq.)

#### 708.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

**Governing body** – The elected or appointed body that oversees the Department.

**Military equipment** – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- Area denial electroshock devices, microwave weapons, water cannons, long-range acoustic devices (LRADs), acoustic hailing devices, and sound cannons.
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

## *Military Equipment*

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### **708.2 POLICY**

It is the Policy of the City of Arcadia ("City") that members of the Arcadia Police Department ("Department") comply with the provisions of AB 481 with respect to the funding, acquisition and use of military equipment.

### **708.3 MILITARY EQUIPMENT COORDINATOR**

The Chief of Police shall designate a member of the Department to act as the Military Equipment Coordinator. The responsibilities of the Military Equipment Coordinator include but are not limited to:

- (a) Acting as liaison to the City Council for matters related to the requirements of this Policy.
- (b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by City Council.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of the Department.
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
  1. Publicizing the details of the meeting; and
  2. Preparing for public questions regarding the Department's funding, acquisition, and use of military equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and City Council, and ensuring that the report is made available on the Department website.
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

### **708.4 MILITARY EQUIPMENT INVENTORY**

The following constitutes a list of qualifying equipment for the Department

#### **708.4.1 ROBOT**

An unmanned machine operating on the ground utilized to enhance the safety of the community and officers.

- (a) Description, quantity, capabilities, and purchase cost:
  1. Description: The Robotex Avatar III ("Avatar III") is a remote controlled, tracked, unmanned device used to surveil an area or building before officers enter it.

# Arcadia Police Department

## Policy Manual

### *Military Equipment*

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2. Quantity: One (1).
  3. Capabilities: The Avatar III is equipped with a camera that provides a real time view of its surroundings, it has a two-way communication system that allows officers to communicate with subjects/suspects remotely, and an articulating arm that allows it to open doors and move objects.
  4. Cost: The Avatar III was purchased in 2019 for \$46,000.
- (b) Purpose: The Avatar III enhances the capabilities of officers in tactical situations by allowing them to inspect dangerous situations and communicate with the subjects/suspects from a safe distance quickly and safely.
- (c) Authorized Use: Only officers who have completed training shall be permitted to operate the robot. Deployment of the robot will be authorized by the Incident or Tactical Commander.
- (d) Expected Life Span: 8-10 years.
- (e) Fiscal Impact: Annual maintenance and battery replacement cost is approximately \$200.
- (f) Training: All robot operators must complete three (3) hours of training provided by the S.W.A.T. team.
- (g) Legal and Procedural Rules: The Avatar III will only be deployed with the authorization of the Incident or Tactical Commander and will only be deployed for official law enforcement purposes, in a manner that respects the privacy of our community and complies with State and Federal Law.

#### 708.4.2 40 MM LAUNCHERS AND ROUNDS

40MM Launchers are utilized by Department personnel as a less lethal tool to launch impact rounds.

- (a) Description, quantity, capabilities, and purchase cost:
1. Description: Defense Technology, 40MM Exact Impact Sponge.
  2. Quantity: 520.
  3. Capabilities: A less lethal 40MM lightweight plastic and foam projectile fired from a single shot 40MM launcher with a rifled barrel at 325 FPS. The 30-gram foam projectile delivers 120 ft/lbs of energy upon impact. The 40MM Exact Impact Sponge Round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 125 feet from the target.
  4. Cost: \$18 each.
  5. Description: Defense Technology, 40MM Direct Impact OC.
  6. Quantity: 140.
  7. Capabilities: A less lethal 40MM lightweight plastic foam projectile fired from a single shot 40MM launcher with a rifled barrel at 295 FPS. The 39-gram foam

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projectile delivers 120 ft/lbs of energy upon impact in addition to the dispersion of 5 grams of OC irritant. The 40MM Direct Impact OC Round provides accurate and effective performance when deployed from the approved distance of not less than five (5) feet and as far as 120 feet from the target.

8. Cost: \$30 each.
  9. Description: Defense Technology, Ferrett 40MM Liquid Barricade Penetrator Round.
  10. Quantity: 76.
  11. Capabilities: A less lethal 40MM round used to penetrate barriers, such as windows, hollow core doors, wallboard, and thin plywood. Upon impacting the barrier, the nose cone ruptures and instantaneously delivers a small amount of chemical agent inside of a structure or vehicle. In a tactical deployment situation, the 40MM Ferret is primarily used to dislodge barricaded subjects from confined areas. Its purpose is to minimize the risks to all parties through temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.
  12. Cost: \$23 each.
  13. Description: Defense Technology, 40MM Round Muzzle Blast With C5.
  14. Quantity: 22.
  15. Capabilities: The 40MM Muzzle Blast OC Round is a less lethal option for the immediate and close deployment of chemical agent. It can also be employed in tactical operations such as barricaded subjects for area denial, area contamination, and a means of contaminating crawl spaces and attics. It can be deployed inside or outside and has a maximum effective range of 30 feet.
  16. Cost: \$28 each.
- (b) Purpose: To limit the escalation of conflict and to decrease the potential use of lethal force.
  - (c) Authorized Use: Examples of situations where less lethal weapon systems may include but are not limited to: Dangerous and/or combative individuals, barricaded suspects, and aggressive animals.
  - (d) Expected Life Span: 15 years.
  - (e) Fiscal Impact: Annual maintenance is approximately \$10 for each launcher.
  - (f) Training: Sworn members utilizing 40MM less lethal chemical agents or impact rounds are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.
  - (g) Legal and Procedural Use: Officers will deploy 40MM impact and chemical agents in compliance with Arcadia Police Manual section 300 and in compliance with State and Federal Law regarding the use of force.

#### 708.4.3 COMBINED SYSTEMS LC5 40MM LAUNCHING CUP

The combined systems LC5 40MM launching cups are cups that attach to 12-gauge less lethal shotguns which allow officers to launch canisters of chemical agents or smoke.

## *Military Equipment*

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- (a) Description, quantity, capabilities, and purchase cost:
  - 1. Description: Combined Systems LC5 40MM Launching Cup.
  - 2. Quantity: Two (2).
  - 3. Capabilities: The cups can be attached to a 12-gauge shotgun and the munition is launched with a model 2600 launching cartridge.
  - 4. Cost: \$150 each.
- (b) Purpose: To deploy chemical agents into an area or location from a distance.
- (c) Authorized Use: Situations for use of the less lethal weapon systems may include but are not limited to dangerous and/or combative individuals. Riot/crowd control and civil unrest incidents. Circumstances where a tactical advantage can be obtained by the use of chemical agent, and potentially vicious animals.
- (d) Expected Lifespan: 25 years.
- (e) Fiscal Impact: No annual maintenance.
- (f) Training: Sworn members utilizing LC5 40MM launching cups are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.
- (g) Legal and Procedural Use: Only fully trained S.W.A.T. Operators will deploy LC5 40MM Launching Cup, in compliance with Arcadia Police Manual section 300 and in compliance with State and Federal Law regarding the use of force.

### 708.4.4 DISTRACTION DEVICE

A distraction device is used to distract dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations.

- (a) Description, quantity, capabilities, and purchase cost:
  - 1. Description: Defense Technologies Low Roll DD.
  - 2. Quantity: 12.
  - 3. Capabilities: A non-bursting, non-fragmenting single use device that produces a loud sound and bright light. Ideal for distracting dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations.
  - 4. Cost: \$50 each.
  - 5. Description: ALS1208 Bore Thunder.
  - 6. Quantity: 12.
  - 7. Capabilities: The ALS1208 Bore Thunder is a 12-gauge barrel delivered light and sound distraction device that produces approximately 174 dB at five (5) feet. Because the Bore Thunder remains in the delivery device, the potential for accidental fire or unintended injury is drastically reduced.
- (b) Purpose: To produce brilliant light and loud sound to momentarily distract a suspect or subject (6-8 seconds), to enhance the officers' ability to safely contact and detain, or arrest.

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- (c) Authorized Use: Diversionary devices shall only be used by S.W.A.T. Operators who have been trained in their proper use during hostage and barricaded subject situations, high-risk warrant (search/arrest) services where there may be extreme hazards to officers, or during other high-risk situations where their use would enhance officer and community safety.
- (d) Expected Lifespan: Until used.
- (e) Fiscal Impact: No annual maintenance.
- (f) Training: Prior to use, S.W.A.T. Operators must attend diversionary device training that is conducted by P.O.S.T. certified instructors.
- (g) Legal and Procedural Rules Use: The Department will only utilize diversion devices for official law enforcement purposes, pursuant to State and Federal law regarding the use of force.

#### 708.4.5 RIFLES

Firearms that are fired from the from the shoulder, having a long spiral grooved barrel to make bullets spin and thereby have greater accuracy over a long distance.

- (a) Description, quantity, capabilities, and purchase cost:
  - 1. Description: Colt M4 Commando.223 carbine converted from fully automatic to semi-automatic.
  - 2. Quantity: 92.
  - 3. Purchase Cost: \$750 each.
  - 4. Description: Geissele Super Duty Rifle.223 carbine semi-automatic.
  - 5. Quantity: 18
  - 6. Purchase Cost: \$1750 each.
  - 7. Capabilities: To provide precision fire to address a threat with more accuracy than a handgun, particularly at greater distances.
  - 8. Description: Peer LE Gold Dot.223 Rem 55 grain ammunition.
  - 9. Quantity: 120,000 rounds.
  - 10. Purchase Cost: \$600 per 1000 rounds.
  - 11. Description: Black Hills.308 STX Copper 168 grain STX ammunition.
  - 12. Quantity: 1000 rounds.
  - 13. Purchase Cost: \$2,300.
- (b) Purpose: To be used as precision weapons to address a threat with more accuracy than a handgun, particularly at greater distances. The AR is an area denial and material destruction weapon.
- (c) Authorized Use: Only members who have completed P.O.S.T. certified training are authorized to deploy a rifle.
- (d) Expected Lifespan: 10 years.

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- (e) Fiscal Impact: Annual maintenance is approximately \$50 for each rifle.
- (f) Training: Prior to using a rifle, Officers must be certified by a P.O.S.T. instructor in the operation of the rifle. Additionally, all members that operate the rifle are required to train with it a minimum of three (3) times a year and must pass an annual range qualification.
- (g) Legal and Procedural Rules Use: Officers will deploy patrol rifles and the AR in accordance with Department manual section 312.3.1, and pursuant to State and Federal law regarding the use of force.

#### 708.4.6 CHEMICAL AGENT AND SMOKE CANISTERS

Canisters that contain chemical agents that are released when deployed.

- (a) Description, quantity, capabilities, and purchase cost:
  - 1. Description: Defense Technology, Triple-Chase Separating Canister, CS.
  - 2. Quantity: 50
  - 3. Capabilities: The Triple-Chase CS consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart allowing increased area coverage in a short period of time. This canister can be hand thrown or launched from a fired delivery system. The canister is 6.5 in. by 2.7 in. and holds approximately 3.2 oz. of active agent. It has an approximate dispersion time of 20-30 seconds.
  - 4. Purchase Cost: \$47 each.
  - 5. Description: Defense Technology, Riot Control Continuous Discharge Grenade.
  - 6. Quantity: Eight (8).
  - 7. Capabilities: The Riot Control CS Grenade is designed specifically for outdoor use in crowd control situations with a high-volume continuous dispersion that expels its contents in approximately 20-40 seconds through four ports located on the top of the canister. This canister can be used to conceal tactical movement or to route a crowd. This launchable canister is 6.0 in. by 2.35 in. and holds approximately 2.7 oz. of active agent.
  - 8. Purchase Cost: \$27 each.
  - 9. Description: Defense Technology, Flameless Expulsion OC Grenade.
  - 10. Quantity: 18.
  - 11. Capabilities: The OC Flameless Expulsion Grenade is a compact, non-pyrotechnic, chemical agent device that provides safe expulsion without risk of fire. It is safe to use inside of a residence. Unlike pyrotechnic canisters, this device's contents are expelled upon actuation of a CO2 cartridge that will affect a confined area of approximately 1500 square feet. The canister is 7.5 in. by 1.65 in. and delivers approximately .02 oz. of active agent during its 3-second discharge time.
  - 12. Purchase Cost: \$49 each.

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- (b) Purpose: To deescalate a situation and lower the likelihood of lethal force. Situations for use of the less lethal weapon systems may include, but are not limited to, dangerous and/or combative individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, and potentially vicious animals.
- (c) Authorized Use: Only officers who have received P.O.S.T. certification in the use of chemical agents are authorized to use them.
- (d) Training: Sworn members utilizing chemical agent canisters must be certified by P.O.S.T. less lethal and chemical agent instructors.
- (e) Fiscal Impact: No annual maintenance.
- (f) Legal and Procedural Rules: Officers will only deploy chemical agents in compliance with Department manual section 300, and State and Federal law, including those regarding the use of force.

### 708.4.7 PEPPERBALL LAUNCHER

A device that discharges irritant projectiles.

- (a) Description, quantity, capabilities, and purchase cost:
  - 1. Description: PepperBall VKS Carbine.
  - 2. Quantity: Five (5).
  - 3. Capabilities: The Variable Kinetic System (VKS) is a compressed-air powered launcher designed to fire non-lethal PepperBall projectiles. The PepperBall VKS Carbine features a dual feed system that offers the ability to quickly switch between Hopper mode and Magazine mode for optimum versatility.
  - 4. Purchase Cost: \$600 each.
  - 5. Description: PepperBall Live-X Projectile.
  - 6. Quantity: 500.
  - 7. Capabilities: The Live Projectile contains a concentrated amount of PAVA pepper powder. One round of LIVE-X contains the equivalent to 10 standard PepperBall rounds. Discharged from a PepperBall Launcher, the projectile has a velocity of 280-350 FPS. The projectile has a direct impact of 60 feet and an area of saturation of 150+ feet. The projectile contains 5% PAVA powder.
  - 8. Purchase Cost: \$3 per projectile.
- (b) Purpose: To deescalate a situation and lower the potential for the use of lethal force. Situations for use of the less lethal weapon systems may include, but are not limited to, dangerous and/or combative individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, and potentially vicious animals.
- (c) Authorized Use: Only those officers who have been trained in the use of PepperBall launchers are authorized to use them.
- (d) Expected Lifespan: Launcher and munitions: Five (5) years.

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- (e) Fiscal Impact: Annual maintenance is approximately \$50 for each PepperBall launcher.
- (f) Training: Sworn members utilizing PepperBall launchers and projectiles are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.
- (g) Legal and Procedural Rules: Officers will deploy the PepperBall launcher in compliance with Department Manual Section 300, and to State and Federal law, including those regarding the use of force.

#### 708.4.8 MOBILE COMMAND POST VEHICLE (MCP)

The Mobile Command Post (M.C.P.) vehicle is a mobile office that provides shelter, access to Department computer systems, communications, food, and restroom facilities on extended events.

- (a) Description, quantity, capabilities, and purchase cost:
  - 1. Description: Freightliner Chassis (custom built) vehicle.
  - 2. Quantity: One (1).
  - 3. Capabilities: The M.C.P. can also be utilized for S.W.A.T./C.N.T. and other critical incidents, preplanned large events, searching for missing persons, natural disasters, and community events.
  - 4. Purchase Cost: \$280,000.
- (b) Purpose: To be used based on the specific circumstances of a given critical incident, large event, natural disaster or community event that is taking place.
- (c) Authorized Use: The M.C.P. shall be used by officers trained in their deployment and in a manner consistent with Department policy and training. Furthermore, only personnel who have completed the Department's driving and operations training will be allowed to drive the M.C.P. (Per S.O.P.).
- (d) Expected Lifespan: The M.C.P., 20-year lifespan on chassis and vehicle structure. Upgrades as needed to ensure updated and properly maintained I.T. systems.
- (e) Fiscal Impact: Annual maintenance is approximately \$11,000.
- (f) Training: The driver/operator shall receive training in the safe handling of the vehicle on a closed training course. Once the operator has shown competence in vehicle handling, the driver/operator will drive the vehicle throughout the city with an experienced driver. Driver/operators will also receive training in the proper set-up and break down of the M.C.P. when deployed for events and operations.
- (g) Legal and Procedural Rules: It is the policy of the Department to use the M.C.P. only for official law enforcement purposes, and in the accordance with California State law, City & Department Policies, and Standard Operating Procedures ("S.O.P.") related to the operation of emergency motor vehicles.

#### 708.4.9 ARMORED RESCUE VEHICLE (A.R.V.)

The 2022 BearCat Armored Rescue Vehicle is an emergency vehicle that provides armored protection for heightened emergency responses.

- (a) Description, quantity, capabilities, and purchase cost:

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1. Description: Ford 550, 4WD, diesel engine, single rear wheel configuration. The vehicle is painted green with police logos. The A.R.V. provides ballistic protection for its occupants. The A.R.V. is equipped with emergency lights/siren and a public address system.
  2. Quantity: One (1).
  3. Capabilities: The A.R.V. can also be utilized for S.W.A.T./C.N.T. and other critical incidents, preplanned large events, natural disasters, and community events.
  4. Purchase Cost and Upgrades: \$386,400.05.
- (b) Purpose: The A.R.V.'s primary use is to provide superior ballistic protection for citizens and officers during critical incidents. The A.R.V. can transport officers to and from critical incidents, assist with citizen and officer rescues, and assist with the evacuation and protection of civilians in harm's way during critical incident.
- (c) Authorized Use: The Armored Rescue Vehicle shall be used by officers trained in their deployment and in a manner consistent with Department policy and training. Furthermore, only personnel who have completed the Department's driving and operations training will be allowed to drive the Armored Rescue Vehicle.
- (d) Expected Lifespan: 20 years.
- (e) Fiscal Impact: Annual maintenance is approximately \$1,000.
- (f) Training: This A.R.V. may be used by personnel who have been properly trained in the safe handling and care of the vehicle.
- (g) Legal and Procedural Rules: It is the policy of the Department to use the A.R.P. only for official law enforcement purposes, and in the accordance with California State law, City & Department Policies, and Standard Operating Procedures ("S.O.P.") related to the operation of emergency motor vehicles.

#### 708.4.10 KINETIC BREACHING TOOL

Kinetic Breaching Tools are powder actuated breaching tools that are used to create an entry or exit point during heightened emergency responses.

- (a) Description, quantity, capabilities, and purchase cost:
1. Description: The Kinetic Breaching Tool is a specialized tool used to gain entry into a structure.
  2. Quantity: Three (3).
  3. Capabilities: The Kinetic Breaching Tool utilizes a proprietary blank cartridge to deliver up to 850 ft/lbs. of kinetic energy through a steel ram, at the point of entry.
  4. Purchase Cost: \$32,487.
- (b) Purpose: To quickly and safely gain entry into a structure.
- (c) Authorized Use: Kinetic Breach Tool may only occur after notification to a supervisor, to breach entry into a structure.

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- (d) Fiscal Impact: Annual maintenance is approximately \$500.
- (e) Training: Only officers trained in the use of the Kinetic Breaching Tool are authorized to use it.
- (f) Legal and Procedural Rules: Only fully trained officers are authorized to use the Kinetic Breaching Tool and only with the authorization of a supervisor.

### **708.5 APPROVAL**

The Chief of Police or the authorized designee shall obtain approval from the City Council by way of an ordinance adopting this Policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the Policy is submitted to City Council and is available on the Department website at least thirty (30) days prior to any public hearing concerning the Policy. The Policy must be approved by the City Council prior to engaging in any of the following:

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the Department's jurisdiction.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by this Policy.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

### **708.6 COMPLIANCE**

Department members are bound to adhere to Department policies and procedures, in addition to state and local laws when employing the use of military equipment. Violations of the Policy may result in criminal or administrative investigations or actions.

### **708.7 COORDINATION WITH OTHER JURISDICTIONS**

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction, or otherwise engaged in law enforcement operations in this jurisdiction, shall comply with their respective military equipment use policies in rendering mutual aid.

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### **708.8 ANNUAL REPORT**

Upon approval of this Policy, the Chief of Police or the authorized designee should submit a military equipment report to City Council for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use.

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the Department's website for as long as the military equipment is available for use. The report shall include all information required by Government Code section 7072 for the preceding calendar year for each type of military equipment in Department inventory.

"Type" of military equipment is defined to mean each item that shares the same manufacturer model number.

### **708.9 COMMUNITY ENGAGEMENT**

Within thirty (30) days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

**Attachment No. 2**

**ORDINANCE NO. 2387**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA ADOPTING A MILITARY EQUIPMENT USE POLICY PURSUANT TO ASSEMBLY BILL 481**

WHEREAS, on September 30, 2021, Governor Newsom signed Assembly Bill 481 (“AB 481”) into law which requires law enforcement agencies to adopt a military equipment use policy (“Policy”) prior to taking certain actions relating to the funding, acquisition, or use of military equipment as defined by the law; and

WHEREAS, AB 481 requires adoption of the Policy by City Council before the law enforcement agency can take action to request military equipment as defined by the statute; seek funds (such as grants or in-kind donations) for acquiring military equipment; actually acquire military equipment, either permanently or temporarily by owning, borrowing, or leasing; collaborate with other law enforcement agencies to deploy or use military equipment in the agency’s territorial jurisdiction; use new or existing military equipment in a manner not previously subject to AB 481’s scope; solicit or respond to a proposal for, or enter into an agreement with, any person or entity to seek funds for, apply for, acquire, use, or collaborate in using military equipment; or to acquire military equipment through any other means not specifically detailed in the statute; and

WHEREAS, to continue to use military equipment acquired prior to January 1, 2022, the law enforcement agency must commence the process of adopting the Policy no later than May 1, 2022; and

WHEREAS, in accordance with AB 481, the proposed Policy was made available on the website of the Arcadia Police Department (“Police Department”) at least 30 days prior to the public hearing by the City Council to adopt the Policy; and

WHEREAS, once adopted, the Policy will be made publicly available on the Police Department's website for as long as the covered military equipment is available for use; and

WHEREAS, in accordance with AB 481, the Policy is being agendized as an open session item at a regular meeting of the City Council, and public comment on the item will be allowed in accordance with the Brown Act; and

WHEREAS, this Ordinance shall be reviewed by the City Council at least annually, and based on an annual military equipment report that will be submitted to the City Council pursuant to AB 481, the City Council shall determine whether each type of military equipment identified in the report has complied with the standards for continued approval.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The recitals set forth above are true and correct and are hereby incorporated and adopted as findings of this Ordinance as if fully set forth herein.

SECTION 2. Findings. Pursuant to Government Code section 7071(d)(1), as may be amended or renumbered from time to time, the City Council hereby makes the following findings in support of its adoption of the Policy:

A. The military equipment identified in the Policy is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

B. The proposed Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

C. If the Police Department purchases military equipment pursuant to the Policy, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

D. Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

SECTION 3. Military Equipment Use Policy Adopted. In light of the findings in Section 2, and in accordance with AB 481, the Policy attached to this Ordinance as Exhibit "A" is hereby adopted by the City Council.

SECTION 4. Severability. Each of the provisions of this Ordinance is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5. CEQA. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 6. The City Clerk shall certify to the adoption of this Ordinance and shall cause a summary or ¼ page advertisement of the same to be published at least once in

the official newspaper of the City within fifteen (15) days after its adoption. This Ordinance shall take effect on the thirty-first (31st) day after its adoption.

Passed, approved and adopted this 19<sup>th</sup> day of April, 2022.




Mayor of the City of Arcadia

ATTEST:



City Clerk

APPROVED AS TO FORM:



Stephen P. Deitsch  
City Attorney

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF ARCADIA            )

I, GENE GLASCO, City Clerk of the City of Arcadia, hereby certifies that the foregoing Ordinance No. 2387 was passed and adopted by the City Council of the City of Arcadia, signed by the Mayor and attested to by the City Clerk at a regular meeting of said Council held on the 19th day of April, 2022 and that said Ordinance was adopted by the following vote, to wit:

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

NOES:        None

ABSENT:     None

  
\_\_\_\_\_  
City Clerk of the City of Arcadia



**Exhibit - "A"**

**Military Equipment Use Policy**

[Attached behind this page]

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

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## MILITARY EQUIPMENT

### 708.1 PURPOSE AND SCOPE

The purpose of this policy (“Policy”) is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment pursuant to Assembly Bill 481 (“AB 481”). (California Government Code § 7070 *et seq.*)

#### 708.1.1 DEFINITIONS

Definitions related to this Policy include those provided in Government Code Section 7070, and as follows:

**Governing body** — City of Arcadia City Council (“City Council”).

**Military equipment** — Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (“MRAP”) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (“HMMWV”), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code Section 30510 and Penal Code Section 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (“LRADs”).

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

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- Kinetic energy weapons and munitions.
- Any other equipment as determined by City Council or a state agency to require additional oversight.

#### **708.2 POLICY**

It is the Policy of the City of Arcadia (“City”) that members of the Arcadia Police Department (“Department”) comply with the provisions of AB 481 with respect to the funding, acquisition and use of military equipment.

#### **708.3 MILITARY EQUIPMENT COORDINATOR**

The Chief of Police shall designate a member of the Department to act as the Military Equipment Coordinator. The responsibilities of the Military Equipment Coordinator include but are not limited to:

- (a) Acting as liaison to the City Council for matters related to the requirements of this Policy.
- (b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by City Council.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of the Department.
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
  1. Publicizing the details of the meeting; and
  2. Preparing for public questions regarding the Department’s funding, acquisition, and use of military equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and City Council and ensuring that the report is made available on the Department website.
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

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#### **708.4 MILITARY EQUIPMENT INVENTORY**

The following constitutes a list of qualifying equipment for the Department:

##### **708.4.1 ROBOT**

An unmanned machine operating on the ground utilized to enhance the safety of the community and officers.

- (a) Description, quantity, capabilities, and purchase cost:

Item No. 1

1. Description: The Robotex Avatar III (“Avatar III”) is a remote controlled, tracked, unmanned device used to surveil an area or building before officers enter it.
  2. Quantity: One (1).
  3. Capabilities: The Avatar III is equipped with a camera that provides a real time view of its surroundings, it has a two-way communication system that allows officers to communicate with subjects/suspects remotely, and an articulating arm that allows it to open doors and move objects.
  4. Purchase Cost: The Avatar III was purchased in 2019 for \$46,000.
- (b) Purpose: The Avatar III enhances the capabilities of officers in tactical situations by allowing them to inspect dangerous situations and communicate with the subjects/ suspects from a safe distance quickly and safely.
- (c) Authorized Use: Only officers who have completed training shall be permitted to operate the robot. Deployment of the robot will be authorized by the Incident or Tactical Commander.
- (d) Expected Life Span: 8-10 years.
- (e) Fiscal Impact: Annual maintenance and battery replacement cost is approximately \$200.
- (f) Training: All robot operators must complete three (3) hours of training provided by the S.W.A.T. team.
- (g) Legal and Procedural Rules: The Avatar III will only be deployed with the authorization of the Incident or Tactical Commander and will only be deployed for official law enforcement purposes. in a manner that respects the privacy of our community and complies with State and Federal Law.

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#### 708.4.2 MM LAUNCHERS AND ROUNDS

40MM Launchers are utilized by Department personnel as a less lethal tool to launch impact rounds.

- (a) Description, quantity, capabilities, and purchase cost:

##### Item No. 1

1. Description: Defense Technology. 40MM Exact Impact Sponge.
2. Quantity: 520.
3. Capabilities: A less lethal 40MM lightweight plastic and foam projectile fired from a single shot 40MM launcher with a rifled barrel at 325 FPS. The 30-gram foam projectile delivers 120 ft/lbs of energy upon impact. The 40MM Exact Impact Sponge Round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 125 feet from the target.
4. Purchase Cost: \$18 each.

##### Item No. 2

1. Description: Defense Technology, 40MM Direct Impact OC.
2. Quantity: 140.
3. Capabilities: A less lethal 40MM lightweight plastic foam projectile fired from a single shot 40MM launcher with a rifled barrel at 295 FPS. The 39-gram foam projectile delivers 120 ft/lbs of energy upon impact in addition to the dispersion of 5 grams of OC irritant. The 40MM Direct Impact OC Round provides accurate and effective performance when deployed from the approved distance of not less than five (5) feet and as far as 120 feet from the target.
4. Purchase Cost: \$30 each.

##### Item No. 3

1. Description: Defense Technology, Ferret 40MM Liquid Barricade Penetrator Round.
2. Quantity: 76.
3. Capabilities: A less lethal 40MM round used to penetrate barriers, such as windows, hollow core doors, wallboard, and thin plywood. Upon impacting

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the barrier, the nose cone ruptures and instantaneously delivers a small amount of chemical agent inside of a structure or vehicle. In a tactical deployment situation, the 40MM Ferret is primarily used to dislodge barricaded subjects from confined areas. Its purpose is to minimize the risks to all parties through temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

4. Purchase Cost: \$23 each.

#### Item No. 4

1. Description: Defense Technology, 40MM Round Muzzle Blast with C5.
2. Quantity: 22.
3. Capabilities: The 40MM Muzzle Blast OC Round is a less lethal option for the immediate and close deployment of chemical agent. It can also be employed in tactical operations such as barricaded subjects for area denial, area contamination, and a means of contaminating crawl spaces and attics. It can be deployed inside or outside and has a maximum effective range of 30 feet.
4. Purchase Cost: \$28 each.

- (b) Purpose: To limit the escalation of conflict and to decrease the potential use of lethal force.
- (c) Authorized Use: Examples of situations where less lethal weapon systems may include but are not limited to: Dangerous and/or combative individuals, barricaded suspects, and aggressive animals.
- (d) Expected Life Span: 15 years.
- (e) Fiscal Impact: Annual maintenance is approximately \$10 for each launcher.
- (f) Training: Sworn members utilizing 40MM less lethal chemical agents or impact rounds are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.
- (g) Legal and Procedural Use: Officers will deploy 40MM impact and chemical agents in compliance with Arcadia Police Manual section 300 and in compliance with State and Federal Law regarding the use of force.

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#### **708.4.3 COMBINED SYSTEMS LC5 40MM LAUNCHING CUP**

The combined systems LC5 40MM launching cups are cups that attach to 12-gauge less lethal shotguns which allow officers to launch canisters of chemical agents or smoke.

- (a) Description, quantity, capabilities, and purchase cost:

Item No. 1

1. Description: Combined Systems LC5 40MM Launching Cup.
2. Quantity: Two (E),
3. Capabilities: The cups can be attached to a 12-gauge shotgun and the munition is launched with a model 2800 launching cartridge.
4. Purchase Cost: \$150 each.

- (b) Purpose: To deploy chemical agents into an area or location from a distance.

- (c) Authorized Use: Situations for use of the less lethal weapon systems may include but are not limited to dangerous and/or combative individuals. Riot/crowd control and civil unrest incidents. Circumstances where a tactical advantage can be obtained by the use of chemical agent, and potentially vicious animals.

- (d) Expected Lifespan: 25 years.

- (e) Fiscal Impact: No annual maintenance.

- (f) Training: Sworn members utilizing LC5 40MM launching cups are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.

- (g) Legal and Procedural Use: Only fully trained S.W.A.T. Operators will deploy LC5 40MM Launching Cup, in compliance with Arcadia Police Manual section 300 and in compliance with State and Federal Law regarding the use of force.

#### **708.4.4 DISTRACTION DEVICE**

A distraction device is used to distract dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations.

- (a) Description, quantity, capabilities, and purchase cost:

Item No. 1

1. Description: Defense Technologies Low Roll DD.
2. Quantity: 12.

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3. Capabilities: A non-bursting, non-fragmenting single use device that produces a loud sound and bright light. Ideal for distracting dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations.
4. Cost: \$50 each.

#### Item No. 2

1. Description: ALS1208 Bore Thunder.
  2. Quantity: 12.
  3. Capabilities: The ALS1208 Bore Thunder is a 12-gauge barrel delivered light and sound distraction device that produces approximately 174 dB at five (5) feet. Because the Bore Thunder remains in the delivery device, the potential for accidental fire or unintended injury is drastically reduced.
  4. Purchase Cost: \$6.80 each.
- (b) Purpose: To produce brilliant light and loud sound to momentarily distract a suspect or subject (6-8 seconds), to enhance the officers' ability to safely contact and detain or arrest.
- (c) Authorized Use: Diversionary devices shall only be used by S.W.A.T. Operators who have been trained in their proper use during hostage and barricaded subject situations, high-risk warrant (search/arrest) services where there may be extreme hazards to officers, or during other high-risk situations where their use would enhance officer and community safety.
- (d) Expected Lifespan: Until used.
- (e) Fiscal Impact: No annual maintenance.
- (f) Training: Prior to use, S.W.A.T. Operators must attend diversionary device training that is conducted by P.O.S.T. certified instructors.
- (g) Legal and Procedural Rules Use: The Department will only utilize diversion devices for official law enforcement purposes, pursuant to State and Federal law regarding the use of force.

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#### 708.4.5 RIFLES

Firearms that are fired from the from the shoulder, having a long spiral grooved barrel to make bullets spin and thereby have greater accuracy over a long distance.

- (a) Description, quantity, capabilities, and purchase cost:

##### Item No. 1

1. Description: Colt M4 Commando.223 carbine converted from fully automatic to semi-automatic.
2. Quantity: 107.
3. Capabilities: To provide precision fire to address a threat with more accuracy than a handgun, particularly at greater distances.
4. Purchase Cost: \$750 each.

##### Item No. 2

1. Description: Peer LE Gold Dot.223 Rem 55 grain ammunition.
2. Quantity: 120,000 rounds.
3. Purchase Cost: \$600 per 1000 rounds.

##### Item No. 3

1. Description: Black Hills.308 STX Copper 168 grain STX ammunition.
2. Quantity: 1000 rounds.
3. Purchase Cost: \$2,300.

##### Item No. 4

1. Description: Colt Automatic Rifle (AR) .223.
2. Quantity: 1
3. Purchase Cost: \$1400.00.

- (b) Purpose: To be used as precision weapons to address a threat with more accuracy than a handgun, particularly at greater distances. The AR is an area denial and material destruction weapon.
- (c) Authorized Use: Only members who have completed P.O.S.T. certified training are authorized to deploy a rifle.

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- (d) Expected Lifespan: 10 years.
- (e) Fiscal Impact: Annual maintenance is approximately \$50 for each rifle.
- (f) Training: Prior to using a rifle, Officers must be certified by a P.O.S.T. instructor in the operation of the rifle. Additionally, all members that operate the rifle are required to train with it a minimum of three (3) times a year and must pass an annual range qualification.
- (g) Legal and Procedural Rules Use: Officers will deploy patrol rifles and the AR in accordance with Department manual section 312.3.1, and pursuant to State and Federal law regarding the use of force.

#### **708.4.6 CHEMICAL AGENT AND SMOKE CANISTERS**

Canisters that contain chemical agents that are released when deployed.

- (a) Description, quantity, capabilities, and purchase cost:

##### Item No. 1

1. Description: Defense Technology, Triple-Chase Separating Canister, CS.
2. Quantity: 50
3. Capabilities: The Triple-Chase CS consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart allowing increased area coverage in a short period of time. This canister can be hand thrown or launched from a fired delivery system. The canister is 6.5 in. by 2.7 in. and holds approximately 3.2 oz. of active agent. It has an approximate dispersion time of 20-30 seconds.
4. Purchase Cost: \$47 each.

##### Item No. 2

1. Description: Defense Technology, Riot Control Continuous Discharge Grenade.
2. Quantity: Eight (8).
3. Capabilities: The Riot Control CS Grenade is designed specifically for outdoor use in crowd control situations with a high-volume continuous dispersion that expels its contents in approximately 20-40 seconds through four ports located on the top of the canister. This canister can be used to

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conceal tactical movement or to route a crowd. This launchable canister is 6.0 in. by 2.35 in. and holds approximately 2.7 oz. of active agent.

4. Purchase Cost: \$27 each.

#### Item No. 3

1. Description: Defense Technology, Flameless Expulsion 0C Grenade.
2. Quantity: 18.
3. Capabilities: The 0C Flameless Expulsion Grenade is a compact, non-pyrotechnic, chemical agent device that provides safe expulsion without risk of fire. It is safe to use inside of a residence. Unlike pyrotechnic canisters, this device's contents are expelled upon actuation of a CO2 cartridge that will affect a confined area of approximately 1500 square feet. The canister is 7.5 in. by 1.65 in. and delivers approximately .02 oz. of active agent during its 3-second discharge time.

4. Purchase Cost: \$49 each.

- (b) Purpose: To deescalate a situation and lower the likelihood of lethal force. Situations for use of the less lethal weapon systems may include, but are not limited to, dangerous and/or combative individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, and potentially vicious animals.
- (c) Authorized Use: Only officers who have received P.O.S.T. certification in the use of chemical agents are authorized to use them.
- (d) Training: Sworn members utilizing chemical agent canisters must be certified by P.O.S.T. less lethal and chemical agent instructors.
- (e) Fiscal Impact: No annual maintenance.
- (f) Legal and Procedural Rules: Officers will only deploy chemical agents in compliance with Department manual section 300, and State and Federal law, including those regarding the use of force.

#### **708.4.7 EXPLOSIVE BREACHING TOOLS**

Explosive breaching tools are tools that are used to conduct an explosive breach to create an entry or exit point during a tactical situation.

- (a) Description, quantity, capabilities, and purchase cost:

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#### Item No. 1

1. Description: Detonating Cord.
2. Quantity: 80 feet.
3. Capabilities: The detonating cord is a thin, flexible plastic tube usually filled with pentaerythritol tetranitrate (PETN, pentrite). With the PETN exploding at a rate of approximately 6400 m/s, any common length of detonation cord appears to explode instantaneously. It is a highspeed fuse which explodes, rather than burns, and is suitable for detonating explosives.
4. Purchase Cost: \$1 per foot.

#### Item No. 2

1. Description: Nonel Detonators.
2. Quantity: 12.
3. Capabilities: A detonator is a small sensitive primary explosive device generally used to detonate a larger, less sensitive secondary explosive, such as plastic explosive.
4. Purchase Cost: \$12 each.

#### Item No. 3

1. Description: Royal Remington 870 Express Breaching Shotgun:
2. Quantity: Two (2).
3. Capabilities: This device allows for breachers to safely utilize shotgun breaching rounds in order to destroy deadbolts, locks, and hinges. The stand-off that is attached to the end of the barrel allows for positive placement of the device into the correct position and vents gases to prevent overpressure. This device can also defeat windows and sliding glass doors. This device uses a less lethal 2.4-inch shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot, at a velocity of 270-290 feet per second (FPS).
4. Purchase Cost: \$658 each.

- (b) Purpose: To quickly and safely gain entry into a structure.

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- (c) Authorized Use: Explosive breaching may only occur after authorization by the Incident Commander or Tactical Commander, in the field.
- (d) Fiscal Impact: Annual maintenance is approximately \$500.
- (e) Training: Officers who use explosive breaching tools shall attend 40 hours of explosive breaching instruction and must additionally receive quarterly training for explosive operations. This includes the use of the breaching shotgun.
- (f) Legal and Procedural Rules: Only fully trained S.W.A.T. Operators are authorized to use explosive breaching devices and only with the authorization of the Incident or Tactical Commander.

#### **708.4.8 PEPPERBALL LAUNCHER**

A device that discharges irritant projectiles.

- (a) Description, quantity, capabilities, and purchase cost:

##### Item No. 1

1. Description: PepperBall VKS Carbine.
2. Quantity: Five (5).
3. Capabilities: The Variable Kinetic System (VKS) is a compressed-air powered launcher designed to fire non-lethal PepperBall projectiles. The PepperBall VKS Carbine features a dual feed system that offers the ability to quickly switch between Hopper mode and Magazine mode for optimum versatility.
4. Purchase Cost: \$600 each.

##### Item No. 2

1. Description: PepperBall Live-X Projectile.
2. Quantity: 500.
3. Capabilities: The Live Projectile contains a concentrated amount of PAVA pepper powder. One round of LIVE-X contains the equivalent to 10 standard PepperBall rounds. Discharged from a PepperBall Launcher, the projectile has a velocity of 280-350 FPS. The projectile has a direct impact of 60 feet and an area of saturation of 150+ feet. The projectile contains 5% PAVA powder.
4. Purchase Cost: \$3 per projectile.

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- (b) Purpose: To deescalate a situation and lower the potential for the use of lethal force. Situations for use of the less lethal weapon systems may include, but are not limited to, dangerous and/or combative individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, and potentially vicious animals.
- (c) Authorized Use: Only those officers who have been trained in the use of PepperBall launchers are authorized to use them.
- (d) Expected Lifespan: Launcher and munitions: Five (5) years.
- (e) Fiscal Impact: Annual maintenance is approximately \$50 for each PepperBall launcher.
- (f) Training: Sworn members utilizing PepperBall launchers and projectiles are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.
- (g) Legal and Procedural Rules: Officers will deploy the PepperBall launcher in compliance with Department Manual Section 300, and to State and Federal law, including those regarding the use of force.

#### **708.4.9 MOBILE COMMAND POST VEHICLE (MCP)**

The Mobile Command Post (M.C.P.) vehicle is a mobile office that provides shelter, access to Department computer systems, communications, food, and restroom facilities on extended events.

- (a) Description, quantity, capabilities, and purchase cost:

##### Item No. 1

1. Description: Freightliner Chassis (custom built) vehicle.
2. Quantity: One (1).
3. Capabilities: The M.C.P. can also be utilized for S.W.A.T./C.N.T. and other critical incidents, preplanned large events, searching for missing persons, natural disasters, and community events.
4. Purchase Cost: \$280,000.

- (b) Purpose: To be used based on the specific circumstances of a given critical incident, large event, natural disaster, or community event that is taking place.
- (c) Authorized Use: The M.C.P. shall be used by officers trained in their deployment and in a manner consistent with Department policy and training. Furthermore, only

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personnel who have completed the Department's driving and operations training will be allowed to drive the M.C.P. (Per S.O.P.).

- (d) Expected Lifespan: The M.C.P., 20-year lifespan on chassis and vehicle structure. Upgrades as needed to ensure updated and properly maintained I.T. systems.
- (e) Fiscal Impact: Annual maintenance is approximately \$11,000.
- (f) Training: The driver/operator shall receive training in the safe handling of the vehicle on a closed training course. Once the operator has shown competence in vehicle handling, the driver/operator will drive the vehicle throughout the city with an experienced driver. Driver/operators will also receive training in the proper set-up and break down of the M.C.P. when deployed for events and operations.
- (g) Legal and Procedural Rules: It is the policy of the Department to use the M.C.P. only for official law enforcement purposes, and in the accordance with California State law, City & Department Policies, and Standard Operating Procedures ("S.O.P.") related to the operation of emergency motor vehicles.

#### **708.5**

#### **APPROVAL**

The Chief of Police or the authorized designee shall obtain approval from City Council by way of an ordinance adopting this Policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the Policy is submitted to City Council and is available on the Department website at least thirty (30) days prior to any public hearing concerning the Policy. The Policy must be approved by City Council prior to engaging in any of the following:

- (a) Requesting military equipment made available pursuant to USC § 2576(a).
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting, or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the Department's jurisdiction.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by this Policy.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

# Arcadia Police Department

## Arcadia PD Policy Manual

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- (g) Acquiring military equipment through any means not provided above.

#### **708.6 COMPLIANCE**

- (a) Department members are bound to adhere to this Policy, in addition to state and local laws and ordinances when employing the use of military equipment at any time. Violations of the law or this Policy may result in criminal or administrative investigations and, or actions.
- (b) Members of the public may register complaints or submit questions or concerns about the use of each type of military equipment in this Policy by any of the following means:
  - 1. Via email to: [ArcadiaPolice@ArcadiaCa.gov](mailto:ArcadiaPolice@ArcadiaCa.gov)
  - 2. Via telephone to: (626) 574-5156
  - 3. Via mail to: Arcadia Police Department  
Attn: Military Equipment Use Coordinator  
250 W. Huntington Drive  
Arcadia, CA 91007

The Department is committed to responding to complaints, concerns, and questions received through any of the above methods in a timely manner.

#### **708.7 COORDINATION WITH OTHER JURISDICTIONS**

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction, or otherwise engaged in law enforcement operations in this jurisdiction, shall comply with their respective military equipment use policies in rendering mutual aid.

#### **708.8 ANNUAL REPORT**

Upon approval of this Policy, the Chief of Police or the authorized designee should submit a military equipment report to City Council for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use.

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the Department's website for as long as the military equipment is available for use. The report shall include all information required by Government Code section 7072 for the preceding calendar year for each type of military equipment in Department inventory. "Type" of military equipment is defined to mean each item that shares the same manufacturer model number.

# Arcadia Police Department

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#### **708.9 COMMUNITY ENGAGEMENT**

Within thirty (30) days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.



# STAFF REPORT

Office of the City Manager

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager  
Henry Chen, Administrative Services Director

**SUBJECT:** RESOLUTIONS AND ACTIONS RELATING TO THE FISCAL YEAR 2024-25 BUDGET CLOSE-OUT; ADOPTION OF THE FISCAL YEAR 2025-26 OPERATING BUDGET; AND THE FISCAL YEARS 2025-26 THROUGH 2029-30 CAPITAL IMPROVEMENT AND EQUIPMENT PLAN

RESOLUTION NO. 7638 ADOPTING A BUDGET FOR FISCAL YEAR 2025-26 AND APPROPRIATING THE AMOUNTS SPECIFIED THEREIN AS EXPENDITURES FROM THE VARIOUS FUNDS

**CEQA: Not a Project**

**Recommendation: Adopt**

RESOLUTION NO. 7639 ADOPTING A CAPITAL IMPROVEMENT AND EQUIPMENT PLAN FOR FISCAL YEARS 2025-26 THROUGH 2029-30

**CEQA: Not a Project**

**Recommendation: Adopt**

AUTHORIZE AND DIRECT THE CITY MANAGER TO MAKE DISCRETIONARY TRANSFERS NOT TO EXCEED \$10 MILLION FROM THE FISCAL YEAR 2024-25 GENERAL FUND OPERATING BUDGET TO THE CAPITAL IMPROVEMENT, EQUIPMENT REPLACEMENT, OPEB TRUST, AND PENSION STABILIZATION FUNDS

**CEQA: Not a Project**

**Recommendation: Approve**

## **SUMMARY**

Sections 1204 and 1205 of the Arcadia City Charter require a public notice and a public hearing for consideration of the proposed Operating Budget and Five-Year Capital Program for the ensuing fiscal year, which is required to be adopted by July 1. The recommended actions are necessary to implement the budget for Fiscal Year 2025-26.

This year's budget process started with a Budget Study Session with the City Council on May 20, 2025. After the initial study session, one minor clerical modification was made to

the proposed budget – an addition to the Development Services Department budget in the amount of \$2,200 for the annual Chamber of Commerce Service Agreement.

Rapid shifts in economic policy, ongoing trade tensions, and financial market volatility have contributed to high levels of uncertainty in both global and local economies, underscoring the need for budgetary precautions in the upcoming fiscal year. Due to Arcadia’s longstanding practice of fiscal restraint and prudent budgeting, the City’s financial position is strong and will provide a buffer against potential economic instability. Despite a healthy fiscal position, Arcadia will continue with its practices of fiscal restraint and employ a cautious approach to the FY 2025–26 Budget. Through this approach, the City is charting a responsible path forward that allows for the continuation of high-quality services while preparing for less favorable economic outcomes.

The proposed FY 2025-26 General Fund Operating Budget outlines Total Operating Revenues of \$96.2 million and Expenditures of \$91.3 million, resulting in a projected operating surplus of \$4.9 million before any transfers to equipment or capital funds. After accounting for all Transfers In and Out, the General Fund is expected to end the fiscal year with a net balance of \$88,400. At the end of FY 2025-26, the projected Fund Balance of the General Fund Operating Budget is expected to be \$27.2 million, prior to any additional transfers to long-term savings accounts, which are recommended in the Fiscal Impact section of this report.

The General Fund Operating Budget is summarized in the table below:

**GENERAL FUND SUMMARY**

	<b>FY25-26 Budget</b>
Beginning Fund Balance	\$ 27,075,000
Estimated Revenues	92,490,400
Transfers In	3,676,800
Expenses & Uses	<b>(91,146,500)</b>
New Programs	<b>(132,300)</b>
Revenue over Expenses	\$ 4,888,400
Transfer to Equipment Replacement	<b>(1,900,000)</b>
Transfer to Capital Improvement Fund	<b>(2,900,000)</b>
Total Transfer Out	<b>(4,800,000)</b>
Subtotal Operating Balance	88,400
<b>Ending Fund Balance</b>	<b>\$ 27,163,400</b>

Overall, new programs proposed for the City’s Operating Budget demonstrate Arcadia’s commitment to being responsive to community needs. All new programs proposed for the City’s General Fund Operating Budget for FY 2025-26 total \$132,300. These new programs represent vital investments in all areas of the community, specifically focusing

on improved service delivery to meet increasing demands and modernization of operations.

In alignment with the City's pension strategy, the proposed FY 2025-26 Budget allocates funds for addressing long-term liabilities. To this end, \$1 million has been allocated for the City's Pension and Other Post Employment Benefits ("OPEB") Trust accounts, which help address future employee benefits costs, especially in times of economic constraint. The \$1 million allocation is in addition to required payments to CalPERS and the pension obligation bond payments.

The Capital Improvement Fund plays a vital role in funding crucial maintenance projects, including pavement rehabilitation, building repairs, and parks maintenance. In FY2025-26 Budget, \$4.8 million will be transferred into the Capital Improvement and Equipment Replacement Funds, with the Equipment fund receiving \$1.9 million and the Capital Improvement Fund receiving \$2.9 million. The transfer amounts equate to approximately the 10-year average spend in these accounts, collectively.

In the upcoming fiscal year, several key projects are budgeted within the Capital Improvement Fund, such as plumbing and carpet repairs at the Arcadia Public Library, lighting upgrades at all three Fire Stations, and debris removal at Wilderness Park. Due to increasing water quality standards, the City will heavily invest in expanding the water treatment capacity of the Orange Grove Well. The proposed projects budgeted in the Capital Improvement Fund total \$5.1 million. Combined, the capital projects across all funds have been budgeted at \$24.4 million.

The Equipment Replacement Fund helps replace equipment that has reached the end of its useful life like computers, vehicles, and major office equipment. The total cost of asset replacement through the Equipment Replacement Fund is \$2.0 million in FY 2025-26. Notably, significant purchases for the upcoming year include \$273,700 for replacement vehicles in the Streets Division and \$451,500 for Police Department vehicle replacements.

It is recommended that the City Council determine that these actions do not constitute a project under the California Environmental Quality Act ("CEQA"); and:

- 1) Adopt Resolution No. 7638 adopting a Budget for Fiscal Year 2025-26 and appropriating the amounts specified therein as expenditures from the various funds; and
- 2) Adopt Resolution No. 7639 adopting a Capital Improvement and Equipment Plan for Fiscal Years 2025-26 through 2029-30.
- 3) Authorize and direct the City Manager to make discretionary transfers, not to exceed \$10 million, as part of the close-out of Fiscal Year 2024-25 from the

General Fund Operating into the Capital Improvement, Equipment Replacement, OPEB Trust, and Pension Stabilization Funds.

## **BACKGROUND**

Sections 1204 and 1205 of the Arcadia City Charter require a public notice and a public hearing for consideration of the proposed Operating Budget and Five-Year Capital Program for the ensuing fiscal year, which is required to be adopted by July 1. The recommended actions in this report are necessary to implement the budget for Fiscal Year 2025-26.

This year's budget process started with a Budget Study Session with the City Council on May 20, 2025. Copies of the proposed Operating Budget were provided for the City Council's review. After the initial budget study session, one minor clerical modification was made to the proposed budget – an addition to the Development Services Department budget in the amount of \$2,200 for the annual Chamber of Commerce Service Agreement.

Inclusive in the draft budget were all operating funds, including General, Special Revenue, Enterprise, and the Successor Agency. Additionally, the City Council received the Capital Improvement and Equipment Replacement Fund budgets in a separate document. All funds total \$178.9 million in expenditures, of which the General Fund's budget is \$96.2 million (including Transfers Out as noted below).

## **DISCUSSION**

As the Fiscal Year 2025–26 Operating Budget was being developed, high levels of uncertainty were observed in both the global and local economies, driven by rapid shifts in economic policy, ongoing trade tensions, and financial market volatility. In this complex environment, a wide range of economic outcomes are possible, requiring cities to be adaptable and plan with caution. With this in mind, Arcadia is maintaining a conservative and flexible approach to ensure responsiveness to evolving conditions.

Due to a longstanding practice of fiscal restraint and prudent budgeting, a strong financial position has been established for Arcadia, providing a buffer against economic instability. Although a recession is not being projected, signs of softness have been noted in some of Arcadia's revenue sources, with minimal growth, or in some cases, reductions planned for the upcoming fiscal year.

Accordingly, a cautious strategy is being employed in the FY 2025–26 Budget, with built-in flexibility to undertake rapid adjustments, should economic conditions arise. The City is charting a responsible path forward, continuing its commitment to delivering high-quality services, while preparing for a variety of economic scenarios. While the proposed budget anticipates some economic struggles, no programs, events, or positions have been reduced or eliminated to achieve a balanced budget. Rather, City staff have

curtailed new spending and found more efficient ways to deliver services. In addition, major pension reforms and cost cutting measures initiated in previous years are assisting the current budget outlook.

As Special Revenue, Enterprise, and Debt Service funds have restricted revenues and expenses, this report will primarily focus on the General Fund’s Operating Budget.

Summarized in the table below is the General Fund Operating Budget, inclusive of FY 2024-25 Year-End Estimates; FY 2025-26 Proposed Budget; the FY 2026-27 Preliminary Budget; and the Ending Fund Balance, which is projected to reach \$27.2 million by the end of FY 2025-26, without any additional transfers into long-term savings accounts.

**GENERAL FUND**

	FY 24-25 Estimates	FY 25-26 Budget	FY 26-27 Budget
Beginning Fund Balance	\$ 27,041,000	\$ 27,075,000	\$ 27,163,400
Estimated Revenues	\$ 89,708,100	\$ 92,490,400	\$ 93,729,600
Transfers In	9,361,600	3,676,800	7,268,200
Expenses & Uses	(92,235,700)	(91,278,800)	(99,181,200)
Revenue over Expenses	\$ 6,834,000	\$ 4,888,400	\$ 1,816,600
Transfer to Equipment Replacement Fund	(3,400,000)	(1,900,000)	(1,900,000)
Transfer to Capital Improvement Fund	(3,400,000)	(2,900,000)	(2,900,000)
Total Transfer Out	(6,800,000)	(4,800,000)	(4,800,000)
Subtotal Operating Balance	34,000	88,400	(2,983,400)
<b>Ending Fund Balance</b>	<b>\$ 27,075,000</b>	<b>\$ 27,163,400</b>	<b>\$ 24,180,000</b>

As shown in the table above, City staff have helped eliminate a deficit for FY 2024-25, which at one point, was expected to exceed \$3 million. Due to some favorable revenues and conscientious cost management, the City now expects a small surplus of \$34,000. The FY 2025-26 budget is projected to have a surplus of \$88,400, while the FY 2026-27 budget is showing a nearly \$3 million deficit using standard growth assumptions and known economic indicators. The City’s Executive Management Team will closely monitor this budget and make any necessary adjustments to ensure a balanced budget is proposed before adoption next year.

**FY 2025-26 Expected Revenues**

The FY 2025-26 Budget takes a cautious approach with a varied outlook across the City’s revenue sources. A slight decrease is projected in Sales Tax revenue, while moderate growth is expected to be shown in Property Tax revenues, which tend to be linear. Growth in Licenses and Permit Fees is anticipated, driven by a few large projects expected within the next Fiscal Year. Most other tax categories are projected to remain flat, except for the

Transient Occupancy Tax, which is expected to grow due to the opening of the new Hilton Arcadia during the first half of the upcoming Fiscal Year.

Despite the slight decline anticipated in overall Sales Tax revenue, Measure A has continued to play a critical role in maintaining Arcadia’s financial stability. Measure A, a 0.75% Transaction and Use Tax (Sales Tax), approved by Arcadia voters in June 2019, has consistently contributed significant revenue to the General Fund. In FY 2024–25 alone, approximately \$11.1 million was generated through Measure A. Without this voter-approved measure, service reductions and alternative strategies would have been required to achieve a balanced budget.

For FY 2025-26, total General Fund revenues are expected to increase 3.01% when compared to FY 2024-25 Year-End Estimates. The largest revenue source for the City’s General Fund is Taxes and Fees. The key revenues under these two groups are: Sales & Use Tax, Property Tax, Utility Users’ Tax, Transient Occupancy Tax, and Motor Vehicle License Fees. The projected receipts for each tax are shown in the tables below:

**GENERAL FUND REVENUES**

	FY 24-25 Estimates	FY 25-26 Budget	Changes	
			\$	%
Taxes	\$ 61,566,800	\$ 62,745,800	\$ 1,179,000	1.88%
License & Permits	5,624,200	6,746,800	1,122,600	16.64%
Fines & Penalties	415,000	390,500	(24,500)	-6.27%
Use Money & Property	3,030,000	3,140,000	110,000	3.50%
Revenue from Other Agencies	9,542,400	10,039,400	497,000	4.95%
Charge Current Services	5,458,100	5,366,100	(92,000)	-1.71%
Library	94,000	102,000	8,000	7.84%
Recreation	1,451,700	1,506,600	54,900	3.64%
Other Revenue	2,525,900	2,453,200	(72,700)	-2.96%
<b>Total Revenue</b>	<b>\$ 89,708,100</b>	<b>\$ 92,490,400</b>	<b>\$ 2,782,300</b>	<b>3.01%</b>

**GENERAL FUND TAX REVENUE SUMMARY**

Description	FY 2024-25 YE Estimates	FY 2025-26 Proposed Budget	Difference	% Change
Sales and Use Tax	\$ 23,549,100	\$ 23,415,300	\$ (133,800)	-0.57%
Property Tax	20,617,600	21,132,300	514,700	2.44%
Utility Users’ Tax	9,093,400	9,197,400	104,000	1.13%
Transient Occupancy Tax	5,824,600	6,537,000	712,400	10.90%
Motor Vehicle License Fees	9,461,400	9,744,800	283,400	2.91%

Sales and Transaction Use Tax: For Sales and Transaction Use Tax, the total estimates for the upcoming Fiscal Year are \$23.4 million, reflecting a 0.57% decrease compared to the previous year's revenues. Recent trends in retail data show economic uncertainty and rapid price increases contribute to lower consumer confidence, limiting the growth rate in sales tax revenue. It is projected that this trend will continue into FY 2025-26, with sales tax revenue slightly decreasing due to the overall reduction in economic activity.

Property Tax: Arcadia's status as a desirable community, along with its highly regarded public school system, is expected to add to the growth in home valuations over the coming year. Although home sales across California have slowed significantly due to the persistence of elevated interest rates, price levels in Arcadia have remained steady because of sustained demand. As a result of these conditions, some growth in Property Tax revenue is expected, though at a lower rate than has been experienced in recent years. For FY 2025–26, Property Tax receipts are estimated to increase by approximately 2.4%, or to \$21.1 million.

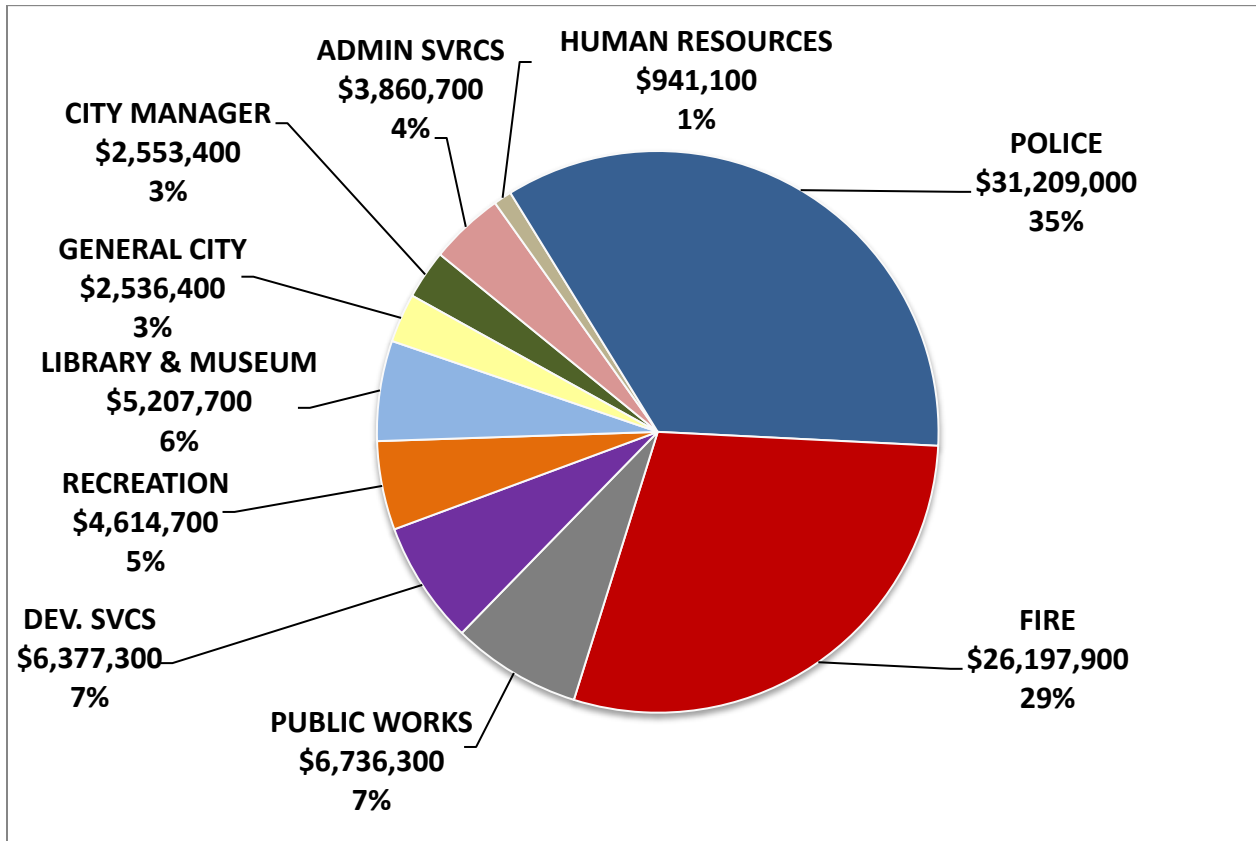
Utility Users' Tax: The projected revenue from the Utility Users' Tax ("UUT") is \$9.2 million, representing a 1.1% increase compared to the previous Fiscal Year. The Utility Users' Tax is expected to show moderate growth next Fiscal Year, due to electricity rate increases to fund infrastructure development and growth in internet services. Those revenues will be offset by the declining demand for cable TV services, as well as less utility revenue from diminished work from home employment, a decreasing trend nationwide.

Transient Occupancy Tax ("TOT"): The TOT revenue projected for FY 2025-26 represents a 10.9% increase compared to the previous year, resulting in expected revenue of \$6.5 million. A large portion of this increase is based on the new Hilton Arcadia, which is expected to open toward the end of 2025. Arcadia's TOT has grown and performed well over the past several years, but demand is expected to level off in the coming Fiscal Year due to international travel restrictions and the susceptibility of tourism to economic downturn.

Motor Vehicle License Fees ("VLF"): The Motor Vehicle License Fees ("VLF") tax is projected to increase by 2.9%, generating \$9.7 million in revenue next Fiscal Year. Since the State made a formulaic change to directly tie the City's VLF to the annual property assessment, the growth rate has proven to be healthy in Arcadia. This growth trend is expected to continue into the next Fiscal Year.

**FY 2025-26 Proposed Expenses**

**GENERAL FUND EXPENDITURES BY DEPARTMENT**



The proposed FY 2025-26 Operating Budget sets total operating expenditures at \$90.2 million, representing a 3.2% decrease compared to the previous year's Revised Budget of \$93.3 million. Much of this decrease can be attributed to reduced transfers to the City's capital and equipment funds. It is important to highlight that the FY 2025-26 Operating Budget remains largely unchanged apart from contractual increases from multi-year service agreements, and the expected increases in salary and benefits.

Furthermore, the budget continues to allocate "prefunding" of long-term benefit accounts, including the City's Retiree Medical Benefit (Other Post Employee Benefit liabilities) and the contribution to the City's Pension Trust Account. The proposed budget includes a total of \$1.0 million for those accounts (\$500,000 each).

**Proposed New Programs**

New services and programs are presented by various departments to respond to emerging operational needs and direction from the City Council. New programs proposed for the FY 2025-26 Budget total \$132,300 and are described in the following sections.

**City Manager Office: Public Records Portal (\$11,100):** The City utilizes Laserfiche as a document management platform for official City records. The City currently has 10 concurrent viewing licenses, which are often fully utilized, preventing the public and City staff members from accessing and viewing City records. Upgrading the portal will add 15 additional licenses, bringing the total to 25 concurrent viewing licenses, and improving access for staff and the public; this upgrade is a one-time cost.

**Police Department: Sharp Performance App (\$28,700):** Sharp Performance's mobile app offers a wellness solution that is tailored to individual users and uniquely aligned with the needs of law enforcement. By providing easy access to mental health resources, stress management, and wellness tracking, the app aims to enhance the overall wellbeing of employees. This, in turn, can lead to improved job performance, greater job satisfaction, and a reduction in burnout and work-related stress.

The cost of the program totals \$43,700; \$15,000 of the cost can be covered using grant funding, so the net cost to the City would be \$28,700. This program is a one-time cost.

**Fire Department: Standards of Cover (“SOC”) Assessment (\$80,000):** Conducting a Standards of Cover assessment will provide an in-depth analysis of the Fire Department's operations. The SOC is a systematic process to assess community risks, evaluate response performance, and identify opportunities for improvement. Through data analysis, a SOC assessment will identify and determine the current levels of response, response time objectives, standards for measuring resource effectiveness, and the deployment of those resources. An analysis will be performed for fire and emergency medical services in Arcadia. In reviewing historical documents spanning over 25 years, no prior assessment was found.

The \$80,000 cost of the assessment will be initially covered by the City. Future developments that will impact the Fire Department's service delivery will be required to pay a portion of this cost to the City, similar to other development impact fees and requirements.

**Fire Department: Provide Community Emergency Response Team (“CERT”) Training (\$12,500):** The CERT program will educate volunteers about disaster preparedness for hazards that may occur. The CERT volunteers will learn basic skills in fire safety, search and rescue, team organization, and disaster medical operations. This training will be delivered and coordinated by Fire Department personnel. This training will be conducted a maximum of three times annually and will have regular drills for CERT team members to review training and upcoming events. CERT team members will be qualified to support City events, assisting as needed. The \$12,500 cost for the program will be ongoing but may fluctuate each year depending on the need for supplies, training materials, and the number of volunteers. In addition, the Arcadia Chinese Association has shown interest in assisting with the funding of this program, so community resources may be available to offset this expense.

The table below summarizes the New Programs included in this proposed budget.

**NEW PROGRAMS**

Proposed New Programs	FY 2025-26 Start Up Costs	Ongoing Annual Costs
<b>City Manager</b>		
Public Records Portal	\$ 11,100	\$ -
<b>Police</b>		
Sharp Performance App	28,700	-
<b>Fire</b>		
Standards of Cover (SOC) Assessment	80,000	-
Community Emergency Response Team (CERT) Training	12,500	12,500
<b>Total New Programs</b>	<b>\$ 132,300</b>	<b>\$ 12,500</b>

**Capital Improvement and Equipment Replacement Funds**

The City intentionally sets aside funds in the Capital Improvement and Equipment Replacement Funds to save for significant purchases that occur intermittently. The balance of each fund has grown through financial prudence and by transferring any excess General Funds at the end of each fiscal year. The goal is for the General Fund to transfer at least the 10-year average expenditure from each account. This proactive approach to funding is crucial in preventing failure of the City's infrastructure system and ensuring staff have the necessary resources to carry out their essential duties. The FY 2025-26 Budget will transfer \$4.8 million from the General Fund, with \$2.9 million allocated to the Capital Improvement Fund and \$1.9 million to the Equipment Replacement Fund. Collectively, this is the 10-year average spend from these accounts. A larger transfer amount is being recommended for the Capital Improvement Fund due to its substantially lower fund balance at this time.

The FY 2025-26 Capital Improvement Plan entails 32 projects, with a total expenditure of \$24.1 million. Of this amount, \$4.7 million will be funded from the Capital Improvement Fund. The Capital Improvement Fund primarily supports crucial maintenance initiatives such as pavement rehabilitation, building repairs, and parks maintenance. The following table provides a summary of some major proposed projects scheduled for the year.

**FY 2025-26 MAJOR CAPITAL IMPROVEMENT PROJECTS**

<b>Project Description</b>	<b>Project Budget</b>	<b>Funding Source</b>
<b>Orange Grove Well Treatment</b>	\$6,000,000	Water Fund/ Dow Settlement Fund
<b>Colorado Complete Streets</b>	\$4,500,000	SGVCOG/Federal Grants
<b>Pavement Rehabilitation Program</b>	\$2,500,000	Capital Improvement \$1.0M & RMRA (SB1) - \$1.5M
<b>Sewer Capacity Upgrade</b>	\$1,350,000	Sewer Fund
<b>Annual Slurry Seal Program</b>	\$1,350,000	Capital Improvement Fund
<b>SCADA System Replacement</b>	\$1,000,000	Water Fund/ SewerFund

The Equipment Replacement Fund plays a critical role in funding essential equipment such as computers, vehicles, and major office equipment. The budgeted annual transfer of \$1.9 million properly funds current spending levels and allows the City to replace equipment before it becomes obsolete.

In the proposed budget, there are several vehicle replacements planned – specifically, heavy-duty vehicles used by the Public Works Services, Fire, and Police Departments.

The Equipment Replacement Fund encompasses a comprehensive list of 32 equipment purchases, totaling \$3.2 million. Sixty-three percent (63%) of the \$3.2 million (or \$2.0 million) will be funded by the Equipment Replacement Fund. The table below summarizes some significant equipment purchases for the upcoming period.

**FY 2025-26 MAJOR EQUIPMENT REPLACEMENT PURCHASES**

Equipment Replacement Description	Replacement Budget	Funding Source
<b>Water Vehicle Replacements:</b>		
<ul style="list-style-type: none"> <li>• New Loader</li> <li>• Compact Pickup Truck</li> <li>• ¾ Ton Pickup Truck</li> <li>• Installation of Equipment and Accessories</li> </ul>	\$636,900	Water Fund
<b>Fire Department:</b>		
<ul style="list-style-type: none"> <li>• ½ Ton Pickup Trucks</li> <li>• Communications Equipment</li> <li>• Installation of Equipment and Accessories</li> </ul>	\$305,000	Equipment Replacement
<b>Police Department:</b>		
<ul style="list-style-type: none"> <li>• 3 New Patrol Vehicles</li> <li>• 1 New HD Pickup</li> <li>• Surveillance Trailers</li> <li>• Radio Replacement</li> <li>• Installation of Equipment and Accessories</li> </ul>	\$817,900	Equipment Replacement
<b>Streets Vehicle Replacements:</b>		
<ul style="list-style-type: none"> <li>• ¾ Ton Pickup</li> <li>• ½ Ton Pickup</li> <li>• ½ Ton 4x4 Pickup</li> <li>• Installation of Equipment and Accessories</li> </ul>	\$273,700	Equipment Replacement

Looking ahead, since the City has made significant investments in capital projects and equipment replacements recently, the Capital Improvement and Equipment Replacement Funds will decrease to a concerning level in a few years, unless additional transfers are made. It would be prudent for the City to transfer some of the excess balance in the General Fund Operating Budget to the Capital Improvement and Equipment Replacement Funds, restoring those balances to ensure those funds remain at sustainable levels.

## **ECONOMIC OUTLOOK**

The General Fund FY 2025-26 Operating Budget was developed based on an economic landscape of moderate growth, evolving inflation dynamics, and heightened policy uncertainties. The U.S. economy is projected to experience a slowdown in Gross Domestic Product output, attributable to moderated consumer spending and business investments. While inflationary pressures coming out of the pandemic appear to have subsided, recent trade policies may inject additional pricing pressures into the economy, especially an international travel-based economy, such as that in Arcadia. These macro events will have an impact on economic activity and the revenue picture for the City into the next Fiscal Year.

Despite a regional softening of the housing market due to high interest rates, Arcadia's housing market remains resilient. Even with a decline in total sales volume, prices remain strong in the City. As home values remain stable, this will help with the City's property tax revenue, facilitating moderate growth.

Economic ambiguity will impact consumer confidence and spending, with consumers prioritizing necessary expenditures over discretionary spending. This trend will have an impact on Arcadia's sales tax activity and should contribute to a minor contraction in receipts at the Shops at Santa Anita, local restaurants, and other retailers.

Despite the softening of certain revenue streams, the City has managed its finances responsibly and will be able to maintain the high level of service the community expects. These prudent financial practices will enable the City to have a balanced budget for FY 2025-26, despite a moderate slowdown that could impact revenues.

Although current economic conditions make long-term trends difficult to predict, and the impact of existing policies uncertain, Arcadia is able to adapt to changing circumstances thanks to its strong financial position. The City employs conservative budget estimates and staff is able to quickly respond to any changes in outlook or projections. By being vigilant and flexible, the City will be able to address challenges and continue to deliver a high level of service to the community.

## **CONCLUSION**

The proposed FY 2025-26 General Fund Operating Budget demonstrates a balanced financial position, with a projected surplus of \$88,400. This surplus is the result of Total Operating Revenues and Transfers In, amounting to \$96.2 million, net of Operating Expenditures and Transfers Out, totaling \$96.1 million.

Arcadia's continued commitment to conservative budgeting has created a healthy financial buffer, positioning the City to better withstand short-term economic uncertainty. The General Fund has built a reserve balance of \$25.3 million, providing the flexibility necessary to respond to unforeseen events as they arise. The City's ability to maintain

critical services during periods of economic challenge demonstrates its adaptability and resourcefulness, delivering what is most valued by residents and businesses. In the years ahead, these foundational strengths will be built upon by the management team, ensuring that effective and fiscally responsible municipal services continue to be provided.

To move forward with the proposed budget and ensure effective financial planning, it is recommended that the City Council adopt the proposed resolutions, which include enacting the FY 2025-26 Operating Budget as well as the Five-Year Capital and Equipment Replacement Plans.

It is also recommended that the City Council direct staff to move a total of \$10 million from the General Fund Operating account into long-term savings accounts as part of the close-out of the current Fiscal Year, as described further below.

Attached to this staff report are the following:

- Exhibit “A”: a summary of Sources and Uses for All Funds reflecting the proposed Operating Budget presented to City Council for Adoption.
- Exhibit “B”: a summary of the proposed Five-Year Capital Improvement and Equipment Replacement Plan.

### **ENVIRONMENTAL ANALYSIS**

The proposed actions do not constitute a project under the California Environmental Quality Act (“CEQA”), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that they will have no impact on the environment.

Many of the budgeted items in the attached documents may require their own environmental review, which will be conducted when each project is brought forward for consideration.

### **FISCAL IMPACT**

The proposed budget is balanced, with revenues exceeding expenditures by \$88,400. In accordance with the City's financial policies, which recommend maintaining a 20% balance in the Emergency Reserve Fund relative to annual operating expenditure, a transfer of \$1.9 million is expected to be made to the Emergency Reserve Fund at the conclusion of FY 2024-25. As a result, the General Fund Operating Fund Balance is projected to reach \$25.3 million by the end of FY 2024-25, providing the necessary reserve to sustain operations throughout the Fiscal Year.

In addition, as discussed at the Budget Study Session on May 20, it would be prudent to move a portion of funds from the General Fund Operating account into long-term savings accounts. The purpose of this transfer is to ensure that the funds are saved for future

needs, but also because the long-term savings accounts are invested using long-term strategies, which allow for greater investment returns. This approach will help improve the overall financial position of the City over time. Specifically, at the close of FY24-25, it is recommended that a total of \$10 million be transferred from the General Fund Operating account into the Capital Improvement, Equipment Replacement, OPEB Trust, and Pension Stabilization Funds, in an exact distribution that is left to the discretion of the City Manager, with the goal of maximizing security and flexibility over time. These additional transfers would help support each of those funds, while still leaving the General Fund Operating account with a healthy balance of \$15.3 million to respond to any economic events that may arise in the short-term.

### **RECOMMENDATION**

It is recommended that the City Council determine these actions do not constitute a project under the California Environmental Quality Act (“CEQA”); and:

- 1) Adopt Resolution No. 7638 adopting a Budget for Fiscal Year 2025-26 and appropriating the amounts specified therein as expenditures from the various funds; and
- 2) Adopt Resolution No. 7639 adopting a Capital Improvement and Equipment Plan for Fiscal Years 2025-26 through 2029-30.
- 3) Authorize and direct the City Manager to make discretionary transfers not to exceed \$10 million from the Fiscal Year 2024-25 General Fund Operating Budget to the Capital Improvement, Equipment Replacement, OPEB Trust, and Pension Stabilization Funds.

Attachments: Exhibit “A” – All Funds Operating Budget Summary  
Exhibit “B” – Five-Year Summary of Capital and Equipment Plan  
Resolution No. 7638  
Resolution No. 7639

**Exhibit "A"**

**CITY OF ARCADIA  
SUMMARY BY FUND  
FISCAL YEAR 2025-2026 PROPOSED BUDGET**

Fund	SOURCES OF FUNDS				USES OF FUNDS			Ending Fund Balance FY25-26
	Beginning Fund FY25-26	Outside Sources	Transfer In	Total	Appropriation	Transfer Out	Total	
General Fund	27,075,000	92,490,400	3,676,800	123,242,200	90,366,800	5,712,000	96,078,800	27,163,400
Narcotic Seizure Federal	285,300	37,100	0	322,400	0	0	0	322,400
COPS	291,300	211,500	0	502,800	202,800	0	202,800	300,000
Medical/Dental	489,600	0	4,321,800	4,811,400	4,100,000	1,800	4,101,800	709,600
Local Law Enforcement	500	138,000	138,000	276,500	275,900	0	275,900	600
IRS Task Force	500,500	12,500	0	513,000	0	0	0	513,000
Worker Compensation/Liability	5,745,000	143,400	3,719,400	9,607,800	3,704,500	0	3,704,500	5,903,300
Homeland Security	0	100,000	0	100,000	100,000	0	100,000	0
Library State Grant	600	0	0	600	0	0	0	600
Homelessness Plan	79,700	210,000	0	289,700	210,000	0	210,000	79,700
Office of Traffic Safety Grant	58,500	85,800	0	144,300	85,800	0	85,800	58,500
California OES HSGP	0	37,800	0	37,800	37,800	0	37,800	0
Autotheft Prevention Taskforce	0	0	0	0	0	0	0	0
Misc. P.E.R.S. Employee Retirement Fund	0	0	0	0	0	0	0	0
Emergency Reserve	16,338,000	0	0	16,338,000	0	0	0	16,338,000
Emergency Response	2,536,800	0	0	2,536,800	0	0	0	2,536,800
America Rescue Plan Act	4,396,400	0	0	4,396,400	4,396,400	0	4,396,400	0
Public, Educational/Governmental Access	1,317,200	102,900	0	1,420,100	0	0	0	1,420,100
Parks & Recreation	6,004,100	1,610,900	0	7,615,000	1,514,100	0	1,514,100	6,100,900
Fire Facilities Fund	379,800	104,700	0	484,500	0	0	0	484,500
Used Oil Grant	1,200	8,100	0	9,300	8,200	0	8,200	1,100
DOC Beverage Grant	84,600	16,300	0	100,900	14,500	0	14,500	86,400
Traffic Safety	0	196,800	0	196,800	0	196,800	196,800	0
Solid Waste	2,430,700	810,000	0	3,240,700	555,300	300,000	855,300	2,385,400
Measure W - Safe Clean Water Program	3,580,700	1,109,500	0	4,690,200	1,033,000	0	1,033,000	3,657,200
Dow Settlement Fund	6,058,800	89,800	0	6,148,600	5,800,000	0	5,800,000	348,600
State Gas Tax	148,000	1,592,300	0	1,740,300	104,500	1,400,000	1,504,500	235,800
Road Maintenance/Rehabilitation Act	2,216,700	1,547,700	0	3,764,400	1,500,000	0	1,500,000	2,264,400
Air Quality Management District	282,800	81,100	0	363,900	127,600	0	127,600	236,300
Community Development Block Grant	700	307,900	0	308,600	307,900	0	307,900	700
Santa Anita Grade Separation	782,600	19,600	0	802,200	0	0	0	802,200
Transit	0	3,616,600	663,400	4,280,000	3,616,600	0	3,616,600	663,400
Proposition A	4,685,300	1,560,100	0	6,245,400	501,400	1,346,700	1,848,100	4,397,300
Transportation Impact Fund	632,800	435,800	0	1,068,600	200,000	0	200,000	868,600
Proposition C	4,145,800	1,300,500	0	5,446,300	1,315,600	0	1,315,600	4,130,700
TDA Article 3 Bikeway	17,300	45,000	0	62,300	40,000	0	40,000	22,300
STPL & ITS Special Fund	0	0	0	0	0	0	0	0
Measure R	2,803,300	967,800	0	3,771,100	90,300	1,115,600	1,205,900	2,565,200
Measure M	2,483,700	1,079,500	0	3,563,200	1,077,000	0	1,077,000	2,486,200
Capital Improvement	13,697,200	693,800	2,900,000	17,291,000	9,257,100	0	9,257,100	8,033,900
City Hall Reserve	100	0	0	100	0	0	0	100
Lighting Maintenance	193,300	1,474,900	873,300	2,541,500	1,485,400	0	1,485,400	1,056,100
Water Fund	(7,943,100)	17,295,000	0	9,351,900	20,563,500	0	20,563,500	(11,211,600)
Sewer Fund	8,086,700	2,839,500	0	10,926,200	3,249,600	0	3,249,600	7,676,600
Par 3 Golf Course Fund	3,096,600	2,068,400	0	5,165,000	1,494,000	0	1,494,000	3,671,000
Equipment Replacement	16,151,100	421,400	1,900,000	18,472,500	1,980,000	36,600	2,016,600	16,455,900
Redevelopment Successor Agency	(2,484,500)	2,661,400	0	176,900	2,661,400	0	2,661,400	(2,484,500)
General Obligation Bond 2012	504,000	422,600	0	926,600	407,100	0	407,100	519,500
General Obligation Bond 2011	590,400	535,500	0	1,125,900	522,000	0	522,000	603,900
Pension Obligation Bonds 2020	0	5,873,500	0	5,873,500	5,873,500	0	5,873,500	0
<b>Total</b>	<b>127,745,100</b>	<b>144,355,400</b>	<b>18,192,700</b>	<b>290,293,200</b>	<b>168,779,600</b>	<b>10,109,500</b>	<b>178,889,100</b>	<b>111,404,100</b>

Exhibit "B"

**CITY OF ARCADIA  
SUMMARY OF PROPOSED FIVE YEAR CAPITAL PROGRAMS  
FISCAL YEAR 2025-26 THROUGH 2029-30**

	<b>ESTIMATED FUNDS 7/01/2025</b>	<b>ESTIMATED FIVE-YEAR REVENUE</b>	<b>PROPOSED FIVE-YEAR EXPENDITURE</b>	<b>ESTIMATED FUNDS 6/30/2030</b>
<b>CAPITAL OUTLAY FUND</b>	13,697,300	20,222,300	(30,683,900)	3,235,700
<b>AMERICAN RESCUE PLAN FUND</b>	4,396,400	-	(4,396,400)	-
<b>PARK AND RECREATION FUND</b>	6,004,100	7,277,800	(4,864,100)	8,417,800
<b>FIRE FACILITIES FUND</b>	318,800	558,300	-	877,100
<b>MEASURE W CLEAN, SAFE WATER PROGRAM</b>	3,208,000	5,566,800	(3,986,400)	4,788,400
<b>GAS TAX (HUTA) FUND</b>	148,400	7,913,400	(7,121,000)	940,800
<b>ROAD MAINTENANCE AND REHABILITATION PROGRAM</b>	2,216,700	7,681,100	(7,800,000)	2,097,800
<b>AQMD</b>	246,800	406,700	(218,400)	435,100
<b>PROP C LOCAL RETURN</b>	4,170,300	6,265,700	(9,193,400)	1,242,600
<b>TRANSPORTATION IMPACT FUND</b>	542,000	1,328,500	(1,190,700)	679,800
<b>MEASURE R LOCAL RETURN</b>	1,773,900	4,688,700	(5,880,800)	581,800
<b>MEASURE M LOCAL RETURN</b>	2,024,500	6,838,200	(6,768,600)	2,094,100
<b>WATER FACILITY RESERVE</b>	12,397,700	477,000	(15,494,400)	(2,619,700)
<b>WATER EQUIPMENT RESERVE</b>	(869,700)	-	(2,842,100)	(3,711,800)
<b>SEWER FUND</b>	8,972,200	14,302,400	(17,987,200)	5,287,400
<b>EQUIPMENT FUND</b>	16,157,700	10,960,000	(18,966,700)	8,151,000

RESOLUTION NO. 7638

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ADOPTING A BUDGET FOR FISCAL YEAR 2025-2026 AND APPROPRIATING THE AMOUNTS SPECIFIED THEREIN AS EXPENDITURES FROM THE VARIOUS FUNDS

WHEREAS, on June 3, 2025, the City Manager submitted to the City Council a proposed Budget for Fiscal Year 2025-2026, a copy of which is on file in the Office of the City Clerk; and

WHEREAS, Section 1204 of the Arcadia City Charter requires notice and hearing for consideration of a proposed operating budget and its adoption by resolution; and

WHEREAS, the aforementioned proposed Budget includes the budget for the ensuing Fiscal Year 2025-2026; and

WHEREAS, notice of the public hearing on the proposed Budget and a summary of the proposed Budget were published on May 23, 2025; and

WHEREAS, the duly noticed public hearing was conducted by the City Council on June 3, 2025.

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

SECTION 1. That certain "City of Arcadia Budget, Fiscal Year 2025-2026", as on file in the office of the City Clerk, together with any approved amendments thereto, is hereby adopted, in pertinent part, as the official budget of the City of Arcadia for the Fiscal Year 2025-2026 and the amounts specified therein as expenditures from the funds indicated are hereby appropriated for the purposes specified therein.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

Passed, approved and adopted this 3rd day of June, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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

RESOLUTION NO. 7639

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ADOPTING A CAPITAL IMPROVEMENT AND EQUIPMENT PLAN FOR FISCAL YEARS 2025-26 THROUGH 2029- 30

WHEREAS, on June 3, 2025, the City Manager submitted to the City Council a proposed plan entitled, "Capital Improvement and Equipment Plan, Fiscal Years 2025-2030", a copy of which is on file in the office of the City Clerk; and

WHEREAS, Section 1205 of the Arcadia City Charter requires notice and hearing for the consideration of a capital program and its adoption by resolution of the City Council; and

WHEREAS, notice of the public hearing on the proposed Capital Improvement and Equipment Plan was published on May 23, 2025; and

WHEREAS, the duly noticed public hearing was conducted by the City Council on June 3, 2025.

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

SECTION 1. That certain "Capital Improvement and Equipment Plan, Fiscal Years 2025-2030", as on file in the office of the City Clerk, together with any approved amendments thereto, is hereby adopted, in pertinent part, for Fiscal Year 2025-2026.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURES ON NEXT PAGE]


Passed, approved and adopted this 3rd day of June, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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

**ARCADIA CITY COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, MAY 20, 2025**

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**CALL TO ORDER** – Mayor Kwan called the Study Session to order at 4:00 p.m.

**ROLL CALL OF CITY COUNCIL MEMBERS**

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

**PUBLIC COMMENTS**

The following Board Members of the Downtown Arcadia Improvement Association (“DAIA”) appeared and thanked the City Council for their continued support and collaboration on downtown events. They encouraged the City Council to consider including costs associated with the DAIA’s events in the City’s budget; and requested that all event-related City fees be waived.

Erik Wahl	Scott Harris
April Verlato	Jenny Liu
Donna Choi	Carolyn Iga

Irene Leung, an Arcadia resident, appeared and expressed her disappointment with Mayor Kwan’s treatment during the previous City Council meeting and she encouraged the City Council to reflect on their actions and engage with each other respectfully moving forward.

Olivia Tan, an Arcadia resident, appeared and recognized Mayor Kwan in honor of Asian American and Pacific Islander Heritage Month, commending her for her leadership; she expressed her disappointment with the tone and dialogue of the City Council at their previous meeting; and encouraged everyone to stand together against inequality.

**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.

City Manager Lazzaretto presented an overview of the proposed Operating Budget for Fiscal Years 2025-27, and proposed Capital Improvement and Equipment Plan for Fiscal Years 2025-30. Discussion ensued and staff responded to various questions, comments, and suggestions on the proposed budget. It was the consensus of the City Council that the budget be brought forward for adoption at the June 3 City Council Meeting.

No action was taken.

The Study Session ended at 5:34 p.m.

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

1. **CALL TO ORDER** – Mayor Kwan called the Regular Meeting to order at 7:00 p.m.
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**

PRESENT: Cao, Cheng, Fu, Wang, and Kwan

ABSENT: None

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

City Attorney Maurer reported that prior to the Regular Meeting, the City Council met in a Study Session to discuss the one item listed on the posted agenda regarding the proposed budget for Fiscal Year 2025-27. He noted that no action was taken and that the necessary resolutions to adopt the budget will be presented at the June 3, 2025, City Council Meeting.

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

City Manager Lazzaretto had nothing to report.

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**

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

Human Resources Director Williams presented the Staff Report.

Mayor Kwan opened the Public Hearing.

Anabel Carrillo, President of the Arcadia City Employees’ Association, appeared and commented on the information provided in the Staff Report. She encouraged the City Council and City leadership to prioritize equity in the support, retention, and promotion of current employees.

Mayor Kwan closed the Public Hearing.

After discussion, the presentation was received and filed by the City Council.

## 9. PUBLIC COMMENTS

David Liu, Volunteer in Patrol and Board Member of the Arcadia Police Foundation, appeared and expressed his frustration over a recent incident within the Arcadia Police Department.

April Verlato, former Arcadia Mayor and current Board Member of the Downtown Arcadia Improvement Association (“DAIA”), appeared and expressed her interest in the formation of the July Fourth 2026 Planning Committee and the LA28 Olympics Committee; she indicated that the DAIA looks forward to partnering with the City to promote the small businesses in the downtown area during both events.

Scott Harris, Arcadia business owner and Board Member of the Downtown Arcadia Improvement Association, appeared and expressed the DAIA’s interest in collaborating with the LA28 Olympics Committee.

Donna Choi, Executive Director of the Downtown Arcadia Improvement Association, appeared to announce that the Patriotic Festival and Drone Show will take place on Saturday, June 28; she encouraged the community to attend; and thanked the City Council for waiving the associated fees.

Stephanie Aikin, Arcadia business owner and Downtown Arcadia Board Member, appeared and expressed her excitement about the formation of the July Fourth 2026 Planning Committee; and she shared her hope that the City will include the DAIA as a partner in organizing the event.

Aliara, a Hacienda Heights resident, appeared and expressed her concerns about traffic at the Duarte Road and Baldwin Avenue intersection, as well as school zones around Arcadia High School; she noted her concerns over community safety and quality of life.

Wenona Wenb, a Foothills Middle School student, appeared and shared her interest in establishing an Arcadia Youth Commission.

Aghik Brakal, a First Avenue Middle School student, appeared and encouraged the City Council to support the installation of underground power lines for neighborhoods located in high fire zones.

Annie Huang, an Oak Avenue Intermediate School student, appeared and expressed her concerns about environmental issues; she spoke about the benefits of creating parks and planting trees, highlighting how these efforts can contribute to a healthier environment.

Oliva Tan, an Arcadia resident, appeared and recognized Mayor Kwan in honor of Asian American and Pacific Islander Heritage Month, commending her for her leadership; she expressed her disappointment with the tone and dialogue of the City Council at the previous meeting; and encouraged everyone to stand together against inequality.

Jessica Xu, a Dana Middle School student, appeared and shared her reasons why the City should consider hosting more festivals.

Kevin Mak, an Arcadia resident, appeared and encouraged the City Council to install tables on the City Hall lawn, noting the inconvenience of having to balance food on laps or sit on the ground due to a lack of tables.

In response to Mr. Mak’s comments, City Manager Lazzaretto stated that the City has a long-term plan to renovate the lawn and that Mr. Mak’s request will be taken into consideration.

Carolyn Iga, Arcadia business owner and Downtown Arcadia Improvement Association Board Member, appeared and spoke about the positive impact the Association has had on her business; she expressed the DAIA's interest in collaborating with the City on the 2028 Olympics and America's 250<sup>th</sup> Birthday Celebration; and encouraged the City Council to include the Association in the planning of these events.

Sonia, an Arcadia resident, appeared to address two concerns. First, she expressed concern over potential litigation from the Arcadia Firefighters' Association related to improperly paid benefits; she noted that the City faced a similar lawsuit in the past and she urged the City Council to investigate how such issues can be prevented moving forward. Second, she expressed her disappointment in the treatment of Mayor Kwan at the previous City Council meeting; she encouraged those Council Members to offer an apology and commended Mayor Kwan for her commitment to transparency and leadership.

Hunter Li Pollock, an Oak Avenue Intermediate School student, appeared and expressed his concerns about air pollution; he spoke about the positive impact moss can have on improving air quality; and urged the City Council to address air pollution issues. He also expressed disappointment with how Mayor Kwan was treated at the previous meeting and called on the City Council to reflect and make changes.

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

Council Member Fu provided a report on the various events that he attended or will be attending as a representative of the City; he addressed comments he heard and made at the previous City Council meeting. He apologized for losing his composure and reiterated his objections to comments made by Mayor Kwan during that meeting; speaking about his personal experience and benefits of women in leadership roles.

Mayor Cao provided a report on the various events that he attended or will be attending as a representative of the City; he congratulated Fire Chief Suen on his recognition by Assemblymember Mike Fong and shared photos of the event; he spoke about the significance of the Memorial Day Holiday; he thanked current military members and veterans for their service; and asked City Attorney Maurer to clarify whether the Mayor has the authority to prevent City Council Members from speaking during City Council Comments.

In response to Council Member Cao's request, City Attorney Maurer stated that each Council Member represents an Arcadia district, and that all districts are represented through the Council Member's participation in City Council meetings.

Council Member Cheng commended Council Member Cao's remarks about Memorial Day; he recognized Joaquin Lim, an Army veteran and former Mayor of Walnut, sharing the profound impact Mr. Lim had on his decision to run for City Council; he invited Council Member Cao to share his personal story of military service, and thanked all veterans for their service. He announced that on May 24, Supervisor Kathryn Barger's 27th Annual Tribute to Veterans & Military Families will be held at Arcadia County Park; on May 26, the Allied Veterans Council Tribute of Memorial Day at Live Oak Memorial Park will occur; and that on May 29, the Police Department is hosting a Neighborhood Watch Meeting. Council Member Cheng expressed his gratitude to his colleagues for their continued support and to Mr. Lim for his guidance.

In response to Council Member Cheng's request, Council Member Cao shared a story from his time in the military, expressing that it was an honor to support an all-women platoon during war.

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 thanked the attorneys that participated in Law Day; and she withdrew her request to be appointed to the proposed LA28 Olympics Committee.

Mayor Kwan addressed Mr. Liu's public comment; she expressed her appreciation for the comments made by her City Council colleagues and responded to some of those comments. She emphasized the importance of being mindful of how words and tone can impact others and encouraged the City Council to uphold high standards in their discourse. She announced that she signed a letter in support of Assembly Bill 468, highlighting the significance of the legislation; and that she attended the Mayors and City Managers Roundtable hosted by Senator Pérez.

## 11. CONSENT CALENDAR

- 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

It was moved by Council Member Cao, seconded by Council Member Cheng, and carried on a roll call vote to approve Consent Calendar Items 10.a and 10.b.

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

## 12. ADJOURNMENT

The City Council adjourned at 9:16 p.m. to Tuesday, June 3, 2025, at 5:00 p.m., in the City Council Conference Room.

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



# STAFF REPORT

Recreation and Community Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Sara Somogyi, Director of Recreation and Community Services  
By: Ashley Marston, Management Analyst

**SUBJECT:** ORDINANCE NO. 2406 AMENDING THE ARCADIA MUNICIPAL CODE BY ADDING PART 11 TO CHAPTER 2 OF ARTICLE II (ADMINISTRATION CODE) TO FORMALLY ESTABLISH THE SENIOR CITIZENS COMMISSION  
**CEQA: Not a Project**  
**Recommendation: Introduce**

## SUMMARY

The Senior Citizens Commission was first established by Resolution No. 4726 in 1978. To be compliant with the City Charter, the Senior Citizens Commission must be established by ordinance. Ordinance No. 2406 amends the Arcadia Municipal Code to establish the Senior Citizens Commission and outlines its mission, membership, and terms. It also makes important updates to the formation of the Commission to address the changing nature of service clubs in Arcadia. It is recommended that the City Council introduce Ordinance No. 2406 to formally establish the Senior Citizens Commission by adding a new section to Article II, Chapter 2 of the Arcadia Municipal Code.

## BACKGROUND

On February 17, 1978, the City Council adopted Resolution No. 4726, establishing the Senior Citizens Commission. Since then, the Senior Citizens Commission has acted in an advisory capacity to the City Council on matters relating to senior citizens. The Senior Citizens Commission is governed by the by-laws established under Resolution No. 4730, later amended by Resolution No. 5269 and 6105. However, City Charter Section 800 provides that the City Council may create, **by ordinance**, any boards or commissions that are required in its judgment, and may grant them certain powers and duties to carry out their mission that are not otherwise inconsistent with the Charter.

## DISCUSSION

In early May, Staff was notified of the dissolution of the Senior Friendship Club. Per the

Senior Citizens Commission by-laws, the Senior Friendship Club nominates a member to serve on the Senior Citizens Commission, for City Council consideration. With the dissolution of the Senior Friendship Club, the Senior Citizens Commission will no longer have a member from that service club, prompting Staff to revise the by-laws. To amend the by-laws and comply with the Arcadia City Charter, the Senior Citizens Commission must be established via ordinance, rather than resolution.

Ordinance No. 2406 formally establishes the Senior Citizens Commission under the following conditions:

Mission

The mission and purpose of the Senior Citizens Commission is to serve in an advisory capacity to the City Council on matters relating to senior citizens in Arcadia.

Membership

Members of the Senior Citizens Commission shall be legally registered voters of the City of Arcadia and shall not hold any other City office or employment.

The Senior Citizens Commission will include seven (7) members in total, with four (4) members from local senior organizations and three (3) at-large members. The current iteration of the Commission had eight members; however, the group traditionally consisted of seven members. This also follows the structure of other City boards and commissions, who have an odd number of members to avoid tie votes.

The four members from senior organizations may include a maximum of one representative from any of the following: Assistance League of Arcadia, Golden Senior Club, Arcadia Travelers Club, and Senior Men’s Club. Each senior organization will nominate an individual from their respective organization, subject to confirmation by the City Council. In the event an organization cannot or does not nominate an individual, the term will be filled with an at-large member appointed by the City Council.

Meetings and Terms

The Senior Citizens Commission will host regular monthly meetings. Meetings will follow the current schedule, held the first Thursday of the month at 4:00 p.m. The meeting schedule will be officially set under the Commission’s by-laws, which will be brought to the City Council for approval at a subsequent meeting.

Members shall serve two-year terms and may serve up to two consecutive terms. Appointments shall be staggered so that four (4) of the terms expire in alternate years from the other three (3) terms.

**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.

**FISCAL IMPACT**

The recommended action of establishing the Senior Citizens Commission by ordinance has no impact on the General Fund.

**RECOMMENDATION**

It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act (“CEQA”); and introduce Ordinance No. 2406 amending the Arcadia Municipal Code by adding Part 11 to Chapter 2 of Article II (Administration Code) to formally establish the Senior Citizens Commission.

Approved:



Dominic Lazzaretto  
City Manager

Attachment: Ordinance No. 2406

ORDINANCE NO. 2406

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING THE ARCADIA MUNICIPAL CODE BY ADDING PART 11 TO CHAPTER 2 OF ARTICLE II (ADMINISTRATION CODE) TO FORMALLY ESTABLISH THE SENIOR CITIZENS COMMISSION

WHEREAS, the Senior Citizens Commission was established by Resolution No. 4726 on February 17, 1978; and

WHEREAS, Section 800 of the Arcadia City Charter provides that the City Council may create, by ordinance, any boards or commissions that are required in its judgment and may grant them certain powers and duties to carry out their mission that are not otherwise inconsistent with the Charter; and

WHEREAS, the City Council seeks to establish the Senior Citizens Commission via ordinance for a continuance of advisement on matters relating to senior citizens in Arcadia and to comply with the City Charter; and

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

SECTION 1. Article II, Chapter 2 of the Arcadia Municipal Code is hereby amended by adding Part 11 to read in its entirety as follows:

"PART 11. SENIOR CITIZENS COMMISSION

2211. CREATION. The Senior Citizens Commission is hereby established for the purpose of advising the City Council on matters relating to senior citizens in Arcadia.

2211.1. MEMBERSHIP. The Senior Citizens Commission shall consist of seven (7) members appointed by the City Council. For this purpose, the City Council shall consider the appointments as follows:

A. Four (4) members suggested by local senior organizations, with up to one (1) member being selected for appointment from each of the following senior organizations:

1. Assistance League of Arcadia;
2. Golden Senior Club;
3. Arcadia Travelers Club;
4. Senior Men's Club;

In the event a senior organization cannot or does not suggest an individual, the term will be filled by an at-large member appointed by the City Council.

B. Three (3) at large members appointed by the City Council who are legally registered voters of the City of Arcadia.

#### 2211.2. TERMS, APPOINTMENTS AND REMOVAL

Members of the Senior Citizens Commission shall be appointed and removed in accordance with Section 802 of the City Charter, excluding the provision of term duration. Senior Citizen Commission members shall serve terms of two years.

#### 2211.3. MEETINGS; CHAIRPERSON

Meetings of the Senior Citizens Commission shall take place and be conducted, and its officers shall be elected, in accordance with Section 804 of the City Charter; provided, however, that the Senior Citizens Commission meet at a regularly scheduled time and place as designated by Commission By-laws.

#### 2211.4. DUTIES

Subject to review and approval of the City Council, the Senior Citizens Commission shall:

- A. Serve in an advisory capacity to the City Council on matters pertaining to senior citizens in Arcadia.
- B. Provide such other advice or reports as may be directed by the City Council, within the purview of the Arcadia Municipal Code and City Charter.”

SECTION 2. The City Council determines that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060 (c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060 (c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulation, Title 14, Chapter 3, because it has no potential for a resulting physical change to the environment, directly or indirectly.

SECTION 3. The City Clerk shall certify to the adoption of this Ordinance and shall cause a copy of same to be posted per Resolution No. 7483 and within fifteen (15) days after its adoption. This Ordinance shall take effect on the thirty-first (31<sup>st</sup>) day after its adoption.

[SIGNATURES ON THE NEXT PAGE]


Passed, approved and adopted this 17th day of June, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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



# STAFF REPORT

Public Works Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Carmen Masud, Deputy Public Works Director

**SUBJECT:** RESOLUTIONS INITIATING PROCEEDINGS FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS, APPROVING THE PRELIMINARY ENGINEER'S REPORT, DECLARING INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2025-26, AND APPOINTING A TIME AND PLACE FOR A PUBLIC HEARING FOR THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1

RESOLUTION NO. 7630 INITIATING PROCEEDINGS FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE AND ORDERING THE PREPARATION OF THE ENGINEER'S REPORT

**CEQA: Not a Project**

**Recommendation: Adopt**

RESOLUTION NO. 7631 APPROVING THE PRELIMINARY ENGINEER'S REPORT OF WILLDAN FINANCIAL SERVICES FOR THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1

**CEQA: Not a Project**

**Recommendation: Adopt**

RESOLUTION NO. 7632 DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 FOR FISCAL YEAR 2025-26 AND APPOINTING A TIME AND PLACE FOR A PUBLIC HEARING

**CEQA: Not a Project**

**Recommendation: Adopt**

## **SUMMARY**

The Arcadia Citywide Lighting District No. 1 ("Citywide Lighting District" or "District") was formed pursuant to state law for the purpose of partially funding the ongoing operation,

maintenance, and servicing of the City's street lighting system. As proposed, the District's budget for Fiscal Year 2025-26 increased by 3.73%, or \$53,400. The increase is due to an increase in salaries and wages, electricity costs, and equipment costs. As a result, for Fiscal Year 2025-26, the annual assessment rate for a single-family property owner in Zone 1 will increase from \$23.00 to \$23.69; and from \$39.16 to \$40.33 in Zone 2.

It is recommended that the City Council adopt the resolutions initiating proceedings for the annual levy and collection of assessments, approving the preliminary Engineer's Report, declaring intention to levy and collect assessments for Fiscal Year 2025-26, and appointing a time and place for a public hearing for the Arcadia Citywide Lighting District No. 1.

## **BACKGROUND**

The City's original Street Lighting District was established in the early 1950s through the Street Lighting Act of 1919 and was set to expire on June 30, 2010. Expiration of the District would have resulted in a loss of approximately \$420,000 in annual revenue to the City beginning in Fiscal Year 2010-11, and would have impeded the ability to properly maintain the City's streetlights. Renewal of the Street Lighting District could no longer be done through the Street Lighting Act of 1919 because the assessments were based on the value of real property, which Proposition 13 prohibits. Additionally, not all properties within the City were included in the original assessment district, which resulted in an inequity of assessments.

To address this issue, in 2009, the City Council directed the formation of a Citywide Lighting District via the Landscaping and Lighting Act of 1972. Under this Act, assessments are based on the special benefit that street lighting provides to properties within the Citywide Lighting District area. Proposition 218 noticing and balloting requirements were met, and on August 3, 2010, the City Council adopted the Engineer's Report for the formation of the Citywide Lighting District, approving the levy and collection of assessments beginning in Fiscal Year 2010-11.

To ensure appropriate allocation and annual levy of assessments based on proportional benefits, the Citywide Lighting District established two benefit zones to separate general benefit and special benefit.

- Zone 1 includes properties along major thoroughfares and parcels that receive the general benefit of street lighting along arterial streets.
- Zone 2 includes properties in residential neighborhoods that specifically benefit from maintenance of street lighting on local streets.

In addition to the use of zones, the assessment rate utilizes a weighted methodology of apportionment referred to as an Equivalent Benefit Unit ("EBU"). The proportional special

benefit calculation for each parcel is determined by land use, number of units, and acreage. Furthermore, a benefit multiplier is also employed to account for varying density levels of street lighting within the City, which ranges from a standard level of street lighting to no street lighting. Some areas in the City were developed with less lighting on their streets. These sparsely lit neighborhoods still receive special benefits from their local lights, even though their overall lighting density is less than those streets with full lighting; these properties receive 20% of the standard lighting density and pay 20% of the annual assessment rate. Properties in areas of the City that do not have street lighting do not pay a street lighting assessment fee. This methodology has been in place since Fiscal Year 2010-11.

### **DISCUSSION**

The City's Fiscal Year 2025-26 proposed budget for the Lighting District is \$1,485,400, of which, \$1,252,622, has been determined to be of special benefit to properties within the Citywide Lighting District, based on the assessment methodology. However, the District was established to fund only a portion of this amount. As a result, the City will be contributing approximately 60%, or \$881,929, of the total street lighting budget, while the property owners (the "District") will pay about 40%, or \$603,471, of street lighting costs. The Citywide Lighting District budget for Fiscal Year 2025-26, as proposed, increased by 3.73%, or \$53,400. The increase is due to an increase in salaries and wages, electricity costs, and equipment costs. As a result, for Fiscal Year 2025-26, the annual assessment rate for a single-family property owner in Zone 1 will increase from \$23.00 to \$23.69; and from \$39.16 to \$40.33 in Zone 2.

As part of the District formation, an assessment range formula was developed to provide reasonable increases and inflationary adjustments that are associated with providing improvements for the Citywide Lighting District. The maximum rates for the Citywide Lighting District are annually adjusted by an amount not to exceed 3% each Fiscal Year. The adjusted Maximum Assessment Rate is calculated independently of the Citywide Lighting District's annual budget. Although the assessment range formula allows the City to increase the assessment rate to the Maximum Assessment Rate, Arcadia has never raised assessment rates to the maximum allowed. For instance, while the Maximum Assessment Rate formula would allow the rates for a single-family property owner to be raised to \$26.06 in Zone 1 and \$44.31 in Zone 2, the assessment rates are only being increased to cover the change in budgeted costs in the coming year.

Using the single-family property as the baseline for the assessment, the table below shows the annual assessment rate levied in Fiscal Year 2024-25, and the proposed Fiscal Year 2025-26 annual assessment rates for Zones 1 and 2:

	<b>FY 24-25 Assessment Rate</b>	<b>FY 25-26 Assessment Rate<sup>1</sup></b>
<b><u>Lighting District Total Budget</u></b>	\$1,432,000	<b>\$1,485,400</b>
<b>Zone 1 (Arterial Lights)</b>	\$23.00	<b>\$23.69</b>
Sparse Lighting	(\$4.60)	(\$4.74)
<b>Zone 2 (Local Lights)</b>	\$39.16	<b>\$40.33</b>
Sparse Lighting	(\$7.83)	(\$8.07)

<sup>1</sup>FY 2025-26 Maximum Assessment Rate for Zone 1 is \$26.06; Zone 2 is \$ 44.31

At the June 17, 2025, City Council Meeting, a public hearing will be conducted to allow for public comment regarding the levy and collection of assessments for the District. Fees can only be adopted after the conclusion of the public hearing.

**ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”) under Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment.

**FISCAL IMPACT**

Fees collected under the Citywide Lighting District will help defray the total maintenance costs of lighting in the subject areas. Upon conclusion of the public hearing and adoption of the engineer’s report, a total of \$603,471 will be levied and collected under the Citywide Lighting District, remitted as part of the annual property tax payments. The levy will not exceed the cost of providing the subject services to the areas nor will the levy exceed the Maximum Assessment Rates allowed. The levy has been set to ensure that the cost to the property owner does not exceed the special benefit to that property. Based on the recommended assessments, the City of Arcadia will contribute \$881,929 to the street lighting system in Fiscal Year 2025-26.

**RECOMMENDATION**

It is recommended that the City Council find that the following resolutions do not constitute a project under the California Environmental Quality Act (“CEQA”); and adopt:

- a. Resolution No. 7630 initiating proceedings for the annual levy and collection of assessments for the Arcadia Citywide Lighting District No. 1 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code and ordering the preparation of the Engineer’s Report.

Citywide Street Lighting Assessment District Resolutions

June 3, 2025

Page 5 of 5

- b. Resolution No. 7631 approving the preliminary Engineer's Report of Willdan Financial Services for the Arcadia Citywide Lighting District No. 1.
- c. Resolution No. 7632 declaring its intention to levy and collect assessments within the Arcadia Citywide Lighting District No. 1 for Fiscal Year 2025-26 and appointing a time and place for a public hearing.

Approved:



Dominic Lazzaretto  
City Manager

Attachments: Resolution No. 7630  
Resolution No. 7631  
Resolution No. 7632

RESOLUTION NO. 7630

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, INITIATING PROCEEDINGS FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE AND ORDERING THE PREPARATION OF THE ENGINEER'S REPORT

WHEREAS, the City Council of the City of Arcadia (the "City"), in Fiscal Year 2010-11, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereafter referred to as the "1972 Act"), established and thereafter has levied annual assessments for the Arcadia Citywide Lighting District No. 1 (hereinafter referred to as the "District"); and

WHEREAS, the 1972 Act provides for the formation of an assessment district pursuant to Chapter 2 Article 1 of the 1972 Act, and the levy and collection of assessments by the County on behalf of the City pursuant to Chapter 4 Article 2 of the 1972 Act; and

WHEREAS, the City Council has determined that it is necessary and desirable to continue the current levels of maintenance and/or improvements of the District; and

WHEREAS, to maintain such levels, it is necessary to continue the collection of assessments as has occurred in the past fiscal year.

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

SECTION 1. Pursuant to the provisions of the 1972 Act, the City Council desires

to initiate proceedings for the levy and collection of assessments to pay for a portion of the costs for the operation, maintenance, and servicing of public street lighting improvements and appurtenant facilities related thereto during Fiscal Year 2025-26.

SECTION 2. The boundaries of the District are coterminous with the boundaries of the City of Arcadia.

SECTION 3. The City Council has retained Willdan Financial Services as the Engineer of Work (hereinafter referred to as the “Engineer”) for the purpose of assisting with the annual levy of the District, including the preparation and filing of the Engineer’s Report with the City Clerk in accordance with the 1972 Act.

SECTION 4. The City Council hereby orders Willdan Financial Services to prepare and file with the City Clerk an Engineer’s Report establishing the Fiscal Year 2025-26 assessments for the District.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURE ON THE NEXT PAGE]


Passed, approved, and adopted this 3rd day of June, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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

RESOLUTION NO. 7631

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, APPROVING THE PRELIMINARY ENGINEER'S REPORT OF WILLDAN FINANCIAL SERVICES FOR THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1

WHEREAS, the City Council of the City of Arcadia (the "City"), in Fiscal Year 2010-11, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereafter referred to as the "1972 Act"), established and thereafter has levied annual assessments for the Arcadia Citywide Lighting District No. 1 (hereinafter referred to as the "District"); and

WHEREAS, the 1972 Act provides for the formation of an assessment district pursuant to Chapter 2 Article 1 of the 1972 Act, and the levy and collection of assessments by the County on behalf of the City pursuant to Chapter 4 Article 2 of the 1972 Act; and

WHEREAS, the City Council, by previous resolution, has ordered Willdan Financial Services as the Engineer of Work (hereinafter referred to as the "Engineer"), in accordance with the 1972 Act, to prepare and file with the City Clerk an Engineer's Report ("Report") establishing Fiscal Year 2025-26 assessments for the District; and

WHEREAS, a Report has been prepared and filed with the City Clerk of the City of Arcadia in accordance with Article 4 of Chapter 1 (Sections 22565 through 22574) of the 1972 Act, said Report being entitled "City of Arcadia, Arcadia Citywide Lighting District No. 1, Fiscal Year 2025-26 Engineer's Report"; and

WHEREAS, the City Clerk has presented to the City Council said Report as

prescribed by Chapter 2, Article 1, Section 22586 of said 1972 Act; and

WHEREAS, the City Council has examined and reviewed the Report as presented and is preliminarily satisfied with the Report, and with each and all of the budget items and documents therein, and that the proposed assessments have been spread in accordance with the special benefits received from the proposed improvements as set forth in said Report.

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

SECTION 1. RECITALS. The preceding recitals are all true and correct.

SECTION 2. REPORT CONTENT. The Report as presented consists of the following:

2a) Plans and specifications that describe the District and Improvements.

2b) Method of Apportionment that outlines the special benefit conferred on properties within the District from the improvements; and the calculations used to establish each parcel's proportional special benefit assessment for the fiscal year including the establishment of:

- i. Annual assessments for the ongoing maintenance, servicing, and operation of street lighting improvements that provide special benefits to the properties in the District; and
- ii. An Assessment Range Formula that provides for inflationary adjustments to the annual assessment for the ongoing maintenance, servicing, and operation of street lighting improvements, thereby

establishing the maximum assessment rate authorized for the fiscal year.

2c) The Budget that outlines the estimated annual expenses to provide and maintain the improvements, including incidental expenses authorized by the 1972 Act.

2d) An Assessment Diagram that identifies the boundaries of the District, the designated zones of benefit, and the associated lots, parcels, and properties included therein.

2e) An Assessment Roll containing the Assessor Parcel Numbers that comprise the District and the proportional assessments for Fiscal Year 2025-26.

SECTION 3. REPORT APPROVAL. The Report, attached hereto as Exhibit "A", is hereby approved and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURES ON THE NEXT PAGE]


Passed, approved, and adopted this 3rd day of June, 2025.

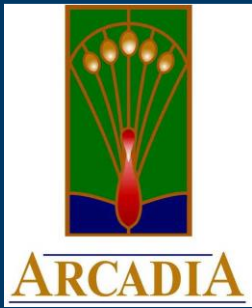
\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

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

APPROVED AS TO FORM:

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



**Exhibit "A"**

# **City of Arcadia**

## **ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 2025/2026 ENGINEER'S REPORT**

**Intent Meeting: June 3, 2025  
Public Hearing: June 17, 2025**

27368 Via Industria  
Suite 200  
Temecula, CA 92590  
T 951.587.3500|800.755.6864  
F 951.587.3510|888.326.6864

Property Tax Information Line  
T. 866.807.6864

[www.willdan.com](http://www.willdan.com)



**ENGINEER'S REPORT AFFIDAVIT**  
*Establishment of Annual Assessments for the:*

**Arcadia Citywide Lighting District No. 1**

**City of Arcadia,  
County of Los Angeles, State of California**

This Report describes the Arcadia Citywide Lighting District No. 1 including the improvements, budgets, parcels and assessments to be levied for Fiscal Year 2025/2026, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Willdan Financial Services  
Assessment Engineer  
On Behalf of the City of Arcadia

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

Chonney Gano  
Project Manager

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

Tyrone Peter  
PE # C 81888

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## I. INTRODUCTION

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The Arcadia Citywide Lighting District No. 1 (hereafter referred to as the “District”) was formed in 2010 for the purpose of funding in part, the ongoing operation, maintenance and servicing of public lighting improvements within the City of Arcadia (hereafter referred to as the “City”) based on the proportional special benefits to properties within the City.

The District was formed to levy and collect annual assessments on the County tax rolls to fund such improvements and appurtenant facilities authorized pursuant to the *Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code commencing with §22500* (hereafter referred to as the “1972 Act”). In conjunction with the authority of the 1972 Act, the assessments are calculated in compliance with the substantive and procedural requirements of the *California State Constitution Article XIID* (hereafter referred to as the “California Constitution”).

As part of the District formation, the City conducted a property owner protest ballot proceeding for the new special benefit assessments in accordance with the provisions of Government Code, Section 53753, and the California Constitution. In conjunction with this ballot proceeding, the City Council conducted a public hearing on July 20, 2010 to consider public testimonies, comments and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the July 20, 2010 public hearing, property owner protest ballots received were opened and tabulated. No majority protest existed.

On August 3, 2010, the City Council, by Resolution No. 6737, adopted the Engineer’s Report for the formation of the District, including the assessment diagram; ordered the formation of the District; approved the levy and collection of the assessments commencing in Fiscal Year 2010/2011, approved the assessment range formula as described in the formation Report; and ordered the improvements and services to be made.

This Engineer’s Report (hereafter referred to as “Report”) was prepared in connection with the establishment of the District and the levy and collection of annual special benefit assessments related thereto commencing in Fiscal Year 2010/2011, pursuant to Chapter 1, Article 4 beginning with §22565 of the 1972 Act and the provisions of the California Constitution. Said District shall include all lots and parcels of land within the City at the time this Report was prepared, the boundaries of which are coterminous with the City boundaries.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the Los Angeles County Assessor’s Office. The Los Angeles County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

## II. PLANS AND SPECIFICATIONS

---

### A. DESCRIPTION OF THE DISTRICT

The territory within the District consists of all lots, parcels of land and subdivisions within the City, the boundaries of which are coterminous with the City's boundaries and the metes and bounds that define the City boundaries are incorporated herein as the metes and bounds of this District. An Assessment Diagram incorporated herein under Part IV of this Report, outlines the boundaries of the District and the Zones therein. This diagram incorporates all lots, parcels and subdivisions of land within the District and Zones as they existed at the time this Report was prepared. The District generally includes all or a portion of the parcels identified on the following Los Angeles County Assessor's Parcel Map Books:

5378;5379;5382;5383;5385;5764;5765;5766;5769;5770;5771;  
5772;5773;5775;5776;5777;5778;5779;5780;5781;5782;5783;  
5784;5785;5787;5788;5789;5790;5791;8501;8503;8509;8510;  
8511;8532;8538;8541;8545;8571;8572;8573;8586;8587

Within the boundaries of the District, two (2) Zones – Zone 01 and Zone 02 – have been established to identify parcels and areas within the District for reasons of separating general benefits from special benefits, and differentiating between special benefits and maintenance costs associated with street lighting along arterial streets versus non-arterial streets. It has been determined that the parcels within these Zones receive differing degrees of special benefits from the improvements and services to be provided by the District.

Zone 01 and Zone 02 were established to incorporate properties that receive direct and particular special benefits from streetlight improvements and services along arterial streets versus street lighting improvements and services that are along non-arterial streets. The two Zones within the District and the improvements and benefits associated with the properties therein are described in more detail in Part III (Method of Apportionment) of this Report.

### B. DESCRIPTION OF IMPROVEMENT AND SERVICES

#### Improvements and Services Authorized by the 1972 Act

As generally defined by the 1972 Act and applicable to this District, the improvements and services and associated assessments may include but are not limited to some or all of the following:

The installation or construction of public lighting facilities;

The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, paving, or electrical facilities;

The acquisition of any existing improvement otherwise authorized pursuant to the 1972 Act;

The maintenance or servicing, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement including but not limited to:

Repair, removal, or replacement of all or any part of any improvements;

The cleaning, sandblasting, and painting of improvements to remove or cover graffiti;

Electric current or other illuminating agent for any public lighting facilities;

The collection and accumulation of funds as reserves for the purpose of ensuing appropriate cash flow for operational activities and long-term maintenance expenses.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of this report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting and mailing of notices;
- Compensation payable to the County for collection of assessments;
- Compensation of any engineer or attorney employed to render services;
- Any expenses incidental to the issuance of bonds or notes;
- Costs associated with the proceedings held for the approval of a new or increased assessment.

Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements.

### District Facilities and Improvements

A detailed map and description of the locations and extent of the District’s existing street lighting improvements are on file in the Office of Public Works Services Department, and by reference these documents are made part of this Report. The following table provides a summary of the streetlight inventory within the City at the time this Report was prepared:

**Table 1  
City of Arcadia Streetlight Inventory**

Street Lighting	Edison-Owned Lights	City-Owned Lights	Total Lights
District-wide Streetlights (Arterial Streets)	915	547	1,462
District-wide Streetlights (Local Streets)	1,623	<sup>(1)</sup> 940	2,563
<b>Total Streetlights</b>	<b>2,538</b>	<b>1,487</b>	<b>4,025</b>

<sup>(1)</sup> The three pending additional City-Owned streetlights, noted in FY 2024/2025 Engineer’s Report, have been installed in the east/west alley between Santa Anita Avenue and First Avenue.

Approximately sixty-three percent (63%) of the streetlights within the District are owned and maintained by Southern California Edison Company. The remaining thirty-seven percent (37%) of the streetlight facilities are owned by the City and are maintained by the City.

The maintenance and servicing of the Southern California Edison Company-owned streetlights is furnished by the Southern California Edison Company or by its successors or assignees. The rates charged by Edison include an Electric Delivery rate which contains the cost of moving energy from the grid to one’s home or business and maintenance cost of the electric lines. SCE also charges Arcadia residents a CCA Cost Responsibility Surcharge which includes PCIA (the rate to recover costs of power purchased before residents joined Clean Power Alliance), a Department of Water Resources Bond Charge to cover the cost of buying power for customers during the energy crisis, and a Competition Transition Charge (non-by-passable charge applicable to all existing and future SCE Bundled Service

Customers, all Direct Access Customers, and all Departing Load Customers for recovery of SCE's transition costs).

The Energy for City-Owned streetlights is procured through the Clean Power Alliance and the rate charged to the City is not regulated and authorized by the CPUC. Clean Power rates are set by the Board of Directors.

While the annual cost of providing the Southern California Edison Company-owned streetlights versus the City-owned streetlights may vary slightly, the difference in annual cost per light is considered negligible and has no bearing on the benefits.

The maintenance, operation and servicing of the District lighting improvements generally includes the furnishing of labor, materials, equipment and electricity for the ordinary and usual maintenance, operation, and servicing of streetlights within the public right-of-ways and easements dedicated to the City. These activities include but are not limited to:

Regular maintenance and servicing the streetlight systems including, cleaning, sandblasting, repainting of poles and equipment to remove or cover graffiti and as needed prevent corrosion; repair or replacement of lighting standards, bulbs and fixtures; and furnishing of electric currents or other illuminating agents.

Periodic repair and rehabilitation of the street lighting system including replacement of old equipment with new or reconditioned equipment; and repair, removal or replacement of related equipment as required including but not limited to lighting fixtures, poles, meters, conduits, electrical cable and relocation of streetlight facilities as necessary including the purchase and installation of related equipment and facilities.

Specifically not included in the District budget and the proportional special benefit assessments is the installation and construction of new streetlights and/or conversion of existing streetlights to decorative streetlights. Such projects and expenditures would be considered Capital Improvement Projects that are beyond the purpose of the assessments for this District. If such projects are needed or desired, the cost of such would require funding from other sources including but not limited to an additional special assessment on the affected properties and/or funds contributed by the City.

### III. METHOD OF APPORTIONMENT

---

Based on the provisions of the 1972 Act and the California Constitution, this section of the Report summarizes an analysis of the general and special benefits provided by the City's existing street lighting improvements and services to be provided by the District; the resulting District structure (zones of benefit); the formulas used to calculate each parcel's proportional special benefit and assessment obligation, including multiplier factor, based on the entirety of the cost of providing the improvements (method of assessment); and the establishment of an inflationary formula for such assessments to address anticipated cost increases due to inflation (assessment range formula).

#### A. BENEFIT ANALYSIS

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include but are not limited to the construction, maintenance, operation, and servicing of public street lighting improvements and appurtenant facilities.

The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

*"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

In conjunction with the provisions of the 1972 Act, the California Constitution Article XIID addresses several key criteria for the levy of assessments, notably:

Article XIID Section 2d defines District as:

*"District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service";*

Article XIID Section 2i defines Special Benefit as:

*"Special benefit" means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute "special benefit."*

Article XIID Section 4a defines proportional special benefit assessments as:

*"An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

The method of apportionment (method of assessment) established herein is based on the premise that each assessed property receives special benefits from street lighting improvements and services that are funded by such assessments, and the assessment obligation for each parcel reflects that parcel's proportional special benefits as compared to other properties that receive special benefits as outlined in the preceding definitions established in the 1972 Act and the California Constitution.

To identify and determine the proportional special benefit to each parcel within the District, it is necessary to consider the entire scope of the improvements provided as well as the properties that benefit from those improvements. The District's improvements and the associated costs described in this Report, have been carefully reviewed and have been identified and allocated based on a benefit rationale and calculations that proportionally allocate the net cost of only those improvements determined to be of special benefit to properties within the District.

### Zones of Benefit

In an effort to ensure an appropriate allocation of the estimated annual cost to provide the District improvements based on proportional special benefits, this District will be established with benefit zones ("Zones") as authorized pursuant to Chapter 1 Article 4, Section 22574 of the 1972 Act:

*"The diagram and assessment may classify various areas within an assessment district into different zones where, by reason of variations in the nature, location, and extent of the improvements, the various areas will receive differing degrees of benefit from the improvements. A zone shall consist of all territory which will receive substantially the same degree of benefit from the improvements."*

While the California Constitution requires that "*The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement or the maintenance and operation expenses of a public improvement...*"; it is reasonable to conclude that street lighting on arterial streets has been installed primarily for the purpose of nighttime traffic illumination and circulation, and will benefit both the community as a whole and the public at large. On the other-hand, local street lighting improvements are not required in all areas of the City, which is evident in the absence of street lighting within certain neighborhoods. Therefore, street lighting along non-arterial streets (local streetlights) provides special benefit to properties fronting these streets and was installed in connection with the development of such properties. However, these improvements are not mutually exclusive or typically isolated to a particular parcel but are rather shared and directly affect entire neighborhoods or groups of parcels. The location and extent of the specific local streetlight improvements in relationship to those neighborhoods or groups of parcels immediately adjacent or in close proximity to those improvements must be considered.

Therefore, as part of this analysis, the District includes two distinct Zones. Zone 1 includes all parcels that specially benefit from the maintenance of street lighting along arterial streets, and Zone 2 includes remaining parcels within the City that specially benefit from maintenance of street lighting along non-arterial streets (local streetlights). The creation of these two zones requires the apportionment of the total maintenance budget between these two zones, which necessitates the need to separately analyze each zone's maintenance costs to determine the portion of each zone's budget (identified in Part III) that is considered to be general benefit versus special benefit.

While the extent and location of local street lighting improvements in the City has typically resulted from property development or the specific needs of nearby properties, arterial streetlight improvements were installed first and foremost to improve the overall safety of the community and traffic circulation, and are more of an indirect result of property development. Therefore, a significant portion of the maintenance costs in Zone 1 is considered general benefit and will not be assessed against parcels within the District.

Based on a report completed by Meyer, Mohaddes Associates, in March 2006, regarding the City's Transportation Impact Fee Program, it is estimated that the number of vehicular trips generated by properties within the City account for approximately 57% of the total daily trips on the City's arterial streets, with 43% being pass-through trips from outside the City. Utilizing this information as part of the analysis for separating general benefits from special benefits, it is reasonable to conclude that 43% of the streetlight improvements and associated costs of the City's arterial streetlights can be identified as general benefit to the public at large. Likewise, it is reasonable to apply this same 43% trip rationale to the vehicular trips generated by properties within the City (57% of the total trips) to establish the general benefits associated with trips generated within the City that are conferred on real property located in the District ( $43\% \times 57\% = 24.5\%$ ). Collectively this would suggest that approximately sixty-eight percent, 67.5% ( $43\% + 24.5\% = 67.5\%$ ) of the maintenance costs in Zone 1 are for general traffic related improvements along the City's arterial streets, which together improve the overall safety of the community at-large, and the properties therein and; therefore, are considered to be a general benefit and will not be assessed.

In reviewing the location and extent of the City's street lighting improvements and the relationship these improvements have to properties within the District, it has been determined that local streetlights (streetlights that are not located on arterial streets) were installed in connection with the development of nearby properties. As such, these local lighting improvements have a direct and particular relationship to, and provide special benefit to, the properties located in close proximity to those street lighting improvements and on those streets. The special benefit affects these properties in a way that is particular and distinct from its effect on other parcels and that real property in general and the public at large do not share. Furthermore, certain areas of the City do not have local street lighting, which provides further confirmation that local street lighting specially benefits properties in close proximity to such local street lighting. Therefore, since certain areas of the City forgo the need of local street lighting, the maintenance costs associated with local street lighting is not considered to be a general benefit.

The District Budget, incorporated herein under Part III of this Report, provides a summary of the total estimated cost of providing the streetlight improvements and the allocation of those costs as general benefit versus special benefit for each Zone of the District. Details regarding the location and extent of the street lighting improvements within the District and the Zones therein are on file in the Office of Public Works Services Department and by reference these documents are made part of this Report. A diagram showing the exterior boundaries of the District and the two Zones therein is attached and incorporated herein under Part IV (District Diagram) of this Report.

## B. ASSESSMENT METHODOLOGY

In order to calculate and identify the proportional special benefit received by each parcel and their proportionate share of the improvement costs it is necessary to consider not only the improvements and services to be provided, but the relationship each parcel has to those improvements as compared to other parcels in the District.

Article XIID Section 4a reads in part:

*“...The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement or the maintenance and operation expenses of a public improvement or for the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”*

Street lighting, like most public improvements, provides varying degrees of benefit (whether they be general or special) based largely on the extent of such improvements, the location of the improvements in relationship to the properties, the specific use and size of each property, and the reason or need for such improvements as it relates to individual properties. In this District these issues are each considered in determining the proportional special benefit to each parcel by the use of benefit zones, the separation of general benefit and special benefit, and County land use designations. The specific use and size of each property is accounted for to reflect each parcel's need for such improvements and its reasonable cost of the proportional special benefit as compared to other properties that benefit from those improvements. Therefore, an equivalent benefit unit methodology is utilized to assess properties accordingly.

### Equivalent Benefit Units

In addition to the use of Zones, the method of apportionment established for this District to reflect the proportional special benefit of each parcel utilizes a weighted methodology of apportionment typically referred to as an Equivalent Benefit Unit (EBU) methodology. This method of apportionment establishes the typical detached single-family home site as the basic unit of assessment. A single-family residential unit is assigned one (1.0) Equivalent Benefit Unit (EBU) and other property types (land uses) are proportionately weighted (weighted EBU) based on a benefit formula that equates each property's specific characteristics and special benefits to that of the single-family residential unit. This proportional weighting may be based on several considerations that may include, but are not limited to: the type of development (land use), development-status (developed versus undeveloped), size of the property (acreage or units), vehicular trip generation, street frontage, densities or other property related factors including any development restrictions or limitations; as well as the density of lighting associated with each property (addressed through the application of a benefit multiplier factor which is discussed in the next section).

For the improvements and assessments outlined in this Report, it has been determined that the most appropriate proportional special benefit calculation for each parcel is reasonably determined by three basic property characteristics:

Land use — Commercial/Industrial Use; Residential Use, Institutional Use, Vacant Land (Undeveloped Property), Public Property etc.;

Property Size — Acreage for non-residential properties; Units for residential properties. Property size (acreage or units) provides a definable and comparative representation of each parcel's proportional special benefit not only to similar types of properties but to other properties as well. The size of a property provides an appropriate and overall reflection of numerous considerations associated with each parcel's special benefits including vehicular trip generation, average street frontage and development densities.

Lighting Density —The amount of street lighting within the City is not uniform and varies from one area to the next, ranging from a standard level of street lighting to no street lighting in certain neighborhoods of the City. To account for this varying level of street lighting a benefit multiplier factor is applied, as discussed in the next section of this report entitled “**Benefit Multiplier Factor.**”

The following outlines the special benefits and equivalent benefit unit calculations to be applied to each of the various land use classifications identified for this District to establish each parcel's proportional special benefit compared to other parcels within each respective Zone of the District:

**Single-Family Residential Property** — This land use is defined as a fully subdivided residential home site with a single residential unit developed on the property. The special benefits that local street lighting provides to such properties include, but are not limited to:

Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;

Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas; and

Improved nighttime ingress and egress to the property.

For purposes of establishing the proportional special benefits and equivalent benefit units for other land uses in this District, the single-family residential land use is designated as the basic unit of assessment and shall be assigned 1.000 EBU per parcel (unit).

**Multi-Family Residential & Mixed Use Property** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the parcel. (This land use includes apartments, duplexes, triplexes, etc., but does not generally include condominiums, town-homes). This land use designation also includes properties identified by the County Assessor's Office as mixed use property for which there is more than one residential unit (known number of residential units) associated with the property and for which the parcel's primary use is residential, but may also include a commercial component or unit associated with that property. The special benefits that local street lighting provides to such properties include, but are not limited to:

Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;

Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas; and

Improved nighttime ingress and egress to the property.

Although multi-family residential properties receive similar special benefits to that of single-family residential property and an appropriate and comparative calculation of proportional special benefits is reasonably reflected by the parcel's total number of residential units, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that multi-family units impact public infrastructure at reduced levels compared to a single-family residence, which is reflective of their reduced structure size, trip generation and need for various public improvements. Furthermore, as the density (number of units per parcel) increase, the average distance from the streetlight improvements tends to increase and the number of vehicular trips generated tends to decline because the population density per unit tends to decrease (largely because of reduced unit sizes). Based on these considerations, it is reasonable to conclude that the actual number of streetlights per unit is less than that of a single-family residential property and appropriate weighting of the proportional special benefit per unit for multi-family residential properties as compared to a single-family residential is best represented by the following sliding scale: 0.750 EBU per unit for the first 5 units; plus 0.625 EBU per unit for units 6 through 25; plus 0.500 EBU per unit for units 26 through 50; plus 0.375 EBU per unit for units 51 through 100; plus 0.250 EBU per unit for units 101 or above.

**Condominium/Town-home Property** — This land use is defined as a fully subdivided residential condominium or town-home parcel that typically has one residential unit associated with each Assessor's Parcel Number but is part of a multi-unit development for which each condominium or town-home parcel shares or has common interest (common area) with the other residential parcels in that development. The special benefits that local street lighting provides to such properties include, but are not limited to:

Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;

Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas; and

Improved nighttime ingress and egress to the property.

The development attributes of condominiums and town-homes tend to be a blend of the single-family residential and multi-family residential properties. Like multi-family residential properties, individual condominium and town-home units (individual parcels) within such developments may not have actual street frontage where the local streetlight improvements are located, but rather the common area lot which they share has street frontage. (In most cases, each residential unit fronts a private road or driveway that directly accesses the street where the local streetlight improvements are located). Because condominium and town-home properties represent individual residential units that are privately owned, like single-family residential properties these properties tend to be owner occupied with relatively fewer vacancies per unit than multi-family residential properties, which in turn represents greater average trip generation per unit than multi-family residential properties. However, because this property type usually has a much higher development density (greater number of units per acre) than single-family residential properties the actual number of streetlights per unit is clearly less than that of a single-family residential property.

In consideration of the special benefits associated with these properties and the development characteristics discussed above, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.750 EBU per unit. (Because these parcels typically represent a single residential unit or small group of units that are each privately owned, no

adjustment for multiple units is applied to this land use as it is for multi-family residential properties).

**Developed Commercial/Industrial Property** — This land use is defined as a developed property with structures (buildings) that is used or may be used for commercial purposes, whether the structures are occupied or not. This land use does not include parcels for which the primary use of the property is considered residential or Hotels and Motels (transient residential). This land use classification includes most types of commercial enterprises including but not limited to commercial retail; food services; banks; shopping centers; recreational facilities; office buildings and professional buildings, as well as industrial properties including service centers; warehousing and manufacturing. This land use classification also includes any parcel that may incorporate a single residential unit, but is also used in whole or in part for commercial purposes. The special benefits that local street lighting provides to such properties include:

Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;

Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas;

Improved nighttime ingress and egress to the property;

Increased accessibility and/or hours of operation that result from adequate nighttime lighting on the streets near or adjacent to the property; and

Greater nighttime visibility of the property and associated business with the property.

The presence of local street lighting or the lack thereof has a direct and distinct impact on commercial/industrial properties and the businesses associated with those properties. Utilizing trip generation data outlined by the Institute of Transportation Engineers Informational Report, Seventh Edition; commercial/industrial properties generate on average approximately four (4) times the daily vehicular trips per acre generated by a typical single-family residential property (9.57 trips per single-family residential unit compared to 42.32 trips per acre for commercial properties). While the actual daily trips generated by a particular commercial/industrial property may be greater or less than this average, it does provide a reasonable indicator of the proportionality of the special benefits associated with local street lighting for such properties. In support of this finding, an analysis of development densities in the City indicates that on average, single-family and condominium developments yield approximately 4.06 residential units per acre.

Although the preceding evaluations suggest that the direct proportional special benefits to commercial/industrial properties are reasonably reflected by an apportionment of 4.000 EBU per acre, because most commercial/industrial parcels represent a separate and independent commercial enterprise or business with immediate proximity to local street lighting, it has been determined that the proportional special benefit for any individual commercial or industrial parcel is at least equal to that of a single-family residential property. Therefore, a commercial/industrial parcel that is less than one-quarter of an acre in size shall be assigned 1.000 EBU (minimum EBU). Likewise, it is reasonable to conclude that there is a limit to the proportional special benefit that any single parcel receives from local streetlights (maximum EBU). In an analysis of the average street frontage and number of lights per acre for various land use classifications, it has been determined that commercial/industrial parcels shall not be assessed for any acreage greater than ten (10.00) acres, which sets the maximum EBU at 40.000 EBU for this land use classification.

**Developed Hotel/Motel Property** — Although Hotel/Motel Properties are certainly viewed as commercial enterprises, these properties have more significant nighttime use and traffic generation than other commercial/industrial properties that results from their transient residential activities. The special benefits that local street lighting provides to such properties include:

Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;

Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas;

Improved nighttime ingress and egress to the property;

Increased use of the property that result from adequate nighttime lighting immediately adjacent to or near the property which is essential to the extended nighttime operation associated with these properties; and

Greater nighttime visibility of the property that improves potential customer attraction thereby increasing business activity and use of the property.

The presence of local street lighting or the lack thereof can have a direct and significant impact on hotel and motel properties because of their heightened nighttime use of the property. To reflect this increased proportional special benefit resulting from higher nighttime use and need for local street lighting as compared to other commercial/ industrial properties, the proportional special benefits and assessments for this land use classification shall be based on 6.000 EBU per acre. As with commercial/industrial properties, minimum and maximum acreage limits shall be applied in calculating each parcel's individual assessment. These acreage limits result in a minimum Equivalent Benefit Unit of 1.500 EBU for parcels less than one-quarter of an acre and a maximum Equivalent Benefit Unit of 60.000 EBU for parcels greater than ten acres.

**Developed Institutional Property** — This land use is defined as developed private properties used for the purposes of public related services or activities, including but not limited to Colleges, Private Schools, Places of Worship, Day Care Centers, Fraternal Organizations, Hospitals, Convalescent or Retirement Homes, or other similar public service or assembly type properties. The special benefits that local street lighting provides to such properties include:

Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;

Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas; and

Improved nighttime ingress and egress to the property.

While properties in this land use classification are generally considered non-residential properties, it has been determined that this land use classification clearly receives less special benefit from local street lighting than commercial/industrial properties based on several considerations: they represent businesses/operations that provide public related or community services (educational, medical care, religious etc.); they are generally non-profit organizations; and they have significantly less nighttime use and associated trip generation. Based on the special benefits that local street lighting provides to such properties and in consideration of their limited nighttime use, the Equivalent Benefit Units applied to these

properties shall be based on 2.000 EBU per acre with the same minimum and maximum acreage limits that are applied to other acreage-based properties. These limits result in a minimum Equivalent Benefit Unit of 0.500 EBU for parcels less than one-quarter of an acre and a maximum Equivalent Benefit Unit of 20.000 EBU for parcels greater than ten acres.

**Developed Public Property** — This land use is defined as developed public or government-owned property used for public related services or activities, including but not limited to city facilities including parks, community centers, fire and police stations, and city offices; county or state offices and facilities; federal, state or county court facilities; US postal service facilities; public schools; public utility facilities or offices; or other similar developed public properties. The special benefits that local street lighting provides to such properties include:

Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety;

Reduction in property-related crimes (especially vandalism) commonly associated with poorly lighted areas; and

Improved nighttime ingress and egress to the property.

While many of these properties have the potential to be converted or utilized as commercial or other non-residential enterprises, their purpose and function is specifically for public related services and activities and they generally have no or limited nighttime use and trip generation, which is similar to Institutional properties. Based on the special benefits that local street lighting provides to such properties and in consideration of their limited nighttime use, the Equivalent Benefit Units applied to these properties shall be based on 2.000 EBU per acre with the same minimum and maximum acreage limits that are applied to other acreage-based properties. These limits result in a minimum Equivalent Benefit Unit of 0.500 EBU for parcels less than one-quarter of an acre and a maximum Equivalent Benefit Unit of 20.000 EBU for parcels greater than ten acres.

The County Tax Collector's Office typically identifies these properties as "Non-Taxable" and does not generate tax bills for these properties and as a matter of practical application, the calculated special benefit and proposed assessment obligation for such properties cannot be collected through the secured tax roll in the same manner as other District assessments. Therefore, the only other alternative to the City is the option to direct bill these properties; otherwise, the total assessment amount applied to these properties would not be recovered and would be lost revenue. In any case, the total amount of maintenance cost allocated to these properties is directly related to special benefit received by these properties and may not be reapportioned to any other parcel(s) within the District.

**Parking Lot/Limited Use Property** — This land use classification is applied to developed privately-owned properties that the City considers not to be fully developed commercial/industrial, institutional or residential properties. This land use classification is typically applied to parcels that are identified as parking lots with limited or no buildings; but may also identify parcels that have limited or restricted non-residential use where the typical commercial/industrial or institutional classification is not applicable or appropriate. The special benefits that local street lighting provides to such properties include:

Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety

Reduction in property-related crimes (dumping, graffiti, vandalism and loitering) commonly associated with poorly lighted areas;

Improved nighttime ingress and egress to the property; and

Potential increased use and trip generation that result from adequate nighttime lighting which promotes extended hours of operation.

Based on these special benefits and in consideration of use and need for local street lighting, the Equivalent Benefit Units applied to these properties shall be based on 1.000 EBU per acre with the same minimum and maximum acreage limits that are applied to other acreage-based properties. These limits result in a minimum Equivalent Benefit Unit of 0.250 EBU for parcels less than one-quarter of an acre and a maximum Equivalent Benefit Unit of 10.000 EBU for parcels greater than ten acres.

**Vacant Property** — This land use is defined as property that has been identified as undeveloped, but has reasonable development potential (Few or no development restrictions). The special benefits that local street lighting provides to such properties include:

Direct and/or ambient lighting of the property and the immediate area (street and sidewalk) providing improved nighttime visibility and safety; and

Reduction in property-related crimes (dumping, graffiti, vandalism and loitering) commonly associated with poorly lighted areas.

In an evaluation of the special benefits associated this land use as compared to that of developed properties it becomes evident that the proportional special benefits associated with vacant property are clearly less than those associated with developed properties. Although vacant properties derive special benefits from local street lighting, these special benefits are limited to the land (lot) itself. Conversely, approximately half of the direct and immediate special benefits for developed properties are related to the daily use or potential use of that property (specifically nighttime use). Based on these special benefit considerations and the direct advantages of local street lighting, the Equivalent Benefit Units applied to these properties shall be based on 0.500 EBU per acre with the same minimum and maximum acreage limits that are applied to other acreage-based properties. These limits result in a minimum Equivalent Benefit Unit of 0.125 EBU for parcels less than one-quarter of an acre and a maximum Equivalent Benefit Unit of 5.000 EBU for parcels greater than ten acres.

**Exempt Property (Parcel)** — This land use identifies parcels where, for various reasons, it has been determined that the parcel does not and will not receive special benefits from street lighting improvements. This land use classification may include but is not limited to:

Lots or parcels identified as public streets and other roadways;

Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, or other publicly-owned or utility-owned land that serves the community or general public and are not considered or classified as developed public properties; and

Parcels of land that are privately owned, but cannot be developed independently from an adjacent property or is part of a shared interest with other properties, such as common areas, sliver parcels, bifurcated lots or properties with very restrictive potential or use.

Because these properties either provide a public service that is comparable to street lighting or they are dependent on another property or development, these types of parcels have no direct need for street lighting and are considered to receive no special benefits Therefore these parcel shall be exempt from assessment and are assigned 0.0000 EBU. However, these properties shall be reviewed annually by the assessment engineer to confirm the parcel's use.

**Special Case Property** — In many districts where multiple land use classifications are involved, there may be one or more properties where the standard land use classifications do not accurately identify the use and special benefits received from the improvements, or there may be factors related to that particular parcel that should be noted for review in subsequent fiscal years. The following are some examples of properties that may be classified as Special Case properties:

- Example 1: A parcel may be identified as a Vacant Property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel. Therefore the parcel is identified as a Special Case so that each year the parcel's proportional special benefit and assessment is accurately addressed utilizing the property's net acreage rather than gross acreage.
- Example 2: The use of a particular property and its proportional special benefit is not in question, but there is some characteristic or issue regarding the property that should be noted or reviewed in future years.
- Example 3: The most common reason for identifying a parcel as a Special Case is usually related to development. A property may be identified by the County as Vacant land, but the property is either being developed or has already been developed. Another example would be a property that would normally be identified as Vacant Land, but is being treated as Exempt Property because due to current and temporary development restrictions that will likely change in the future. In this case, this designation serves as a prompt to review the status of that property each year, and if and when the status of that property changes, the land use designation can be appropriately changed.

Therefore, the Equivalent Benefit Units assigned to Special Case Properties will vary depending on the circumstances and reasons for treating each particular property as a Special Case. The Equivalent Benefit Unit(s) assigned to each such parcel may be based on adjusted acreage, units or a combination of those factors. The City and/or the assessment engineer tasked with the administration of the District shall annually review each parcel designated as a Special Case Property and based on that review shall make appropriate adjustments to that property's land use and Equivalent Benefit Unit assignment as warranted.

The following is a summary of property types and the Equivalent Benefit Unit assignments described in the preceding discussion of Equivalent Benefit Units.

**Table 2:  
Equivalent Benefit Unit Assignments**

Land Use	Benefit Unit Calculations		
Single Family Residential Property	1.000	per unit	
Multi-Family Residential & Mixed Use Property	0.750	per unit	(units 1-5)
	0.625	per unit	(units 6-25)
	0.500	per unit	(units 26-50)
	0.375	per unit	(units 51-100)
	0.250	per unit	(units greater than 100)
Condominium/Town-home Property	0.750	per unit	
Developed Commercial/Industrial Property	4.000	per acre	(minimum 1.000 EBU; maximum 40.000 EBU)
Developed Hotel/Motel Property	6.000	per acre	(minimum 1.500 EBU; maximum 60.000 EBU)
Developed Institutional Property	2.000	per acre	(minimum 0.500 EBU; maximum 20.000 EBU)
Developed Public Property	2.000	per acre	(minimum 0.500 EBU; maximum 20.000 EBU)
Parking Lot/Limited Use Property	1.000	per acre	(minimum 0.250 EBU; maximum 10.000 EBU)
Vacant Property	0.500	per acre	(minimum 0.125 EBU; maximum 5.000 EBU)
Exempt Property	0.000	per parcel	
Special Case Property	varied based on circumstances associated with each parcel		

### **Benefit Multiplier Factor**

In addition to the initial assignment of EBUs based on a parcel’s land use, number of units, and acreage, a Benefit Multiplier Factor is also employed to account for the varying density levels of street lighting within the City, which ranges from a standard level of street lighting to no street lighting in certain neighborhoods of the City. In addition, the use of a Benefit Multiplier Factor ensures that the differentiation in lighting density is captured as part of the special benefit findings for each parcel. A Benefit Multiplier Factor shall be applied to each parcel’s EBU assignment to calculate the final net number of EBUs that will be used to determine the Maximum Assessment Rate per Zone, and each parcel’s unique assessment. The following provides a description of the three different Benefit Multiplier Factors of 1.0, 0.20, and 0.00:

#### ***Benefit Multiplier Factor = 1.0***

Parcels within the District that receive direct special benefits from local streetlight improvements that were installed in connection with the development of the parcel or would otherwise have been required or necessary for the development or future development of such property to its full and best use; and the overall proximity and spacing of local street lighting in the area is consistent with the City’s typical density and spacing standards. Parcels with a Benefit Multiplier Factor equal to 1.0 may include, but is not limited to:

Parcels that are within 200 feet of a streetlight.

Parcels that are part of a single-family residential subdivision (tract) in which the average distances from a streetlight is less than 200 feet;

Parcels that are part of a residential subdivision other than a single-family residential subdivision (i.e., condominium projects, apartments or other residential properties) in which the street frontage for the development (common area lot or actual parcel) is within 200 feet of a streetlight.

Non-residential properties (parcels or overall developments) that are within 200 feet of a streetlight on a street that is adjacent to, used, or could be used to access the property. These properties include both developed and undeveloped properties.

***Benefit Multiplier Factor = 0.20***

Parcels within the District that receive direct special benefits from local streetlight improvements that were installed in connection with the development of the parcel or were installed specifically for the properties in that area, but the overall density of street lighting is approximately 20% of the standard lighting density, when compared to the lighting density of parcels with a benefit multiplier factor equal to 1.0. Therefore, the Benefit Multiplier Factor for these parcels equals 0.20. Parcels with a Benefit Multiplier Factor equal to 0.20 may include, but is not limited to:

Parcels that are part of a single-family residential subdivision (tract) in which the average distances from a streetlight is greater than 200 feet, but there are streetlights located along the street that the parcel fronts or along adjacent streets within the development (possibly lights on the perimeter of the development). (Note: parcels that are within such subdivisions that may be directly adjacent to or in closer proximity to a specific streetlight shall be assessed the same as other parcels in that subdivision);

Parcels that are part of a residential development other than a single-family residential subdivision (i.e., condominium projects, apartments or similar residential properties) in which the street frontage for the development (common area lot or actual parcel) is within 400 feet of a streetlight, but more than the 200 feet established for Zone 01.

Non-residential properties (parcels or overall developments) that are within 400 feet of a streetlight on a street that is adjacent to, used, or could be used to access the property. These properties include both developed and undeveloped properties.

***Benefit Multiplier Factor = 0.00***

Parcels within the District that have limited or no local streetlight improvements within their immediate proximity shall have a Benefit Multiplier Factor equal to 0.00 applied to their EBU assignment. Therefore, these properties shall not be assessed and, as part of the notice and ballot proceedings being conducted in connection with the formation of the District, the ballots for these properties shall reflect a zero (\$0.00) assessment amount.

## **C. ASSESSMENT RANGE FORMULA**

Pursuant to the California Constitution Article XIID, the imposition of any new or increased assessment requires certain noticing and meeting requirements. However, Proposition 218 Omnibus Implementation Act states that an assessment is not considered an increased assessment if the assessment does not exceed an assessment formula adopted by the City in accordance with Article XIID of the California Constitution.

As part of the District formation and establishment of annual assessments to fund the ongoing operation, maintenance and servicing of those improvements within the District, an

Assessment Range Formula was developed. The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment that are inevitably associated with providing such improvements and activities. The Assessment Range Formula is defined by the following:

The “Maximum Rates” for this District shall be annually adjusted by an amount not to exceed three percent (3%) to establish the new Maximum Assessment Rates authorized for the District each fiscal year. (These new rates may be referred to as Adjusted Maximum Assessment Rates).

Beginning in the District’s second fiscal year (Fiscal Year 2011/2012) and each fiscal year thereafter, the Maximum Assessment Rates will be recalculated and new Adjusted Maximum Assessment Rates will be established for the fiscal year utilizing the Assessment Range Formula described above. The Adjusted Maximum Assessment Rates shall be calculated independently of the District’s annual budget and proposed assessments. Any proposed annual assessment (Rate per EBU) less than or equal to the Adjusted Maximum Assessment Rate for each respective Zone shall not be considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners, through the balloting process, must approve such a new or increased assessment before that new or increased assessment may be imposed.

## **IV. DISTRICT BUDGET**

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### **A. BUDGET**

The City’s streetlight maintenance budget identifies an estimate of anticipated annual expenses associated with the ongoing operation, maintenance and servicing of streetlight improvements that includes, but is not limited to maintenance of streetlights and related facilities, energy costs and incidental expenses. The City provided the estimated total annual cost of streetlight maintenance for Fiscal Year 2025/2026, an inventory of arterial streetlights, and the maintenance costs attributable to arterial streetlights. Table 3 provides the City’s streetlight maintenance budget for Fiscal Year 2025/2026 and Table 4 provide a detailed inventory of the arterial streetlights within the City of Arcadia as well as the maintenance cost associated with these arterial streetlights.

**Table 3  
City of Arcadia Streetlight Maintenance Budget**

Description	FY 2025/2026
Salaries & Wages	\$326,100
Supplies	21,700
Contract Services	100,000
Electric	825,700
Vehicle Maintenance	27,600
City Liability Insurance	31,100
City Administration Services	124,300
POB Contribution	28,900
<b>Total</b>	<b>\$1,485,400</b>

**Table 4  
City of Arcadia Arterial Streetlight Maintenance Budget**

Arterial Street	Number of Edison Lights	Number of City Lights	FY 2025/2026
Baldwin	177	107	\$67,458
Colorado	20	6	3,783
Duarte	122	1	630
Foothill	76	17	10,718
Huntington	52	237	149,417
Las Tunas	46	62	39,088
Live Oak	10	37	23,327
Lower Azusa Rd	12	0	0
Michillinda	51	16	10,087
Peck	14	0	0
Santa Anita	271	15	9,457
Second	19	1	630
Sunset	40	16	10,087
Campus	5	32	20,174
<b>Total <sup>(1)</sup></b>	<b>915</b>	<b>547</b>	<b>\$344,856</b>

<sup>(1)</sup> Total may not foot due to rounding.

The budget for the District outlines the overall estimated annual cost to provide the District improvements per Zone, that portion of the costs that are considered to be general benefit and special benefit for each Zone, and the additional funding support from the City to establish the proposed initial maximum assessment rates to be applied to the various parcels within each Zone.

The District only partially funds the operation, maintenance and servicing of lighting improvements throughout the City that provide special benefits to properties within the City. The Fiscal Year 2025/2026 District budget is \$1,485,400, of which \$1,252,622 has been determined to be of special benefit to properties within the District based on the assessment methodology. However, the District is being established to fund only a portion of this amount equal to \$603,471. As a matter of policy, the City will contribute the remaining \$649,151 from the general fund and other revenue sources. Therefore, the City's contribution will not only reduce the assessments against the District's affected parcels, but it will further ensure that property owners are not assessed for more than their proportional special benefit.

**Table 5  
City of Arcadia Citywide Lighting District No. 1  
Fiscal Year 2025/2026 Budget**

	Total Budget	Zone 1 Arterial Lights	Zone 2 Local Lights
Arterial Lights	\$344,856	\$344,856	\$0
Local Streetlight Improvements	987,344	0	987,344
<b>Annual Maintenance Budget</b>	<b>\$1,332,200</b>	<b>\$344,856</b>	<b>\$987,344</b>
Administration <sup>(1)</sup>	\$153,200	\$39,658	\$113,542
<b>Total Expense (see table above for breakdown)</b>	<b>\$1,485,400</b>	<b>\$384,514</b>	<b>\$1,100,886</b>
City Contribution for General Benefit (67.5% of Primary) <sup>(2)</sup>	(\$232,778)	(\$232,778)	\$0
<b>Annual Maintenance Budget Less General Benefit <sup>(3)</sup></b>	<b>\$1,252,622</b>	<b>\$151,736</b>	<b>\$1,100,886</b>
<b>City Contribution for Special Benefit Reduction <sup>(3)</sup></b>	<b>(\$649,151)</b>	<b>(\$49,002)</b>	<b>(\$600,149)</b>
<b>BALANCE TO LEVY <sup>(3)</sup></b>	<b>\$603,471</b>	<b>\$102,734</b>	<b>\$500,737</b>
<b>Total Parcels</b>	<b>17,129</b>	<b>2,697</b>	<b>14,432</b>
<b>Parcels Levied</b>	<b>15,200</b>	<b>2,641</b>	<b>12,559</b>
<b>Total EBU Levied</b>	<b>16,752.58</b>	<b>4,336.61</b>	<b>12,415.98</b>
<b>Maximum Rates <sup>(4)</sup></b>		<b>\$26.06</b>	<b>\$44.31</b>
<b>Applied Rates <sup>(4)</sup></b>		<b>\$23.69</b>	<b>\$40.33</b>

<sup>(1)</sup> Administration includes City Administration Services and POB Contribution. POB Contribution Fee new in Fiscal Year 2022/2023.

<sup>(2)</sup> The general benefit contribution applies to Arterial Streetlights only.

<sup>(3)</sup> Totals may not foot due to rounding.

<sup>(4)</sup> The District's Maximum Rates have an annual adjustment not to exceed three percent (3%). Maximum Rates were increased by 3% from the prior fiscal year. The Applied Rates are less than the Maximum Rates. Reference Section III C: Assessment Range Formula.

## B. PARCEL ASSESSMENT CALCULATION

Pursuant to the provisions of the California Constitution, the proportionate special benefit derived by each parcel within the District and its corresponding assessment obligation shall be determined in relationship to the entirety of the capital cost of a public improvement or the maintenance and operation expenses of a public improvement.

The following formulas are used to calculate each parcel's Levy Amount (proportional assessment obligation):

**Step 1:** Based collectively on the preceding discussion and findings, the estimated annual cost to provide the various District improvements have been allocated to each Zone and separated between general benefit and special benefit. Those improvement costs determined to be of general benefit shall not be assessed to properties within each Zone of the District and these costs are deducted from the total budget to establish the improvement costs determined to be of special benefit.

**Total Zone Budget – General Benefit Costs = Total Zone Special Benefit Costs**

**Step 2:** The Total Zone Budget minus any additional contributions from the City or other revenue sources establishes the “Balance to Levy” for that Zone. This Balance to Levy amount is the proportionately allocated to each parcel within the Zone based on their calculated EBU.

**Total Zone Budget – Additional City Contribution = Balance to Levy (Zone)**

**Step 3:** Each parcel's proportional special benefit is calculated based on the Equivalent Benefit Unit rationale previously discussed:

**Parcel's Land Use Benefit x (Acreage or Units) x Benefit Multiplier Factor = Parcel's EBU**

**Step 4:** The total number of Equivalent Benefit Units for the District and each Zone therein is determined by the sum of all individual EBU(s) applied to parcels that receive a special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for each Zone is established by taking the Balance to Levy in that Zone, and dividing that amount by the total number of EBU(s) for that Zone.

**Balance to Levy/ Total EBU = Maximum Assessment Rate per EBU (per Zone)**

**Step 5:** This Assessment Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation.

**Maximum Assessment Rate per EBU x Parcel's EBU = Parcel's Assessment**

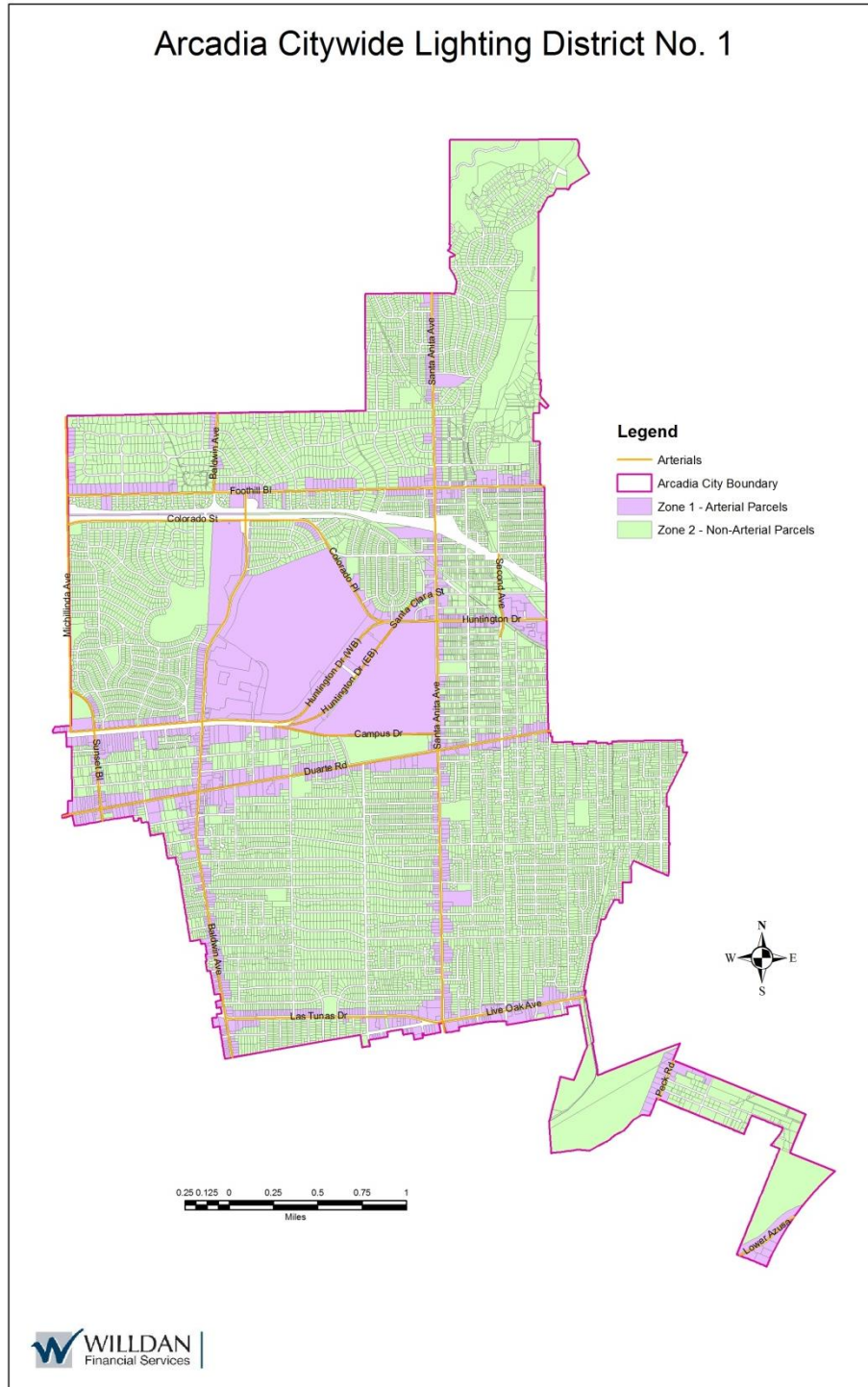
## V. DISTRICT DIAGRAM

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The parcels within the District consist of the lots, parcels and subdivisions of land within the City. The District Diagram identifies the boundaries of the District and the Zones therein, and is based on the Los Angeles County Assessor's Maps, the Los Angeles County Assessor's secured roll information and the street lighting improvements that existed at the time this Report was prepared. The combination of this Diagram and the Assessment Roll outlined in Part IV of this Report; collectively constitute the District's Assessment Diagram.

A copy of the District Diagram is provided on the following page. A full-size copy of this diagram is on file in the Office of Public Works Services Department, and by reference this diagram is made part of this Report.

**ASSESSMENT DIAGRAM**  
CITY OF ARCADIA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA



## VI. ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District is based on the District Diagram presented herein and available parcel maps and property data from the Los Angeles County Assessor's Office at the time this Report was prepared. A summary of the parcels to be assessed within this District along with the associated assessment amounts are provided herein. The actual assessment roll listing each of the parcels to be assessed within this District along with their respective assessment amounts have been provided to the City Clerk under a separate cover due to the voluminous number of properties to be assessed.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rates described in this Report as approved by the City Council rather than a proportionate share of the original assessment.

The following is a summary of the land use classifications (parcels) and assessment amounts for the District and each Zone within the District as established by the assessment rates and method of apportionment previously described.

### District-wide

LAND USE	PARCELS LEVIED	FY 2025/2026 EBU's	FY 2025/2026 ASSESSMENT <sup>(1)</sup>
COM	717	1,730.42	\$49,576
CONDO	4,123	3,073.05	106,375
HOT	10	88.92	2,652
INS	55	129.73	3,903
MFR	861	3,557.00	120,933
MIX	9	18.38	460
PKG	115	56.31	1,674
PUB <sup>(1)</sup>	12	11.96	467
SFR	9,248	8,065.20	316,726
SPC	4	3.46	84
VAC	46	18.16	638
<b>GRAND TOTAL <sup>(2)</sup></b>	<b>15,200</b>	<b>16,752.58</b>	<b>\$603,488</b>

<sup>(1)</sup> Includes SBE charges \$333.13.

<sup>(2)</sup> Totals may not foot due to rounding.

Note: Variance in FY 2025/2026 Assessment amount due to rounding to nearest penny.

### Zone 1

LAND USE	PARCELS LEVIED	FY 2025/2026 EBU <sub>s</sub>	FY 2025/2026 ASSESSMENT <sup>(1)</sup>
COM	403	1,214.66	\$28,775
CONDO	1,408	1,056.00	25,020
HOT	5	56.14	1,330
INS	31	79.88	1,892
MFR	187	1,353.48	32,064
MIX	8	16.88	400
PARKING	58	35.84	849
PUB	1	0.94	22
SFR	519	513.80	12,172
SPC	3	3.31	78
VAC	18	5.69	135
<b>GRAND TOTAL <sup>(1)</sup></b>	<b>2,641</b>	<b>4,336.61</b>	<b>\$102,738</b>

<sup>(1)</sup> Totals may not foot due to rounding.

Note: Variance in FY 2025/2026 Assessment amount due to rounding to nearest penny.

### Zone 2

LAND USE	PARCELS LEVIED	FY 2025/2026 EBU <sub>s</sub>	FY 2025/2026 ASSESSMENT <sup>(1)</sup>
COM	314	516	20,801
CONDO	2,715	2,017	81,354
HOT	5	33	1,322
INS	24	50	2,011
MFR	674	2,204	88,869
MIX	1	2	61
PARKING	57	20	826
PUB <sup>(1)</sup>	11	11	444
SFR	8,729	7,551	304,554
SPC	1	0	6
VAC	28	12	503
<b>GRAND TOTAL <sup>(2)</sup></b>	<b>12,559</b>	<b>12,415.98</b>	<b>\$500,750</b>

<sup>(1)</sup> Includes SBE charges \$333.13.

<sup>(2)</sup> Totals may not foot due to rounding.

Note: Variance in FY 2025/2026 Assessment amount due to rounding to nearest penny.

RESOLUTION NO. 7632

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 FOR FISCAL YEAR 2025-26 AND APPOINTING A TIME AND PLACE FOR A PUBLIC HEARING

WHEREAS, the City Council of the City of Arcadia (the "City") pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereafter referred to as the "1972 Act") did by previous Resolution, initiate proceedings for the levy and collection of assessments within the Arcadia Citywide Lighting District No. 1 (hereafter referred to as "District") to fund the on-going maintenance, operation, and servicing of public street lighting improvements and appurtenant facilities related thereto; and

WHEREAS, the City Council has ordered an Engineer's Report (the "Report") for the District for Fiscal Year 2025-26, and said Report has been examined and preliminarily approved by City Council.

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

SECTION 1. INTENTION. The City Council hereby declares its intention to levy and collect annual special benefit assessments against parcels of land within the District pursuant to the 1972 Act for Fiscal Year 2025-26.

SECTION 2. TERRITORY. The boundaries of the District are coterminous with the boundaries of the City of Arcadia, within the County of Los Angeles, State of California and include all parcels within said boundaries. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions

of the parcels therein. The District includes two (2) zones of benefit where, by reason of variations in the nature, location, and extent of the improvements, the various areas will receive differing degrees of benefit from the improvements.

SECTION 3. IMPROVEMENTS. The proposed improvements include the operation, maintenance, and servicing of public street lighting improvements and appurtenant facilities in the City of Arcadia that have been determined to be of special benefit to properties within the District. These improvements may include, but are not limited to the materials, equipment, utilities, labor, contract services, and incidental expenses necessary for the ongoing maintenance, operation, and servicing of such improvements and appurtenant facilities. Maps detailing the location and extent of the proposed improvements to be serviced and maintained by the District are on file in the Office of Public Works Services Department of the City of Arcadia and by reference these maps and specifications are made part of this Resolution. Those improvements determined to be of general benefit shall not be assessed against properties in the District.

SECTION 4. ASSESSMENTS. The proposed assessments for the District will provide a funding source to partially support the ongoing annual expenses to maintain service and operate public street lighting improvements that provide special benefits to properties in the District. These proposed assessments are outlined in the Engineer's Report on file at the office of the City Clerk.

SECTION 5. PUBLIC HEARING. The City Council hereby declares its intention to conduct a public hearing concerning the levy and collection of assessments within the District for Fiscal Year 2025-26 in accordance with the 1972 Act and California Constitution, Article XIID, Section 4.

**Notice is hereby given that a public hearing on these matters will be held by the City Council on Tuesday, June 17, 2025, at 7:00 p.m., or as soon thereafter as feasible in the City Council Chambers, Arcadia City Hall, located at 240 West Huntington Drive, Arcadia, California.**

At the public hearing, all interested persons shall be afforded the opportunity to hear and be heard. Any interested person may also file a written protest with the City Clerk prior to the conclusion of the hearing, or having previously filed such written protest, may file a written withdrawal of that protest. A written protest shall state all grounds of objection and such protest by a property owner within the District shall contain a description sufficient to identify the property owned by such property owner.

Following the public hearing the City Council shall consider and may take actions regarding the assessments for Fiscal Year 2025-26.

SECTION 6. The City Clerk is hereby authorized and directed to give notice of such public hearing as provided by law.

SECTION 7. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURES ON NEXT PAGE]

Passed, approved, and adopted this 3rd day of June, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:



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



# STAFF REPORT

Public Works Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Leonel Martin, Public Works Project Manager

**SUBJECT:** RESOLUTION NO. 7633 AMENDING THE FISCAL YEAR 2024-25 CAPITAL IMPROVEMENT PROGRAM BUDGET, AUTHORIZING A SUPPLEMENTAL BUDGET APPROPRIATION FOR THE FIRE STATION 106 GARAGE DOOR REPLACEMENT PROJECT IN THE AMOUNT OF \$31,750, OFFSET BY A REDUCTION IN THE CAPITAL OUTLAY FUND; AND APPROVE A CONTRACT WITH PRECISION GARAGE DOORS & GATES INC. FOR THE FIRE STATION 106 GARAGE DOOR REPLACEMENT PROJECT IN THE AMOUNT OF \$192,500

**CEQA: Exempt**

**Recommendation: Adopt and Approve**

## **SUMMARY**

The Fiscal Year 2024-25 Capital Improvement Program (“CIP”) provides for the replacement of six garage doors at Fire Station 106. To ensure the City is receiving the most competitive pricing for this project, the Public Works Services Department (“PWSD”) conducted a formal bid. Precision Garage Doors & Gates Inc. submitted the lowest responsive bid. Unfortunately, due to pricing changes in the marketplace, the bids came back substantially higher than the current budget; however, it is essential that the work be completed on all doors to ensure the facility can safely host the City’s emergency medical and fire response vehicles.

It is recommended that the City Council adopt Resolution No. 7633 amending the Fiscal Year 2024-25 Capital Improvement Program Budget, authorizing a supplemental budget appropriation for the Fire Station 106 Garage Door Replacement Project in the amount of \$31,750, offset by a reduction in the Capital Outlay Fund; and approve a contract with Precision Garage Doors & Gates Inc. for the Fire Station 106 Garage Door Replacement Project in the amount of \$192,500, with a 10% contingency.

## **BACKGROUND**

The PWSD is responsible for the maintenance and repair of all City facilities, including all Fire Station Facilities. The garage doors at Fire Station 106 are original to the facility and

have been in service since 1995. Due to their age and continuous use, the doors have begun to fail and need to be replaced. The Fire Station 106 garage doors operate at a significantly reduced speed and require constant maintenance. This delay poses a concern for emergency response operations. Ensuring reliable and efficient garage door performance is essential for the timely deployment of emergency vehicles to maintain public safety. The Fiscal Year 2024-25 CIP provides for the replacement of six garage doors at Fire Station 106.

As part of this project, the six existing garage doors and related mechanisms will be removed and properly disposed of. Six new commercial-grade overhead doors will be installed, along with updated motorized systems to ensure smooth and consistent operation. The existing push-button control systems will be retained and reconnected to the new door mechanisms. Additionally, the new systems will be integrated into the station's existing electrical panel to maintain compatibility and continuity of operations.

## **DISCUSSION**

A Notice Inviting Bids was published in accordance with City Council Resolution No. 7483, and bid packages were distributed to contractors that perform this type of work. On May 1, 2025, the City Clerk received two bids with the following results:

<b>Rank</b>	<b>Bidder</b>	<b>Location</b>	<b>Base Bid</b>
1.	Precision Garage Doors & Gates Inc.	Yucca Valley, CA	\$ 192,500
2.	S& R Builds Inc.	Anaheim, CA	\$ 239,550

The bid documents were reviewed for content and the contractors' background and recent projects were investigated. Precision Garage Doors & Gates Inc. was determined to be the lowest responsive bidder and is qualified to perform the work as defined in the bid documents. Precision Garage Doors & Gates Inc. has successfully provided similar services for municipal agencies including the Cities of Palm Springs and Los Alamitos, as well as other Fire Stations and Police Departments.

## **ENVIRONMENTAL ANALYSIS**

This Project is considered a Class 1 exemption as defined in Section 15301(a) "Existing Facilities" projects of the California Environmental Quality Act ("CEQA"), which exempts projects consisting of alterations to existing facilities like interior partitions, plumbing, and electrical conveyances.

## **FISCAL IMPACT**

The total cost for the Fire Station 106 Garage Door Replacement Project is \$192,500.

With the request for a 10% contingency, the total potential project cost would be \$211,750. Funds in the amount of \$180,000 have been budgeted in the Fiscal Year 2024-25 Capital Improvement Program budget for the Fire Station 106 Garage Door Replacement Project. Therefore, a supplemental budget appropriation of \$31,750 is being requested from the Capital Outlay Fund. This increase was not anticipated at the time of budget development and is largely due to the rising cost of materials in the construction industry, especially with metal parts and mechanisms from overseas.

### **RECOMMENDATION**

It is recommended that the City Council determine that the Fire Station 106 Garage Door Replacement project is a Class 1 exemption under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7633 amending the Fiscal Year 2024-25 Capital Improvement Program Budget, authorizing a supplemental budget appropriation for the Fire Station 106 Garage Door Replacement Project in the amount of \$31,750, offset by a reduction in the Capital Outlay Fund; and approve a contract with Precision Garage Doors & Gates Inc. for the Fire Station 106 Garage Door Replacement Project in the amount of \$192,500, with a 10% contingency.

Approved:



Dominic Lazzaretto  
City Manager

Attachments: Resolution No. 7633  
Proposed Construction Contract

RESOLUTION NO. 7633

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA AMENDING THE FISCAL YEAR 2024-25 CAPITAL IMPROVEMENT PROGRAM BUDGET, AUTHORIZING A SUPPLEMENTAL BUDGET APPROPRIATION FOR THE FIRE STATION 106 GARAGE DOOR REPLACEMENT PROJECT IN THE AMOUNT OF \$31,750, OFFSET BY A REDUCTION IN THE CAPITAL OUTLAY FUND

WHEREAS, the Fiscal Year 2024-25 Capital Improvement Program provides for the garage doors replacement at Fire Station 106; and

WHEREAS, the existing fire station garage doors are not functioning properly at the fire station; and

WHEREAS, the reliable and efficient garage door performance at Fire Station 106 is essential for the timely deployment of emergency vehicles to maintain public safety.

WHEREAS, The total cost of the Garage Door Replacement Project is \$192,500, with the request for a 10% contingency, for a total potential project cost of \$211,750 is needed for the Project; and

WHEREAS, only \$180,000 was included in the Fiscal Year 2024-25 Capital Improvement Program Budget for this Project; and

WHEREAS, an amendment to the Fiscal Year 2024-25 Capital Improvement Program Budget authorizing a supplemental budget appropriation in the amount of \$31,750 for Project 22820925 (302-2202-8209) is needed for the Fire Station 106 Garage Door Replacement Project; and

WHEREAS, the supplemental budget appropriation will be offset by a reduction in the Capital Outlay Fund; and

WHEREAS, the City Manager has certified that there are sufficient reserves available in the Capital Outlay Fund.

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

SECTION 1. The sum of Thirty-One Thousand, Seven Hundred Fifty Dollars and Zero Cents (\$31,750) is hereby appropriated in the Capital Improvement Program Budget (Project 22820925 Account 302-2202-8209) for the forgoing purposes, offset with an equal reduction in the Capital Outlay Fund.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

Passed, approved and adopted this 3rd day of June, 2025.

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Mayor of the City of Arcadia

ATTEST:

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City Clerk

APPROVED AS TO FORM:



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Michael J. Maurer  
City Attorney

**CITY OF ARCADIA**

**FIRE STATION 106 GARAGE  
DOOR REPLACEMENT PROJECT**

**CONTRACT**

**BETWEEN  
CITY OF ARCADIA  
AND  
PRECISION GARAGE DOORS & GATES, INC.**

**CONTRACT FOR THE  
CITY OF ARCADIA**

This CONTRACT, No. \_\_\_\_\_ is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between City of Arcadia, sometimes hereinafter called "City," and **Precision Garage Doors & Gates, Inc.**, sometimes hereinafter called "Contractor."

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other as follows:

**A. SCOPE OF WORK.** The Contractor shall perform all Work within the time stipulated in the Contract, and shall provide all labor, materials, equipment, tools, utility services, and transportation to complete all of the Work required in strict compliance with the Contract Documents as specified in Article 5, below, for the following Project:

**FIRE STATION 106 GARAGE DOOR REPLACEMENT PROJECT**

The Contractor and its surety shall be liable to the City for any damages arising as a result of the Contractor's failure to comply with this obligation.

**B. TIME FOR COMPLETION.** Time is of the essence in the performance of the Work. The Work shall be commenced on the date stated in the City's Notice to Proceed. The Contractor shall complete all Work required by the Contract Documents within forty-five (45) calendar days from the commencement date stated in the Notice to Proceed. By its signature hereunder, Contractor agrees the time for completion set forth above is adequate and reasonable to complete the Work.

**C. CONTRACT PRICE.** The City shall pay to the Contractor as full compensation for the performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, and including all applicable taxes and costs, the sum of **ONE HUNDRED NINETY-TWO THOUSAND, FIVE HUNDRED DOLLARS AND NO CENTS (\$192,500.00)**. Payment shall be made as set forth in the General Conditions.

**D. LIQUIDATED DAMAGES.** In accordance with Government Code section 53069.85, it is agreed that the Contractor will pay the City the sum set forth in Special Conditions, Article 1.11 for each and every calendar day of delay beyond the time prescribed in the Contract Documents for finishing the Work, as Liquidated Damages and not as a penalty or forfeiture. In the event this is not paid, the Contractor agrees the City may deduct that amount from any money due or that may become due the Contractor under the Contract. This Article does not exclude recovery of other damages specified in the Contract Documents.

**E. COMPONENT PARTS OF THE CONTRACT.** The "Contract Documents" include the following:

- Notice Inviting Bids
- Instructions to Bidders
- Bid Form
- Bid Bond
- Designation of Subcontractors
- Information Required of Bidders
- Non-Collusion Declaration Form
- Iran Contracting Act Certification
- Public Works Contractor Registration Certification
- Performance Bond

Payment (Labor and Materials) Bond  
General Conditions  
Special Conditions  
Technical Specifications  
Addenda  
Plans and Drawings  
Standard Specifications for Public Works Construction "Greenbook", latest edition, Except  
Sections 1-9  
Applicable Local Agency Standards and Specifications, as last revised  
Approved and fully executed change orders  
Any other documents contained in or incorporated into the Contract

The Contractor shall complete the Work in strict accordance with all of the Contract Documents.

All of the Contract Documents are intended to be complementary. Work required by one of the Contract Documents and not by others shall be done as if required by all. This Contract shall supersede any prior agreement of the parties.

**F. PROVISIONS REQUIRED BY LAW AND CONTRACTOR COMPLIANCE.** Each and every provision of law required to be included in these Contract Documents shall be deemed to be included in these Contract Documents. The Contractor shall comply with all requirements of applicable federal, state and local laws, rules and regulations, including, but not limited to, the provisions of the California Labor Code and California Public Contract Code which are applicable to this Work.

**G. INDEMNIFICATION.** Contractor shall provide indemnification and defense as set forth in the General Conditions.

**H. PREVAILING WAGES.** Contractor shall be required to pay the prevailing rate of wages in accordance with the Labor Code which such rates shall be made available at the City's Administrative Office or may be obtained online at [dir.ca.gov](http://dir.ca.gov) and which must be posted at the job site.

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]**

IN WITNESS WHEREOF, this Contract has been duly executed by the above-named parties, on the day and year above written.

**CITY OF ARCADIA**

**PRECISION GARAGE DOORS & GATES, INC.**

By: \_\_\_\_\_  
Dominic Lazzaretto  
City Manager

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name and Title

*Attest:*

By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name and Title

*Approved as to Form:*

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



# STAFF REPORT

Public Works Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Briget Arndell, Environmental Services Manager

**SUBJECT:** RESOLUTION NO. 7634 SETTING SERVICE RATES FOR THE COLLECTION OF RESIDENTIAL REFUSE AND RECYCLABLES PURSUANT TO SECTION 5120.7 OF THE ARCADIA MUNICIPAL CODE FOR FISCAL YEAR 2025-26  
**CEQA: Not a Project**  
**Recommendation: Adopt**

## **SUMMARY**

In accordance with the Residential Refuse and Recycling Agreement, Waste Management Inc. is entitled to receive annual rate adjustments, subject to staff review and City Council approval. Waste Management has submitted a request to adjust the single family and multi-family refuse rates by 3.37% for Fiscal Year 2025-26. The proposed increase is to accommodate higher costs for fuel, disposal rates, and the continuation of Senate Bill 1383 related services. Even with the proposed rate adjustment, the City's residential refuse rates will remain among the lower half of rates in the San Gabriel Valley compared to cities with similar services. It is recommended that the City Council approve Resolution No. 7634 pursuant to Section 5120.7 of the Arcadia Municipal Code, which will set service rates for the collection of residential refuse and recyclables.

## **BACKGROUND**

Waste Management Inc. ("WM") has been the City's exclusive residential and multi-family refuse and recycling hauler since 1999. The current Residential Refuse and Recycling Agreement ("Agreement") was executed in March 2009 and included a seven-year term, which expired on June 30, 2016. In October 2013, the City Council executed the First Amendment to the Agreement for an additional five years, through June 2021. On June 15, 2021, the City Council approved the Second Amendment to the Agreement with WM, and approved a five-year rate adjustment schedule in accordance with Proposition 218 requirements. The new agreement included the following:

- An Administrative Fee – a fee that the City can charge for administering the contractor agreement;

- New and/or enhanced services, such as a community mulch giveaway event; two community document shredding events; bins for tree trimming and miscellaneous debris removal at City-designated sites; and trash and recycling collection for five non-City events;
- 10-year term expiring on June 30, 2031; and
- Compliance with new laws and regulations (AB 341, AB 1826, and SB 1383) requiring cities and counties, including the City of Arcadia, to develop and implement new organics recycling programs impacting all solid waste generators.

The amended contract also required that WM receive City Council approval for annual rate adjustments, subject to the new rate adjustment formula. The new Rate Adjustment Formula included two indices: a Disposal/Diversion Component and a Service Component. The new methodology is easier for all parties and interested persons to understand, and more accurately reflects the cost parameters to the waste hauler. This is the fifth year of the approved rate adjustment schedule for single-family and multi-family rates.

## **DISCUSSION**

On March 31, 2025, WM submitted a request for a service rate adjustment. The Disposal/Diversion Component comprises a 40% weighted average in the new rate calculation; and consists of costs for tipping fees charged at landfills for trash, tipping fees charged at composting facilities for green waste/food waste, and recycling fees at processing/recycling facilities. The Service Component is based on monthly percent changes in the Consumer Price Index (“CPI”) for Los Angeles-Long Beach-Anaheim between the current year and the prior year, and is given a 60% weighted average in the calculation of the new rate. Table 1 shows the percentage breakdown and weighted amount that is accounted for in each index that makes up the rate adjustment:

**Table 1: Rate Adjustment Formula**

<b>Rate Component</b>	<b>Weight of Rate</b>	<b>Adjustment due to change in Indices</b>	<b>Weighted Rate Adjustment Percentage</b>
Disposal/Diversion	40%	3.47%	1.39%
Service	60%	3.30%	1.98%
<b>TOTAL</b>			<b>3.37%</b>

Staff worked with WM representatives to thoroughly review and verify all rate adjustment data. In accordance with the Residential Refuse and Recycling Agreement, Waste Management is entitled to an annual rate adjustment, subject to the criteria in the Agreement. Waste Management’s request for a 3.37% rate adjustment for single and multi-family refuse collection services will be effective July 1, 2025. As an example, the single-family refuse rate will increase from \$37.58 to \$38.83.

Attachment No. 2 highlights the refuse rate survey conducted in May 2025 for cities with similar services in the San Gabriel Valley. The survey shows that Arcadia's rates will remain in the lower half of rates as compared to other cities in the San Gabriel Valley.

### **ENVIRONMENTAL ANALYSIS**

The proposed rate setting action does not constitute a project under the California Environmental Quality Act ("CEQA") under Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

### **FISCAL IMPACT**

Residential refuse and recycling collection service rates are considered a fee-for-service that is paid directly to the contractor by the residential customer. The proposed rates will not impact the City's budget; however, customers will experience a 3.37% increase in fees in the coming year.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7634 setting service rates for the collection of residential refuse and recyclables pursuant to Section 5120.7 of the Arcadia Municipal Code for Fiscal Year 2025-26.

Approved:

  
Dominic Lazzaretto  
City Manager

Attachment No 1: Resolution No. 7634

Attachment No 2: Refuse Rate Survey

RESOLUTION NO. 7634

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, SETTING SERVICE RATES FOR THE COLLECTION OF RESIDENTIAL REFUSE AND RECYCLABLES PURSUANT TO SECTION 5120.7 OF THE ARCADIA MUNICIPAL CODE FOR FISCAL YEAR 2025-26

WHEREAS, pursuant to the Arcadia Municipal Code Section 5120.7, the Arcadia City Council is authorized to fix and determine the rates that may be charged for collecting or removing garbage, refuse, or recyclables from any premises in the City; and

WHEREAS, all residential units in the City are required to participate in the City refuse collection service; and

WHEREAS, the franchisee under the Residential Refuse and Recycling Agreement dated March 10, 2009, is not authorized to charge or collect any fees or rates other than the fees and rates set forth in this Resolution and the fees and rates shall remain in effect, unless changed by resolution of the City Council of the City of Arcadia; and

WHEREAS, the proposed refuse rate was originally presented to the City Council at its June 15, 2021, regularly schedule City Council meeting and;

WHEREAS, a public notice concerning said rate change was duly mailed to residents in accordance with Proposition 218 noticing requirements in April 2021, and a duly noticed public hearing concerning said rate adjustment was conducted by the City Council on June 15, 2021; and

WHEREAS, following the public hearing and finding no protest, the City Council adopted Resolution No. 7364, which established automatic annual rate

adjustments for fiscal years 2022/23, 2023/24, 2024/25, and 2025/26;

WHEREAS, the proposed annual rate adjustments for 2025/26 was presented to the City Council at its June 3, 2025, regularly scheduled City Council meeting; and

WHEREAS, the rate adjustments are based on a formula using the Consumer Price Index ("CPI") for Los Angeles-Long Beach-Anaheim and the Disposal/Diversion Component consisting of the Recycling Processing Factor, Organic Waste Processing Factor and MSW Factor, in accordance with the City's Second Amendment to the Residential Refuse and Recycling Agreement with Waste Management approved on July 1, 2021, and Resolution No. 7364.

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

SECTION 1. Commencing with July 1, 2025, monthly bills, the monthly rates for residential/multi-family refuse and recycling collection services for Fiscal Year 2025/26 shall be those set forth in Exhibit "A" attached hereto.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURES ON NEXT PAGE]


Passed, approved, and adopted this 3rd day of June, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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

## Exhibit "A" – City of Arcadia Refuse Rates 2025-26

City of Arcadia  
Single-Family Rates  
Effective 7/1/2025

### Single-Family Trash & Recycling

Service	Includes (1)	Rate	AB 939	Total Base
Std 35gal Trash	64gal Recycle	\$ 21.75	\$ 0.30	\$ 22.05
Std 64gal Trash	64gal Recycle	\$ 21.75	\$ 0.30	\$ 22.05
Std 96gal Trash	64gal Recycle	\$ 26.45	\$ 0.30	\$ 26.75
Senior 35gal Trash	64gal Recycle	\$ 19.73	\$ 0.30	\$ 20.03
Senior 64 gal Trash	64gal Recycle	\$ 19.73	\$ 0.30	\$ 20.03
Senior 96 gal Trash	64gal Recycle	\$ 23.95	\$ 0.30	\$ 24.25
Backyard Service Std 96gal Trash	64gal Recycle	\$ 79.17	\$ 0.30	\$ 79.47
Backyard Service Senior 96gal Trash	64gal Recycle	\$ 72.32	\$ 0.30	\$ 72.62

### Total Customer Rate (1 Trash + 1 Recycle + AB939 + Organics)

Total Rate Based on Number of Organics Carts						
1	2	3	4	5	6	7
\$ 34.13	\$ 39.34	\$ 45.43	\$ 51.03	\$ 57.54	\$ 63.42	\$ 69.32
\$ 34.13	\$ 39.34	\$ 45.43	\$ 51.03	\$ 57.54	\$ 63.42	\$ 69.32
\$ 38.83	\$ 44.04	\$ 50.13	\$ 55.73	\$ 62.24	\$ 68.12	\$ 74.02
\$ 30.96	\$ 35.58	\$ 41.09	\$ 46.15	\$ 52.06	\$ 57.43	\$ 62.77
\$ 30.96	\$ 35.58	\$ 41.09	\$ 46.15	\$ 52.06	\$ 57.43	\$ 62.77
\$ 35.18	\$ 39.80	\$ 45.31	\$ 50.37	\$ 56.28	\$ 61.65	\$ 66.99
\$ 91.55	\$ 96.76	\$ 102.85	\$ 108.45	\$ 114.96	\$ 120.84	\$ 126.74
\$ 83.55	\$ 88.17	\$ 93.68	\$ 98.74	\$ 104.65	\$ 110.02	\$ 115.36

### Single-Family Organics Carts

Number of Carts ->	1	2	3	4	5	6	7
64gal Std Organics Cart	\$ 12.08	\$ 17.29	\$ 23.38	\$ 28.98	\$ 35.49	\$ 41.37	\$ 47.27
64gal Senior Organics Cart	\$ 10.93	\$ 15.55	\$ 21.06	\$ 26.12	\$ 32.03	\$ 37.40	\$ 42.74
96gal Std Organics Cart	\$ 12.08	\$ 17.29	\$ 23.38	\$ 28.98	\$ 35.49	\$ 41.37	\$ 47.27
96gal Senior Organics Cart	\$ 10.93	\$ 15.55	\$ 21.06	\$ 26.12	\$ 32.03	\$ 37.40	\$ 42.74

### Single Family Other Additional Fees

Resume/Reactivation	\$ 51.74
Bulky Basic, after 4 free	\$ 51.74
Bulky Senior, after 4 free	\$ 46.57
Recycling Contamination	\$ 51.74
Sharps	\$ 44.55
Bear Unlock Per Cart	\$ 9.16
3yd Temp Bin, 3 day	\$ 184.00
3yd Temp Bin, 7 day	\$ 220.61
3yd Temp Bin, Addl PU	\$ 86.10
3yd Temp Bin, Daily Rental Over Alloted	\$ 10.39
Bear Cart Purchase Per Cart	\$ 308.08

### Additional Services

Service	Addl Trash	Addl Recycle	Extra PU
Std 35gal Trash	\$ 11.26	\$ 11.26	\$ 17.11
Std 64gal Trash	\$ 11.26	\$ 11.26	\$ 17.11
Std 96gal Trash	\$ 13.86	\$ 13.86	\$ 17.38
Senior 35gal Trash	\$ 10.12	\$ 10.12	\$ 15.52
Senior 64 gal Trash	\$ 10.12	\$ 10.12	\$ 15.52
Senior 96 gal Trash	\$ 12.52	\$ 12.52	\$ 15.72
Backyard Service Std 96gal Trash	\$ 20.79	\$ 20.79	\$ 24.64
Backyard Service Senior 96gal Trash	\$ 18.78	\$ 18.78	\$ 22.17

### Single-Family Organics Bins with (1) Trash 96gal Cart and (1) Recycling 96gal Cart Included

Standard Quantity - Size	Curbside						Backyard					
	1			2			1			2		
	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total
1 - 1.5 Yard	\$ 181.10	\$ 0.30	\$ 181.40	\$ 336.82	\$ 0.30	\$ 337.12	\$ 218.35	\$ 0.30	\$ 218.65	\$ 406.13	\$ 0.30	\$ 406.43
1 - 3 Yard	\$ 206.04	\$ 0.30	\$ 206.34	\$ 383.23	\$ 0.30	\$ 383.53	\$ 242.81	\$ 0.30	\$ 243.11	\$ 451.62	\$ 0.30	\$ 451.92

Senior Quantity - Size	Curbside						Backyard					
	1			2			1			2		
	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total	Base	AB939	Total
1 - 1.5 Yard	\$ 163.08	\$ 0.30	\$ 163.38	\$ 303.36	\$ 0.30	\$ 303.66	\$ 196.51	\$ 0.30	\$ 196.81	\$ 365.53	\$ 0.30	\$ 365.83
1 - 3 Yard	\$ 185.46	\$ 0.30	\$ 185.76	\$ 344.98	\$ 0.30	\$ 345.28	\$ 218.52	\$ 0.30	\$ 218.82	\$ 406.44	\$ 0.30	\$ 406.74

### Other Organics Fees

Reactivation/Cut-Off	\$ 50.76
Organics Contamination	\$ 51.74
Locking Lid	\$ 16.40
Overage	\$ 51.74

**Exhibit "A" – City of Arcadia Refuse Rates 2025-26**

**City of Arcadia**  
**Multi-Family Rates**  
**Effective 7/1/2025**

Required: Customers must have trash, recycling and organics service.  
 Example at Standard service level: (1) 3 Yard Trash Bin 1x/wk \$158.72 + (1) 3 Yard Recycle Bin 1x/wk \$67.51 + (1) Organics Cart 1x/wk \$18.27 + AB939 for 3 units \$0.90 = \$ 244.50

Multi-Family Trash		Frequency of Pickup Per Week					
STAB Service	Quantity - Size	1	2	3	4	5	6
1 - 1.5 Yard		\$ 133.22	\$ 266.45	\$ 399.67	\$ 574.30	\$ 666.08	\$ 799.31
2 - 1.5 Yard		\$ 242.22	\$ 484.44	\$ 726.62	\$ 968.79	\$1,211.06	\$1,453.25
3 - 1.5 Yard		\$ 363.32	\$ 726.63	\$1,089.97	\$1,453.28	\$1,816.59	\$2,179.94
4 - 1.5 Yard		\$ 484.47	\$ 968.89	\$1,453.31	\$1,937.77	\$2,422.24	\$2,906.65
5 - 1.5 Yard		\$ 605.55	\$1,211.10	\$1,816.64	\$2,422.25	\$3,027.79	\$3,633.36
1 - 3 Yard		\$ 158.72	\$ 294.72	\$ 476.11	\$ 634.82	\$ 793.58	\$ 952.26
2 - 3 Yard		\$ 283.38	\$ 589.49	\$ 850.12	\$1,133.46	\$1,416.85	\$1,700.21
3 - 3 Yard		\$ 408.13	\$ 884.19	\$1,224.29	\$1,632.38	\$2,040.49	\$2,448.61
4 - 3 Yard		\$ 532.80	\$1,178.88	\$1,598.34	\$2,131.10	\$2,663.89	\$3,002.64
5 - 3 Yard		\$ 657.53	\$1,473.60	\$1,972.48	\$2,629.93	\$3,287.45	\$3,944.88
1 - 6 Yard		\$ 297.45	\$ 594.89	\$ 892.31	\$1,189.74	\$1,487.18	\$1,784.64
3 - Yard Split Bin Trash & Organics		\$ 315.23	\$ 603.69	N/A	N/A	N/A	N/A

Multi-Family Recycling		Frequency of Pickup Per Week					
STAB Service	Quantity - Size	1	2	3	4	5	6
1 - 96gal		\$ 33.87	\$ 67.76	\$ 101.64	\$ 135.56	\$ 169.42	\$ 203.31
1 - 1.5 Yard		\$ 50.83	\$ 101.64	\$ 152.49	\$ 203.31	\$ 254.13	\$ 304.95
2 - 1.5 Yard		\$ 101.64	\$ 203.31	\$ 304.95	\$ 406.62	\$ 508.25	\$ 609.93
3 - 1.5 Yard		\$ 152.49	\$ 304.95	\$ 457.44	\$ 609.93	\$ 762.41	\$ 914.87
4 - 1.5 Yard		\$ 203.31	\$ 406.62	\$ 609.93	\$ 813.22	\$1,016.51	\$1,219.81
5 - 1.5 Yard		\$ 254.13	\$ 508.25	\$ 762.41	\$1,016.51	\$1,270.65	\$1,524.77
1 - 3 Yard		\$ 67.51	\$ 134.98	\$ 202.50	\$ 270.01	\$ 337.47	\$ 404.97
2 - 3 Yard		\$ 134.98	\$ 270.01	\$ 404.97	\$ 539.98	\$ 674.97	\$ 809.97
3 - 3 Yard		\$ 202.50	\$ 404.97	\$ 607.48	\$ 809.97	\$1,012.44	\$1,214.94
4 - 3 Yard		\$ 270.01	\$ 539.98	\$ 809.97	\$1,079.95	\$1,349.94	\$1,619.92
5 - 3 Yard		\$ 337.47	\$ 674.97	\$1,012.44	\$1,349.94	\$1,687.42	\$2,024.91

Multi-Family Split Bin - Trash/Recycling		Frequency of Pickup Per Week					
STAB Service	Quantity - Size	1	2	3	4	5	6
1 - 2 Yard		\$ 174.23	\$ 348.42	\$ 522.65	\$ 738.26	\$ 871.04	\$1,045.23
2 - 2 Yard		\$ 324.19	\$ 648.40	\$ 972.56	\$1,296.71	\$1,620.95	\$1,945.15
3 - 2 Yard		\$ 486.28	\$ 972.57	\$1,458.87	\$1,945.18	\$2,431.46	\$2,917.78
4 - 2 Yard		\$ 648.42	\$1,296.82	\$1,945.20	\$2,593.60	\$3,242.04	\$3,890.42
5 - 2 Yard		\$ 810.49	\$1,621.00	\$2,431.50	\$3,242.05	\$4,052.55	\$4,863.07
1 - 3 Yard		\$ 184.06	\$ 368.09	\$ 552.16	\$ 777.61	\$ 920.23	\$1,104.25
2 - 3 Yard		\$ 343.86	\$ 687.74	\$1,031.59	\$1,375.41	\$1,719.31	\$2,063.17
3 - 3 Yard		\$ 515.80	\$1,031.60	\$1,547.41	\$2,063.20	\$2,578.99	\$3,094.83
4 - 3 Yard		\$ 687.76	\$1,375.50	\$2,063.23	\$2,750.99	\$3,438.75	\$4,126.45
5 - 3 Yard		\$ 859.67	\$1,719.35	\$2,579.04	\$3,438.76	\$4,298.45	\$5,158.13
1 - 6 Yard		\$ 226.23	\$ 429.71	\$ 678.61	\$ 904.83	\$1,131.05	\$1,357.24
2 - 6 Yard		\$ 418.38	\$ 859.49	\$1,255.10	\$1,673.43	\$2,091.82	\$2,510.16
3 - 6 Yard		\$ 610.65	\$1,289.18	\$1,831.75	\$2,442.35	\$3,052.94	\$3,663.55
4 - 6 Yard		\$ 802.80	\$1,718.85	\$2,408.29	\$3,211.05	\$4,013.83	\$4,622.57
5 - 6 Yard		\$ 995.00	\$2,148.57	\$2,984.93	\$3,979.87	\$4,974.86	\$5,969.77

<b>AB939 Fee, per unit, per month, in additional to the above Trash or Split Bin Rates</b>	\$ 0.30
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Multi-Family Organics Cart - STAB	
1 - 96gal, 1x/wk	\$ 18.27
2 - 96gal, 1x/wk	\$ 36.51
3 - 96gal, 1x/wk	\$ 54.78
4 - 96gal, 1x/wk	\$ 73.06
5 - 96gal, 1x/wk	\$ 91.31

## Exhibit "A" – City of Arcadia Refuse Rates 2025-26

**Required: Customers must have trash, recycling and organics service.**

**Example at Dismount service level: (1) 3 Yard Trash Bin 1x/wk \$179.01 + (1) 3 Yard Recycle Bin 1x/wk \$76.27 + (1) Organics Cart 1x/wk \$24.86 + AB939 for 3 units \$0.90 = \$ 280.14**

<b>Multi-Family Trash</b>						
<b>DISMOUNT Service</b>	<b>Frequency of Pickup Per Week</b>					
<b>Quantity - Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1 - 1.5 Yard	\$ 150.18	\$ 300.39	\$ 450.56	\$ 600.76	\$ 750.91	\$ 901.10
2 - 1.5 Yard	\$ 273.11	\$ 546.21	\$ 819.31	\$1,092.40	\$1,365.48	\$1,638.58
3 - 1.5 Yard	\$ 409.63	\$ 819.23	\$1,228.87	\$1,638.48	\$2,048.11	\$2,457.66
4 - 1.5 Yard	\$ 546.16	\$1,092.37	\$1,638.49	\$2,184.65	\$2,654.20	\$3,277.01
5 - 1.5 Yard	\$ 682.73	\$1,365.41	\$2,048.14	\$2,730.85	\$3,413.58	\$4,096.31
1 - 3 Yard	\$ 179.01	\$ 325.93	\$ 518.58	\$ 691.29	\$ 864.33	\$1,037.13
2 - 3 Yard	\$ 314.61	\$ 651.74	\$ 943.69	\$1,258.30	\$1,572.84	\$1,887.44
3 - 3 Yard	\$ 456.24	\$ 977.03	\$1,368.74	\$1,825.00	\$2,281.25	\$2,737.52
4 - 3 Yard	\$ 597.92	\$1,303.60	\$1,793.80	\$2,391.74	\$2,989.70	\$3,587.57
5 - 3 Yard	\$ 739.69	\$1,629.53	\$2,218.92	\$2,958.61	\$3,698.22	\$4,437.87
1 - 6 Yard	\$ 325.61	\$ 651.26	\$ 976.81	\$1,302.40	\$1,627.97	\$1,953.60

<b>Multi-Family Recycling</b>						
<b>DISMOUNT Service</b>	<b>Frequency of Pickup Per Week</b>					
<b>Quantity - Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1 - 1.5 Yard	\$ 57.43	\$ 114.86	\$ 172.29	\$ 229.73	\$ 287.15	\$ 344.61
2 - 1.5 Yard	\$ 114.86	\$ 229.73	\$ 344.61	\$ 459.47	\$ 574.33	\$ 689.20
3 - 1.5 Yard	\$ 172.29	\$ 344.61	\$ 516.90	\$ 689.20	\$ 861.49	\$1,033.79
4 - 1.5 Yard	\$ 229.73	\$ 459.47	\$ 689.20	\$ 918.93	\$1,148.66	\$1,378.39
5 - 1.5 Yard	\$ 287.15	\$ 574.33	\$ 861.49	\$1,148.66	\$1,435.83	\$1,723.01
1 - 3 Yard	\$ 76.27	\$ 152.54	\$ 228.82	\$ 305.09	\$ 381.36	\$ 457.64
2 - 3 Yard	\$ 152.54	\$ 305.09	\$ 457.64	\$ 610.17	\$ 762.72	\$ 915.26
3 - 3 Yard	\$ 228.82	\$ 457.64	\$ 686.44	\$ 915.26	\$1,144.08	\$1,372.89
4 - 3 Yard	\$ 305.09	\$ 610.17	\$ 915.26	\$1,220.35	\$1,525.44	\$1,830.51
5 - 3 Yard	\$ 381.36	\$ 762.72	\$1,144.08	\$1,525.44	\$1,906.79	\$2,288.15

<b>Multi-Family Split Bin - Trash/Recycling</b>						
<b>DISMOUNT Service</b>	<b>Frequency of Pickup Per Week</b>					
<b>Quantity - Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1 - 2 Yard	\$ 197.78	\$ 395.57	\$ 593.35	\$ 791.14	\$ 988.90	\$1,186.69
2 - 2 Yard	\$ 368.30	\$ 736.60	\$1,104.90	\$1,473.18	\$1,841.45	\$2,209.75
3 - 2 Yard	\$ 552.42	\$1,104.81	\$1,657.25	\$2,209.66	\$2,762.07	\$3,314.41
4 - 2 Yard	\$ 736.54	\$1,473.15	\$2,209.67	\$2,946.21	\$3,606.15	\$4,419.35
5 - 2 Yard	\$ 920.73	\$1,841.39	\$2,762.12	\$3,682.79	\$4,603.52	\$5,524.25
1 - 3 Yard	\$ 207.62	\$ 415.25	\$ 622.86	\$ 830.48	\$1,038.09	\$1,245.71
2 - 3 Yard	\$ 387.97	\$ 775.94	\$1,163.93	\$1,551.86	\$1,939.81	\$2,327.76
3 - 3 Yard	\$ 581.93	\$1,163.83	\$1,745.76	\$2,327.69	\$2,909.61	\$3,491.45
4 - 3 Yard	\$ 775.89	\$1,551.83	\$2,327.70	\$3,103.57	\$3,802.86	\$4,655.42
5 - 3 Yard	\$ 969.89	\$1,939.73	\$2,909.65	\$3,879.51	\$4,849.42	\$5,819.32
1 - 6 Yard	\$ 255.29	\$ 478.48	\$ 747.40	\$ 996.37	\$1,245.68	\$1,494.76
2 - 6 Yard	\$ 467.16	\$ 956.83	\$1,401.31	\$1,868.47	\$2,335.55	\$2,802.69
3 - 6 Yard	\$ 685.07	\$1,434.66	\$2,055.19	\$2,740.26	\$3,425.33	\$4,110.40
4 - 6 Yard	\$ 903.01	\$1,913.76	\$2,709.06	\$3,612.10	\$4,515.15	\$5,418.09
5 - 6 Yard	\$1,121.06	\$2,392.25	\$3,363.00	\$4,484.04	\$5,605.03	\$6,726.01

<b>Multi-Family Organics Cart - DISMOUNT</b>	
96gal, 1x/wk	\$ 24.86
2 - 96gal, 1x/wk	\$ 49.73
3 - 96gal, 1x/wk	\$ 74.59
4 - 96gal, 1x/wk	\$ 99.46
5 - 96gal, 1x/wk	\$ 124.33

## Exhibit "A" – City of Arcadia Refuse Rates 2025-26

**Required: Customers must have trash, recycling and organics service.**

**Example at Stage service level: (1) 3 Yard Trash Bin 1x/wk \$186.98 + (1) 3 Yard Recycle Bin 1x/wk \$83. + (1) Organics Cart 1x/wk \$29.94 + AB939 for 3 units \$0.90 = \$ 299.92**

### Multi-Family Trash

STAGE Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 1.5 Yard	\$ 164.33	\$ 328.72	\$ 493.03	\$ 657.37	\$ 821.73	\$ 986.08
2 - 1.5 Yard	\$ 298.87	\$ 597.73	\$ 896.59	\$ 1,195.39	\$ 1,494.25	\$ 1,793.11
3 - 1.5 Yard	\$ 448.31	\$ 896.60	\$ 1,344.86	\$ 1,793.13	\$ 2,241.43	\$ 2,689.70
4 - 1.5 Yard	\$ 597.74	\$ 1,195.41	\$ 1,793.17	\$ 2,390.87	\$ 2,988.64	\$ 3,586.34
5 - 1.5 Yard	\$ 747.14	\$ 1,494.26	\$ 2,241.39	\$ 2,988.57	\$ 3,735.71	\$ 4,482.84
1 - 3 Yard	\$ 186.98	\$ 354.24	\$ 561.12	\$ 748.16	\$ 935.18	\$ 1,122.22
2 - 3 Yard	\$ 345.26	\$ 708.49	\$ 1,037.13	\$ 1,382.86	\$ 1,728.60	\$ 2,074.32
3 - 3 Yard	\$ 504.45	\$ 1,062.70	\$ 1,513.31	\$ 2,017.74	\$ 2,522.17	\$ 3,026.58
4 - 3 Yard	\$ 663.14	\$ 1,416.95	\$ 1,989.48	\$ 2,652.67	\$ 3,315.86	\$ 3,979.02
5 - 3 Yard	\$ 821.81	\$ 1,771.19	\$ 2,465.49	\$ 3,287.30	\$ 4,109.16	\$ 4,930.98
1 - 6 Yard	\$ 353.47	\$ 707.05	\$ 1,060.42	\$ 1,413.88	\$ 1,767.33	\$ 2,120.84

### Multi-Family Recycling

STAGE Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 1.5 Yard	\$ 62.51	\$ 125.02	\$ 187.55	\$ 250.08	\$ 312.58	\$ 375.09
2 - 1.5 Yard	\$ 125.02	\$ 250.08	\$ 375.09	\$ 500.13	\$ 625.17	\$ 750.19
3 - 1.5 Yard	\$ 187.55	\$ 375.09	\$ 562.65	\$ 750.19	\$ 937.75	\$ 1,125.28
4 - 1.5 Yard	\$ 250.08	\$ 500.13	\$ 750.19	\$ 1,000.25	\$ 1,250.32	\$ 1,500.38
5 - 1.5 Yard	\$ 312.58	\$ 625.17	\$ 937.75	\$ 1,250.32	\$ 1,562.90	\$ 1,875.46
1 - 3 Yard	\$ 83.00	\$ 166.05	\$ 249.04	\$ 332.09	\$ 415.10	\$ 498.13
2 - 3 Yard	\$ 166.05	\$ 332.09	\$ 498.13	\$ 664.19	\$ 830.22	\$ 996.26
3 - 3 Yard	\$ 249.04	\$ 498.13	\$ 747.19	\$ 996.26	\$ 1,245.33	\$ 1,494.39
4 - 3 Yard	\$ 332.09	\$ 664.19	\$ 996.26	\$ 1,328.34	\$ 1,660.43	\$ 1,992.50
5 - 3 Yard	\$ 415.10	\$ 830.22	\$ 1,245.33	\$ 1,660.43	\$ 2,075.54	\$ 2,490.64

### Multi-Family Split Bin - Trash/Recycling

STAGE Service	Frequency of Pickup Per Week					
Quantity - Size	1	2	3	4	5	6
1 - 2 Yard	\$ 217.00	\$ 434.07	\$ 651.09	\$ 868.11	\$ 1,085.14	\$ 1,302.14
2 - 2 Yard	\$ 404.22	\$ 808.46	\$ 1,212.65	\$ 1,616.84	\$ 2,021.05	\$ 2,425.29
3 - 2 Yard	\$ 606.36	\$ 1,212.66	\$ 1,818.99	\$ 2,425.31	\$ 3,031.64	\$ 3,637.95
4 - 2 Yard	\$ 808.48	\$ 1,616.86	\$ 2,425.34	\$ 3,233.74	\$ 4,042.24	\$ 4,850.65
5 - 2 Yard	\$ 1,010.55	\$ 2,021.06	\$ 3,031.60	\$ 4,042.19	\$ 5,052.72	\$ 6,063.25
1 - 3 Yard	\$ 226.84	\$ 453.75	\$ 680.59	\$ 907.46	\$ 1,134.33	\$ 1,361.16
2 - 3 Yard	\$ 423.90	\$ 847.82	\$ 1,271.67	\$ 1,695.52	\$ 2,119.40	\$ 2,543.31
3 - 3 Yard	\$ 635.86	\$ 1,271.69	\$ 1,907.51	\$ 2,543.33	\$ 3,179.18	\$ 3,814.98
4 - 3 Yard	\$ 847.83	\$ 1,695.54	\$ 2,543.37	\$ 3,391.12	\$ 4,238.95	\$ 5,086.71
5 - 3 Yard	\$ 1,059.73	\$ 2,119.41	\$ 3,179.12	\$ 4,238.89	\$ 5,298.62	\$ 6,358.31
1 - 6 Yard	\$ 270.01	\$ 520.29	\$ 810.18	\$ 1,080.25	\$ 1,350.29	\$ 1,620.34
2 - 6 Yard	\$ 511.31	\$ 1,040.58	\$ 1,535.25	\$ 2,047.02	\$ 2,558.81	\$ 3,070.58
3 - 6 Yard	\$ 753.50	\$ 1,560.83	\$ 2,260.48	\$ 3,014.00	\$ 3,767.48	\$ 4,520.98
4 - 6 Yard	\$ 995.24	\$ 2,081.15	\$ 2,985.74	\$ 3,981.02	\$ 4,976.29	\$ 5,971.51
5 - 6 Yard	\$ 1,236.90	\$ 2,601.41	\$ 3,710.81	\$ 4,947.74	\$ 6,184.69	\$ 7,421.62

### Multi-Family Organics Cart - STAGE

96gal, 1x/wk	\$ 29.94
2 - 96gal, 1x/wk	\$ 59.89
3 - 96gal, 1x/wk	\$ 89.84
4 - 96gal, 1x/wk	\$ 119.79
5 - 96gal, 1x/wk	\$ 149.75

Exhibit "A" – City of Arcadia Refuse Rates 2025-26

<b>Multi-Family Organics Bin - STAB</b>	
2-Yard 1x/wk	\$ 175.00
2 - Yard 2x/wk	\$ 332.50

<b>Multi-Family Organics Bin - DISMOUNT</b>	
2-Yard 1x/wk	\$ 219.28
2 - Yard 2x/wk	\$ 415.63

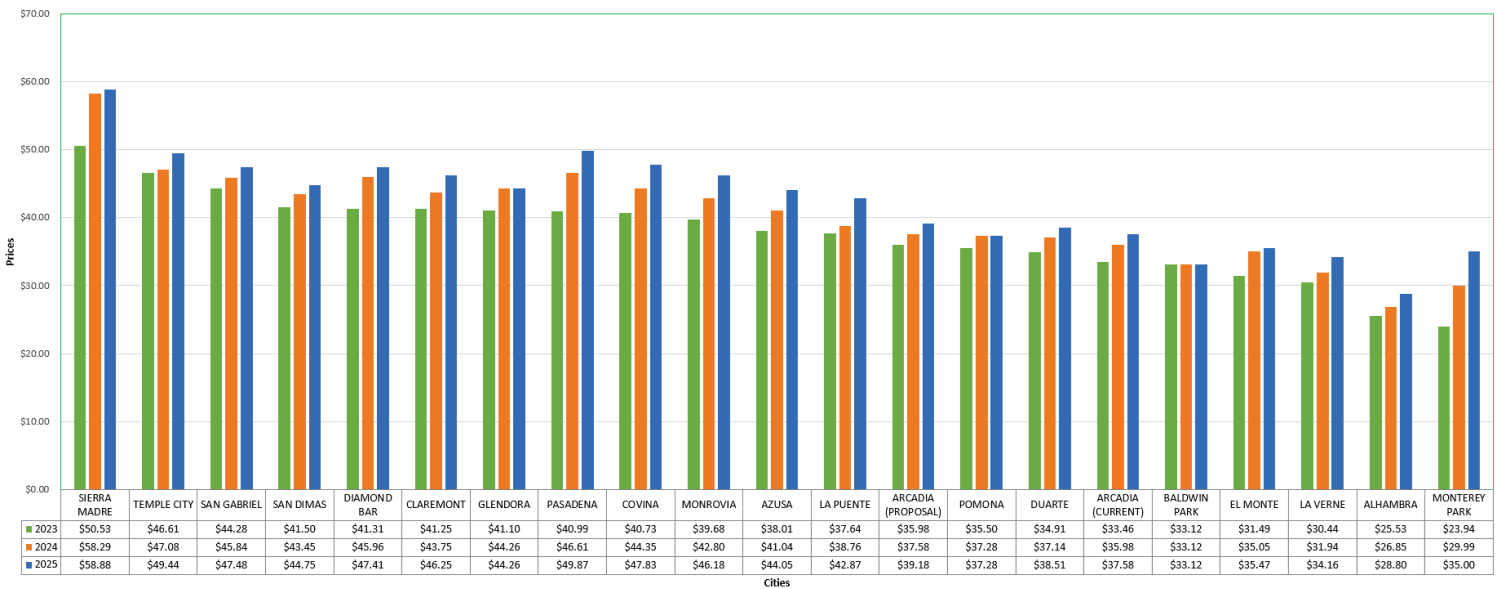
<b>Multi-Family Organics Bin - STAGE</b>	
2-Yard 1x/wk	\$ 275.15
2 - Yard 2x/wk	\$ 521.78

<b>Multi-Family Other Fees</b>	
1.5 Yard Extra PU	\$ 78.33
3 Yard Extra PU	\$ 101.94
6 Yard Split Bin Extra PU	\$ 161.06
Contamination	\$ 68.79
Reactivation/Cut-Off	\$ 50.76
Locking Lid	\$ 16.40
Overage	\$ 68.79

## Attachment No. 2

### Surrounding Cities Refuse Rates

**Comparative Single-Family Refuse Rates Across the San Gabriel Valley**





# STAFF REPORT

Fire Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Chen Suen, Fire Chief  
By: Charles Tuggle, Battalion Chief

**SUBJECT:** RESOLUTION NO. 7635 AUTHORIZING DESIGNATED STAFF TO FILE WITH THE CALIFORNIA OFFICE OF EMERGENCY SERVICES REQUESTS FOR FINANCIAL ASSISTANCE UNDER THE NATURAL DISASTER ASSISTANCE ACT AND SIMILAR STATUTES

**CEQA: Not a Project**

**Recommendation: Adopt**

## **SUMMARY**

The State of California Governor's Office of Emergency Services ("Cal OES") requires cities to designate, by resolution, employees who have the authority to apply for financial assistance in the event of a disaster. To comply with this requirement, it is recommended that the City Council adopt Resolution No. 7635, which designates the City Manager, the Fire Chief, and the Public Works Services Director as the three authorized agents for the City of Arcadia on the Designation of Applicant's Agent Resolution Form (OES Form 130, see Attachment No. 2).

## **BACKGROUND**

On June 7, 2022, the City Council previously designated the City Manager, the Fire Chief, and the Public Works Services Director as the City's three authorized agents for applying for emergency relief funds from the State, through the adoption of Resolution No. 7243. Cal OES requires a new City Council resolution submission if a previously submitted resolution is older than three years from the last date of adoption. Therefore, a new resolution designating City authorized agents to apply for disaster assistance will need to be submitted to Cal OES for this year.

## **DISCUSSION**

Cal OES requires cities to file an OES Form 130: "Designation of Applicant's Agent Resolution for Non-State Agencies." This form is required for obtaining state financial assistance under the California Disaster Assistance Act and/or federal financial

assistance under Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988. OES Form 130 allows for up to three designated names and/or position titles. The City has previously designated the City Manager, the Fire Chief, and the Director of Public Works Services as the three authorized agents. While emergencies could affect any City department, these employees are the most likely to be familiar with response and recovery costs over the widest variety of potential disaster situations. Therefore, these three positions remain the most appropriate to be named as designated agents for Form 130.

### **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.


### **FISCAL IMPACT**

Adoption of Resolution No. 7635 has no immediate fiscal impact on the City; however, during a disaster, potential state funding may be delayed or denied if there is no resolution authorizing City of Arcadia agents to apply for financial assistance.

### **RECOMMENDATION**

It is recommended that the City Council determine this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7635, authorizing designated staff to file with the California Office of Emergency Services requests for financial assistance under the Natural Disaster Assistance Act and similar statutes.

Approved:



Dominic Lazzaretto  
City Manager

Attachment No. 1: Resolution No. 7635

Attachment No. 2: Cal-OES Form 130: Designation of Applicant's Agent Resolution for Non-State Agencies

RESOLUTION NO. 7635

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AUTHORIZING DESIGNATED STAFF TO FILE WITH THE CALIFORNIA OFFICE OF EMERGENCY SERVICES REQUESTS FOR FINANCIAL ASSISTANCE UNDER THE NATURAL DISASTER ASSISTANCE ACT AND SIMILAR STATUTES

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

SECTION 1. The California Governor's Office of Emergency requires public agencies to designate specific positions within the agency as authorized agents of that agency for the purpose of applying for and obtaining certain federal financial assistance under P.L. 93 -288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988; and/or state financial assistance under the California Disaster Assistance Act.

SECTION 2. The City Council of the City of Arcadia now desires and intends to designate those certain specific positions within the City as authorized agents for the foregoing purposes.

SECTION 3. The City Manager, Fire Chief or Public Works Services Director of the City are hereby authorized to execute for and on behalf of the City applications for financial assistance, and to file such applications with the California Office of Emergency Services, for the purpose of obtaining certain federal financial assistance under P.L. 93 - 288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as well as other financial assistance under the Natural Disaster Assistance Act.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution and shall forward a copy to the California Office of Emergency Services.


Passed, approved and adopted this 3rd day of June, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Mike J. Maurer  
City Attorney



**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE City Council OF THE City of Arcadia  
(Governing Body) (Name of Applicant)

THAT City Manager, OR  
(Title of Authorized Agent)

Fire Chief, OR  
(Title of Authorized Agent)

Public Works Service Director  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Arcadia,  
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the City of Arcadia,  
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



**Please check the appropriate box below**

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this 3rd day of June, 2025

Sharon Kwan (Mayor)  
 \_\_\_\_\_  
 (Name and Title of Governing Body Representative)

Eileen Wang (Mayor Pro Tem)  
 \_\_\_\_\_  
 (Name and Title of Governing Body Representative)

Michael Cao M.D. (Council Member)  
 \_\_\_\_\_  
 (Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Linda Rodriguez, duly appointed and City Clerk of  
 \_\_\_\_\_  
 (Name) (Title)

City of Arcadia, do hereby certify that the above is a true and  
 \_\_\_\_\_  
 (Name of Applicant)

correct copy of a resolution passed and approved by the City Council  
 \_\_\_\_\_  
 (Governing Body)

of the City of Arcadia on the 3rd day of June, 2025.  
 \_\_\_\_\_  
 (Name of Applicant)

\_\_\_\_\_  
 \_\_\_\_\_  
 (Signature)

City Clerk  
 \_\_\_\_\_  
 (Title)



### Cal OES Form 130 Instructions

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

#### **Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



# STAFF REPORT

Administrative Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Henry Chen, Administrative Services Director

**SUBJECT:** RESOLUTION NO. 7640 ESTABLISHING AN APPROPRIATION LIMIT FOR FISCAL YEAR 2025-26 PURSUANT TO ARTICLE XIII-B OF THE CALIFORNIA CONSTITUTION  
**CEQA: Not a Project**  
**Recommendation: Adopt**

## SUMMARY

Article XIII-B of the State Constitution imposes a limit (“the GANN Limit”) on tax proceeds that can be appropriated for expenditures in any given fiscal year. Section 7910 requires the City of Arcadia to establish the GANN Limit by resolution. As calculated, the City’s expenditures subject to the limit are \$73,558,000 versus a limit of \$123,941,248, meaning that the City is under the GANN Limit by \$50,383,248. It is recommended that the City Council adopt Resolution No. 7640, establishing the annual adjustment factors and the resultant GANN Limit for Fiscal Year 2025-26.

## DISCUSSION

In November 1979, California voters approved Proposition 4, commonly known as the GANN Initiative. This proposition created Article XIII-B of the State Constitution, placing limits on the amount of revenue that can be spent by any local government. Each government was allocated a base year GANN Limit, which is adjusted annually for inflation and population growth. The law also requires an annual review of the GANN Limit calculation.

Certain revenues do not count towards the annual GANN Limit. For instance, the expenditure of tax proceeds on voter-approved debt and the costs of complying with court orders and federal mandates, are not counted towards the Limit, as they are restricted for certain purposes. Similarly, if the State specifies that funds transmitted to localities are restricted in their use (e.g., State Gas Tax), they are excluded in the calculation of the GANN Limit.

To measure inflation, each city may choose the higher of two factors: the growth in the California Per Capita Income or the growth in the Non-Residential Assessed Valuation resulting from new construction within the city. At this time, the data used to calculate the increase in the Non-Residential Assessed Valuation is not available from the Los Angeles County Assessor. Thus, the change of California Per Capita Income at 6.44% has been used as the inflationary adjustment factor in the calculation of Arcadia's Appropriation Limit.

The second factor for calculating the GANN Limit is the change in population. Cities may choose the greater of population growth between the County of Los Angeles ("County") or the city. In 2025, the population growth rate in the County is 0.30%, whereas the City's population growth rate is 0.13%. As a result, the City has chosen to use the County's growth factor for FY 2025-26's GANN Limit calculation.

The attached Exhibits "A", "A-1", "B", "C", "C-1", and "D", demonstrate the City's compliance with Article XIII-B of the State Constitution for the Fiscal Year ending June 30, 2026. As calculated, the City's Proceeds of Taxes Before Exclusions is established at \$74,130,300 (Exhibit "C"), and the FY 2025-26 Appropriation Limit is \$123,941,248 (Exhibit "A"). Exhibit "B" shows that the City of Arcadia is under the Appropriation Limit by \$50,383,248.

### **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.

### **FISCAL IMPACT**

The GANN Limit for the City of Arcadia in FY 2025-26 is established at \$123,941,248. The appropriations subjected to the limit in the annual budget are \$73,558,000, which are well within the GANN Limit. Therefore, the City may fully expend all funds appropriated in the FY 2025-26 Budget and has the capacity for additional appropriations during the year, as necessary.

### **RECOMMENDATION**

It is recommended that the City Council find this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7640 establishing an appropriation limit for Fiscal Year 2025-26 pursuant to Article XIII-B of the California Constitution.

Resolution No. 7640 Establishing an Appropriation Limit for  
Fiscal Year 2025-26  
June 3, 2025  
Page 3 of 3

Approved:



Dominic Lazzaretto  
City Manager

Attachments: Exhibit "A" - Appropriation Limit for Fiscal Year 2025-26  
Exhibit "A-1" - Population/Inflationary Adjustment  
Exhibit "B" - Appropriations Subject to Limitation  
Exhibit "C" - Calculation of Proceeds  
Exhibit "C-1" - Interest Earnings produced by Taxes  
Exhibit "D" - Exclusions  
Resolution No. 7640

EXHIBIT "A"

CITY OF ARCADIA  
APPROPRIATIONS LIMIT  
FISCAL YEAR 2025-2026

		<u>AMOUNT</u>
A. LAST YEAR'S LIMIT (2024-2025)		\$ 116,093,338
B. ADJUSTMENT FACTORS:		
COUNTY OF LOS ANGELES POPULATION GROWTH	1.0030	
PER CAPITA COST OF LIVING CHANGE AS A RATIO	<u>1.0644</u>	
TOTAL ADJUSTMENT	<u>1.0676</u>	
C. ANNUAL ADJUSTMENT		<u>7,847,910</u>
D. FISCAL 2025-2026 LIMIT		<u><u>\$ 123,941,248</u></u>

**EXHIBIT "A-1"**

**CITY OF ARCADIA  
POPULATION/COST OF LIVING ADJUSTMENT  
FISCAL YEAR 2025-2026**

	<u><b>AMOUNT</b></u>
PERCENTAGE CHANGE IN PER CAPITA PERSONAL INCOME	6.44%
POPULATION GROWTH - LOS ANGELES COUNTY	0.30%
POPULATION GROWTH - CITY OF ARCADIA	0.13%

SOURCE: DEPARTMENT OF FINANCE, STATE OF CALIFORNIA

**EXHIBIT "B"**

**CITY OF ARCADIA  
APPROPRIATIONS SUBJECT TO LIMITATION  
FISCAL YEAR 2025-2026**

	<u>AMOUNT</u>	<u>SOURCE</u>
A. PROCEEDS OF TAXES GRAND TOTAL	\$ 74,130,300	EXHIBIT C
B. EXCLUSIONS (MEDICARE TAX)	<u>(572,300)</u>	EXHIBIT D
C. APPROPRIATIONS SUBJECT TO LIMITATION	\$ 73,558,000	
D. FISCAL 2025-2026 LIMIT	<u>123,941,248</u>	EXHIBIT A
E. OVER/(UNDER) LIMIT	<u><u>\$(50,383,248)</u></u>	

**EXHIBIT "C"**

**CITY OF ARCADIA  
CALCULATIONS OF PROCEEDS  
FISCAL YEAR 2025-2026**

<b>REVENUE</b>	<b>PROCEEDS OF TAXES</b>	<b>NON PROCEEDS OF TAXES</b>	<b>TOTAL</b>
Property Tax	\$21,132,300	\$ -	\$ 21,132,300
Public Safety Augmentation	649,700	-	649,700
Sales & Use Tax	23,415,300	-	23,415,300
Transient Occupancy Tax	6,537,000	-	6,537,000
Property Transfer Tax	571,800	-	571,800
Utility Users Tax	9,197,400	-	9,197,400
Business License Tax	1,339,000	50,000	1,389,000
<b>TOTAL TAXES</b>	<u>\$62,842,500</u>	<u>\$ 50,000</u>	<u>\$ 62,892,500</u>
 <b>FROM STATE</b>			
Motor Vehicle In Lieu	\$ 9,744,800	\$ -	\$ 9,744,800
Gasoline Tax	-	1,588,600	1,588,600
Road Maint./Rehabilitation (SB1)	-	1,492,300	1,492,300
Homeowner's Exemption	70,000	-	70,000
POST	-	3,600	3,600
SB 90 Reimbursements	-	10,000	10,000
<b>TOTAL FROM STATE</b>	<u>\$ 9,814,800</u>	<u>\$ 3,094,500</u>	<u>\$ 12,909,300</u>
 <b>OTHER GOVERNMENTS</b>			
Community Development (CDBG)	\$ -	\$ -	\$ -
Citizens Options for Public Safety	-	204,200	204,200
Homeland Security	-	-	-
OTS Grant	-	85,800	85,800
Other (PROP A&C) Taxes	-	2,639,900	2,639,900
Prop A Park Maint. & Services	-	-	-
Measure R	-	897,700	897,700
Measure M	-	1,017,400	1,017,400
Used Oil Grant	-	8,000	8,000
Beverage Container Recycling Grant	-	14,200	14,200
AQMD (AB2766)	-	74,000	74,000
<b>TOTAL OTHER GOVERNMENTS</b>	<u>\$ -</u>	<u>\$ 4,941,200</u>	<u>\$ 4,941,200</u>

**EXHIBIT "C"**

**CITY OF ARCADIA  
CALCULATIONS OF PROCEEDS  
FISCAL YEAR 2025-2026**

<b>REVENUE</b>	<b>PROCEEDS OF TAXES</b>	<b>NON PROCEEDS OF TAXES</b>	<b>TOTAL</b>
LOCALLY RAISED			
LICENSES AND PERMITS			
Franchise Fee	\$ -	\$ 1,172,300	\$ 1,172,300
Parking Permits	-	600,000	600,000
Plan Check Fees	-	1,480,000	1,480,000
Building Permits	-	1,625,000	1,625,000
Mechanical, Electrical & Plumbing	-	370,000	370,000
Home Occupation Permits	-	9,500	9,500
Miscellaneous Permits	-	10,000	10,000
Planning Applications	-	372,000	372,000
Fire Plan Check	-	190,000	190,000
Engineering Permit Fees	-	163,000	163,000
Fire Code Permit Fees	-	160,000	160,000
Fire Code Inspections	-	90,000	90,000
Off-site Improvement	-	-	-
Water Landscape Review	-	65,000	65,000
Technology Fee	-	255,000	255,000
Unoccupied Residences	-	1,500	1,500
Storm Water Plan Check Fees	-	-	-
SB1473 building Permit	-	1,100	1,100
PEG	-	70,000	70,000
Charges for Current Service	-	5,366,100	5,366,100
Recreation Activities	-	1,506,600	1,506,600
Library Charges	-	102,000	102,000
Rent & Royalty	-	1,490,000	1,490,000
Transportation Impact fees	-	420,000	420,000
Solid Waste Assessments	-	600,000	600,000
Park/Dwelling Unit Fees	-	1,536,000	1,536,000
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ -</b>	<b>\$ 17,655,100</b>	<b>\$ 17,655,100</b>

**EXHIBIT "C"**

**CITY OF ARCADIA  
CALCULATIONS OF PROCEEDS  
FISCAL YEAR 2025-2026**

REVENUE	PROCEEDS OF TAXES	NON PROCEEDS OF TAXES	TOTAL
<b>FINES &amp; PENALTIES</b>			
Miscellaneous Fines	\$ -	\$ 10,000	\$ 10,000
Parking Citations	-	350,000	350,000
Code Violations	-	30,000	30,000
Fire Citations	-	500	500
<b>TOTAL FINES &amp; PENALTIES</b>	<u>\$ -</u>	<u>\$ 390,500</u>	<u>\$ 390,500</u>
<b>OTHER REVENUE</b>			
Parimutual Receipts	\$ 285,000	\$ -	\$ 285,000
Admin. O/H Transit	-	142,800	142,800
Admin. O/H Water	-	1,540,900	1,540,900
Admin. O/H Sewer	-	291,300	291,300
Admin. O/H Lighting District	-	124,300	124,300
Admin. O/H Redevelopment	-	4,400	4,400
Court Appearances	-	5,000	5,000
Waste Management Admin. Fees	-	150,000	150,000
<b>TOTAL OTHER REVENUE</b>	<u>\$ 285,000</u>	<u>\$ 2,258,700</u>	<u>\$ 2,543,700</u>
Total Estimated Revenues			
Before Revenue from Use of Money	\$72,942,300	\$ 28,390,000	#####
<b>Revenue Earned from Use of Money</b>			
Earned on Non-Proceeds of Taxes: Funds 104, 107, 112, 114, 118 142, 151, 153, 155, 156, 157, 161, 165	\$ -	\$ 631,300	\$ 631,300
Proceeds of Taxes: Fund 302	-	408,800	-
General Fund	<u>1,188,000</u>	<u>462,000</u>	<u>1,650,000</u>
<b>TOTAL REVENUE EARNED FROM USE OF MONEY</b>	<u>\$ 1,188,000</u>	<u>\$ 1,502,100</u>	<u>\$ 2,281,300</u>
<b>GRAND TOTAL</b>	<u><u>\$74,130,300</u></u>	<u><u>\$ 29,892,100</u></u>	<u><u>#####</u></u>

**EXHIBIT "C-1"**

**CITY OF ARCADIA  
INTEREST EARNINGS PRODUCED BY TAXES  
FISCAL YEAR 2025-2026**

		<u>AMOUNT</u>
PROCEEDS OF TAXES (EXCLUDING INTEREST)		\$ 72,942,300
TOTAL REVENUE (EXCLUDING INTEREST)		\$ 101,332,300
PERCENT APPLICABLE TO PROCEEDS OF TAXES		72.00%
TOTAL INTEREST BUDGETED FOR GENERAL FUND		\$ 1,650,000
INTEREST APPLICABLE TO PROCEEDS OF TAXES	72.00%	\$ 1,188,000
INTEREST APPLICABLE TO NON-PROCEEDS OF TAXES	28.00%	\$ 462,000
INTEREST DIRECTLY IDENTIFIED TO THE FUNDS WHICH REVENUES ARE IDENTIFIED AS NON PROCEEDS OF TAXES - FUND 104, 107, 112, 114, 118, 142, 151, 153, 155, 156, 157, 161, 165		\$ 631,300
INTEREST DIRECTLY IDENTIFIED TO FUNDS WHICH REVENUES ARE IDENTIFIED AS PROCEEDS OF TAXES - FUND 302		\$ -

**EXHIBIT "D"**

**CITY OF ARCADIA  
EXCLUSIONS  
FISCAL YEAR 2025-2026**

**FEDERAL MANDATED COSTS:**

MEDICARE TAX	\$	572,300
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RESOLUTION NO. 7640

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-26 PURSUANT TO ARTICLE XIII-B OF THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIII-B of the Constitution of the State of California imposes restriction upon California governmental agencies to limit their annual appropriations to the appropriations in fiscal year 1978-79, adjusted for the subsequent inflation and population changes; and

WHEREAS, effective for years beginning on or after July 1, 1990, under Section 1.5 of Article XIII-B, the annual calculation of the appropriations limit is subject to a limited review in connection with the annual audit; and

WHEREAS, the City of Arcadia may use as its inflation factor either the annual percentage change in California per capital personal income or the percentage change in its local assessment roll from the preceding year due to the change of local nonresidential construction. The City of Arcadia has opted to use, as the inflation adjustment factor, the percentage change in California per capita personal income in lieu of the growth in the non-residential assessed valuation; and

WHEREAS, the City of Arcadia may use as its population factor either the annual percentage change of the City's own population or the annual percentage change in population of the Los Angeles County. The City of Arcadia has opted to use, as the population adjustment factor, the change in the population of the County; and

WHEREAS, pursuant to Article XIII-B of the California Constitution, the City is required to set its appropriation limit for each fiscal year and has made available to the public the documentation used in the determination of said appropriation limit.

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

SECTION 1. The appropriation limit for Fiscal Year 2025-26 for the City of Arcadia shall be and is hereby set in the amount of \$123,941,248.

SECTION 2. The City Clerk shall certify the adoption of this Resolution.

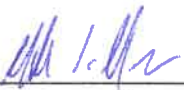
Passed, approved and adopted this 3rd day of June, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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



# STAFF REPORT

Administrative Services Department

**DATE:** June 3,2025

**TO:** Honorable Mayor and City Council

**FROM:** Henry Chen, Administrative Services Director

**SUBJECT:** EXTENSION TO THE PROFESSIONAL SERVICES AGREEMENT WITH MOSS, LEVY & HARTZHEIM LLP FOR FINANCIAL AUDITING SERVICES IN AN AMOUNT NOT TO EXCEED \$33,000  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

The City's contract with Moss, Levy & Hartzheim LLP ("Moss") for the annual audit of Arcadia's financial statements expires upon the audit of Fiscal Year 2023-24. The current fiscal year is the first year-end close under the City's new financial Enterprise Resource Planning ("ERP") system. To minimize disruptions to City operations, it is recommended that the existing audit contract be extended for one additional year.

The proposed extension will allow the fiscal year-end closeout process to be completed without the added complexity of transitioning to new auditors. A one-year extension of the current contract has been proposed, with a minimal cost increase of \$1,000, or 3.1%. It is recommended that the City Council authorize the City Manager to execute a one-year extension to the Professional Services Agreement with Moss for professional audit services, in an amount not to exceed \$33,000.

## **BACKGROUND**

In 2020, Arcadia entered a five-year contract with Moss for the annual audit of the City's financial statements and the Single Audit. While new audit proposals are typically solicited by the City at the conclusion of each contract, the first year of any new audit engagement is more challenging and time-consuming. During the first year with a new audit firm, additional work is required for the new firm to become familiar with the City and its internal controls, including extensive interviews with staff from various departments. Once the City's processes are documented, testing of those controls is usually performed through the selection and review of sample transactions. Copies of contracts, agreements, bond documents, and other administrative records and reports are gathered and reviewed by the new audit firm.

## **DISCUSSION**

This fiscal year is the first year-end close under the City's new ERP system. Customary with the implementation of any new enterprise system, there is a steep learning curve as staff becomes familiar with the new program. The year-end closeout process under the new ERP differs significantly from that of the previous system. New schedules must be created, and revised processes and reports must be created for the necessary account reconciliations for the auditors. Completing the first close process in a timely and efficient manner will be more challenging this year. Allowing employees to concentrate on these tasks in the new ERP system, instead of preparing for a transition to a new audit firm, will create capacity for staff to better understand the new process and implement improvements that could enhance future year-end closings.

For the last five years, the service provided by Moss has been well received by staff, and their work has been regarded as thorough and professional. An extension of the contract for one additional year would allow staff additional time to become accustomed to the new process and to facilitate a smoother year-end close. A new contract will be solicited for FY 2025-26 and beyond.

## **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), under Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment.

## **FISCAL IMPACT**

The contract cost of \$33,000 includes a 3.1%, or \$1,000 increase from the prior year. Sufficient budget to perform the annual audit has been included in the Administrative Services Department's Operating Budget.

## **RECOMMENDATION**

It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act ("CEQA"); and authorize the City Manager to execute a one-year extension to the Professional Services Agreement with Moss, Levy & Hartzheim LLP for financial auditing services in an amount not to exceed \$33,000.

Approved:

  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

Police Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Roy Nakamura, Chief of Police  
By: Amber Abeyta, Management Analyst

**SUBJECT:** AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH EXECUTIVE INFORMATION SERVICES, INC. FOR PS.NET PUBLIC SAFETY SOFTWARE SYSTEM SUPPORT SERVICES IN THE AMOUNT OF \$48,845

**CEQA: Not a Project**

**Recommendation: Approve**

## SUMMARY

The City has a Professional Services Agreement (“Agreement”) with Executive Information Services, Inc. (“EIS”) for support of the PS.NET Public Safety System, which will expire on June 30, 2025. PS.NET is the backbone of the dispatch and records systems used for Police Department operations. It is recommended that the City Council approve an amendment to the Professional Services Agreement with EIS in the amount of \$48,845, to extend services for an additional year.

## DISCUSSION

Since 2003, the City has maintained an Agreement with EIS for public safety software system support services. EIS has the proprietary rights/ownership to the law enforcement software programs used by the Arcadia Police Department (the “Department”). The software programs include Law Records Management; Computer Assisted Dispatch (“CAD”); Report Writing; Mobile Digital Communications; Los Angeles County Interface; and a Customer Service Portal for submitting crime reports online. All these software programs are used to conduct the Department’s daily operations.

EIS has communicated that there will be an increase of approximately 8.99% from Fiscal Year 2024-25 to address inflationary pressures, resulting in a total cost of \$48,845 for Fiscal Year 2025-26. Over the years, EIS has maintained a good relationship with the Department and has been accommodating to the Department’s needs and requirements. Therefore, it is recommended that the City Council extend the Agreement with EIS for one year.

**ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment.

**FISCAL IMPACT**

For the term of the Agreement, the fee for public safety software system support services will be \$48,845. The new amount has been budgeted for the City’s proposed Fiscal Year 2025-26 Operating 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 an amendment to the Professional Services Agreement with Executive Information Services, Inc. for PS.NET Public Safety Software System Support Services in the amount of \$48,845.

Approved:

  
\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

Attachment: Proposed Amendment No. 22 to the Professional Services Agreement

**AMENDMENT NO. 22 TO THE PROFESSIONAL SERVICES  
AGREEMENT FOR PSNET PUBLIC SAFETY SYSTEM PROJECT WITH EXECUTIVE  
INFORMATION SERVICES, INC.**

This Amendment No. 22 (“Amendment No. 21”) is hereby entered into on this \_\_\_\_ day of \_\_\_\_\_ 2025, by and between the City of Arcadia, a charter city organized under the Constitution and laws of the State of California, and Executive Information Services, a Nevada Corporation, with respect to that certain Professional Services Agreement between the Parties dated July 13, 2004 (the “Agreement”).

The Parties agree as follows:

1. Section 3.1.2 of the Agreement, the Term is amended by extending the term from July 1, 2025, through June 30, 2026 (the “Extended Term”).
2. Section 3.3.1 of the Agreement, the Compensation is amended for the Extended Term as referenced in the attached Exhibit “C”.
3. All of the remaining terms and provisions of the Agreement are hereby reaffirmed.

[SIGNATURES ON THE NEXT PAGE]

In witness whereof the Parties have executed this Amendment No. 20 on the date set forth below.

**CITY OF ARCADIA**

**EXECUTIVE INFORMATION SERVICES,  
INC.**

\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

\_\_\_\_\_  
David Hieb  
Vice President, Client Services

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

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

ATTEST:

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

\_\_\_\_\_  
Justin Davis  
Senior Vice President Operations

APPROVED AS TO FORM:

CONCUR

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

\_\_\_\_\_  
Roy Nakamura  
Chief of Police

## Exhibit "C"

### COMPENSATION

The Agreement is amended to provide that the total compensation for the Extend Term from July 1, 2025, through June 30, 2026, shall not exceed forty eight thousand, eight hundred forty-five dollars and zero cents (\$48,845.00). A breakdown of the cost is outlined below.

Description	Quantity	Unit Price	Amount
Annual EIS Support	1.00	\$0.00	\$0.00
Law Records Management, CAD: July 2025 to July 2026	1.00	\$47,310.00	\$47,310.00
CAD to LensLock: July 2025 to July 2026	1.00	\$1,535.00	\$1,535.00
		Total	\$48,845.00



# STAFF REPORT

Office of the City Manager

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** AGREEMENT WITH SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS FOR PARTICIPATION IN THE NEIGHBORHOOD COYOTE PROGRAM FROM JULY 1, 2025, THROUGH JUNE 30, 2028, IN AN AMOUNT NOT TO EXCEED \$34,000

**CEQA: Not a Project**

**Recommendation: Approve**

## **SUMMARY**

Since 2019, the City of Arcadia has participated in the San Gabriel Valley Council of Governments Regional Coyote Management Plan, which aims to address coyote-related issues across the San Gabriel Valley. This coordinated and comprehensive strategy offers guidelines for managing coyotes and enables the San Gabriel Valley Council of Governments (“SGVCOG”) to provide coyote management services to Arcadia. Through this partnership, Arcadia residents have access to regular education and outreach, human-coyote conflict mitigation, and 24/7 reporting.

Arcadia’s existing agreement with the SGVCOG is set to expire June 30, 2025, with both parties seeking renewal. The annual cost of the program has increased from \$10,600 in Fiscal Year 2024-25, to \$11,000 in Fiscal Year 2025-26, or a 3.7% increase. Given the value and effectiveness of the services provided, it is recommended that the City Council approve continued participation in the Neighborhood Coyote Program, authorizing the City Manager to execute a renewed Memorandum of Agreement from July 1, 2025, through June 30, 2028, in an amount not to exceed \$34,000.

## **BACKGROUND**

Beginning in 2019, the City of Arcadia has participated in the San Gabriel Valley Council of Governments (“SGVCOG”) Neighborhood Coyote Program, which is a comprehensive regional initiative aimed at managing coyote activity. This collaborative approach has benefited Arcadia by enhancing public education on coyote-related issues and providing more resources to the community overall. The program has been effective in addressing

concerns raised by residents, but also in equipping them with the knowledge and tools to manage coyote encounters in their neighborhoods.

Recognizing that coyote management is increasingly a regional concern, Arcadia partnered with SGVCOG and neighboring cities to develop a Regional Coyote Management Framework (“RCMF”) in July 2019, which was preceded by Arcadia’s Coyote Management Plan (“CMP”), which was adopted by the City Council in June 2017.

The City Council initially approved participation in the Neighborhood Coyote Program in October 2019, and the program was officially launched in January 2020. Since its launch, the regional Neighborhood Coyote Program has provided valuable guidance to residents, businesses, and City staff on effective strategies to prevent and manage coyote habituation within the community.

## **DISCUSSION**

Through the Neighborhood Coyote Program, Arcadia receives resources and support for a local program designed to manage coyote impacts within the community. These resources include educational materials for residents, outreach at community events and in schools, assistance in responding to human-coyote conflicts, and monthly data and reporting.

### **Public Outreach and Education**

The SGVCOG provides educational on coyote behavior, effective hazing tactics, coyote breeding, and coyote attractants, through printed handouts, social media graphics, webinars, community events, and flyers. The educational content the SGVCOG produces on coyotes is available on their website ([Neighborhood Coyote Program](#)) as well as on the City’s website ([ArcadiaCA.gov](#)).

As part of the proposed agreement, the SGVCOG will attend at least two City events each year to conduct community outreach. In recent years, a two-person team from the SGVCOG has conducted coyote outreach at the City’s Concerts and Movies in the Park and the ‘Arcadia Goes Green’ event/Environmental Fair. Outreach also regularly occurs in Arcadia schools and at events with regional attendance.

### **Coyote Conflict Mitigation**

Most human-coyote conflicts can be addressed by eliminating food sources and attractants, and by practicing effective hazing techniques. To prevent conflicts before they arise, the Neighborhood Coyote Program works to identify potential denning sites. If overgrown vegetation or brush on private property is found to be encouraging coyote denning, the SGVCOG and the City will coordinate efforts to work with the property owner to resolve the issue. In many cases, coyote denning on residential properties occurs due to the absence of the owner, as regular human presence typically discourages coyotes from establishing dens.

In rare instances, the SGVCOG will enlist the assistance of a biologist to observe and monitor more concerning coyote behavior. Following a period of observation, the biologist may make recommendations for the surrounding environment regarding removal of brush or attractants to discourage denning.

### Reporting

The SGVCOG maintains a Coyote Hotline and online reporting tool, allowing residents to report coyote encounters 24/7. Monthly, the SGVCOG provides reports to the City detailing the number of coyote reports, the type of encounter, and the approximate location of the event. Seasonal educational information and links to more resources are also contained in the report.

The data collected through the monthly coyote reports shows the total number of reports received in Arcadia and how that compares to other participating cities throughout the San Gabriel Valley. In the reports, there are a total of five categories for coyote behavior that range in intensities, from Level 1 to Level 5. It is important to note that Arcadia has never had a Level 5 report – coyote biting or injuring a human, and that reports have stayed within the Level 1 – Level 3 range. A recap of the 2024 Neighborhood Coyote Program is included as Attachment No. 2, and a summary of the data collected from the last two years is shown below:

### **Neighborhood Coyote Program – Annual Reports**

	<b>2024</b>	<b>2023</b>
<b>Total Reports</b>	80	98
<b>Total Coyotes Sighted</b>	132	152
<b>Level 1 Reports</b>	49%	45%
<b>Level 2 Reports</b>	41%	42%
<b>Level 3 Reports</b>	10%	13%
<b>Level 4 Reports</b>	0%	0%
<b>Level 5 Reports</b>	0%	0%

### Report Levels:

- Level 1: Coyote heard and/or seen; coyote resting in public space.
- Level 2: Coyote seen resting in public area with humans present; coyote entered yard or home with or without pets present.
- Level 3: Coyote entered yard and injured or killed unattended or attended pets; coyote bit or injured an unattended pet/pet on a leash; coyote aggressively followed or approached you with your pet.
- Level 4: Coyote aggressively followed or approached a human without a pet.
- Level 5: Coyote bit or injured a human.

Agreement

In partnership, the SGVCOG and the City work together to address coyote conflicts in Arcadia. As part of the agreement, the City helps provide space in its building and facilities for coyote outreach, including any community events. Additionally, Arcadia commits to maintaining its participation in the San Gabriel Valley Council of Governments through the length of the Agreement. If Arcadia were to end its membership and participation in the SGVCOG, the agreement for the Neighborhood Coyote Program would simultaneously terminate.

**ENVIRONMENTAL ANALYSIS**

The proposed agreement for the Neighborhood Coyote Program 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.

The Neighborhood Coyote Program focuses on preventing human-coyote conflict through education and outreach, with an emphasis on peaceful coexistence. The strategies used in the Neighborhood Coyote Program do not involve altering the environment beyond routine property maintenance for the removal of denning sites and, therefore, do not constitute a project under CEQA.

**FISCAL IMPACT**

Beginning in Fiscal Year 2025-26, Arcadia’s participation in the Neighborhood Coyote Program will cost \$11,000. The SGVCOG is proposing to increase the contract annually by the Los Angeles area Consumer Price Index (“CPI”), or 3%, whichever is less. Starting with the first year of the Agreement (FY 2025-26), the cost for participating in the Neighborhood Coyote Program is projected as follows:

<b>Fiscal Year</b>	<b>Amount</b>
FY 2025-26	\$11,000
FY 2026-27	\$11,330 (or less)
FY 2027-28	\$11,670 (or less)
<b>Total</b>	<b>\$34,000</b>

The total cost for the three-year agreement will be \$34,000 or less, depending upon CPI. The City Manager’s Office budgets for this service annually and future increases can be managed within the existing departmental budget. Therefore, sufficient funding exists to support participation in the Neighborhood Coyote Program and the proposed agreement with the San Gabriel Valley Council of Governments.

**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 Memorandum of Agreement with the San Gabriel Valley Council of Governments for participation in the Neighborhood Coyote Program from July 1, 2025, through June 30, 2028, in an amount not to exceed \$34,000.

Attachment No. 1: Draft Memorandum of Agreement – Neighborhood Coyote Program  
Attachment No. 2: 2024 Neighborhood Coyote Program Recap

**MEMORANDUM OF AGREEMENT  
BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF  
GOVERNMENTS AND THE CITY OF ARCADIA  
FOR PARTICIPATION OF THE SAN GABRIEL VALLEY NEIGHBORHOOD  
COYOTE PROGRAM**

This Memorandum of Agreement (“MOA” or “Agreement”) is made as of July 1, 2025, by and between the City of Arcadia a municipal corporation (“City”), and the San Gabriel Valley Council of Governments, a California joint powers authority (“SGVCOG”). City and SGVCOG may be referred to herein collectively as the “Parties” or individually as a “Party.”

**RECITALS:**

- A. SGVCOG was established to have a unified voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley by the member cities and other local governmental agencies.
- B. City seeks to participate in the San Gabriel Valley Neighborhood Coyote Program (“Program”) that was developed by the SGVCOG Coyote Management Task Force.
- C. Under the Program, SGVCOG provides informational coyote public outreach and education efforts, promotes effective human-coyote conflict mitigation strategies, and supports a robust wildlife reporting and response mechanism on behalf of City.
- D. City and SGVCOG desire to set forth the terms of their ongoing collaboration with respect to this effort in this MOA.

NOW, THEREFORE, the Parties agree as follows:

**I. TERM:**

The term of this MOA between the Parties shall commence on July 1, 2025, and shall continue through June 30, 2028. The term of this MOA may be extended by mutual written agreement of the Parties.

**II. RESPONSIBILITIES OF THE PARTIES:**

A. SGVCOG Responsibilities.

SGVCOG will:

1. Coordinate and implement at least two community events and/or educational/trainings per year, planned with input from the City. SGVCOG will diligently market the community meetings and educational trainings prior to the event dates; however, attendance levels are not guaranteed.
2. Conduct youth outreach and education programs for local schools.
3. Coordinate to send mailers to neighborhoods with high numbers of human-

coyote encounters and incidents.

4. Manage a website or webpage that contains important and helpful information for residents and businesses regarding coyotes and other types of wildlife as needed.
5. Maintain an online and phone regional coyote incident reporting system for residents of City. The SGVCOG will report monthly on the number of reports received from each City.
6. Coordinate with the California Department of Fish and Wildlife, the County of Los Angeles, and other relevant external stakeholders on regional coyote management efforts.
7. Provide physical and electronic files of coyote marketing and outreach materials.
8. Manage all invoicing and billing.
9. The SGVCOG shall invoice the City eleven thousand dollars (\$11,000) by July 1, 2025, for the City's share of the cost of the San Gabriel Valley Neighborhood Coyote Program for the fiscal year.
10. The annual amount the SGVCOG invoices shall be adjusted annually beginning on July 1, 2026, based on the Los Angeles area Consumer Price Index (CPI) percentage for all items for 12 months ending in January reported by the U.S. Bureau of Labor Statistics or 3%, whichever is less.

B. City.

City will:

1. Maintain membership in the SGVCOG during the entire term of this MOA. In the event that the City is no longer a member of the SGVCOG, this MOA will terminate by its own terms on the date on which the City is no longer a member. Should membership cease before the end of the fiscal year, the City shall not be entitled to reimbursement of its Program cost for that fiscal year.
2. Participate in an annual evaluation meeting with the SGVCOG and as needed coordination calls and meetings with all municipalities that have entered into a memorandum of agreement with the SGVCOG for the Program for the July 1, 2025, through June 30, 2028, term.
3. Provide a point-of-contact for the purposes of this Agreement with the name, title, and contact information of the individual. If the point-of-contact is reassigned or no longer a City employee, a new point-of-contact must be designated within five (5) business days.
4. Assist with the coordination of coyote town halls, community meetings, coyote management workshops, conflict trainings, mailers, social media outreach, and youth outreach and education programs.
5. Provide a municipal meeting space or venue for events and activities within the City related to this MOA and other events within the City that are related to the Program.
6. Pay all invoices submitted by SGVCOG within forty-five (45) days of receipt by City. Invoices not paid within 45 calendar days shall accrue interest at the rate of 5% per annum.

**III. PROJECT MANAGEMENT:**

A. Project Managers.

1. For the purposes of this MOA, the SGVCOG designates the following individuals as its Project Managers: Nicholas Ryu, Program Manager, and Natalie Arreaga, Management Aide.
2. For the purposes of this MOA, the City designates the following individual as its Project Manager: Justine Bruno, Deputy City Manager.

Either Party may change the designations set forth herein upon written notice to the other Party.

**IV. DEFAULT; REMEDIES:**

- A. Default. A “Default” under this MOA is defined as any one or more of the following: (i) failure of either Party to comply with the terms and conditions contained in this MOA; and/or (ii) failure of either Party to perform its obligations set forth herein satisfactorily.
- B. Remedies. In the event of a Default by either Party, the non-defaulting Party will provide a written notice of such Default and thirty (30) days to cure the Default. In the event that the defaulting Party fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period and to the satisfaction of the non-defaulting Party, the non-defaulting Party may terminate this MOA. Such termination shall be effective immediately. The remedies described herein are non-exclusive. In the event of a Default by either Party, the non-defaulting Party shall have the right to seek any and all remedies available at law or in equity.

**V. TERMINATION:**

- A. This MOA may be terminated by either Party at any time, with or without cause, by providing written notice of termination to the other Party. Such termination will be effective thirty (30) days after such notice is received.
- B. If City terminates this MOA prior to the completion of the MOA term and SGVCOG has not committed a Default, SGVCOG will maintain the full annual amount that has already been invoiced for the current fiscal year.

**VI. INDEMNIFICATION:**

- A. City agrees to defend, indemnify, and hold free and harmless the SGVCOG, its elected and appointed boards, officials, officers, agents, employees, members, and volunteers, at City’s sole expense, from and against any and all claims, actions,

suits, or other legal proceedings brought against the SGVCOG, its elected and appointed boards, officials, officers, agents, employee members, and volunteers arising out of or relating to the acts or omissions of City in connection with this Agreement.

- B. SGVCOG agrees to defend, indemnify, and hold free and harmless the City, its elected officials, officers, agents, employees, and volunteers, at SGVCOG's sole expense, from and against any and all claims, actions, suits, or other legal proceedings brought against the City, its elected officials, officers, agents, employees, and volunteers arising out of or relating to the acts or omissions of SGVCOG in connection with this Agreement.

**VII. INSURANCE:**

- A. Each Party shall maintain and keep in full force and effect during the term of this MOA insurance or a program of self-insurance against claims for injuries to persons or damages to property which may arise in connection with performance of its obligations hereunder.

**VIII. AMENDMENTS**

- A. For any change which materially affects the Scope of Work, or in any way modifies any term or condition included under this MOA, a written amendment to the MOA shall be prepared and executed by the City and the SGVCOG for such change to be effective.

**IX. OTHER TERMS AND CONDITIONS:**

- A. Notices. All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by electronic mail or certified mail, postage prepaid and return receipt requested, addressed as follows:

To SGVCOG:                      Natalie Arreaga  
   Management Aide  
   1333 S. Mayflower Ave, Suite 360  
   Monrovia, CA 91016  
   [narreaga@sgvcog.org](mailto:narreaga@sgvcog.org)

with a copy to:                      Marisa Creter  
   Executive Director  
   1000 S. Fremont Avenue, Unit 42  
   Building A-10N, Suite 10-210  
   Alhambra, CA 91803  
   (626) 457-1800  
   [mcreter@sgvcog.org](mailto:mcreter@sgvcog.org)

Nicholas Ryu  
Program Manager  
1333 S. Mayflower Ave, Suite 360  
Monrovia, CA 91016  
(626) 457-1800  
nryu@sgvcog.org

To City: Justine Bruno  
Deputy City Manager  
240 W. Huntington Drive  
Arcadia, CA 91007  
(626) 574-5401  
jbruno@arcadiaca.gov

- B. No Partnership. This Agreement is not intended to be, and shall not be construed as, an agreement to form a partnership, agency relationship, or a joint venture between the Parties. Except as otherwise specifically provided in the Agreement, neither Party shall be authorized to act as an agent of or otherwise to represent the other Party.
- C. Entire Agreement. This Agreement constitutes the entire understanding between the Parties with respect to the subject matter herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the Parties in interest at the time of such modification.
- D. Governing Law. This Agreement shall be governed by and construed under California law and any applicable federal law without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the Parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.
- E. Attorneys' Fees. In the event that there is any litigation or other legal proceeding between the Parties in connection with this Agreement, each Party shall bear its own costs and expenses, including attorneys' fees.
- F. Excusable Delays. Neither Party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquakes, fires, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected Party. Each Party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.
- G. Waiver. Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or

covenant. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought.

- H. Headings. The section headings contained in this Agreement are for convenience and identification only and shall not be deemed to limit or define the contents to which they relate.
- I. Assignment. Neither Party may assign its interest in this Agreement, or any part thereof, without the prior written consent of the other Party. Any assignment without consent shall be void and unenforceable.
- J. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- K. Authority to Execute. The person executing this Agreement on behalf of a Party warrant that they are duly authorized to execute this Agreement on behalf of said Party, and that by doing so the said Party is formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the day and year first above written.

FOR THE CITY OF ARCADIA

FOR THE SAN GABRIEL VALLEY  
COUNCIL OF GOVERNMENTS

By: \_\_\_\_\_  
Dominic Lazzaretto  
City Manager

By: \_\_\_\_\_  
Marisa Creter  
Executive Director

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

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

ATTEST:

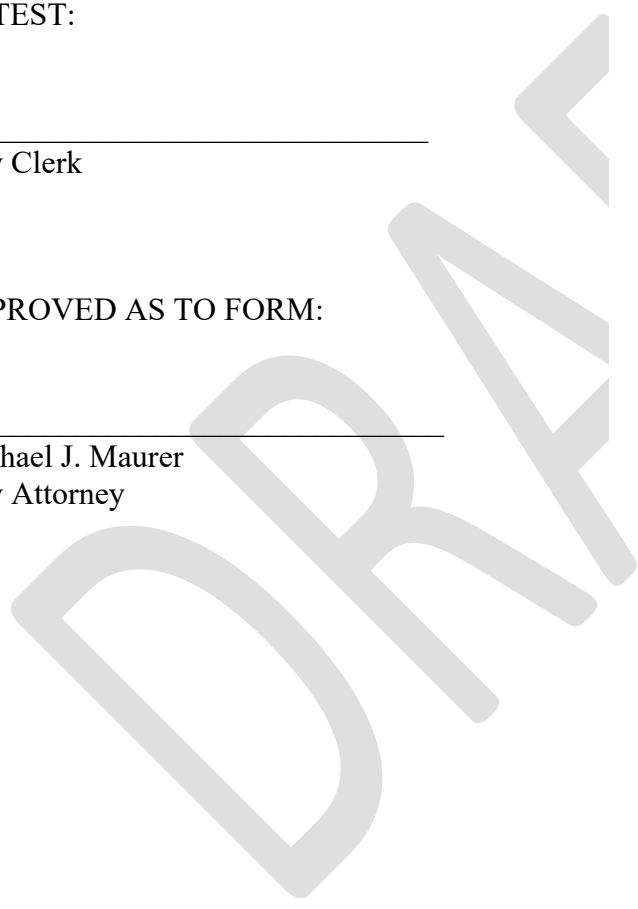
APPROVED AS TO FORM:

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

\_\_\_\_\_  
General Counsel

APPROVED AS TO FORM:

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



# Neighborhood Coyote Program 2024 Recap



## Community Events & Presentations

We hosted and attended several community events, including National Night Out fairs, town halls, health & wellness, summer concerts in the park, and more! Additionally, we presented to city councils, schools, and held virtual webinars on coexisting with coyotes and wildlife safety.

On average, the NCP hosted/attended 1-2 events per member city in 2024. In 2023, the program also averaged 1-2 hosted/attended. It is our goal to meet or surpass metrics for 2024.

**15** EVENTS HOSTED/ ATTENDED      **8** EDUCATION RESOURCES PROVIDED

## Educational Line & Reporting

Last year, the Neighborhood Coyote Program (NCP) continued to address residents' coyote concerns through our educational line and reporting system. Program staff facilitated one-on-one interactions with community members, providing personalized recommendations and resources.

**341** REPORTS RECEIVED      **540** COYOTES SIGHTED



## New Resources & Materials

When we weren't outside engaging with the community, we were busy researching best practices and developing new resources to share with residents! These materials will be distributed at in-person events, and digital versions are available for download on our website.

**3** NEW MATERIALS DEVELOPED      **12** SOCIAL MEDIA INFOGRAPHICS CREATED

# Neighborhood Coyote Program

## Arcadia 2024 Recap

### Educational Line Report Breakdown

#### Annual Summary

**80**

total reports in  
the City of  
Arcadia

**132**

total coyotes  
sighted

#### LEVEL 1

**49%**

Coyote heard and/or seen; Coyote resting in public space

#### LEVEL 2

**41%**

Coyote seen resting in public area with humans present;  
Coyote entered yard or home with or without pets present

#### LEVEL 3

**10%**

Coyote entered yard and injured or killed unattended or  
attended pets; Coyote bit or injured an unattended  
pet/pet on a leash; Coyote aggressively followed or  
approached you with your pet

### Events & Presentations

- March 31** Hugo Reid Elementary School Career Day
- June 20** Concerts at the Park and Environmental Fair
- July 10** Wildlife Outdoor Safety Webinar

### Recommended Events

- Neighborhood Watch Team Presentations
- National Night Outs
- Concerts in the Park
- Farmers Markets



# Neighborhood Coyote Program 2024 Recap

## Wildlife Management Framework

On May 19, 2022, the SGVCOG Governing Board adopted the NCP's Wildlife Management Framework. This document provides practical guidance for safe coexistence with wildlife in the San Gabriel Valley. The framework includes a general approach to wildlife management, as well as specific tips for managing commonly found wildlife and feral-domestic animals.

## Agency Partnerships

The NCP maintained relationships with coyote/wildlife management organizations through regular attendance at Wildlife Watch meetings hosted by the California Department of Fish and Wildlife (CDFW). CDFW continued to support the NCP by reviewing new/updated materials, attending virtual town halls, offering general advice, and assisting residents when needed.



## 2025 Look Ahead

### Upcoming Events

- **Feb 2025** - Lunar New Year Celebration, Arcadia
- **Apr 2025**
  - Community Festival, Eco Fair, Arbor Day, Earth Day, Azusa
  - Earth Day Festival, Glendora
- **Aug 2025** - Happy Birthday Irwindale

### Other Actions

- **Jan-Feb** - Host one-on-one meetings with member cities.
- **Mar** - Distribute new whistles to member cities.
- **Year Round** - Continue to develop new resources and respond to community inquiries.





# STAFF REPORT

Development Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Jason Kruckeberg, Assistant City Manager/Development Services Director  
By: Simon Vuong, Economic Development Manager

**SUBJECT:** AGREEMENT FOR SERVICES WITH THE ARCADIA CHAMBER OF COMMERCE FOR FISCAL YEAR 2025-26 IN THE AMOUNT OF \$101,131  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

The Arcadia Chamber of Commerce (the “Chamber”) provides programming and activities that benefit its members and the entire business community. The City of Arcadia and the Chamber execute an annual Agreement for Services (“Agreement”) for small business support and marketing. As proposed in the Agreement for Fiscal Year 2025-26, the City will provide the Chamber with \$101,131 for its efforts on behalf of the business community, and to complement the City’s marketing activities. It is recommended that the City Council approve, authorize, and direct the City Manager to execute the Agreement for Services with the Arcadia Chamber of Commerce for Fiscal Year 2025-26 in the amount of \$101,131.

## **BACKGROUND**

The Chamber and the City have long cooperated concerning issues and projects of mutual interest to the Arcadia civic and business community. As part of this cooperation, the City enters into an annual Agreement for Services with the Chamber to provide public relations, business development, and governmental/legislative services in support of the Arcadia business community and general economic development. The Chamber Summary Report, included as Attachment No. 1, highlights some of the events, programs, and activities from the 2024-25 Fiscal Year. The Chamber Annual Financial Summary, included as Attachment No. 2, provides additional details on Chamber funding sources, expenditures, and finances.

In addition to the annual Agreement for Services, the Chamber also utilizes the City-owned property at 388 West Huntington Drive for its offices, at a discounted rate. The current lease rate of \$400 per month with the Chamber that was approved in December

2021 and extends through November 2026, is well below the current at-market rate, estimated to be \$3,800 per month for a 1,900 square-foot office in central Arcadia.

## **DISCUSSION**

The Chamber of Commerce offers a variety of important services to the business community in Arcadia, including:

- Providing reference and referral information about the City to brokers, realtors, merchants, business operators, and interested public.
- Communicating frequently via e-mail with monthly event calendars, weekly event reminders, and regular website updates.
- Utilizing social media, including Facebook, Twitter, and Instagram, to expand outreach for events, including mixers, business breakfasts, and ribbon cuttings.
- Promoting and managing the annual Taste of Arcadia event and multiple Dine Arcadia Restaurant Week events throughout the year.
- Organizing and providing staff support for the monthly Community Connection meeting, Ambassadors meeting, Taste of Arcadia Committee, Business Networking Breakfasts (Rise and Shine Arcadia), business mixers, and Arcadia Business Community (“ABC”) Groups.
- Working with and supporting the Downtown Arcadia Improvement Association (“DAIA”), including various planning activities and events held in the Downtown.
- Conducting business visits to learn about the different businesses in Arcadia, providing business owners with contact information and services available through the City and the Chamber.
- Coordinating with the City on retail recruitment, targeted economic development opportunities, and marketing efforts.

The proposed Agreement for Services with the Chamber for Fiscal Year 2025-26 is included as Attachment No. 3. The Agreement provides for annual financial support from the City and includes an exhibit that further details the Chamber’s services benefitting the City and the business community. The proposed Agreement includes an increase of 3.3% based on the U.S. Department of Labor Consumer Price Index increase for the Los Angeles-Long Beach-Anaheim region, over the 2024 calendar year. This amounts to an additional \$3,231 in funding compared to the current Fiscal Year allocation. The funding provided by the City is anticipated to account for approximately 20% of the Chamber’s

overall budget for Fiscal Year 2025-26, with the remainder provided by membership dues, sponsorships, and event proceeds.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”) under Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment.

### **FISCAL IMPACT**

Since 2015, the annual Agreement for Services with the Chamber has been adjusted for inflation. Of note is that the CPI (Consumer Price Index) continues to drop, from a high of 7.4% in 2022, down to 3.5% in 2023, and now to 3.3% in 2024. The Agreement will continue to utilize CPI to determine a fair and appropriate funding level for the Chamber in the future.

For Fiscal Year 2024-25, the City allocation totaled \$97,900 in funding. The proposed Fiscal Year 2025-26 General Fund Budget includes a line item for the Chamber of Commerce in the amount of \$101,200, which will cover the full \$101,131 for the annual Agreement for Services; sufficient funding exists to execute this Agreement.

### **RECOMMENDATION**

It is recommended that the City Council determine that this agreement does not constitute a project under the California Environmental Quality Act (“CEQA”); and approve, authorize, and direct the City Manager to execute an Agreement for Services with the Arcadia Chamber of Commerce for Fiscal Year 2025-26 in the amount of \$101,131.

Approved:

  
Dominic Lazzaretto  
City Manager

- Attachment No. 1: Chamber Summary Report for Fiscal Year 2024-25
- Attachment No. 2: Chamber Annual Financial Summary for Fiscal Year 2024-25
- Attachment No. 3: Agreement for Services for Fiscal Year 2025-26

# Attachment No. 1

Chamber Summary Report for Fiscal Year  
2024-25



## Mission Statement

To play a critical and integral role in maintaining a healthy business environment, contributing to the economic growth of the members, the city, and enhancing the city's image.

July 2024

to

December 2024



# Public Relations

## *Community Focus*

The last six months of 2024 presented unique challenges and changes that the Arcadia Chamber staff faced head on. The Chamber welcomed Jose Luis Correa in July, formerly of Hey Media, as its new Director of Membership Sales who dove right in, building the Chamber's membership base and engaging with new and current members. In August, Jose Luis helped bring in 16 new members, one of the biggest months of new members the Chamber has had all year.

The Chamber's events have seen steady growth, as well. The consistency of use of the Derby for Networking at Noon has seen this event build more over the past couple months than ever before, and Rise & Shine continues to attract upwards of 65 to 70 guests each month. Commentary continues in that Arcadia Chamber events are still the best in the San Gabriel Valley.

The growth of the Arcadia Stronger grant program continues with the assistance of Jose Luis, with nearly 20 members joining via the program since he started with the Chamber. The



additional assistance of discount programs for businesses who were members of the now-shuttered San Gabriel Chamber was another help in gaining new members, offering \$100 off Arcadia Chamber membership to those businesses.

The Arcadia Chamber continues to stress the importance of member-to-member interactions, providing business representatives with a face to attach to a business name. These personal interactions definitely help build the relationships the Chamber believes are so important to strengthening business in return.

City updates are shared on all Chamber platforms, and the Chamber works with AUSD on updating the community on the goings on at the various schools in Arcadia. With the Arcadia Music Club being an active member, the Arcadia Chamber was able to help provide community information about the Festival of Bands in November. The Chamber also shares information provided by the Shops at Santa Anita and Santa Anita Park, including holiday shopping info, the Lantern Festival, and Split Rock jump events. We also share upcoming events and info provided by USC Arcadia Hospital, including their Health Fair, seminars, classes, and Crystal Ball event.

#ArcadiaStrong-er



Arcadia Stronger grant program, which the Arcadia Chamber launched in the beginning of 2023, championed by the generous funding from the City of Arcadia. Arcadia Stronger provides a full year of membership (value \$320) to businesses that might not otherwise have been able to afford it, wherein those businesses can begin networking and promoting in ways they could not before.

## ARCADIA STRONGER MEMBER BREAKDOWN



**ARCADIA STRONGER TOTAL MEMBERS SINCE 2023 - 114**



## Social Media

The Arcadia Chamber utilizes social media in the form of Instagram, Facebook, WeChat, LinkedIn, and X (Twitter) to help promote and pass along information from the Chamber and its members. The Chamber’s Facebook page has over 3,100 followers, and 2,700 likes, Instagram has 2,800+ followers, and X (Twitter) has 1,313 followers. LinkedIn has 227 followers to date.



Another platform used by the Arcadia Chamber is Constant Contact, which has nearly 6000 community email subscribers. Monthly email blasts and paid e-blasts from members go out to all 6000 email addresses, to keep the community up to date on happenings with the Arcadia Chamber.



The Arcadia Chamber Members-Only Facebook group was created to give members a way to post more often to their targeted audience: other Chamber members. Currently, this group has 116 members, many of whom are active and post regularly.

The Taste of Arcadia Facebook and Instagram also became active again with the return of the event in September. Taste’s Instagram page has 1,718 followers, with almost 225k views on Taste of Arcadia reels. Taste’s Facebook page has 1,300 followers, with lots of shares, views, and likes on posts about the event.

## Committees

Committees currently include the Board and Ambassador teams, along with the Policy and By-Laws committee, the Membership, and Events committees, plus a group focusing on the Golf Tournament, and the Taste of Arcadia committee. These groups meet approximately once per month to discuss their topics and make changes and suggestions to help build membership and improve the Chamber overall.



The **Ambassador Team** continues to invite new members to their monthly meetings, which have good attendance overall. During the Chamber’s renovation after flooding in September, Chamber member Little Provence Café hosted the Ambassador meeting. Otherwise, Ambassador Meetings are held in the Arcadia Chamber’s conference room.



At the Ambassador meeting, new members meet their personal ambassador, Arcadia Chamber staff, and other Ambassadors. This gives new members a more personal introduction to the Chamber itself. The 2024 team is led by dual-member David Lamb of David Lamb Woodworx and Act Now CPR.

The **Membership Committee** works on new member sales and ideas to market to new members. The committee has been coming up with new and innovative ideas to help build the Arcadia Chamber membership base, for both paid members and members who qualify for the Arcadia Stronger program.

The **Golf and Events Committee** has planned out the events for 2025, discussing new venues and locations, new ideas, and getting members more involved with ABC Group networking meetings.

The **Policy and By-Law Committee** has been on hiatus in recent months due to the ongoing major events the Arcadia Chamber has been holding, but this committee will return for the 2025 calendar year to finalize changes to the By-Laws.

The **Taste of Arcadia Committee** formed in May and worked together to put on a successful 2024 event at Santa Anita Park on September 21<sup>st</sup>. This team is already brainstorming on the event for 2025, which will be held on September 13<sup>th</sup>, again at Santa Anita Park.

## *Membership*

New membership has been on a constant uptick with the addition of new Director of Membership Sales, Jose Luis Correa. Members are flocking to the Arcadia Chamber to network and grow their business, and Jose Luis is consistently out in the community. This

engagement has brought in new businesses from all over the San Gabriel Valley and beyond, including from cities like La Verne, Glendale, Altadena, Monterey Park, and more. Jose Luis and Nadine Sachiko Hsu of Sachiko Studio recently did a business walk at the

Shops at Santa Anita, during which they were able to get three members under the Arcadia Stronger program.

Jose Luis is continuing to visit prospective member businesses, ribbon cuttings, and grand openings to try to engage businesses throughout the City of Arcadia. The Arcadia Chamber is always trying to find new ways to engage and bring new businesses to the City, while also keeping up with current businesses in the City limits.



The Chamber's 110% Club program is in full swing, with 149 members taking advantage of the program, from July through December. Flyers and information are continuously posted and updated on a wall in the Chamber office to showcase events, promotions, and specials from those members.

Retention for returning members is at 62%.

## *Member Events*

### *ABC (Arcadia Business Community) Groups*



Starting in January of 2024, the Arcadia Chamber formed ABC Groups, small networking groups, of no more than 20 members, who meet at different times of the month and time of day, at Chamber member locations all over the San Gabriel Valley. Though groups were off to a slow start, the leaders who have showed consistency and engagement have seen lots of success with their ABC groups.



These leaders include Past-President Francine Chiu of Star Seven Financial Services, Nadine Sachiko Hsu of Sachiko Studio, and Christine Zito of Pure Media Marketing.

Chamber staff member Jose Luis Correa also hosts his Happy Hour Hop, which bounces around the SGV to different bar and restaurant members, engaging with many different Chamber members in the process.



Participation in these ABC Groups is growing, and each group has a different topic to focus on. Members can attend one or more groups, as many as fit their schedule and business needs. Topics include perfecting your 30 second pitch, marketing and developing marketing strategies, client relations, and more.



## Rise & Shine Arcadia – 3<sup>rd</sup> Thursday each Month



At Rise & Shine, guests can network, give 30 second elevator pitches, play games, and get to know each other during networking, all to help grow their business and drum up new clientele.

Rise & Shine continues to grow and thrive, with attendance now averaging 60+ guests. Rise & Shine venue hosts in the last six months of 2024 have included the DoubleTree by Hilton Monrovia, Embassy Suites, and the Le Meridien Hotel.



The event continues to be sponsored by Pure Media Marketing, with CA Flat Fee as our Entertainment sponsor. The Arcadia Chamber also added Business Spotlight Booths to Rise & Shine, wherein a member can host a booth for only \$200 at Rise & Shine, to sell products and promote their business during the event. Business Spotlight Members have included David Lamb Woodworx, and Budget Blinds, who gave a fun presentation of various options in window coverings using Rise & Shine audience members. Pricing for these booths will change in 2025 to entice more members to take advantage of this promotion opportunity, and we will be adding free spotlight booth opportunities to the Arcadia Chamber's non-profit members.



## Connect & Prosper – 4<sup>th</sup> Wednesday every other Month

Connect & Prosper events occur every other month, hosted by New Fusion, with other venues in the works for the coming year. This event's focus is to assist the Mandarin-speaking community and provide networking opportunities to that group.



Led by Board Member and Past-President Francine Chiu of Star Seven Financial Services, Connect & Prosper has helped bridge the gap in the business community with Mandarin-speaking members.



Members regularly in attendance include a representative from Gentle Fight Club, USC Arcadia Hospital, New Omni Bank, Right at Home, and more. Star Seven Financial Services is our sponsor for 2024 in the Year of the

Dragon. Forest Lawn continues to be a Red Envelope sponsor, as well. Both will continue as sponsors in 2025.



## Mixers

On September 5th of 2024, the Arcadia Chamber hosted a mixer at Fred's Museum of Monrovia to help promote the upcoming Taste of Arcadia event. Members came to enjoy the classic collection of cars housed at Fred's and to enjoy delicious food provided by the Derby, who was also a participant at Taste of Arcadia.



USC Arcadia Hospital hosted a holiday mixer on December 11<sup>th</sup> in Lewis Hall, providing food and drinks in a festive environment, which hosted 65 guests. Santa even made an appearance. The Arcadia Chamber also participated in the Generation Golf Two Year Anniversary mixer. More mixers will be on the calendar for 2025, including a Multi-Chamber mixer on February 6<sup>th</sup> at the Le Meridien Hotel.

# Arcadia Chamber Networking@Noon

## Networking at Noon

At Networking at Noon guests play networking games, give their 30 second pitches, and give and receive raffle prizes, all while building their business. The Derby has been a consistent host of this event, though Networking at Noon moved to two new locations during November and December, as the Derby prepared for the holidays. Basin 141 in Monrovia was a first-time host for November's event, and Don Ricardo's hosted in December. Both Basin 141 and Don Ricardo's were very excited to be able to host Networking at Noon.



Networking at Noon generally gathers 35 to 40 guests.

## Ribbon Cuttings



Members frequently contact the Chamber for ribbon cuttings to celebrate a grand opening, specific event, or milestone for that member. New members The Redhead with a Shaker and Lagreeology celebrated their grand openings, and the Chamber team attended the Open House celebration for new member Valley Digestive Health Center, as well. The Chamber also helped celebrate the

grand opening of Lagreeology Fitness Center, IKEA revealed its new storefront and expansion in the Shops at Santa Anita, celebrating with a ribbon cutting and grand opening ceremony. Hop Café also hosted a ribbon cutting for its grand opening at the beginning of December.



## Community Connection -1<sup>st</sup> Thursday of Each Month

Community Connection continues to help engage the community and boost participation in a virtual setting, which in turn has helped boost overall attendance at this important event. Information was provided by the Assessor Jeffrey



Prang, Supervisor Kathryn Barger, Donna Choi of the Downtown Arcadia Improvement Association, Sylvia Rosenberger from the LA County Arboretum and Botanic Garden, and



Jeremy Lachenmyer from the Arcadia Police Department, who provided information on safety and security during the holiday season.

Legislative Reps regularly attend this meeting to provide up-to-date information on new legislature, laws and regulations, and happenings throughout our county and state.

Community Connection is recorded and put out on social media in segments, for future viewing, so watchers can keep up with City happenings, updates from the Shops at Santa Anita and other local entities, plus news from our legislative reps. In February of 2025, the Arcadia Chamber will host an in-person Community Connection with Mayor Michael Cao, who will provide updates on the City of Arcadia.





## *Learning Lab*

Learning Labs have proven to be very popular events, and the Arcadia Chamber hosted only two events in the last two months of 2024, due to event

scheduling and holidays. Topics included business loan information from Philip Kuon of Citizens Business Bank, and SBA Loans and Conventional Lines of Credit for your business from Jane Shaikh of FFB Bank.

Francine Chiu of Star Seven Financial Services has committed to being a sponsor for Learning Labs throughout 2024, and a lineup of speakers is in the works for the 2025 calendar year, with topics along the lines of how to apply for a business license, crime prevention, purchasing autos for your business, and more.

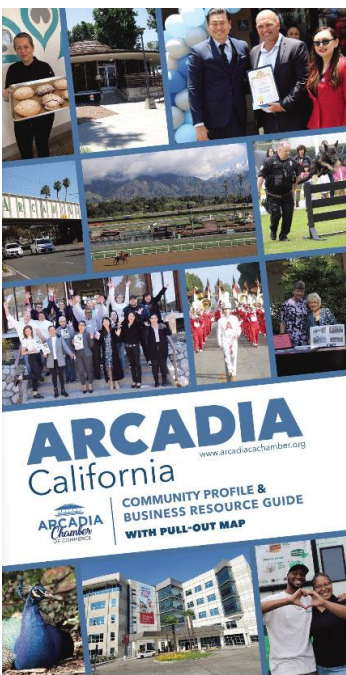


Tools To Take Your Business To The Next Level



## *Arcadia Classic Golf Tournament*

The Arcadia Chamber is already prepping for the 2025 Golf Classic, to be held on May 1st at Brookside Golf Course. The change in location brings new opportunities for businesses to showcase themselves by being Hole Heroes and for businesses to sponsor.



## *Business Development*

The Chamber continued its mission to assist businesses and help the community grow in the City of Arcadia. The 2023 printed directory was delivered to Chamber members in September 2023, and this booklet has been making the rounds, being delivered to various businesses around the San Gabriel Valley, and even mailed out to people around the country who are looking to visit the Arcadia area. The next printed directory will be produced in 2025, earlier than usual so we can provide the new booklets to guests in their Taste of Arcadia gift bags.



Arcadia Chamber CEO Karen Mac Nair continues to sit on the Homeless Coalition Committee, along with the Downtown Arcadia Improvement Association Board. The Chamber also hosted a booth at the Downtown Arcadia Halloween Haunt and Holiday Fair, where Karen read books to small children while dressed as Mrs. Claus. Jose Luis also joined the Arcadia Community Coordinating Council to share information about the Arcadia Chamber with that community. Jose Luis is very active around the community in general, attending ribbon cuttings and openings for businesses who are not members, to try and entice those businesses to join. He also attends gatherings and other networking events around the San Gabriel Valley.



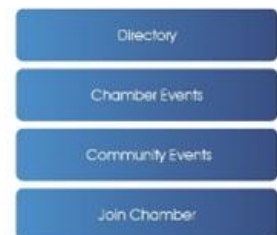
Karen also attended the LA28 Stakeholder Focus Group; Regional Economic Development for LA County, during which the upcoming 2028 Olympics was discussed, including info on economic growth for all areas, not just the host cities.

Another way the Chamber hopes to engage with the membership community is the addition of a Non-Profit Business Spotlight at Rise & Shine breakfast networking events. A non-profit will get the opportunity each month to set up a table at Rise & Shine and promote their business to guests at breakfast. We hope to re-engage some of the non-profit members who have not been as active in the post-pandemic years.



## Arcadia Chamber App

The Arcadia Chamber's App provides convenient access to information, the Chamber member directory, and Chamber and community events on your mobile device. The App currently has 216 sign-ups, multiple purchased ads, and has been promoting both community and Chamber events regularly. Users of the app can purchase tickets to events, and community members are encouraged to send info to post their own events on the calendar. The push notification system assists the Chamber in sending reminders and other info to mobile devices.



**LinkedIn** (<https://www.linkedin.com/company/arcadia-ca-chamber-of-commerce/>)

To increase its presence on social media, the Chamber has developed a LinkedIn company page, offering members, prospective members, and the business community new avenues to engage and expand their networking with the Chamber. LinkedIn helps promote Chamber events, showcases videos, and provides helpful information to followers.

## *Speed Networking*

Speed Networking took a hiatus during the last six months of the year, mainly due to the heavy schedule of events, including Taste of Arcadia. The Chamber will revisit this event in 2025, as there is still a good group who are interested in networking virtually.

## *Certificates of Origin*

Another source of revenue for the Chamber is Certificates of Origin. Import/export businesses have been very busy during the last few months of the year, so many members have been utilizing this service, sometimes on a weekly basis. There are still members who join simply to use this service for their business.

Interesting companies that utilize the Certificate of Origin offerings are Rodarte, who ships extremely high-end fashion items (and creates many of the fashions you see on the runway at the Oscars and other large Hollywood events), and Flying Horses, who ships not only horses, but also goats and cows, and now zebras, to places all over the world.

The Arcadia Chamber is one of the only places around that currently offers Certificates of Origin, so this is a popular offering to our Chamber members.

## *Room Rentals*

Room Rentals continue to be on the rise with the completion of the Chamber's new roof and renovations, with multiple members and non-members coming back to utilize the conference room for board meetings, classes, and more. Rotary Club, Fashion Park Villa, the Chabad of Arcadia, and the Arcadia Chinese Association are frequent users of the conference room. Room rental revenue from July through December totaled \$950.





## *ACE Awards & Board Installation*

The Arcadia Chamber preparing to install its 104<sup>th</sup> Board of Directors in January, in a celebration at the Derby. Our new president will be Sina Mohajer of Mohajer Law, with Jonathan Rodriguez of CA Flat Fee as vice-president. There are changes to the executive board as well, including Christine Zito of Pure Media Marketing coming in as treasurer, and Tyler Zikuski as secretary.

Brian Greene of USC Arcadia Hospital will be past-president.

New incoming board members include James Alewine III from Modern Woodmen of America, Diane Pierson of Always Best Care, Gaby Flores of Le Meridien Hotel, Jessica Alvarenga of SoCalGas, and Nick Scott from the Arcadia 3 Par Golf Course, Philip Kuon from Citizens Business Bank, and Tejon Woods from Woods Medical Group.

ACE Awards Winners include:

- Large Business of the Year – Santa Anita Park
- Small Business of the Year – Imprintability
- New Business of the Year – Glamify Me Photo Booth
- Non-Profit of the Year – DAIA
- Restaurant of the Year – Outback Steakhouse
- Chamber Service Award  
Karie Horie & Amy Moufarrege
- Board Member of the Year – Tyler Zikuski
- Ambassador of the Year – Chelsea Jones
- Rising Star Member of the Year – Generation Golf

Congrats to all our winners!



## *Taste of Arcadia*

Taste of Arcadia made its triumphant return on September 21<sup>st</sup> of 2024.

Located in the Paddock Gardens of Santa Anita Park, Taste of Arcadia hosted 23 Business Showcase Booths and 33 Food and Drink Vendors, plus tunes from DJ John Villa. Guests numbered 1100 and savored delicious bites and drinks from Chamber members such as The Derby, Don Ricardo's, Stems Catering, Cabrera's, Mt Lowe



Brewing Co, Twohey's, and dozens more. Also included were new cars from Longo Toyota, Rusnak, and Lucid. Glamify Me Photo Booth also set up a fun experience for guests, where they could take photos and share them with their friends.



Sponsors included CA Flat Fee, Santa Anita Park, the City of Arcadia, USC Arcadia Hospital, City of Hope, the Shops at Santa Anita, Olympus Escrow, Drive Hospitality, Pure Media Marketing, Waste Management, Mohajer Law, and Century Sewer.

Comments were positive throughout the event, which was more spread out and had a whole new feel to it than previous years.

Taste of Arcadia made \$11,836.83 (Profit) - \$70,146.29 (Revenue), which is more than the Arcadia Chamber has made in profit than any previous Taste event.

The 2025 Taste of Arcadia will take place on September 13<sup>th</sup>, once again at Santa Anita Park.



## Continuing Community Improvement



In October, the Arcadia Chamber set up a booth in Downtown Arcadia, in front of the office of Chamber member Horie & Co, and passed out candy to a huge gathering of trick-or-treaters. Many Arcadia Chamber members showed up to set up a booth, and this event has become an annual tradition for the Arcadia Chamber, one the Chamber staff looks forward to.

The Arcadia Chamber also helped organize and participated in the 2024 Moon Festival, with the City of Arcadia and the Arcadia Chinese Association. The Chamber's specific job was to gather businesses to fill the booths, providing the opportunity to Chamber members to have a booth for only \$75 (\$200 for non-members). Two of the non-member participants actually joined the Chamber and continue to be active members.



Arcadia Chamber members who participated in the Moon Festival this year included Downtown Arcadia, Ivy Ensures, the Arcadia Unified School District, Acuity Optical, Forest Lawn, the Shops at Santa Anita, 986 Pharmacy, Ontario International Airport, Longo Toyota, Universal Bank, Sachiko Studio (Sachiko Goes Racing), Franklin Foundation, Dynasty Wealth, USC Arcadia Hospital, Aspire Counseling Group, and Star Seven Financial Services, who brought in the ever-popular sugar artist. Waste Management and David Fu and Associates also participated and sponsored the event.



## *Looking Ahead – 2025 and beyond - Upcoming Chamber Events and Announcements*

The Arcadia Chamber has its regularly scheduled events set for the final 6 months of the 2024 calendar year, including Rise & Shine breakfasts, Networking at Noon events, Community Connection, and more. The Chamber is also looking forward to great events like the Downtown Arcadia Halloween Haunting and Holiday Fair, as well. The Arcadia Chamber is also looking forward to the 2025 ACE Awards and Board Installation Dinner. February will also see the first Multi-Chamber mixer of the year at the Le Meridien Hotel, on the 6<sup>th</sup>. Also in February, the Arcadia Chamber will host the Strategic Planning Meeting at the Derby to plan for the upcoming year.



More mixers are on the calendar for 2025 than the previous year. In March, Foothill Credit Union will host a mixer, and talks are in the works with Dave & Buster's, FSP Designs, and other Chamber members for additional MIX events.

The Arcadia Chamber also will launch the Star Networking program in 2025, which makes it easy for members to pay for networking events in one lump sum and be automatically registered for their chosen events. Along the same lines, the Arcadia Chamber will also be pushing their Foundation Circle Memberships, which give added benefit to higher levels of membership.

Starting July 8<sup>th</sup>, the Chamber was pleased to announce our new hire Jose Luis Correa, formerly of Hey Media, started as the Director of Membership Sales, Engagement, and Business Development. We're excited to have him come on board and to have him bring his excellence in sales to our team!

Coming soon! More information on the upcoming Golf Tournament in May, on the 1<sup>st</sup> at Brookside Golf Course, and the ever-popular Taste of Arcadia coming in September, on the 13<sup>th</sup>, at Santa Anita Park.

As always, we are looking forward to an exciting year for the City of Arcadia and the Arcadia Chamber family of members!

## Special Events

- ACE Awards & Board Installation Dinner	- Strategic Planning Meeting - Mayor's State of the City - Multi-Chamber Mixer		- Downtown Arcadia Mixer	- Arcadia Chamber 3rd Annual Golf Tournament	
<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
- Community Connection - Rise & Shine Arcadia - Networking at Noon - Learning Lab	- Community Connection - Rise & Shine Arcadia - Networking at Noon - Learning Lab - Connect & Prosper	- Community Connection - Rise & Shine Arcadia - Networking at Noon - Learning Lab	- Community Connection - Rise & Shine Arcadia - Networking at Noon - Learning Lab - Connect & Prosper	- Community Connection - Rise & Shine Arcadia - Networking at Noon - Learning Lab	- Community Connection - Rise & Shine Arcadia - Networking at Noon - Learning Lab - Connect & Prosper

## Regular Chamber Events 2025



## Special Events

		- Moon Festival - Taste of Arcadia	- Downtown Arcadia Halloween Haunt	- Shop and Dine Arcadia	- Downtown Arcadia Holiday Fair - Holiday Mixer
<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
- Community Connection - Rise & Shine Arcadia - Networking at Noon - Learning Lab	- Community Connection - Rise & Shine Arcadia - Networking at Noon - Learning Lab - Connect & Prosper	- Community Connection - Rise & Shine Arcadia - Networking at Noon	- Community Connection - Rise & Shine Arcadia - Networking at Noon - Learning Lab - Connect & Prosper	- Community Connection - Rise & Shine Arcadia - Networking at Noon	- Community Connection - Rise & Shine Arcadia - Networking at Noon - Connect & Prosper

## Regular Chamber Events 2025

### Monthly Meetings:

Ambassadors	Membership
Board	Policy and By-laws
Executive Team	Taste of Arcadia
Events Committee	Sponsorship Committee
	Golf Tournament Committee

### ABC Groups:

Members Only  
5 Small Groups  
Meet Once Per Month to Network

### Taste Committee:

Meets Once per Month to Plan Taste of Arcadia, from January through September

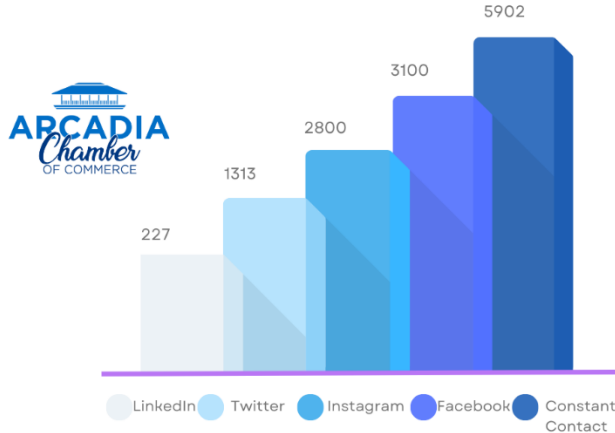
### Ribbon Cuttings:

Scheduled at Random at the Request of Chamber Members

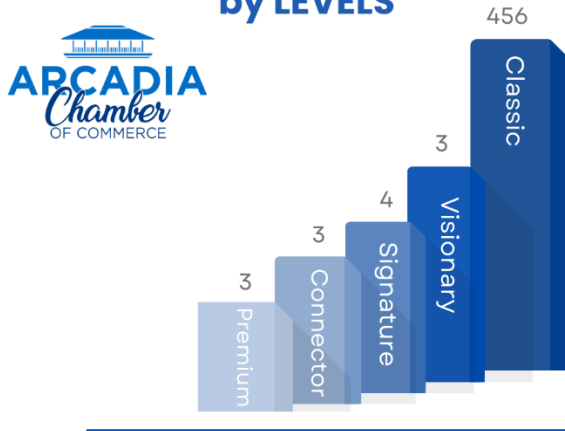


# Arcadia Chamber Stats

## Social Media & Chamber Chat FOLLOWER TIERS



## MEMBERSHIP COUNT by LEVELS



**Rise & Shine**  
Avg. Attendance - 60  
Total Events - 6

**Networking at Noon**  
Avg. Attendance - 40  
Total Events - 6

**Mixers**  
Attendance - 50 to 100  
Total Events - 2

**Events Statistics**  
July - December  
2024

**Community Connection**  
Avg. Attendance - 15  
Total Events - 6

**Ribbon Cuttings**  
Total Events - 4

**Learning Lab**  
Avg. Attendance - 15  
Total Events - 2

# Attachment No. 2

Chamber Annual Financial Summary for  
Fiscal Year 2024-25

# ARCADIA CHAMBER OF COMMERCE

## Balance Sheet As of April 30, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1-1005 Citizens Checking - 6004	80,471.97
1-1010 Cash on Hand	1,929.47
1-1020 Reserves - FCU - 90	101,648.64
1-1030 Events Account -CBB-0655	499.95
1-1040 Foothill Checking - 03	6,657.59
<b>Total Bank Accounts</b>	<b>\$191,207.62</b>
Other Current Assets	
1-1350 Atlas Receivables	
Classic - Annual	19,841.50
Classic - Monthly	2,982.16
Classic - New	-200.00
Fall Event - Dine / Taste	7,500.00
Golf Tournament	6,965.00
Installation Dinner	1,900.00
Mix	30.00
Networking at Noon	-100.00
Rise & Shine	4,415.00
<b>Total 1-1350 Atlas Receivables</b>	<b>43,333.66</b>
1-1400 Prepaid Expenses	14,185.86
1-1420 Prepaid TofA Expenses	2,121.19
1-1440 Golf Tournament Expenses	4,451.17
<b>Total 1-1400 Prepaid Expenses</b>	<b>20,758.22</b>
<b>Total Other Current Assets</b>	<b>\$64,091.88</b>
<b>Total Current Assets</b>	<b>\$255,299.50</b>
Fixed Assets	
1-1910 Furniture & Fixtures	4,964.00
1-1920 Equipment	6,638.00
1-1930 Computer	5,165.00
1-1940 Accumulated Deprec.	-16,767.00
<b>Total Fixed Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$255,299.50</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2-2000 Accounts Payable	486.50
<b>Total Accounts Payable</b>	<b>\$486.50</b>
Credit Cards	
2-2050 Foothill Credit Card	748.60
<b>Total Credit Cards</b>	<b>\$748.60</b>

# ARCADIA CHAMBER OF COMMERCE

## Balance Sheet As of April 30, 2025

	TOTAL
Other Current Liabilities	
2-2100 Prepaid Revenue	28,576.66
2-2110 Prepaid Fall Event - Dine Arcadia / Taste Revenue	3,070.00
2-2120 Prepaid Installation Revenue	849.98
2-2125 Prepaid Golf Tournament Revenue	48,270.00
2-2180 Prepaid Rise & Shine Revenue	7,211.66
2-2190 Prepaid Member Dues Revenue	10,675.38
<b>Total 2-2100 Prepaid Revenue</b>	<b>98,653.68</b>
2-2500 Arcadia Strong Grant Funds	79.95
2-2550 Arcadia StrongER Program Funds	11,720.00
2-2600 Access Pass Liability	5,202.85
<b>Total Other Current Liabilities</b>	<b>\$115,656.48</b>
<b>Total Current Liabilities</b>	<b>\$116,891.58</b>
Long-Term Liabilities	
2-2700 SBA Loan	19,003.00
<b>Total Long-Term Liabilities</b>	<b>\$19,003.00</b>
<b>Total Liabilities</b>	<b>\$135,894.58</b>
Equity	
3-3110 Retained Earnings	131,968.60
Net Income	-12,563.68
<b>Total Equity</b>	<b>\$119,404.92</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$255,299.50</b>

# ARCADIA CHAMBER OF COMMERCE

## Profit and Loss July 2024 - April 2025

	TOTAL
<b>Income</b>	
4-1000 Member Dues	
4-1100 Renewing Members	
4-1110 Classic Membership	85,959.93
4-1115 Classic Monthly	7,373.80
4-1120 Signature Membership	395.00
4-1130 Premium Membership	607.55
4-1140 Connector Membership	2,288.89
4-1145 Connector Monthly	767.56
4-1150 Supporter Membership	1,291.68
4-1160 Leader Membership	2,702.95
4-1170 Visionary Membership	18,047.52
4-1175 Visionary Monthly	4,569.98
4-1180 Resident Members	175.00
4-1185 Bundled Membership Dues	1,448.24
4-1190 Arcadia StrongER - Renewals	640.00
<b>Total 4-1100 Renewing Members</b>	<b>126,268.10</b>
4-1300 New Members	
4-1310 Classic Member @ \$280	19,632.00
4-1312 Classic Member @ \$100	100.00
4-1313 Arcadia StrongER Grant Recipients	9,600.00
4-1314 Arcadia Strong Wildfire Relief Recipients	640.00
<b>Total 4-1300 New Members</b>	<b>29,972.00</b>
<b>Total 4-1000 Member Dues</b>	<b>156,240.10</b>
4-2000 Sponsorships	
4-2025 Board Meeting Sponsor	600.00
<b>Total 4-2000 Sponsorships</b>	<b>600.00</b>
4-3000 Events	
4-3100 Monthly Events	
4-3110 Rise & Shine	
4-3111 Rise & Shine Tickets	16,544.00
4-3112 Upgraded Membership Portion	5,300.00
4-3114 Rise & Shine Sponsor	7,083.34
4-3115 Rise & Shine Business Booth	800.00
<b>Total 4-3110 Rise &amp; Shine</b>	<b>29,727.34</b>
4-3120 Networking at Noon	
4-3121 Tickets	11,030.00
4-3122 Upgraded Membership Portion	3,855.00
4-3123 Sponsor	1,350.00
<b>Total 4-3120 Networking at Noon</b>	<b>16,235.00</b>
4-3160 Learning Lab	
4-3161 Learning Lab Ticket	80.00
4-3163 Learning Lab Sponsor	1,750.00

# ARCADIA CHAMBER OF COMMERCE

## Profit and Loss July 2024 - April 2025

	TOTAL
<b>Total 4-3160 Learning Lab</b>	<b>1,830.00</b>
4-3170 Connect & Prosper	
4-3171 Connect & Prosper Tickets	1,539.00
4-3172 Connect & Prosper Sponsorship	2,333.33
4-3173 Upgraded Membership Portion	175.00
<b>Total 4-3170 Connect &amp; Prosper</b>	<b>4,047.33</b>
4-3190 The Mix	
4-3191 Tickets	1,360.00
<b>Total 4-3190 The Mix</b>	<b>1,360.00</b>
<b>Total 4-3100 Monthly Events</b>	<b>53,199.67</b>
4-3200 Annual Events	
4-3220 Installation Dinner	
4-3221 Installation Dinner Tickets	4,650.00
4-3223 Installation Dinner Tables	2,281.28
4-3224 Installation Dinner Program Ads	1,100.00
4-3225 Installation Dinner Sponsor	6,250.00
4-3226 Upgraded Membership Portion	1,676.25
4-3227 Raffle Ticket Income	1,380.00
<b>Total 4-3220 Installation Dinner</b>	<b>17,337.53</b>
4-3250 Taste of Arcadia	
4-3251 Taste of Arcadia In Person Tickets	11,990.04
4-3254 Taste of Arcadia VIP Tables	8,781.25
4-3255 Taste of Arcadia Business Showcase Spaces	11,950.00
4-3256 Taste of Arcadia Auto Showcase Spaces	2,325.00
4-3258 Taste of Arcadia Sponsors	34,602.00
<b>Total 4-3250 Taste of Arcadia</b>	<b>69,648.29</b>
4-3750 Moon Festival Booths	1,375.00
<b>Total 4-3200 Annual Events</b>	<b>88,360.82</b>
<b>Total 4-3000 Events</b>	<b>141,560.49</b>
4-4000 City Payments	81,583.34
4-5000 Other Income	
4-5010 110% Club Income	9,366.50
4-5020 Boardroom Rental	2,800.00
4-5030 Certificate of Origin	400.00
4-5040 Interest Income	506.65
4-5060 App Advertising Income	297.00
4-5080 Other Income	60,198.72
4-5090 Email Blast Revenue	300.00
<b>Total 4-5000 Other Income</b>	<b>73,868.87</b>
<b>Total Income</b>	<b>\$453,852.80</b>
Cost of Goods Sold	
5-0000 Other Costs of Services - COS	
5-1000 Costs of Member Dues	

# ARCADIA CHAMBER OF COMMERCE

## Profit and Loss July 2024 - April 2025

	TOTAL
5-1100 Renewing Member	
5-1110 Bank Charge Costs	7,416.05
<b>Total 5-1100 Renewing Member</b>	<b>7,416.05</b>
<b>Total 5-1000 Costs of Member Dues</b>	<b>7,416.05</b>
5-3000 Costs of Events	
5-3100 Monthly Events	
5-3110 Rise & Shine	
5-3114 Location Costs	16,894.17
5-3115 Entertainment Costs	2,500.00
5-3116 Supplies	35.28
<b>Total 5-3110 Rise &amp; Shine</b>	<b>19,429.45</b>
5-3120 Networking at Noon	
5-3122 Location Costs	5,813.66
<b>Total 5-3120 Networking at Noon</b>	<b>5,813.66</b>
5-3160 Learning Lab	
5-3161 LL Location Costs	990.13
<b>Total 5-3160 Learning Lab</b>	<b>990.13</b>
5-3170 Connect & Prosper	
5-3171 CP Location Costs	1,820.00
<b>Total 5-3170 Connect &amp; Prosper</b>	<b>1,820.00</b>
<b>Total 5-3100 Monthly Events</b>	<b>28,053.24</b>
5-3200 Annual Events	
5-3220 Installation Dinner	
5-3221 Location Costs	8,182.09
5-3223 Supplies	173.99
5-3226 Banner Costs	1,008.79
5-3228 Gifts Costs	467.94
5-3229 Awards Costs	545.74
5-3231 Programs Costs	471.66
5-3234 Website	290.00
5-3241 50/50 Raffle Split	670.00
<b>Total 5-3220 Installation Dinner</b>	<b>11,810.21</b>
5-3250 Taste of Arcadia	
5-3251 Location Costs	5,594.00
5-3255 Entertainment Costs	1,771.75
5-3256 Special Event Insurance Costs	452.00
5-3257 Equipment Rental Costs	22,191.20
5-3258 Permit & License Costs	90.00
5-3259 Food Booth Supplies Costs - Cups/Ice	5,246.89
5-3260 Wine Glasses Costs	3,233.41
5-3261 Plates Costs	4,360.39
5-3265 Program Costs	510.00
5-3266 Centerpiece Costs	843.41

# ARCADIA CHAMBER OF COMMERCE

## Profit and Loss July 2024 - April 2025

	TOTAL
5-3268 Advertising Costs	1,295.85
5-3270 Banners Costs	6,267.23
5-3278 Independent Labor Costs - Accounting	184.00
5-3280 TofA Bags	3,871.50
5-3282 TofA Website Costs	111.17
5-3285 TofA Health Dept Costs	2,286.66
<b>Total 5-3250 Taste of Arcadia</b>	<b>58,309.46</b>
<b>Total 5-3200 Annual Events</b>	<b>70,119.67</b>
<b>Total 5-3000 Costs of Events</b>	<b>98,172.91</b>
<b>Total 5-0000 Other Costs of Services - COS</b>	<b>105,588.96</b>
<b>Total Cost of Goods Sold</b>	<b>\$105,588.96</b>
<b>GROSS PROFIT</b>	<b>\$348,263.84</b>
Expenses	
6-0000 Expenses	
6-1000 Labor Expenses.	
6-1100 Gross Wages - Operations	37,938.43
6-1105 Bonus	1,000.00
<b>Total 6-1100 Gross Wages - Operations</b>	<b>38,938.43</b>
6-1110 Gross Wages - Assist Director	54,437.56
6-1112 Bonus	500.00
<b>Total 6-1110 Gross Wages - Assist Director</b>	<b>54,937.56</b>
6-1120 Gross Wages - Officers	70,754.00
6-1125 Bonus	1,500.00
<b>Total 6-1120 Gross Wages - Officers</b>	<b>72,254.00</b>
6-1300 ER Payroll Tax Expense - Operations	3,777.10
6-1305 ER Payroll Tax Expense - Assist Director	4,804.46
6-1315 ER Payroll Tax Expense - Officers	6,194.66
6-1500 Payroll Processing Fee	9,652.46
6-1600 Health Insurance	15,250.00
6-1610 Cell Phone Reimbursement	1,426.50
6-1620 Internet Reimbursement	1,040.11
6-1630 Mileage Reimbursement	2,965.90
6-1700 Workers Comp Insurance	809.32
<b>Total 6-1000 Labor Expenses.</b>	<b>212,050.50</b>
6-2000 Independent Contractors	
6-2100 Accounting Expense	31,917.00
6-2175 Retirement Consulting Fees	3,500.00
6-2500 Website Maintenance Expense	935.00
6-2600 IT Maintenance Expense	4,975.00
<b>Total 6-2000 Independent Contractors</b>	<b>41,327.00</b>
6-3000 Overhead Expenses	
6-3100 Rent Expense	4,400.00

# ARCADIA CHAMBER OF COMMERCE

## Profit and Loss July 2024 - April 2025

	TOTAL
6-3200 Utilities Expense	6,438.76
6-3300 Repairs and Maintenance Expense	255.00
6-3400 Property Taxes Expense	819.06
6-3500 Janitorial Expense	3,950.00
6-3600 Insurance Expense	48.00
6-3610 Umbrella Policy	4,401.74
6-3620 Director & Officers	1,104.18
<b>Total 6-3600 Insurance Expense</b>	<b>5,553.92</b>
<b>Total 6-3000 Overhead Expenses</b>	<b>21,416.74</b>
6-4000 Operational Expenses	
6-4100 Bad Debts Expense	
6-4101 Business	36,748.40
6-4105 Visionary Fund	1,697.00
<b>Total 6-4100 Bad Debts Expense</b>	<b>38,445.40</b>
6-4120 Telephone / Internet / Email Expense	5,415.49
6-4130 Postage Expense	365.00
6-4140 Printing Expense	5,692.31
6-4150 Equipment Rental Expense	4,236.59
6-4160 Equipment Purchase Expense	8,695.55
6-4180 Dues and Subscriptions Expense	333.48
6-4190 Office Supplies Expense	2,322.77
6-4200 Computer Software Expense	8,119.32
6-4205 Computer Hardware Expense	3,105.00
6-4210 Meals and Entertainment Expense	2,166.99
6-4220 Community Event Expense	495.76
6-4240 Advertising / Website Expenses	1,624.62
6-4245 Facebook / Instagram Boosts	5,000.00
6-4260 Business License Expense	15.00
6-4270 Miscellaneous Expense	0.00
<b>Total 6-4000 Operational Expenses</b>	<b>86,033.28</b>
<b>Total 6-0000 Expenses</b>	<b>360,827.52</b>
<b>Total Expenses</b>	<b>\$360,827.52</b>
<b>NET OPERATING INCOME</b>	<b>\$ -12,563.68</b>
<b>NET INCOME</b>	<b>\$ -12,563.68</b>

**AGREEMENT FOR SERVICES BY AND BETWEEN THE  
CITY OF ARCADIA AND ARCADIA CHAMBER OF COMMERCE  
FOR FISCAL YEAR 2025-26**

This Agreement for Services ("Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2025 by and between the Arcadia Chamber of Commerce ("Chamber"), a not-for-profit organization, and the City of Arcadia ("City"), a municipal corporation and charter city.

RECITALS

- A. The City and the Chamber have long cooperated concerning issues and projects of mutual interest to the Arcadia civic and business community.
- B. The Chamber has in the past provided, and desires and intends to provide in the City's fiscal year ("fiscal year") 2025-2026, various services to the City, as described hereinafter.
- C. For many years, the City has, pursuant to a certain lease entered into by the City and the Chamber (the "Lease"), provided to the Chamber at a below market lease rate the full use of a certain City-owned building at 388 West Huntington Drive, Arcadia ("Leased Premises"), in support and recognition of the Chamber's ongoing services to the City, and the Lease extends through November 31, 2026.
- D. The City desires and intends to make payment to the Chamber in the amount of \$101,131 for certain business and economic development, marketing, civic promotion, and similar services to be provided by the Chamber to the City during Fiscal Year 2025-2026, as set forth in Exhibit "A" attached hereto (the "Services").
- E. The Chamber desires and intends to provide the Services to the City in consideration for the City's payments and appropriation of funds as described herein.

## AGREEMENT

Now, therefore, the City and the Chamber do hereby agree that the foregoing Recitals are true and correct and are incorporated into this Agreement, and made a part thereof as if fully set forth herein, and further agree as follows:

### A. Responsibilities of the Chamber

1. The Chamber is and shall serve as an independent organization entirely separate from the City, and shall operate under its own bylaws as a membership organization serving the interests of business in the greater Arcadia area. For purposes of this Agreement, the Chamber is and in all respects shall be deemed to be an independent contractor.
2. The Chamber shall provide to the City during Fiscal Year 2025-2026 the Services set forth in Exhibit "A" attached hereto and incorporated herein by reference.
3. The Chamber shall submit to the City a written progress report in December of 2025, and again in May of 2026 describing in reasonable detail the Chamber's performance and provision of the Services under this Agreement for the period July 1, 2025 through the date of said reports.

### B. Responsibilities of the City

1. In consideration of the provision of the Services by the Chamber to the City during Fiscal Year 2025-2026, the City shall make (1) payment to the Chamber of the sum of one-hundred and one thousand one hundred and thirty one dollars (\$101,131), payable in equal quarterly installments, the first of which is due on or before July 1, 2025 (the "Payment for Services") and each subsequent payment due on or before the first date of the quarterly month.

### C. Review and Inspection of Chamber Records

1. On or before September 30, 2025, the Chamber shall provide to the City a complete and accurate financial statement of the Chamber for Fiscal Year 2024-2025 (i.e., ending June 30, 2025).
2. The City and its representatives shall have the right to review and/or audit the records of the Chamber to verify that the Chamber is providing the Services and making reasonable and appropriate expenditures from the Payment for Services in furtherance of providing the Services. For this purpose, the Chamber shall make available to the City and its representatives all records of the Chamber to allow the accomplishment of review and audit during normal business hours of the City, upon reasonable demand by the City.

D. Amendment

1. This Agreement may be amended by mutual written consent of the parties.

E. Termination

1. This Agreement shall be deemed to commence on July 1, 2025 and shall extend through June 30, 2026 (the "Term"). This Agreement may be terminated earlier by either party giving the other party written notice of termination; provided that such notice of termination shall be given at least 180 days prior to the effective date of termination and shall be transmitted by email, facsimile, U.S. mail, or personal delivery to the person or persons occupying the indicated position(s) of the other party signing this Agreement. The rights, duties, and responsibilities of the City and the Chamber shall continue for the period between the Notice of Termination and the effective date of termination. Any portion of the Payment for Services due and owing to the Chamber following such notice of termination shall be prorated to cover only the period up to the effective date of termination, and any portion of the Payment for Services already made to the Chamber for the remainder of the period following the effective date of termination shall be prorated and promptly refunded to the City by the Chamber to cover the period following the effective date of termination. Notwithstanding any provision of this Agreement to the contrary, Section C of this Agreement entitled, "Review and Inspection of Chamber Records" shall survive the Term and any termination of this Agreement.

F. California Law

1. This Agreement shall be governed by the laws of the State of California.

[SIGNATURES ON NEXT PAGE]

In witness whereof, the Parties have executed this Agreement as of the date first set forth herein above.

CHAMBER:

CITY OF ARCADIA:

\_\_\_\_\_  
President  
Arcadia Chamber of Commerce

\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

\_\_\_\_\_  
Chief Executive Officer  
Arcadia Chamber of Commerce

APPROVED AS TO FORM:

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

ATTEST:

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

## EXHIBIT "A"

### SERVICES PROVIDED BY ARCADIA THE CHAMBER OF COMMERCE TO THE CITY OF ARCADIA

Fiscal Year 2025-2026

The Chamber shall provide the following services to the City:

#### I. Public Relations

- A. Maintain regular office hours with qualified personnel.
- B. Provide accurate and timely information and market the City and business areas to hundreds of residents and business people who walk-in, phone, write, or e-mail the Chamber each month.
- C. Prepare and maintain the monthly community calendar of civic group events.
- D. Provide information on Arcadia to realtors and commercial brokers to assist with business recruitment, business retention, and new commercial development.
- E. Prepare and make available a civic directory which lists all civic, cultural, social, educational, and business groups, addresses, meeting dates, etc.
- F. Through the Board and Committee structure (e.g., Ambassador Meetings, Chamber Board Meetings), and Chamber functions (e.g., Business Mixers, Networking Breakfasts, Community Connection Meetings, Arcadia Chamber Excellence Awards, State of the City), and other various legislative gatherings and forums, bring civic leaders and City/Agency staff together with business people and citizens every month.
- G. Maintain social media network to promote Chamber, City, and business activities and news, including Chamber web site with calendar, Facebook, Instagram, X, and any new effective technologies.

#### II. Business Development

- A. Organize and host business expos and in-person job fairs to market Chamber business member products and services to each other and to the community, including at the city's annual Moon Festival. The City will be provided free and prominent space at these events.
- B. Prepare and print (approximately every other year) a Business Directory and City Map that includes economic and civic information on Arcadia.

Provide and distribute copies of the Directory and Map to the City, Chamber Members, businesses and residents, local community and civic organizations, and hotels.

- C. Conduct special community and business forums, e.g., Trash/Recycling pick-up events, or assist City to inform the community of meetings, e.g., community workshops on large development projects, proposed city measures, initiatives and propositions, transportation concerns, etc.
- D. Organize Taste of Arcadia, a tasting event with local restaurants and a business showcase, during the month of September 2025 to be held at Santa Anita Park.
- E. Assist the City during emergencies, by providing a liaison at Emergency Operations Center; coordinating with the City EOC & Red Cross and Emergency Centers throughout the City in the event of earthquake or disaster; working with Chamber Emergency Business Preparedness plan for emergencies; and supporting the City during emergencies by providing relevant information to the business community.
- F. Provide ambassadors to existing and new businesses throughout the year to monitor concerns, assist in resolving problems with the Chamber or the City, meet other Arcadia businesses (e.g., monthly networking / orientation / breakfasts).
- G. Work actively on business recruitment, expansion and retention efforts throughout the City.
- H. Organize and publicize seminars and training sessions for merchants and business members under SBA, SCORE, SGVEP, Foothill Workforce Investment Board, Women at Work, and other governmental and educational programs.
- I. Continue to work with Downtown Arcadia Improvement Association on the downtown community benefits district, district marketing efforts, and events.
- J. As needed or requested by the City, conduct membership survey on general business topics, e.g., parking, ride-share, recycling, signage, etc. to inform the City of business concerns
- K. Work with other business areas on Live Oak Avenue, Duarte Road, Baldwin Avenue, Foothill Boulevard, Peck Road/Lower Azusa, and other sectors to initiate regular events and marketing.
- L. Continue to develop new media marketing opportunities for business members through the Chamber.

III. Government/Legislative

- A. Through the monthly Community Connection meetings, provide business information to Chamber members and serve as a forum for City, County, State and Federal interrelationships and dialogue.
- B. Review and recommend proposed business legislation and concerns to City.
- C. Coordinate with city staff to organize the annual “State of the City” event each year.



# STAFF REPORT

Police Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Roy Nakamura, Chief of Police  
By: Amber Abeyta, Management Analyst

**SUBJECT:** PURCHASE OF AUTOMATED LICENSE PLATE READER ("ALPR") CAMERA SUBSCRIPTION FROM FLOCK SAFETY FOR EIGHT ALPR CAMERAS ("PHASE 3") FOR FISCAL YEAR 2024-25, IN AN AMOUNT NOT TO EXCEED \$32,250

**CEQA: Not a Project**

**Recommendation: Approve**

## **SUMMARY**

The Arcadia Police Department utilizes a subscription-based system for 43 Automated License Plate Reader ("ALPR") cameras. This subscription service, procured from Flock Safety, is renewed on an annual basis. A subscription-based system is the preferred model due to the ability to streamline maintenance, upgrades, and equipment, further enhancing the effectiveness of the cameras. The Flock ALPR cameras have proven to be an effective tool in combating and preventing crime, therefore, the Department would like to expand coverage and lease eight additional Flock ALPR cameras ("Phase 3") to install throughout the City. This program expansion was included in the approved FY 2024-25 Capital and Equipment Plan.

It is recommended that the City Council approve the purchase of an Automated License Plate Reader ("ALPR") camera subscription from Flock Safety for eight additional ALPR cameras ("Phase 3") for Fiscal Year 2024-25, in an amount not to exceed \$32,250.

## **BACKGROUND**

In 2008, the Police Department implemented an ALPR system to combat criminal activity, enhance productivity, and improve officer safety. The ALPR system automatically captures license plates from passing vehicles as well as vehicles parked on a street or in a parking lot. Once the license plate is processed, the officer operating the ALPR (or the Department's Dispatch Center) is immediately notified whenever a license plate that is associated with the following criteria is identified: stolen vehicle, vehicles connected to

wanted felons, Amber Alerts, or any other public safety criteria determined by the Department.

In Arcadia, ALPR camera systems are generally located in fixed locations throughout the City, but also include some mobile trailer mounted versions. The ALPR system retains license plate data and vehicle photographs for a period of 30 days, which allows investigators time to review this data and locate vehicles associated with criminal activity in the City. Once potential vehicles are connected to a crime, investigators input license plate information that triggers an alert to all officers, providing a digital photo of the vehicle and pinpoint mapping of its current or previous location.

The ALPR system captures more vehicle data than any single officer could produce on their own. The ALPR system has resulted in numerous recoveries of stolen vehicles and provides timely alerts of criminally wanted vehicles entering the City, leading to arrests. In 2021, with the City Council's approval, the Department replaced the original ALPR camera system due to age-based malfunctions, transitioning from a purchase/ownership model to a subscription-based platform. A total of 20 cameras were acquired in "Phase 1". In 2023, the City Council approved the expansion of the ALPR camera system, "Phase 2", which included an additional 23 cameras. Together, Phase 1 and Phase 2 have resulted in a total of 43 ALPR cameras.

## **DISCUSSION**

The Flock ALPR camera system is a subscription-based platform that offers a range of features. For instance, the cameras are covered by an extended warranty program and service plan. In addition, the consultant is responsible for monitoring the cameras to ensure they are always performing to optimal standards. More importantly, Flock's all-inclusive price per camera includes hardware, software, SIM card and data plan, warranty maintenance, monitoring, and software upgrades.

Some additional benefits of the Flock Safety ALPR camera system include:

- Solar generated power, eliminating the need for the City to run connections to traffic signal poles for power;
- Detecting vehicles with no plates, temporary plates, dirty/covered plates, and accurate state detection;
- Effectively processing the black Legacy plates issued by the State that lack illuminating features;
- Covering two traffic lanes (former cameras covered one lane), which increases coverage at the City's intersections;
- Data hosting on a cloud-based Criminal Justice Information System ("CJIS") system, eliminating the need for costly in-house servers; and
- Allowing the Department to share intelligence with neighboring agencies in L.A. County and law enforcement agencies nationwide.

The Flock ALPR cameras have proven to be an effective tool in combating and preventing crime. As a result, the Department would like to expand its coverage and lease eight additional Flock ALPR cameras as “Phase 3”. The Phase 3 Flock ALPR cameras proposed locations (Attachment No. 1) were strategically selected to capture license plates along the primary egress routes surrounding the Shops at Santa Anita, helping develop leads on criminal suspects. In addition, the camera locations for Phase 3 were selected based on current crime trends. With the addition of the cameras proposed under Phase 3, the total number of ALPR cameras in Arcadia will increase to 51, enhancing City coverage, supporting crime prevention efforts, and bolstering public and officer safety.

### **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**

Sufficient funds for the first year of the additional eight cameras, including subscription fees, related equipment, and installation costs in the amount of \$32,250, have been allocated in the Fiscal Year 2024-25 Equipment Replacement Fund 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 purchase of an Automated License Plate Reader (“ALPR”) camera subscription from Flock Safety for eight ALPR cameras (“Phase 3”) for Fiscal Year 2024-25, in an amount not to exceed \$32,250.

Approved:

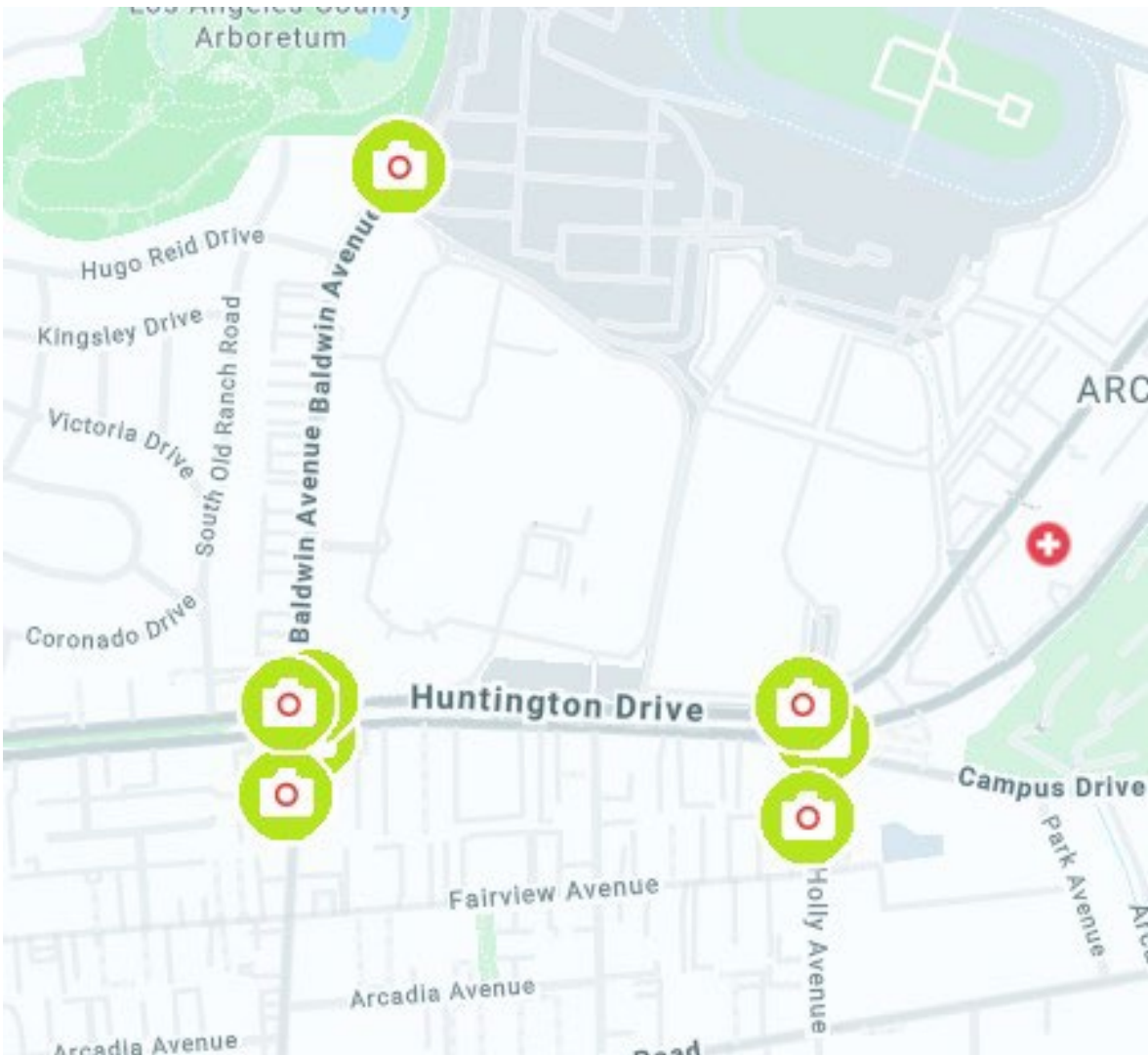


Dominic Lazzaretto  
City Manager

- Attachment No. 1: Proposed Eight ALPR Camera Locations
- Attachment No. 2: Flock ALPR Cameras Current and Proposed Locations
- Attachment No. 3: Flock ALPR Camera Subscription Quote

Attachment No. 1

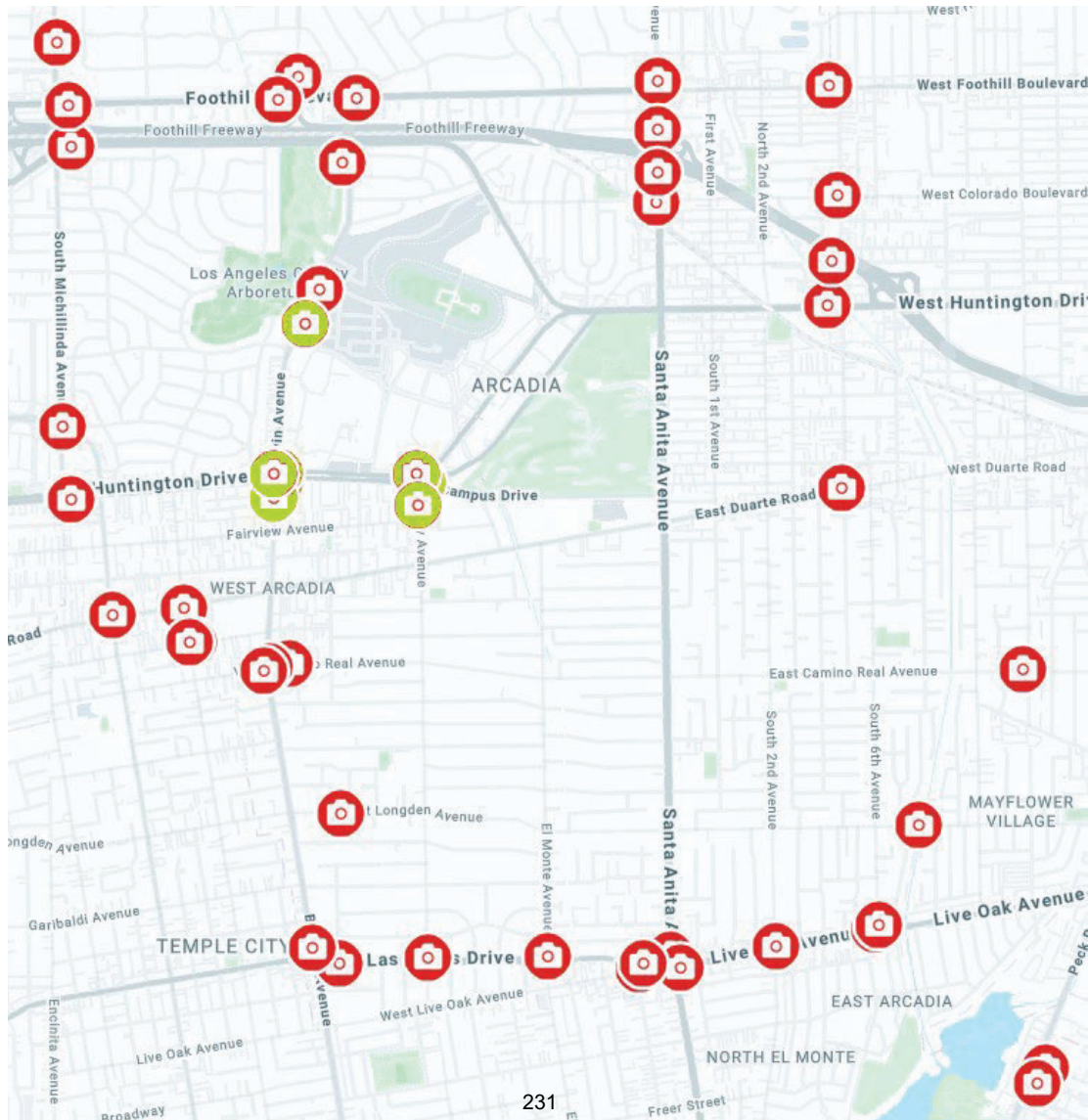
Phase 3 Flock ALPR Camera Proposed Locations	
Camera No.	Street/Intersection Name
44	S Baldwin Ave @Huntington Dr SB
45	Holly Ave @ Huntington Dr SB
46	Huntington Dr @ Holly Ave EB
47	Huntington Dr @ Holly Ave WB
48	S Baldwin Ave @ Gate 8 NB
49	Huntington Dr @ S Baldwin Ave WB
50	Huntington Dr @ S Baldwin Ave EB
51	S Baldwin Ave @ Huntington Dr NB



## Attachment No. 2

### Flock ALPR Current and Proposed Camera Locations

Phase 1 and Phase 2 Flock ALPR Camera Locations							
Camera No.	Street/Intersection Name	Camera No.	Street/Intersection Name	Camera No.	Street/Intersection Name	Camera No.	Street/Intersection Name
1	Baldwin Ave/Arboretum Way S/B	12	Santa Anita Ave/Live Oak N/B	23	Foothill Blvd/N Baldwin Ave WB	34	Golden West Ave/Naomi Ave NB
2	Santa Anita Ave/Foothill N/B	13	Las Tunas Dr/Badwin Ave E/B	24	Sunset Blvd/Duarte Rd - NB	35	Santa Anita Ave/210 FWY NB
3	Santa Anita Ave/Colorado S/B	14	Baldwin Ave/Las Tunas N/B	25	Longden Ave/El Sereno Ave EB	36	Las Tunas Dr/Holly Ave NB
4	Foothill Blvd/5 <sup>th</sup> Ave W/B	15	Camino Real Ave/Baldwin Ave E/B	26	Longden Ave/8th Ave WB	37	Santa Anita Ave/210 FWY SB
5	Colorado Blvd/5 <sup>th</sup> Ave W/B	16	Duarte Rd/Golden West Ave E/B	27	Naomi Ave/Golden West Ave EB	38	Live Oak Ave/Santa Anita Ave EB
6	Huntington Blvd/5 <sup>th</sup> Ave W/B	17	Huntington Dr/Michillinda Ave E/B (NCL)	28	2nd Ave/Live Oak Ave NB	39	Baldwin Ave/Arbolada Dr NB
7	Duarte Rd/5 <sup>th</sup> Ave W/B	18	Huntington Ave/Michillinda Ave E/B (SCL)	29	Santa Clara St/Fifth Ave WB	40	Foothill Blvd/Baldwin Ave EB
8	Camino Real Ave/Mayflower Ave W/B	19	Colorado Blvd/Michillinda Ave E/B	30	SB Baldwin Ave/Colorado Extension NB	41	Sunset Blvd/Michillinda Ave EB
9	Live Oak Ave/6 <sup>th</sup> St W/B	20	Foothill Blvd/Michillinda Ave E/B	31	6th Ave/Live Oak Ave NB	42	Baldwin Ave/Camino Real SB
10	Clark St/Peck Rd E/B	21	El Monte Ave/Las Tunas Dr N/B	32	Live Oak Ave/Las Tunas Dr WB	43	Baldwin Ave/Camino Real Ave NB
11	Goldring Rd/Peck Rd E/B	22	Hampton Rd/Michillinda Ave E/B	33	Las Tunas Dr/Live Oak Ave WB		
Phase 3 – Proposed Eight Flock ALPR Camera Locations							
44	S Baldwin Ave/Huntington Dr SB	46	Huntington Dr/Holly Ave EB	48	S Baldwin Ave/Gate 8 NB	50	Huntington Dr/S Baldwin Ave EB
45	Holly Ave/Huntington Dr SB	47	Huntington Dr/Holly Ave WB	49	Huntington Dr/S Baldwin Ave WB	51	S Baldwin Ave/Huntington Dr NB



## Attachment No. 3

### Flock Safety + CA - Arcadia PD

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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MAIN CONTACT:  
Jake Sherman  
jake.sherman@flocksafety.com  
8187467444

Created Date: 04/14/2025  
Expiration Date: 05/14/2025  
Quote Number: Q-135707  
PO Number:



### Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 250 West Huntington Drive Arcadia, California 91007

Ship To: 250 West Huntington Drive Arcadia, California 91007

Billing Company Name: CA - Arcadia PD  
 Billing Contact Name:  
 Billing Email Address:  
 Billing Phone:

Subscription Term: 12 Months  
 Payment Terms: Net 30  
 Retention Period: 30 Days  
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.

#### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$31,500.00</b>
<b>Flock Safety LPR Products</b>			
Flock Safety LPR, fka Falcon	Included	5	Included
Flock Safety Long-Range LPR, fka Falcon LR	Included	3	Included
<b>Flock Safety Professional Services</b>			
Professional Services - Subscription - Electrical Implementation	Included	3	Included

#### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	5	\$750.00
Professional Services - Subscription - Electrical Implementation	\$500.00	3	\$1,500.00

<b>Subtotal Year 1:</b>	\$32,250.00
<b>Annual Recurring Subtotal:</b>	\$31,500.00
<b>Estimated Tax:</b>	\$0.00
<b>Contract Total:</b>	\$32,250.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
<b>Year 1</b>	
At Contract Signing	\$32,250.00
<b>Annual Recurring after Year 1</b>	\$31,500.00
<b>Contract Total</b>	\$32,250.00

\*Tax not included

## Product and Services Description

FlockOS Features	Description
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Flock Safety Long-Range LPR, fka Falcon LR	Law enforcement grade, long range and high vehicle speed license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users, with LTE. AC Power Only.
Professional Services - Existing Infrastructure Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Subscription - Electrical Implementation	Electrical connection and maintenance services for AC powered devices by Flock qualified electrical workers.

## FlockOS Features & Description

FlockOS Features	Description
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# STAFF REPORT

Public Works Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Anabel Carrillo, Public Works Customer Service/Administrative Supervisor

**SUBJECT:** PURCHASE ORDER WITH TRUEPOINT SOLUTIONS FOR ANNUAL HOSTING AND SUPPORT SERVICES FOR UTILITY BILLING SOFTWARE FOR FISCAL YEAR 2025-26, IN THE AMOUNT OF \$57,288.60

**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

The Public Works Services Department (“PWSD”) is responsible for the billing, invoicing, and collection of approximately 15,000 water and sewer accounts, as well as 4,700 backflow records, as required by the State of California. The PWSD currently utilizes a proprietary utility billing software system developed and supported solely by TruePoint Solutions. The Subscription License and Services Agreement (“Agreement”) between the City and TruePoint Solutions provides hosting services and support of the software on an annual basis. The initial term of the Subscription License and Agreement with TruePoint Solutions is set to expire on June 30, 2025.

Based on the excellent service provided, it is recommended that the City Council approve a one-year Purchase Order with TruePoint Solutions for annual hosting and support services for the utility billing software for Fiscal Year 2025-26, in the amount of \$57,288.60.

## **BACKGROUND**

The PWSD serves approximately 15,000 water and sewer connections, a majority of which are based on a tiered rate structure, billed on a bi-monthly basis, generating approximately \$15.5 million in annual revenue. On December 1, 2020, the City Council approved, authorized, and directed the City Manager to execute a Software Service Agreement with TruePoint Solutions for implementation of the TrueBill utility billing software system. The TrueBill utility billing software system replaced DataNow, the City’s antiquated utility billing and customer information system. The purchase and

implementation of the TrueBill utility software was the first phase of a two-phase update, intended to modernize the City's utility billing function.

In late 2021, the PWSD enacted the second phase of the software update and executed a Change Order to the original Purchase Order with TruePoint Solutions, for the purchase and implementation of TrueBill's backflow testing module and Vendor Contractor Portal ("TrueVCP"). These two modules allow contractors to directly upload backflow testing information. The new backflow testing module integrated the City's former testing database into the TrueBill utility billing system, expanding the functionality of TrueBill and effectively integrating two historically separate programs into one.

The subscription fees for TruePoint to host both the software and provide ongoing support services were included in the Agreement, to be renewed on an annual basis. The term of the Subscription License and Agreement with TruePoint Solutions is set to expire on June 30, 2025.

## **DISCUSSION**

Under the initial Agreement, TruePoint would provide hosting services and support of the TrueBill utility billing software, in the amount of \$50,000 annually. The subsequent change order agreement expanded these services to include the new backflow testing module and TrueVCP portal, for an additional amount of \$4,000 annually. Per the Agreement, a three percent increase is permitted beginning in year four of the term. A contract Change Order in the amount of \$1,620 was completed in FY24-25 to include a 3% increase. As part of the fifth year of the Agreement, an additional 3% increase is due, raising the subscription fee for annual hosting and support services to \$57,288.60 annually (a \$1,668.60 increase).

The annual hosting services and support fees pay for ongoing product development, cloud-based hosting of the utility billing software by TruePoint, as well as licensing and technical support services. These support services include access to the support hotline, installation of updates when available, and database backups. Based on the excellent service provided by TruePoint Solutions, it is recommended that the City Council approve a one-year Purchase Order for annual hosting and support services for Fiscal Year 2025-26.

## **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), under Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment.

**FISCAL IMPACT**

Sufficient funds for the annual hosting and support fees totaling \$57,288.60 are budgeted in the City's Water and Sewer Operating 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 a Purchase Order with TruePoint Solutions for annual hosting and support services for utility billing software for Fiscal Year 2025-26, in the amount of \$57,288.60.

Approved:

  
\_\_\_\_\_  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

Public Works Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Daniel Vargas, Management Analyst

**SUBJECT:** PURCHASE ORDER WITH CLEAN ENERGY FOR THE PURCHASE OF COMPRESSED NATURAL GAS (“CNG”) FUEL FOR THE CITY’S FLEET, IN AN AMOUNT NOT TO EXCEED \$150,000

**CEQA: Not a Project**

**Recommendation: Approve**

## SUMMARY

The City primarily utilizes the Compressed Natural Gas (“CNG”) fueling station located at the Foothill Transit Center, operated by Clean Energy, to fuel its CNG vehicles. The Purchase Order with Clean Energy expires on June 30, 2025. It is recommended that the City Council approve a sole source Purchase Order with Clean Energy to purchase CNG fuel for the City’s fleet, in an amount not to exceed \$150,000 for Fiscal Year 2025-26.

## BACKGROUND

The Public Works Services Department (“PWSD”) has been strategically replacing vehicles that meet the City’s Vehicle Replacement Policy with alternative fuel vehicles such as CNG, Hybrid, and Electric vehicles. This approach has allowed the City to meet the Air Quality Management District’s mandates that heavy duty equipment be replaced with alternative fuel vehicles, as well as reducing Arcadia’s overall fuel costs and greenhouse gas emissions. The PWSD is responsible for the purchase of CNG fuel and currently operates a fleet of 16 heavy-duty CNG vehicles, which includes five one-ton pickup trucks, three street sweepers, three dump trucks, two sewer jetter vacuum trucks, one water tanker truck, one aerial lift truck, and one hydro-excavator truck.

## DISCUSSION

The PWSD utilizes two local CNG public fueling stations to fuel all City CNG vehicles. The first station, owned by Foothill Transit, is located less than 0.5 miles from the Public Works Service Center. The second station, owned by the City of Pasadena, is located on Foothill Boulevard, west of City limits. Clean Energy is the sole source of CNG fuel and the service provider for both of these fueling stations. There are no other viable CNG fueling stations in the immediate area. Therefore, utilizing a sole source purchase order is necessary.

The PWSD has vehicle fueling cards provided by Clean Energy and is invoiced monthly for fuel purchased at these two stations. It is estimated that the PWSD will use approximately 27,400 Gasoline Gallon Equivalents (“GGE”) of CNG by the end of Fiscal Year 2024-25. This usage reflects a 0.48% decrease from the previous fiscal year. It is anticipated that an additional 400 GGEs of CNG will be utilized in Fiscal Year 2025-26 with the recent purchase of a new CNG dump truck, which replaced an existing petroleum gasoline dump truck. The total expected usage of CNG for Fiscal Year 2025-26 is 27,800 GGEs.

In recent years, the price per GGE of CNG has steadily decreased. During FY 2024-25, the City paid on average \$5.02 per GGE, which includes state fuel tax fees, as compared to \$5.08 in FY 2023-24, and \$5.51 in FY 2022-23. CNG fuel prices are projected to remain relatively stable throughout FY 2025-26, as reflected in monthly transaction trends; however, price spikes can occur and are not uncommon. It is recommended that the Fiscal Year 2025-26 Purchase Order reflect the estimated average cost of \$5.02 per GGE for the expected 27,800 GGEs of CNG, plus an additional \$10,000 for unforeseen price increases or extra demands. Based on these projections, at least \$149,556 will be needed to cover the expected costs in FY 2025-26.

### **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.

### **FISCAL IMPACT**

The request is to purchase CNG fuel for the City’s fleet in an amount not to exceed \$150,000. Sufficient funds have been budgeted in the Department’s proposed Fiscal Year 2025-26 Operating Budget for the purchase of CNG fuel.

### **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 a Purchase Order with Clean Energy for the purchase of Compressed Natural Gas (“CNG”) fuel for the City’s fleet, in an amount not to exceed \$150,000.

Approved:

  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

Public Works Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: John Corona, Utilities Manager

**SUBJECT:** EXTENSION TO THE PURCHASE ORDER WITH WATERLINE TECHNOLOGIES, INC. FOR THE PURCHASE AND DELIVERY OF SODIUM HYPOCHLORITE FOR THE DISINFECTION OF THE CITY'S MUNICIPAL WATER SUPPLY IN THE AMOUNT OF \$136,434.37  
**CEQA: Not a Project**  
**Recommendation: Approve**

## SUMMARY

On June 4, 2024, the City Council approved a purchase order extension with Waterline Technologies, Inc. for the purchase and delivery of liquid sodium hypochlorite to be used for the disinfection of the City's municipal water system. Waterline Technologies, Inc. has reached the end of their extended contract period and has submitted a written offer to extend for an additional year with no cost increase. This will be the third and final extension of the Purchase Order; all other terms and conditions will remain in effect.

Based on the excellent service provided in the previous year, it is recommended that the City Council approve a one-year extension to the Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of sodium hypochlorite to disinfect the City's municipal water supply in the amount of \$136,434.37.

## BACKGROUND

The disinfection of drinking water by public water agencies is essential in preventing water-borne diseases. The City's municipal water supply system permit from the Division of Drinking Water ("DDW"), specifies that the City's water system use chlorination as a means of disinfection. Gaseous chlorine was the standard for municipal water disinfection for many years; however, safety concerns related to the hazardous and corrosive nature of chlorine gas prompted the Public Works Services Department ("PWSD") to convert the disinfection system over to liquid sodium hypochlorite. Liquid sodium hypochlorite, commonly referred to as chlorine, is also less hazardous to work with and has the same residual protection as chlorine gas. The liquid sodium hypochlorite is delivered in bulk to the City's well sites and is stored onsite, where it is then injected into the water distribution system using precision-metering devices to deliver accurate concentrations, in

accordance with DDW standards. The City's Water Production Technicians monitor the chlorine residuals on a daily basis to ensure levels are consistent and safe.

### **DISCUSSION**

On May 17, 2022, the City Council approved a purchase order with Waterline Technologies, Inc., with three optional one-year extensions for the purchase and delivery of Sodium Hypochlorite, for the disinfection of the City's municipal water system. On June 4, 2024, the City Council approved the second of three possible contract extensions based on the excellent level of service that was provided. Waterline Technologies, Inc. has submitted a written offer to extend the Purchase Order for an additional year with no cost increase. It is recommended that the City Council extend the Purchase Order with Waterline Technologies, Inc. for an additional year; this will be the third and final extension.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under Section 15061(b)(3) of the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment.

### **FISCAL IMPACT**

It is expected that the City will purchase up to \$136,434.37 in liquid sodium hypochlorite during the upcoming Fiscal Year, in order to maintain the system and have an adequate supply on hand. Staff will only purchase the amount necessary for the City's water system and will be charged according to actual volumes acquired. Sufficient funds have been budgeted in the Fiscal Year 2025-26 Water Operations Budget for the purchase of liquid sodium hypochlorite.

### **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 an extension to the Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of sodium hypochlorite for the disinfection of the City's municipal water supply in the amount of \$136,434.37.

Approved:

  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

Public Works Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Carlos Aguilar, General Services Superintendent

**SUBJECT:** CHANGE ORDER TO INCREASE THE PURCHASE ORDER WITH HCI SYSTEMS, INC. FOR FIRE ALARM AND FIRE SPRINKLER TESTING AND REPAIRS, AND FIRE EXTINGUISHER RECERTIFICATION, IN THE AMOUNT OF \$28,000  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

Every fiscal year, the Public Works Services Department (“PWSD”) opens a Purchase Order for the recertification of fire extinguishers, and for the testing and repair of fire alarms and fire sprinklers at various City facilities. Recently, the PWSD included the Police Department in the list of facilities requiring testing and repairs. With the recently added facility, as well as unforeseen malfunctions of the fire alarm and sprinkler system at multiple facilities, the current Purchase Order is not sufficient to cover the amount of work required by HCI Systems, Inc. The total cost of work required for the year exceeds the Purchase Order amount by \$28,000. Since the total cost of work by HCI Systems, Inc. now exceeds the City Manager’s signature authority of \$30,000, the Change Order requires City Council approval.

For these reasons, it is recommended that the City Council approve a Change Order to increase the Purchase Order with HCI Systems, Inc. for fire alarm and fire sprinkler testing and repairs, and fire extinguisher recertification, in the amount of \$28,000.

## **BACKGROUND**

The PWSD is responsible for the certification and repair of fire alarm and fire sprinkler systems throughout City facilities. This responsibility includes responding to reports when alarms are not functioning properly as well as scheduling and maintaining records of regular inspections and repairs. HCI Systems, Inc. has been the City’s longstanding contractor for fire alarm and fire sprinkler testing and repairs, as well as fire extinguisher certification. HCI Systems, Inc. maintains the training and certifications required to conduct testing and repairs in-house, greatly reducing service timelines. Additionally, HCI

Systems, Inc. has been awarded the California Multiple Award Schedule (“CMAS”) cooperative purchase contracts, allowing the PWSD to issue an annual purchase order requisition for \$29,999, without going through the informal bidding process.

## **DISCUSSION**

In previous years, the Police Department managed their own Purchase Order for fire extinguisher recertification, and the testing and repair of fire alarms and fire sprinklers at their facility. In Fiscal Year 2024-25, the PWSD added the Police Department building to its list of facilities requiring testing and repairs. The cost to test and repair fire alarms and fire sprinklers at the Police Department building, as well as recertify the fire extinguishers, is approximately \$19,000.

Furthermore, unforeseen repairs were needed to the fire alarm sprinklers at the Gilb Museum and Public Works Yard, and the fire alarm and fire sprinkler system at the Arcadia Public Library. These repairs resulted in unanticipated costs that exceeded the annual Purchase Order amount. Additionally, several five-year tests and supplemental repairs were also due to meet regulatory standards. The additional repairs and testing services are approximately \$9,000.

Altogether, the inclusion of the Police Department building to the PWSD’s annual Purchase Order, the additional unforeseen repairs to the various facilities, and the costs associated with the new compliance requirements totals \$28,000, bringing the cost of all work in Fiscal Year 2024-25 to \$57,999. This requested Change Order includes all work necessary for the remainder of the fiscal year.

While this Purchase Order was previously approved by the City Manager, the increased costs now exceed the City Manager’s \$30,000 signature authority, and City Council approval is required. It is recommended that the City Council approve a Change Order to increase the Purchase Order with HCI Systems, Inc. for fire alarm and sprinkler testing and repairs, and fire extinguisher recertification, in the amount of \$28,000.

## **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under Section 15061(b)(3) of the California Environmental Quality Act (“CEQA”), as it can be seen with certainty that it will have no impact on the environment.

## **FISCAL IMPACT**

Each Department is responsible for funding the fire safety system expenses of their respective facilities. Upon review, sufficient funds are available in the Fiscal Year 2024-25 Operating Budgets to cover the requested Change Order for HCI Systems, Inc.

The Fiscal Year 2024-25 Purchase Order with HCI Systems, Inc. will be the final purchase order for fire system testing and repairs, as these services will be included in a Capital Improvement Program (“CIP”) project that addresses monitoring and repair of the City’s fire suppression systems. This project is part of the Fiscal Year 2024-25 Capital Improvement Program and will be presented during a future City Council meeting.

**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 a Change Order to increase the Purchase Order with HCI Systems, Inc. for fire alarm and fire sprinkler testing and repairs, and fire extinguisher recertification, in the amount of \$28,000.

Approved:



Dominic Lazzaretto  
City Manager



# STAFF REPORT

Public Works Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Carlos Aguilar, General Services Superintendent

**SUBJECT:** CHANGE ORDER TO THE PURCHASE ORDER WITH MESA ENERGY SYSTEMS, INC. DBA EMCOR SERVICES MESA ENERGY FOR THE SUPPLY OF TECHNOLOGY, PARTS, ONLINE COMMUNICATIONS, AND SUPPORT FOR THE CITY'S HVAC AUTOMATION MANAGEMENT SYSTEM IN THE AMOUNT OF \$22,000  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

The Public Works Services Department ("PWSD") is responsible for the maintenance and repair of all City facilities, which includes the Heating, Ventilation, and Air Conditioning ("HVAC") units. Every fiscal year, the PWSD opens a purchase order with Mesa Energy Systems, Inc. dba Emcor Services Mesa Energy ("Emcor") for the supply of technology, parts, online communications, and support for the City's HVAC automation management system. Due to the increase of HVAC-related projects completed in Fiscal Year 2024-25, Emcor's services have been requested more frequently. The total cost of work required for the year exceeds the Purchase Order amount by \$22,000. Since the total cost of work by Emcor now exceeds \$30,000, the Change Order requires City Council approval.

For these reasons, it is recommended that the City Council approve a Change Order to the Purchase Order with Mesa Energy Systems, Inc. dba Emcor Services Mesa Energy for the supply of technology, parts, online communications, and support for the City's HVAC automation management system in the amount of \$22,000.

## **BACKGROUND**

The PWSD is responsible for the maintenance and repair of all City facilities, which includes the Heating, Ventilation, and Air Conditioning ("HVAC") units. All HVAC related projects, including replacements and repairs, typically require programming and integration support into the existing HVAC automation management system. Emcor has been the City's longstanding contractor for the supply of technology, parts, online

communications, and support for the City's HVAC automation management system. Emcor utilizes remote access capabilities for the City's HVAC automation management system to monitor alarms, use data analytics for reporting, check for upgrades, and make temperature adjustments. Emcor also performs routine checks to identify any equipment that may be failing, handling repairs and adjustments on an as-needed basis across all City facilities. Proprietary Emcor hardware has been installed throughout City facilities to ensure seamless monitoring and maintenance of the City's HVAC automation management system. As a result, a Sole Source Purchase Order is issued annually to Emcor Services Mesa Energy. In Fiscal Year 2024-25, a purchase order with Emcor was opened in the amount of \$29,900.

### **DISCUSSION**

Due to the large number of HVAC-related projects completed in Fiscal Year 2024-25, including the Library Cooling Tower Replacement, Police Department Cooling Tower Replacement, Police Department Chiller Replacement, Installation of HVAC Split Systems at the Police Department, Library Chiller Replacement, Community Center HVAC Unit Replacement, and Library HVAC Units Replacement, the annual Purchase Order of \$29,900 with Emcor is insufficient to cover the required HVAC automation management support services. Emcor is responsible for programming the software and communication side of the HVAC system each time a new unit is installed, and they collaborate closely with the HVAC technicians who perform preventative maintenance and adjust temperature settings for all City HVAC units. The additional services provided by Emcor total \$22,000 and the total cost for all work performed in Fiscal Year 2024-25 is \$51,900, necessitating an increase to the Purchase Order. The requested Change Order includes all work necessary for the remainder of the Fiscal Year.

It is recommended that the City Council approve a Change Order to increase the Purchase Order with Mesa Energy Systems, Inc. dba Emcor Services Mesa Energy for the supply of technology, parts, online communications, and support for the City's HVAC automation management system in the amount of \$22,000.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under Section 15061(b)(3) of the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment.

### **FISCAL IMPACT**

Sufficient funds are available in the Fiscal Year 2024-25 Operating Budget to cover these costs.

**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 a Change Order to the Purchase Order with Mesa Energy Systems, Inc. dba Emcor Services Mesa Energy for the supply of technology, parts, online communications, and support for the City's HVAC automation management system in the amount of \$22,000.

Approved:

  
\_\_\_\_\_  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

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Fire Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Chen Suen, Fire Chief  
By: Mark Krikorian, Fire Marshal

**SUBJECT:** ORDINANCE NO. 2405 AMENDING ARTICLE III, CHAPTER 1, PART 3 OF THE ARCADIA MUNICIPAL CODE REGARDING FIRE HAZARD SEVERITY ZONES AND ADOPT THE FIRE HAZARD SEVERITY ZONES (“FHSZ”) MAP  
**CEQA: Exempt**  
**Recommendation: Introduce**

## **SUMMARY**

In September 2021, Senate Bill 63 was passed and directed the Office of the State Fire Marshal (“OSFM”) to identify Fire Hazard Severity Zones (“FHSZ”) across the state, to include Moderate, High, or Very High fire zone designations. This law required OSFM to create maps based on the severity of the potential fire hazard in each local area. The potential for fire hazards was determined using the fuel loading, slope, fire weather, and other factors that are major causes of wildfire spread.

OSFM released its fire hazard zone map for Arcadia on March 24, 2025 (see Exhibit “A” – Attachment No. 1). California Government Code Section 51179 requires local jurisdictions to adopt the FHSZ map within 120 days of receipt. To comply with the Government Code, it is recommended that the City Council introduce Ordinance No. 2405 to amend Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones and adopt the Fire Hazard Severity Zones Map.

## **BACKGROUND**

In 1992, Assembly Bill 337, also known as the Bates Bill, mandated the identification of Very High Fire Hazard Severity Zones by OSFM. The bill was a response to the devastating Oakland Hills fire of 1991. Structures located within the designated zone were subject to minimum defensible space requirements, known as the minimum space around a structure that must be cleared or maintained to reduce the risk of damage from wildfires. The last statewide update to the FHSZ was in 2007. This update included enhanced new construction requirements for structures located in the FHSZ. Consequently, the City

Council approved Ordinance No. 2241 in 2008, and adopted Arcadia’s current Fire Zone Map.

In 2022, Assembly Bill 221 was passed by the California Legislature and modified the method of map adoption by local jurisdictions. The new bill requires local agencies to adopt Moderate, High, and Very High FHSZ designations within 120 days of OSFM’s recommendations. Local governments cannot downgrade state-designated hazard levels but may increase them, if justified. On March 24, 2025, the City received the state-recommended map (Exhibit “A” – Attachment No. 1), which must be adopted by ordinance within 120 days (by July 22, 2025).

## **DISCUSSION**

In Exhibit “A” of Ordinance No. 2405, the proposed FHSZ map identifies Moderate, High, and Very High fire zones within the City of Arcadia. OSFM fire scientists and wildfire mitigation experts developed the map using a science-based and field-tested model that assigns a hazard score based on factors that influence fire likelihood and fire behavior. When developing the maps, many factors are considered such as fire history, existing and potential fuel (natural vegetation), predicted flame length, blowing embers, terrain, and typical fire weather for the area.

It should be noted that FHSZ maps evaluate “hazard,” not “risk”. For reference, FHSZ maps are similar to flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, but the maps do not contain regulatory measures for mitigation. “Hazard” is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period, *without* considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts. “Risk” is the potential damage a fire can pose to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.

Though State law does not allow a local agency to decrease the FHSZ designation, a local agency may increase the designation of a particular area, if findings can be made that it is necessary for effective fire protection within the area (Government Code Sections 51179(b)(1) and (2)). Such discretion can allow an agency to apply Very High, High, and Moderate designations to areas not otherwise identified in the map prepared by OSFM.

Each zone designated by the map has associated regulatory requirements. These include FHSZ identification (i.e., Very High, High, and Moderate), home hardening construction requirements (e.g., use of ignition resistant materials, Class A roofing, dual paned windows, etc.), FHSZ disclosure to the buyer at time of property real estate sale, and 100-foot vegetation defensible space clearances. In addition, Title 14 Fire Safe Regulations and Subdivision Review, will be used to assist the community in ensuring adequate emergency access and water supply should larger developments be proposed in the Very High FHSZ. These requirements are summarized in Table 1 below:

**Table 1: FHSZ Categories and Minimum Requirements**

<b>Category</b>	<b>Minimum Requirements</b>	<b>Description</b>
<b>Very High</b>	Identification on FHSZ Map	Designates parcel as Very High Hazard
	Home Hardening Construction Regulations	Use of ignition resistant materials, Class A roofing, dual paned windows, etc.
	Title 14 State Fire Safe Regulations & Subdivision Review	Emergency access and water supply regulations
	100-foot Defensible Space for the Structure	Minimum space around a structure that must be cleared or maintained to reduce wildfire damage, including Zone 0 near structures
	Real Estate Hazard Disclosure	Disclosure of fire hazard severity level to the buyer at time of property sale
	Defensible Space Real Estate Compliance Inspection	Verifies parcel is compliant with defensible space requirements prior to real estate sale
<b>High</b>	Identification on FHSZ Map	Designates parcel as High Hazard
	Home Hardening Construction Regulations	Use of ignition resistant materials, Class A roofing, dual paned windows, etc.
	Defensible Space Real Estate Compliance Inspection	Verifies parcel is compliant with defensible space requirements prior to real estate sale
<b>Moderate</b>	Identification on FHSZ Map	Designates parcel as Moderate

Since the OSFM map did not show designations at the parcel level, several properties were split between two different zones. The proposed ordinance includes an interpretative note that when any parcel has more than one FHSZ designation depicted on the adopted map, the highest FHSZ designation shall be applied to the entire parcel. For example, a parcel containing both a High and Very High hazard designation will be administered as Very High FHSZ. This interpretation will prevent different building and property maintenance codes applying for different areas of one parcel. It will also prevent confusion among staff about which standard to apply. All modifications are made in

accordance with the California Government Code Section 51179, ensuring that FHSZs were not downgraded. Aside from this one interpretative adjustment, the maps are being proposed for adoption as recommended by the OSFM.

Adoption of Ordinance No. 2405 will replace the existing Part 3, Chapter 1, Article III of the Arcadia Municipal Code. The existing Fire Zone map adopted in 2008 will be replaced by the proposed FHSZ map, ensuring compliance with Government Code Section 51179. While the new maps include a greater number of parcels affected, the number of parcels in the highest fire zone have been reduced. Table 2 below provides a comparison of the different FHSZ zones and affected parcels:

**Table 2: Parcels within the FHSZ**

<b>Parcel Designation</b>	<b>2008</b>	<b>2025</b>
Very High	911	768
High	36	360
Moderate	37	234
<b>Total Parcels</b>	<b>984</b>	<b>1,362</b>

In the current map, 42 parcels are commercial property (16 High, 26 Moderate); no commercial parcels were on the 2008 map.

#### Community Education and Outreach

This proposed FHSZ map is posted on the City’s website for public viewing and outreach was undertaken to educate impacted property owners, as well as local real estate agents. Invitations were sent to impacted property owners, who largely consist of property owners in the Arcadia Highlands Homeowners Association, the Whispering Pines Homeowners Association, the Santa Anita Oaks Association, and the Rancho Santa Anita Association. Additionally, a direct mailer was sent to approximately 450 residents who do not live in an HOA but reside between Grandview Avenue and Orange Grove Avenue in Arcadia. Community stakeholders were invited to attend up to three townhall meetings that shared details on the proposed maps and impacts of the corresponding changes.

Once adopted, the Fire Department will continue public education efforts to ensure that all property owners affected by the new FHSZ map are fully informed of the new requirements and assist them in achieving compliance. These efforts will focus on the properties within the Very High Hazard Zone, as they will have the most stringent regulations. This is especially true with the introduction of the new Zone 0 regulation for the Very High Hazard Zone. This new Zone 0 regulation will require all combustible materials, including vegetation, within five feet of structures to be removed. The specifics of the Zone 0 regulation are still in development at the state level, but it should be in effect for new structures beginning January 1, 2026. In the meantime, existing structures will be allowed to achieve compliance in an agreed-upon timeline between the property owner and the Fire Department. In instances of non-compliance, the Government Code (Section 51185) allows local agencies to fine property owners a minimum of \$100, and a maximum of \$500, per

day. Historically, the Fire Department consults with the City Attorney for property abatement, when necessary.

It is currently unclear if adoption of the FHSZ map will affect insurance rates. As stated by the Office of the State Insurance Commissioner Ricardo Lara, these maps are intended to assist local planning decisions, not insurance decisions. Per the OSFM, insurance companies use risk models, which differ from hazard models that FHSZ use. The insurance risk models consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. It is unlikely that insurance risk models would utilize FHSZs as a factor, but much of the same data used in the FHSZ model can also be found in the insurance companies’ risk models. Of note, insurance risk models incorporate many other factors that change more frequently than those that OSFM includes in its hazard mapping.

### **ENVIRONMENTAL IMPACT**

This ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant Section 15308 (Actions by Regulatory Agencies for Protection of the Environment), since the adoption of the FHSZ Map and accompanying statutory regulations would help reduce the spread of wildfire.

Furthermore, this ordinance is not considered a project under the California Environmental Quality Act pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061, seeing that the adoption of the Fire Hazard Severity Zone Maps will not result in a direct or reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

Adoption of Ordinance No. 2405 has no immediate fiscal impact to the City. Due to the potential financial impacts of the new Zone 0 regulations on property owners, the Fire Department will seek grant opportunities to assist with mitigation measures in reaching compliance. The Fire Department does not foresee a need to augment staffing at this time to meet additional inspection requirements. Current inspection assignments will be adjusted to allow for focused community risk reduction activities in the FHSZ area.

### **RECOMMENDATION**

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act (“CEQA”); and introduce Ordinance No. 2405 amending Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones and adopt the Fire Hazard Severity Zones (“FHSZ”) Map.

Ordinance No. 2405 Fire Hazard Severity Zone ("FHSZ") Maps  
June 3, 2025  
Page 6 of 6

Approved:

  
\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

Attachment No. 1: Ordinance No. 2405

**Attachment No. 1**

**ORDINANCE NO. 2405**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING ARTICLE III, CHAPTER 1, PART 3 OF THE ARCADIA MUNICIPAL CODE REGARDING FIRE HAZARD SEVERITY ZONES AND ADOPT THE FIRE HAZARD SEVERITY ZONES (“FHSZ”) MAP

WHEREAS, Article III, Chapter 1, Part 3 “Wildland-Urban Interface Area” of the Arcadia Municipal Code was originally adopted in 2008 by Ordinance 2241; and

WHEREAS, since adoption of Article III, Chapter 1, Part 3 state law has modified the method and ability of cities to adopt fire hazard severity zones (“FHSZ”); and

WHEREAS, pursuant to Government Code section 51178, the Office of the State Fire Marshal published a map indicating the Local Responsibility Area Fire Hazard Severity Zones for the City of Arcadia designating various areas as moderate, high and very high FHSZ; and

WHEREAS, the map prepared by the State Fire Marshal did not create FHSZ boundaries based on areas consistent with parcel map boundaries, and was not presented with detail at the parcel level or with sufficient detail to determine precisely which parcels were within the various FHSZ; and

WHEREAS, in order to provide effective fire protection in the City of Arcadia and adequately administer the implementation of the FHSZ presented, the City Council of the City of Arcadia finds that it is necessary to adopt a map indicating FHSZ at the parcel level; and

WHEREAS, presenting the FHSZ map at the parcel level showed some parcels with more than one FHSZ designation; and

WHEREAS, a parcel with more than one FHSZ designation presents challenges for efficient and comprehensive implementation of effective fire protection in the City; and

WHEREAS, changes to the proposed map and amendment of Article III, Chapter 1, Part 3 of the Arcadia Municipal Code are necessary for effective fire protection within the area; and

WHEREAS, any modifications made to the FHSZ determined by the State Fire Marshal are being made in accordance with the California Government Code section 51179, ensuring that FHSZ were not downgraded; and

WHEREAS, on June 3, 2025, the City Council introduced Ordinance No. 2405, and to be presented at the June 17, 2025, City Council Meeting for approval.

NOW, THEREFORE, the City Council of the City of Arcadia does ordain as follows:

SECTION 1. The recitals above are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. The City Council finds, based upon the entire record:

Pursuant to Government Code section 51179, the City Council hereby adopts the fire hazard severity zones as recommended by the Office of the State Fire Marshal, adopts such map entitled “City of Arcadia Fire Hazard Severity Zones” map attached hereto as Exhibit “A” depicting such fire hazard severity zones with reference to all legal parcels as such exist on this date, and finds that in order to effectively administer fire protection

within the area it is necessary that when a parcel has more than one FHSZ on a single lot the highest FHSZ on that lot shall be administered for the entire lot. The City of Arcadia Fire Hazard Severity Zones map shall be on file in the office of the City Clerk and shall be available upon request. The official map shall also be visible on the City of Arcadia website.

SECTION 3. The City Council hereby amends Article III, Chapter 1, Part 3 of the Arcadia Municipal Code to read as follows:

ARTICLE III. - PUBLIC SAFETY

CHAPTER 1. - FIRE DEPARTMENT

PART 3. - FIRE HAZARD SEVERITY ZONES

3130. – DESIGNATION

The fire hazard severity zones as recommended by the Office of the State Fire Marshal, pursuant to Government Code section 51179, are adopted by the City Council pursuant to Ordinance 2405. Such areas shall be designated City of Arcadia Fire Hazard Severity Zones.

3130.1 – ENFORCEMENT

Designated building and fire officials shall enforce and shall have the authority to enforce the provisions of the Government Code and all other codes and regulations affected by designation of fire hazard severity zones.

SECTION 4. The City Council finds that it can be seen with certainty that adoption of this Ordinance will not have a significant adverse effect on the environment and is therefore exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) of the CEQA Guidelines. City staff is directed to file a notice of

exemption within five (5) days of the adoption of this Ordinance.

SECTION 5. Transmittal. The Fire Official shall transmit a copy of this Ordinance to the State Board of Forestry and Fire Protection, pursuant to Government Code Section 51179.

SECTION 6. Repeal. All former ordinances or parts conflicting or inconsistent with the provisions of this Ordinance or of the codes adopted by this Ordinance and any other ordinance in conflict herewith are hereby repealed.

SECTION 7. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional.

SECTION 8. Incorporation of Recitals. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 9. The City Clerk shall certify to the adoption of the Ordinance and shall cause a copy of same or summary thereof, to be posted per Resolution No. 7483 and within fifteen (15) days after its adoption. This Ordinance shall take effect on the thirty-first (31<sup>st</sup>) day after its adoption.

[SIGNATURES ON THE NEXT PAGE]

Passed, approved and adopted by the City Council this 17th day of June, 2025.

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

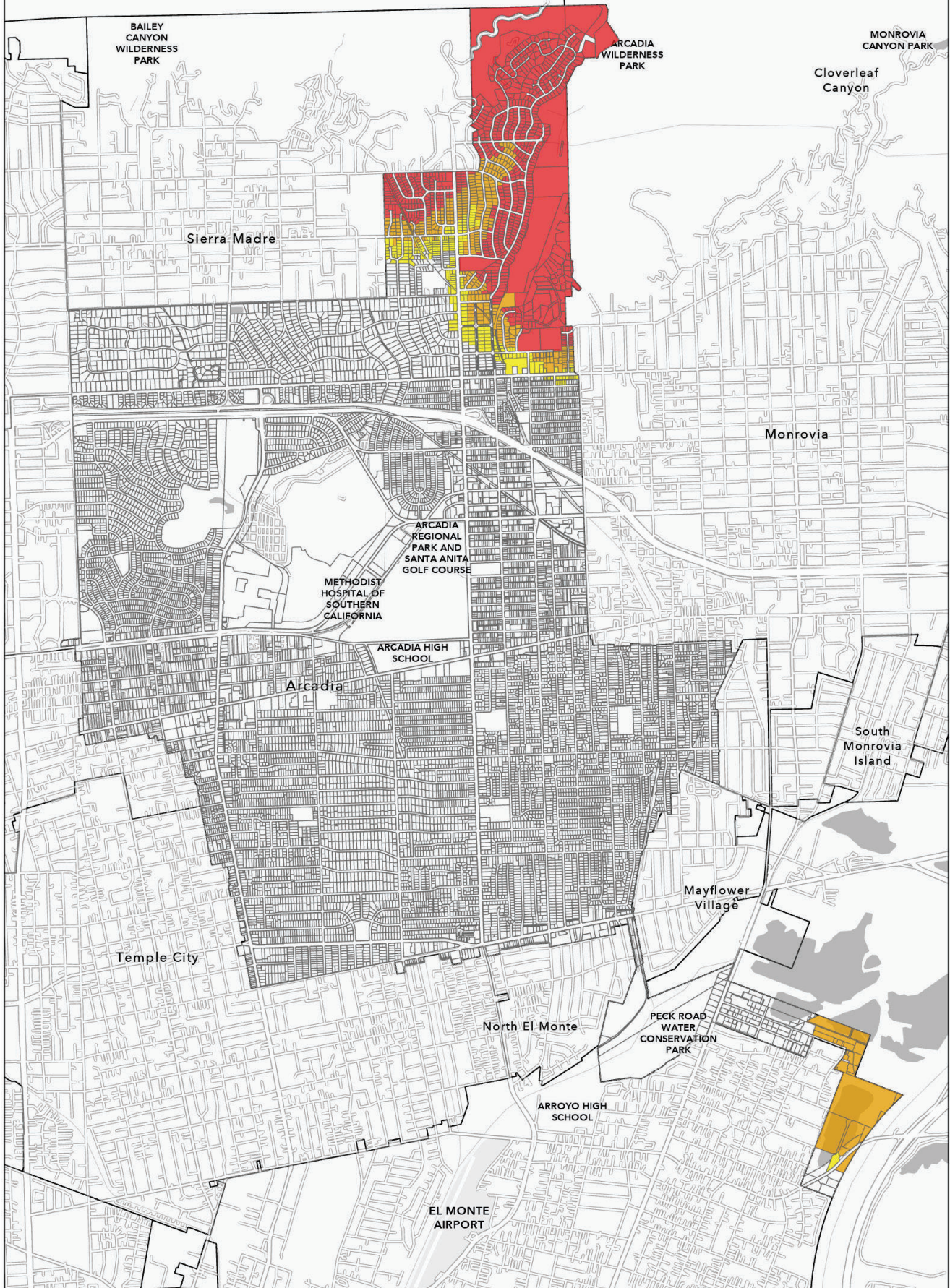
ATTEST:

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

APPROVED AS TO FORM:

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

# City of Arcadia Fire Hazard Severity Zones (FHSZ)



Parcel-Aligned Fire Hazard Severity Zones  
Based on CAL FIRE Designations

City of Arcadia, California



0 0.25 0.5 1 Mile

**Parcels**

Color	Fire Hazard Severity Description
White	NonWildland
Yellow	Moderate
Orange	High
Red	Very High