

CITY OF ARCADIA

City Council Adjourned Regular Meeting Agenda



Monday, February 7, 2022, 6:00 p.m.

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

COVID-19 NOTICE

This meeting of the Arcadia City Council will take place in a hybrid format. Pursuant to the Brown Act and AB 361, the City Council may meet virtually or in-person. This meeting is open to the public for in-person attendance and public comment; however, the public is also welcome to view City Council Meetings as they take place on the City's website at ArcadiaCA.gov/livegov or on ACTV (check your local listings), and to submit public comment as outlined below. In-person attendance is subject to Los Angeles County Department of Public Health regulations for COVID-19 mitigation. The City of Arcadia reserves the right to limit or deny access to City facilities. The use of face coverings is required for in-person attendance.

新冠病毒（COVID-19）通知

阿卡迪亚市议会的这次会议将以混合形式举行。根据《布朗法案》和 AB 361 的规定，市议会会议可采用虚拟形式或面对面形式举行。本次会议向公众开放，公众可现场出席和提出意见；但同时欢迎公众通过市政府网站 ArcadiaCA.gov/livegov 或 ACTV（请查看您所在地的电视频道列表）参加会议，并按照以下说明提交意见。现场出席须遵守洛杉矶县公共卫生部关于缓解新冠病毒疫情的规定。阿卡迪亚市保留限制或拒绝进入市政府设施的权利。现场出席会议时须佩戴口罩。

How to Submit Public Comment:

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

1. **In-Person:** Complete a blue Public Comment Speaker Card, indicating the agenda item number and place it in the Public Comment Drop Box located next to the podium in the City Council Chambers. Your card must be submitted before the Mayor calls for public comments, including for Public Hearings, as listed on the posted agenda. Cards submitted after the Mayor calls for public comments will not be accepted. Speakers shall be limited to five (5) minutes per person. At the Mayor's discretion, the time limit may be shortened to allow all speakers to address the City Council.
2. **Phone:** A conference line has been established for public comment. Your call will be recognized in the order it was received. Please keep your phone on MUTE until you are recognized for public comment.

Conference Line: (669) 224-3412
Access Code: 604-838-893#

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

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

Please contact the City Clerk's Office at CityClerk@ArcadiaCA.gov or at (626) 574-5455 for more information.

如何提交公众评论意见:

公民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:** 填写一张蓝色的公众评论意见发言人卡, 注明议程项目编号, 投入市议会会议厅内讲台旁的公众评论意见投递箱。发言人卡必须按发布议程之规定在市长征求公众评论意见(包括听证会)之前提交。凡市长征求公众评论意见后才提交的发言人卡将不予接受。每位发言人的发言时间不得超过五(5)分钟。市长可自行决定缩短发言时限, 以便允许所有发言人在市议会发言。
2. **电话:** 已经为公众提交评论意见设立一条会议专线。将按先后顺序接听您打来的电话。您应当将您的电话设为“静音”, 直至轮到您提出评论意见。

会议专线: (669) 224-3412
接入代码: 604-838-893#

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

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

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

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。

CALL TO ORDER

ROLL CALL OF CITY COUNCIL MEMBERS

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

PUBLIC COMMENTS (5-minute time limit each speaker)

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

STUDY SESSION

- a. Report, discussion, and direction regarding the Newcastle Park Project update.

CLOSED SESSION

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

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

1. CALL TO ORDER

2. INVOCATION

Secretary Riaz Khan, Mosque of San Gabriel

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL OF CITY COUNCIL MEMBERS

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

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

6. SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS

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

8. PRESENTATIONS

- a. Los Angeles County Public Works Santa Anita Debris Dam Update.

9. PUBLIC HEARING MUST BEGIN AT 7:30 P.M.

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) each speaker is limited to five (5) minutes per person unless waived by the City Council. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda. The applicant may additionally submit rebuttal comments, in 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. Public Hearing to receive input from the Community and take possible action on draft maps regarding the redrawing of City Council Election District Boundaries.
Recommended Action: Receive Public Input and Provide Direction

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

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

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

12. CONSENT CALENDAR

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

- a. Special and Regular Meeting Minutes of January 18, 2022.
Recommended Action: Approve
- b. Ordinance No. 2384 Amending the Arcadia Municipal Code by adding Sections 4290.2, 4290.3, 4290.4 and 4294 to Part 9 of Chapter 2 of Article IV ("The Public Welfare, Morals and Policy Code") with an exemption from the California Environmental Quality Act ("CEQA"), to establish smoking prohibitions for Multi-Family Residential Units, Commercial and Retail entryways, and Outdoor Dining facilities.
Recommended Action: Adopt
- c. Resolution No. 7405 declaring that weeds, brush, rubbish, and refuse upon or in front of specified property in the City are a seasonal and recurrent public nuisance, and declaring an intention to provide for the abatement thereof.
Recommended Action: Adopt

- d. Resolution No. 7406 amending Resolution No. 7380 establishing compensation and related benefits for employees represented by the Arcadia City Employees Association (Utility Billing Specialist).
Recommended Action: Adopt
- e. Revision to the existing classification specifications for Deputy Public Works Services Director.
Recommended Action: Approve
- f. Purchase Order with Motorola Solutions, Inc. for the purchase of eight dual-band Motorola APX8500 mobile radios, one tri-band Motorola APX8000XE portable radio, and four dual-band Motorola APX8000XE portable radios in an amount not to exceed \$127,000 for Fiscal Year 2021-22.
Recommended Action: Waive the Formal Bid Process and Approve
- g. Find that, due to the COVID-19 state of emergency, state and local officials continue to recommend measures to promote social distancing, and therefore the City Council and all other City Boards and Commissions may meet virtually.
Recommended Action: Make Findings

13. CITY MANAGER

- a. Design options for a Memorial Courtyard at the Museum Education Center in honor of Carol Libby.
Recommended Action: Select Design Option
- b. Report, discussion, and direction regarding filling the unexpired term for City Council District 5, including resolutions necessary to call a Special Municipal Election.
Recommended Action: Provide Direction

Resolution No. 7408 calling and giving notice of a Special Municipal Election to be held in City Electoral District 5 on Tuesday, June 7, 2022, to fill a vacancy on the City Council as required by the provisions of the City Charter and the laws of the State of California relating to Charter cities.
Recommended Action: Adopt

Resolution No. 7409 adopting regulations for candidates for elective office pertaining to candidates statements submitted to the voters at a Special Municipal Election to be held on Tuesday, June 7, 2022.
Recommended Action: Adopt

Resolution No. 7410 requesting the Board of Supervisors of the County of Los Angeles to consolidate a Special Municipal Election to be held on Tuesday, June 7, 2022, with the Statewide Primary Election to be held on the same date pursuant to Section 10403 of the California Elections Code.
Recommended Action: Adopt

Resolution No. 7411 amending the Fiscal Year 2021-22 General Fund Budget authorizing a supplemental appropriation from the General Fund Reserve in the amount of \$20,000 for a Special Municipal Election to be held on Tuesday, June 7, 2022, and related election services.
Recommended Action: Adopt

14. ADJOURNMENT

The City Council will adjourn this meeting to Tuesday, February 15, 2022, 6:00 p.m. in the City Council Conference Room.

Welcome to the Arcadia City Council Meeting!

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

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

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

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

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

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

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

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

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

欢迎参加阿凯迪亚市议会会议!

市议会鼓励公众参与，并邀请您分享对城市管理的看法。

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

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

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

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

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

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

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

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



STAFF REPORT

Office of the City Manager

DATE: February 7, 2022

TO: Honorable Mayor and City Council

FROM: Dominic Lazzaretto, City Manager
By: Michael Bruckner, Deputy City Manager

SUBJECT: PUBLIC HEARING TO RECEIVE INPUT FROM THE COMMUNITY AND TAKE POSSIBLE ACTION ON DRAFT MAPS REGARDING THE REDRAWING OF CITY COUNCIL ELECTION DISTRICT BOUNDARIES
Recommendation: Receive Public Input and Provide Direction

SUMMARY

As a result of the 2020 Census, the City of Arcadia is required to review new population data and to rebalance its City Council election districts. Per the Election's Code, the City Council is required to adopt a new district map or, if appropriate, readopt the existing district map by Ordinance following a series of public hearings.

City Council districts must be "substantially equal in population". The districts are also required to comply with the United States Constitution, the California Constitution, the Federal Voting Rights Act of 1965, and the California Fair Maps Act. On June 15, 2021, the City entered into a contract with National Demographic Corporation ("NDC") to provide Demographer Services for this effort.

This public hearing is the third in a series of at least four public meetings to receive input from the Arcadia community regarding the redrawing of City Council district boundaries. NDC has reviewed the 19 maps submitted by the public by the January 15, 2022, deadline and posted on the City's redistricting page at ArcadiaCA.gov/redistricting to determine which maps meet the standards and statutory requirements established by the relevant legal authorities and can be considered by the City Council. Thirteen maps and one community of interest are being proposed for consideration. It is recommended that the City Council conduct a public hearing to review the draft maps submitted by the Arcadia community and provide direction on a final map for introduction at a public hearing on March 15, 2022.

BACKGROUND

On July 21, 2017, the City Council adopted Resolution No. 7179, declaring the City's intent to transition from at-large to district-based elections. After holding a series of required public hearings, on October 17, 2017, the City Council adopted Ordinance No. 2350 establishing by-district elections, defining district boundaries, and scheduling elections within the districts. Two subsequent elections have been held using the district format, with all four seated Council Members (with one City Council vacancy) now representing specific districts of the community (Attachment "A").

Cities that use district voting systems are required to update their adopted district boundaries in conjunction with each decennial Census to ensure that the districts remain numerically and demographically balanced. As a result of the 2020 Census, the City of Arcadia is required to review new population data and to rebalance its districts.

The canvassing for the 2020 Census was completed last year; however, as previously reported to the City Council, the US Census Bureau announced that delivery of the final data to all states would be delayed due to the COVID-19 pandemic. The City's demographer, NDC, received the data from state in October 2021, which was presented at the Community Workshop on Redistricting on November 10, 2021, and posted on the City's redistricting webpage. In addition, at the Community Workshop, the City also announced the availability of its redistricting mapping tool, which allows the public to submit draft maps for communities of interest and City Council districts. The deadline to submit draft maps for City Council consideration was January 15, 2022.

Under the State's Fair Maps Act, the City must hold at least four public hearings for the community to provide input regarding the composition of the districts. The first public hearing was held on August 17, 2021. Under the Fair Maps Act, a Community Workshop can be held in-lieu of a public hearing, and the City conducted that workshop on November 10, 2021. This hearing is the third public hearing and the final public hearing is tentatively scheduled for March 15, 2022. Further, the Fair Maps Act requires that the new district maps be adopted at least 174 days prior to the election. The next regularly scheduled municipal election is November 8, 2022, which requires the City to adopt maps no later than April 17, 2022. Assuming that there are no further delays, the City will have sufficient time to complete the redistricting process.

It should also be noted that if the City Council is unable to adopt a draft map by the April 17, 2022, deadline, per the Fair Maps Act, the City is required to immediately petition the Court for an order to adopt City Council district boundaries. If the City does not petition the Court within five days after the deadline, any resident of the City may file that petition and will be entitled to reasonable attorney's fees and costs from the City. The Court is also authorized to appoint a special master to assist with creating new draft maps, and they must conduct one or more public hearings before the can Court adopt City Council district boundaries in accordance with the appropriate statutory criteria. All costs for the

special master are the responsibility of the City. The City Council district boundaries adopted by the Court shall become effective immediately in the same manner as if the Court's order were enacted by a resolution or ordinance of the City Council.

DISCUSSION

Based on the 2020 Census and State of California adjustment factors, the City's population is 56,780. As a result, each City Council district should ideally contain 11,356 people, with a legally acceptable deviation of less than 10% from the largest district by population to the smallest district by population (Harris v. Arizona Independent Redistricting Commission). The current City Council districts have a population deviation of 16.58% (the total percentage difference between the largest and smallest deviation 9.61% + 6.97%), no longer meeting the statutory requirements for adoption. The table below shows the current population and demographic factors by existing districts:

City of Arcadia - 2020 Census Data Total Population Statistics							
District	CA Adjusted Pop.	Deviation	% Deviation	% Hispanic Origin	% NH White	% NH Black	% NH Asian
1	11,330	-26	-0.23%	13.56%	18.60%	1.68%	64.95%
2	10,265	-1091	-9.61%	14.71%	25.20%	1.96%	56.43%
3	12,148	792	6.97%	17.05%	15.06%	2.86%	63.26%
4	11,890	534	4.70%	8.27%	14.10%	1.49%	74.52%
5	11,148	-208	-1.83%	11.98%	16.04%	1.15%	69.09%
		Total					
		Deviation	16.58%				

The purpose of this public hearing is to receive public input on the draft maps submitted, and for the City Council to discuss and provide direction on a final map for adoption. The City has conducted extensive public outreach to solicit feedback from the Arcadia community on communities of interest and draft maps through its traditional public outreach tools. The public hearing notice was published in the Arcadia Weekly newspaper on January 20, 2022. In addition, the public mapping tool at districtr.org/tag/arcadia2021 is linked on the City's redistricting webpage and provides easy access for the public to submit draft maps.

The City's demographer, NDC, has reviewed the 19 drafts maps and 2 community of interest map submitted by the public by the January 15, 2022, deadline and posted on the City's redistricting webpage at ArcadiaCA.gov/redistricting. Of the 19 maps submitted, 13 are being proposed as several maps were duplicate submissions and a few were not population balanced and are, therefore, being excluded from discussion (Attachment "B"). In addition, 2 community of interest maps were submitted by the deadline; however, only 1 map contained a community of interest that was within the corporate boundaries of the City (Attachment "C"). It should be noted that draft maps must be publicly available and posted on the City's website for at least seven days before it can be considered by the City Council for adoption at a public hearing. If a change is made to a map at this public

hearing or any subsequent meeting, the revised map must be posted at least seven days before it is adopted by ordinance.

Each of the remaining 13 maps have been evaluated by NDC to determine that they meet the standards and statutory requirements established by the relevant legal authorities (i.e., Federal Voting Rights Act, Fair Maps Act, etc.) and can be considered by the City Council. The submitted maps, along with their corresponding demographic analysis, were posted on the City's redistricting page on Tuesday, January 25, 2022, and are included with this report. An interactive view of proposed maps can be found at <https://tinyurl.com/arcadiadraftmaps>. The maps that met the legal standards were labeled by number in the order in which they were received. Maps that did not meet legal standards are not included with this report.

At staff's request, NDC was asked to prepare draft maps that are consistent with the City's current boundaries with minimal changes and meet all of the necessary statutory requirements for adoption. NDC reviewed the maps that were submitted and concluded that Maps 101 and 103 that were submitted by the public are maps that they would have drawn pursuant to the City's request.

At the conclusion of the public hearing, staff will be asking the City Council for input on which maps should be considered further and whether additional public meetings or hearings would be desired prior to the public hearing for adoption that is scheduled for March 15, 2022. In addition, if the City Council has any additional maps that they would like to have considered, this meeting would be an ideal time to bring forward such concepts for discussion.

ENVIRONMENTAL ANALYSIS

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

PUBLIC NOTICE

The public hearing notice was published in the Arcadia Weekly newspaper on January 20, 2022.

FISCAL IMPACT

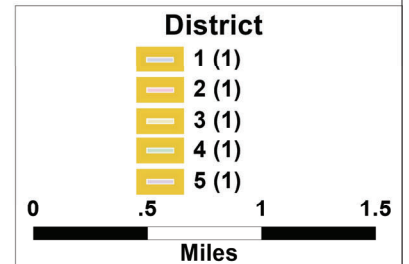
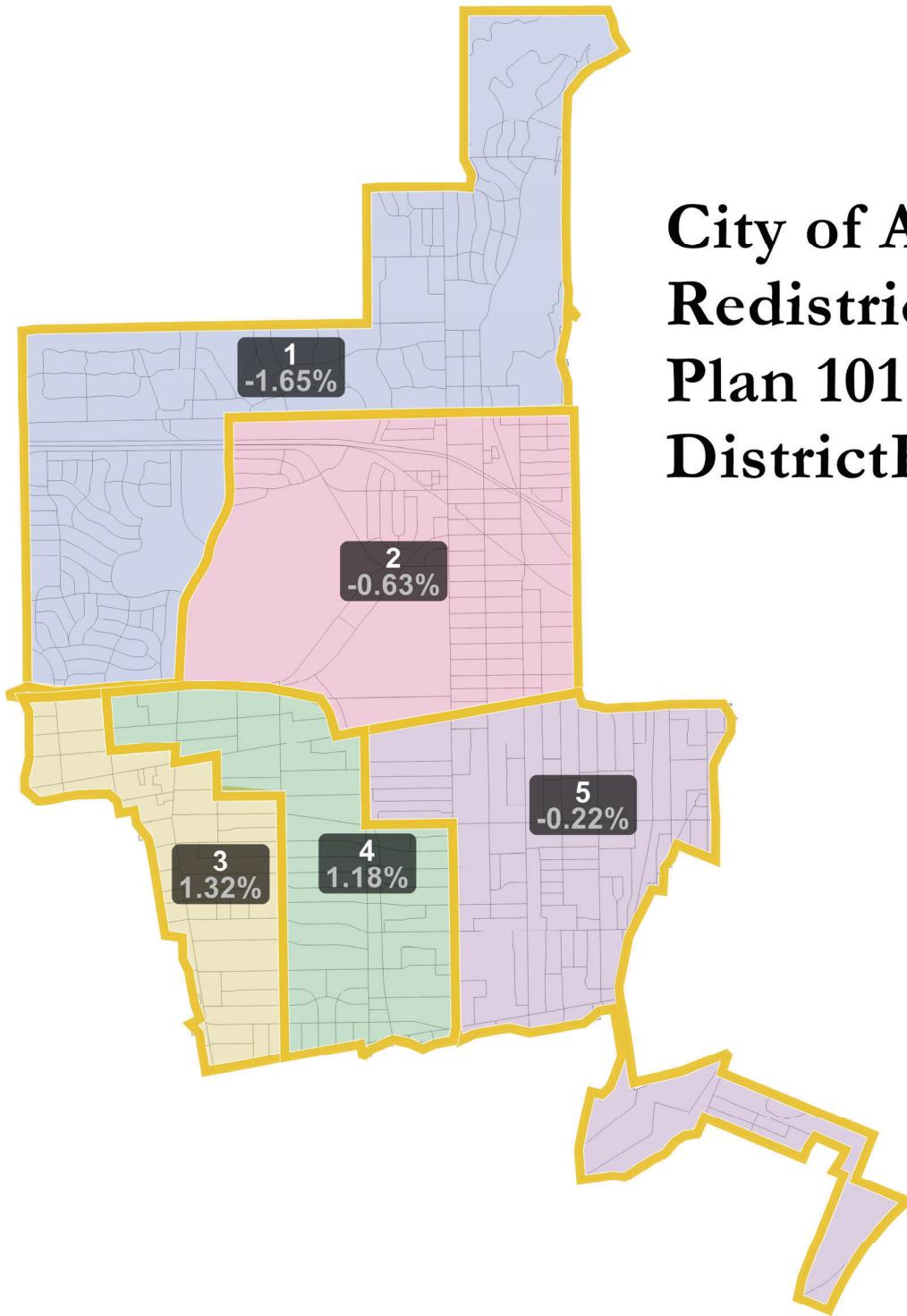
There is no impact to the General Fund as a result of this public hearing. The cost of the entire redistricting process has been included in the FY 2021-22 operating budget and choosing different districts will have no direct impact on City costs. Failure to adopt new districts prior to the April 17, 2022, deadline may result in legal and court costs.

RECOMMENDATION

It is recommended that the City Council conduct a public hearing to review the draft maps submitted by the Arcadia community, determine that this project is exempt under the California Environmental Quality Act (“CEQA”), and provide direction on a final map for introduction at a public hearing on March 15, 2022.

Attachments: “A” – Current City Council Districts
 “B” – Draft Maps (101 through 113)
 “C” – Community of Interest Map

City of Arcadia Redistricting 2021 Plan 101 DistrictR ID 73002



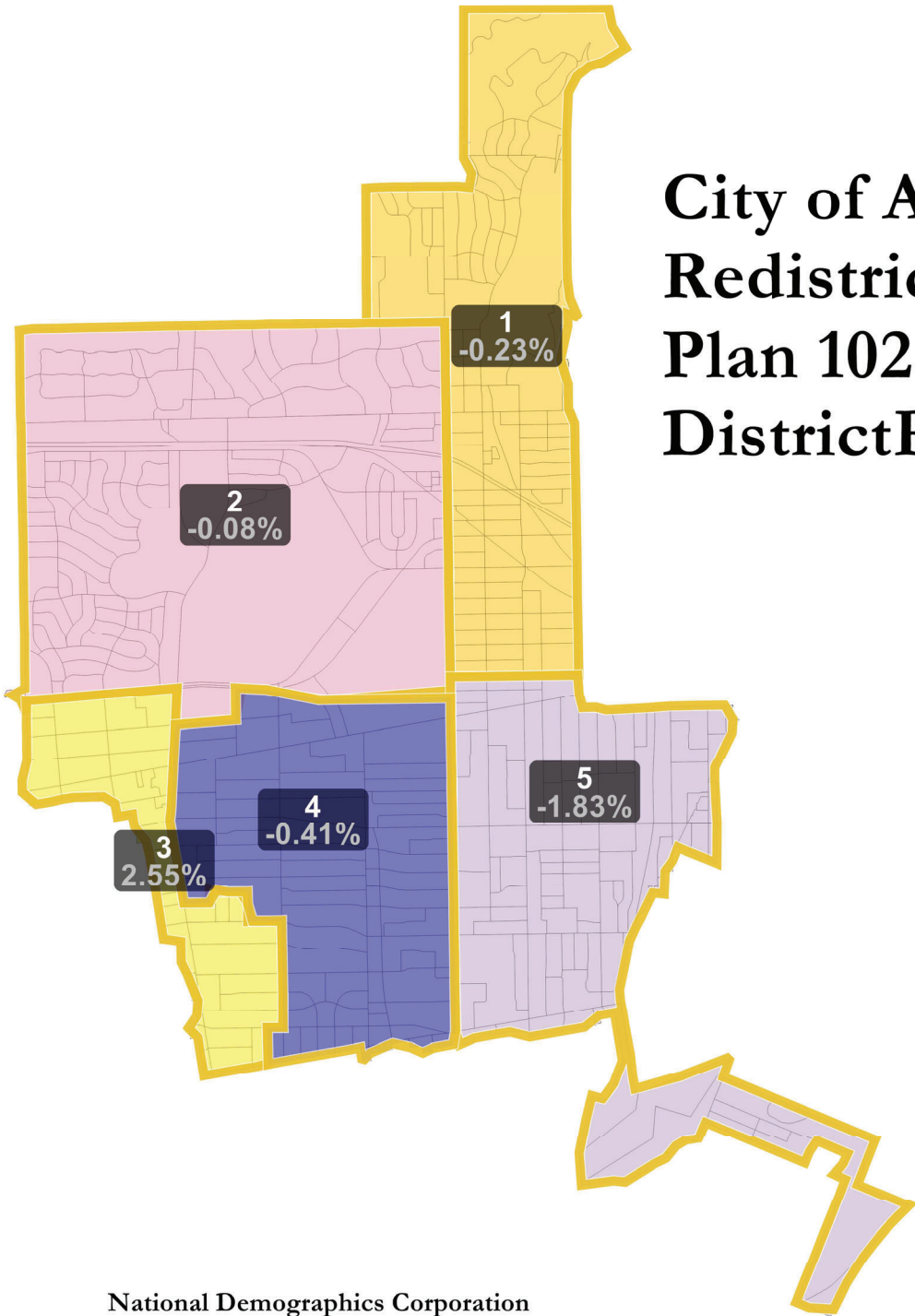
National Demographics Corporation

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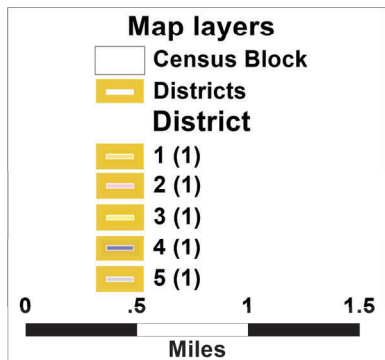
City of Arcadia - Draft Plan 101 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11169	-187	-1.65%	1,405	12.58%	2,944	26.36%	177	1.58%	6,485	58.06%
2	11285	-71	-0.63%	1,744	15.45%	1,796	15.91%	216	1.91%	7,354	65.17%
3	11506	150	1.32%	1,761	15.31%	1,740	15.12%	308	2.68%	7,482	65.03%
4	11490	134	1.18%	1,245	10.84%	1,662	14.46%	215	1.87%	8,201	71.38%
5	11331	-25	-0.22%	1,280	11.30%	1,847	16.30%	127	1.12%	7,877	69.52%
Total	56,781		2.97%	7,435		9,989		1,043		37,399	

City of Arcadia - Draft Plan 101 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	7,827	845	10.79%	2,838	36.27%	126	1.62%	3,759	48.03%
2	7,048	698	9.91%	1,910	27.10%	163	2.32%	3,987	56.57%
3	7,187	1,013	14.09%	1,846	25.68%	227	3.16%	3,866	53.80%
4	6,931	676	9.76%	1,769	25.52%	145	2.09%	4,253	61.36%
5	7,854	698	8.89%	1,922	24.48%	30	0.38%	4,956	63.11%
Total	36,847	3,931		10,285		692		20,821	

City of Arcadia Redistricting 2021 Plan 102 DistrictR ID 79331



National Demographics Corporation

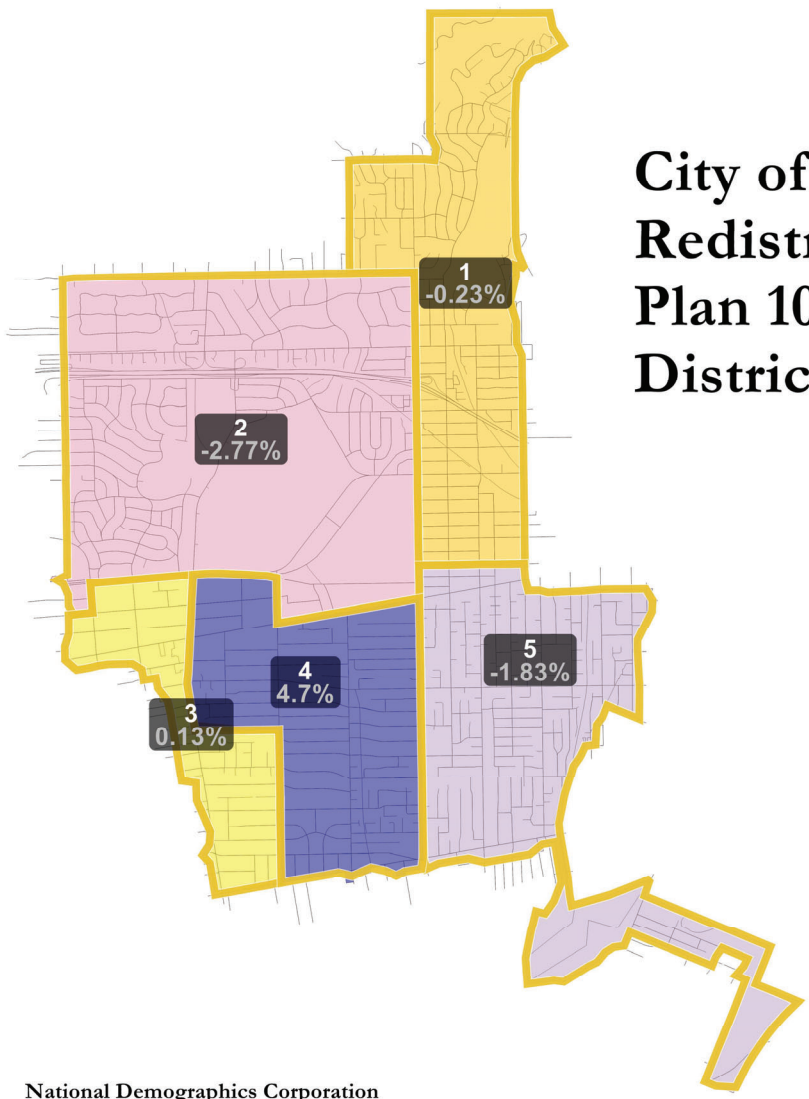


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City of Arcadia - Draft Plan 102 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11330	-26	-0.23%	1,536	13.56%	2,107	18.60%	190	1.68%	7,359	64.95%
2	11347	-9	-0.08%	1,595	14.06%	2,792	24.61%	218	1.92%	6,543	57.66%
3	11646	290	2.55%	2,016	17.31%	1,746	14.99%	344	2.95%	7,339	63.02%
4	11310	-46	-0.41%	953	8.43%	1,556	13.76%	163	1.44%	8,456	74.77%
5	11148	-208	-1.83%	1,335	11.98%	1,788	16.04%	128	1.15%	7,702	69.09%
Total	56,781		4.39%	7,435		9,989		1,043		37,399	

City of Arcadia - Draft Plan 102 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	7,159	584	8.16%	2,111	29.48%	170	2.38%	4,086	57.07%
2	7,690	953	12.39%	2,773	36.07%	120	1.56%	3,515	45.72%
3	6,679	1,135	16.99%	1,820	27.25%	223	3.34%	3,325	49.78%
4	7,723	553	7.16%	1,719	22.25%	151	1.95%	5,202	67.35%
5	7,596	706	9.29%	1,863	24.52%	28	0.37%	4,694	61.79%
Total	36,847	3,931		10,285		692		20,821	

City of Arcadia Redistricting 2021 Plan 103 DistrictR ID 81545



Map layers

- Census Block
- Streets
- Districts
- District
- 1 (1)
- 2 (1)
- 3 (1)
- 4 (1)
- 5 (1)

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Miles

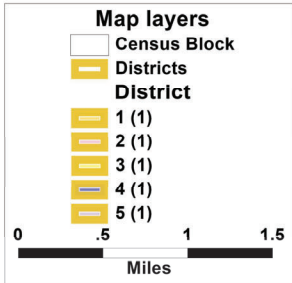
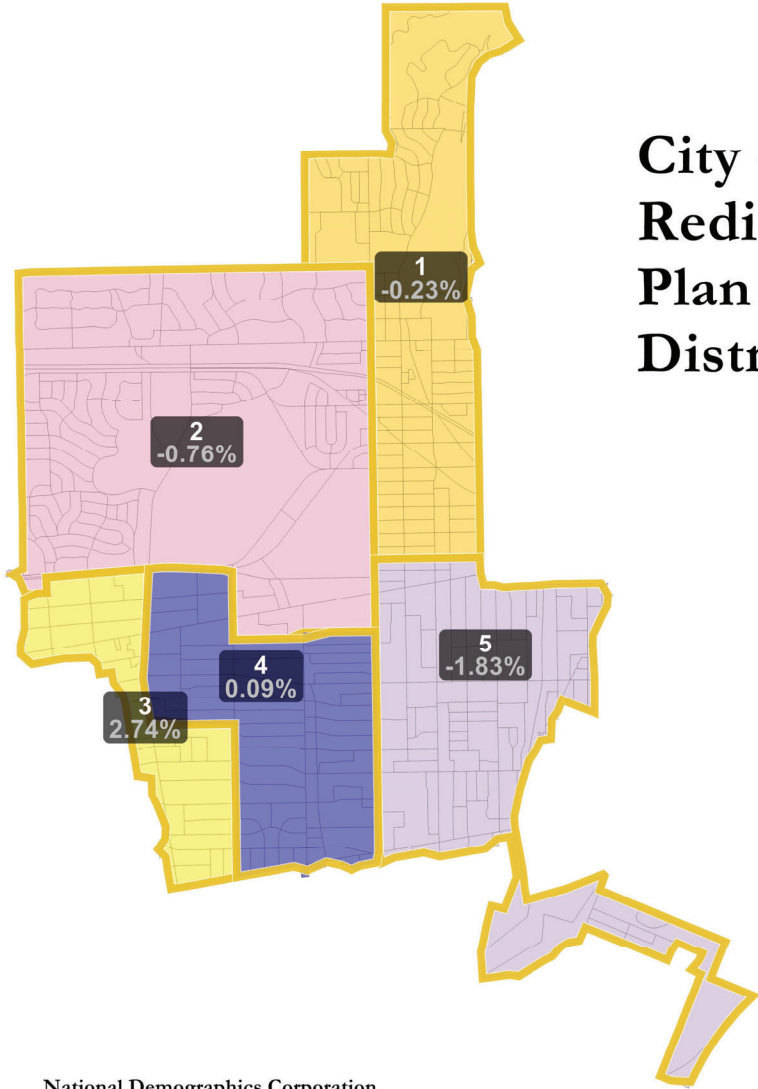
National Demographics Corporation

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City of Arcadia - Draft Plan 103 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11330	-26	-0.23%	1,536	13.56%	2,107	18.60%	190	1.68%	7,359	64.95%
2	11042	-314	-2.77%	1,672	15.14%	2,676	24.23%	233	2.11%	6,260	56.69%
3	11371	15	0.13%	1,909	16.79%	1,741	15.31%	315	2.77%	7,218	63.48%
4	11890	534	4.70%	983	8.27%	1,677	14.10%	177	1.49%	8,860	74.52%
5	11148	-208	-1.83%	1,335	11.98%	1,788	16.04%	128	1.15%	7,702	69.09%
Total	56,781		7.47%	7,435		9,989		1,043		37,399	

City of Arcadia - Draft Plan 103 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	7,224	595	8.24%	2,107	29.17%	184	2.54%	4,283	59.29%
2	7,701	1,033	13.41%	2,915	37.84%	176	2.29%	3,541	45.97%
3	6,641	1,124	16.93%	1,728	26.02%	350	5.26%	3,423	51.54%
4	7,637	504	6.60%	1,685	22.06%	127	1.66%	5,214	68.28%
5	7,360	670	9.11%	1,851	25.15%	36	0.48%	4,737	64.36%
Total	36,563	3,927		10,286		872		21,198	

City of Arcadia Redistricting 2021 Plan 104 DistrictR ID 84644



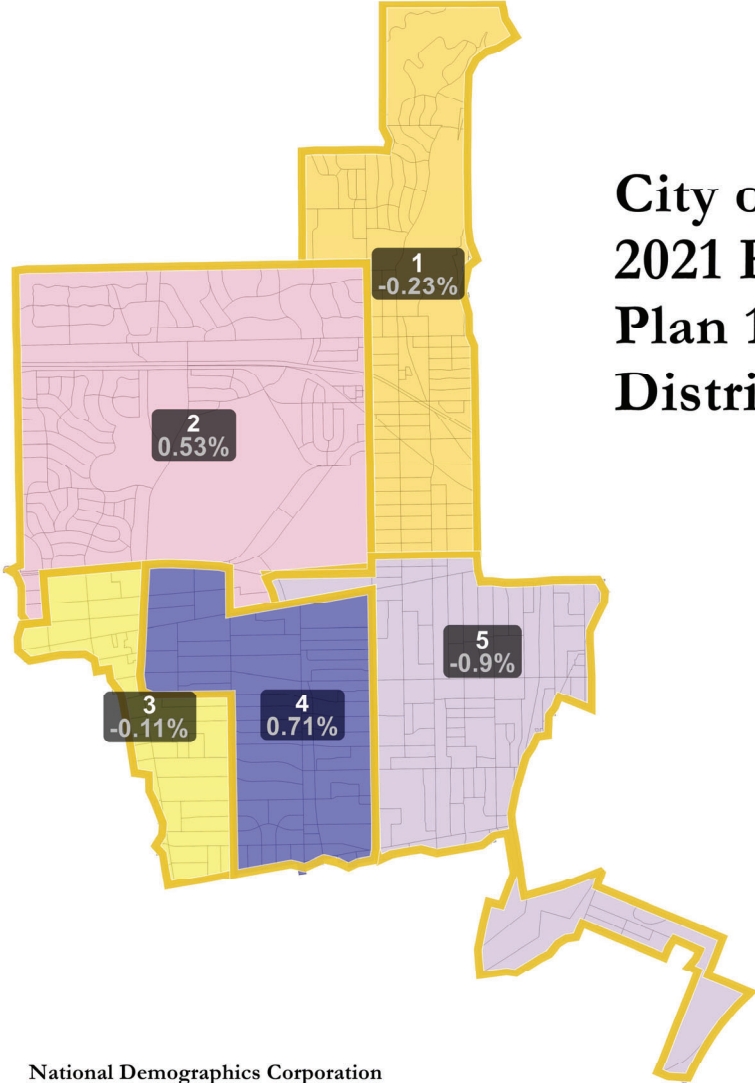
National Demographics Corporation

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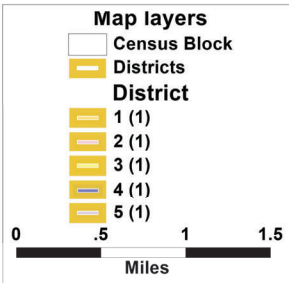
City of Arcadia - Draft Plan 104 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11330	-26	-0.23%	1,536	13.56%	2,107	18.60%	190	1.68%	7,359	64.95%
2	11270	-86	-0.76%	1,643	14.58%	2,713	24.07%	227	2.01%	6,482	57.52%
3	11667	311	2.74%	1,958	16.78%	1,766	15.14%	324	2.78%	7,423	63.62%
4	11366	10	0.09%	963	8.47%	1,615	14.21%	174	1.53%	8,433	74.20%
5	11148	-208	-1.83%	1,335	11.98%	1,788	16.04%	128	1.15%	7,702	69.09%
Total	56,781		4.57%	7,435		9,989		1,043		37,399	

City of Arcadia - Draft Plan 104 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	7,224	595	8.24%	2,107	29.17%	184	2.54%	4,283	59.29%
2	7,835	1,021	13.03%	2,916	37.22%	216	2.76%	3,644	46.51%
3	6,756	1,136	16.81%	1,750	25.91%	350	5.17%	3,504	51.87%
4	7,389	504	6.82%	1,661	22.49%	87	1.17%	5,030	68.07%
5	7,360	670	9.11%	1,851	25.15%	36	0.48%	4,737	64.36%
Total	36,563	3,927		10,286		872		21,198	

City of Arcadia 2021 Redistricting Plan 105 DistrictR ID 84654



National Demographics Corporation

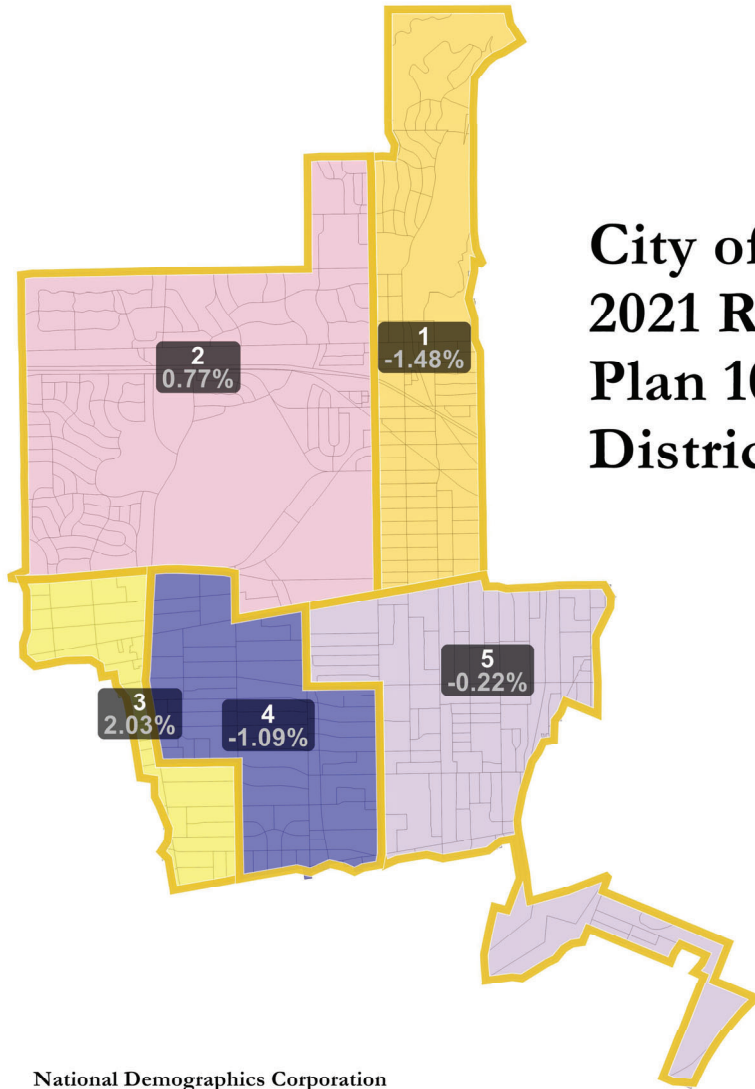


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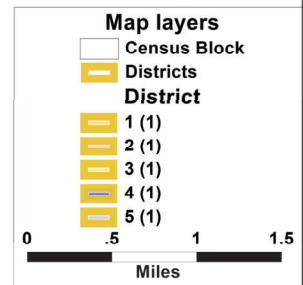
City of Arcadia - Draft Plan 105 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11330	-26	-0.23%	1,536	13.56%	2,107	18.60%	190	1.68%	7,359	64.95%
2	11416	60	0.53%	1,729	15.15%	2,763	24.20%	247	2.16%	6,468	56.66%
3	11344	-12	-0.11%	1,858	16.38%	1,717	15.14%	302	2.66%	7,284	64.21%
4	11437	81	0.71%	959	8.39%	1,612	14.09%	173	1.51%	8,506	74.37%
5	11254	-102	-0.90%	1,353	12.02%	1,790	15.91%	131	1.16%	7,782	69.15%
Total	56,781		1.61%	7,435		9,989		1,043		37,399	

City of Arcadia - Draft Plan 105 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	7,224	595	8.24%	2,107	29.17%	184	2.54%	4,283	59.29%
2	7,848	1,060	13.51%	2,975	37.91%	190	2.42%	3,585	45.68%
3	6,761	1,097	16.22%	1,716	25.39%	340	5.02%	3,592	53.13%
4	7,312	498	6.81%	1,636	22.37%	123	1.68%	4,949	67.68%
5	7,417	676	9.12%	1,851	24.96%	36	0.48%	4,788	64.56%
Total	36,563	3,927		10,286		872		21,198	

City of Arcadia 2021 Redistricting Plan 106 DistrictR ID 89763



National Demographics Corporation

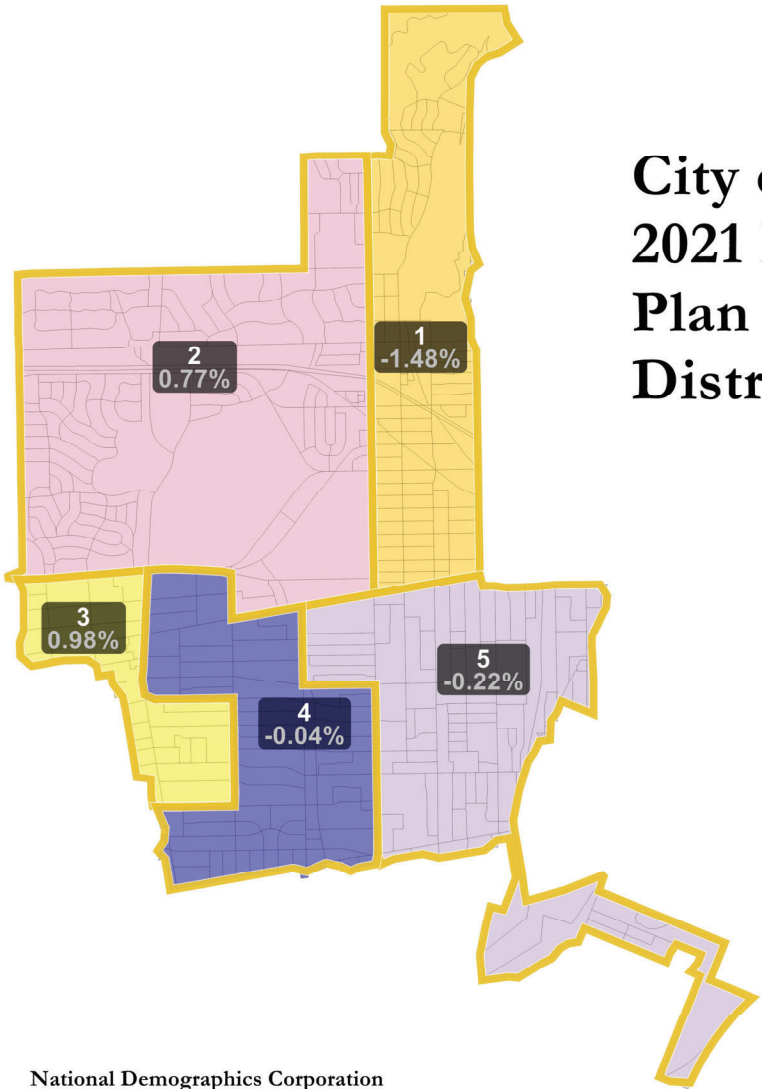


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City of Arcadia - Draft Plan 106 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11188	-168	-1.48%	1,550	13.85%	1,845	16.49%	185	1.65%	7,456	66.64%
2	11444	88	0.77%	1,613	14.09%	2,930	25.60%	216	1.89%	6,500	56.80%
3	11586	230	2.03%	2,019	17.43%	1,753	15.13%	342	2.95%	7,261	62.67%
4	11232	-124	-1.09%	973	8.66%	1,614	14.37%	173	1.54%	8,305	73.94%
5	11331	-25	-0.22%	1,280	11.30%	1,847	16.30%	127	1.12%	7,877	69.52%
Total	56,781		3.50%	7,435		9,989		1,043		37,399	

City of Arcadia - Draft Plan 106 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	6,915	580	8.39%	1,865	26.97%	170	2.46%	4,245	61.39%
2	8,225	1,018	12.38%	3,137	38.13%	203	2.47%	3,830	46.56%
3	6,576	1,107	16.84%	1,701	25.87%	348	5.30%	3,403	51.75%
4	7,306	543	7.43%	1,707	23.36%	88	1.20%	4,862	66.54%
5	7,541	678	9.00%	1,876	24.88%	63	0.83%	4,858	64.42%
Total	36,563	3,927		10,286		872		21,198	

City of Arcadia 2021 Redistricting Plan 107 DistrictR ID 89764



National Demographics Corporation

Map layers

- Census Block
- Districts
- District
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 - 2 (1)
 - 3 (1)
 - 4 (1)
 - 5 (1)

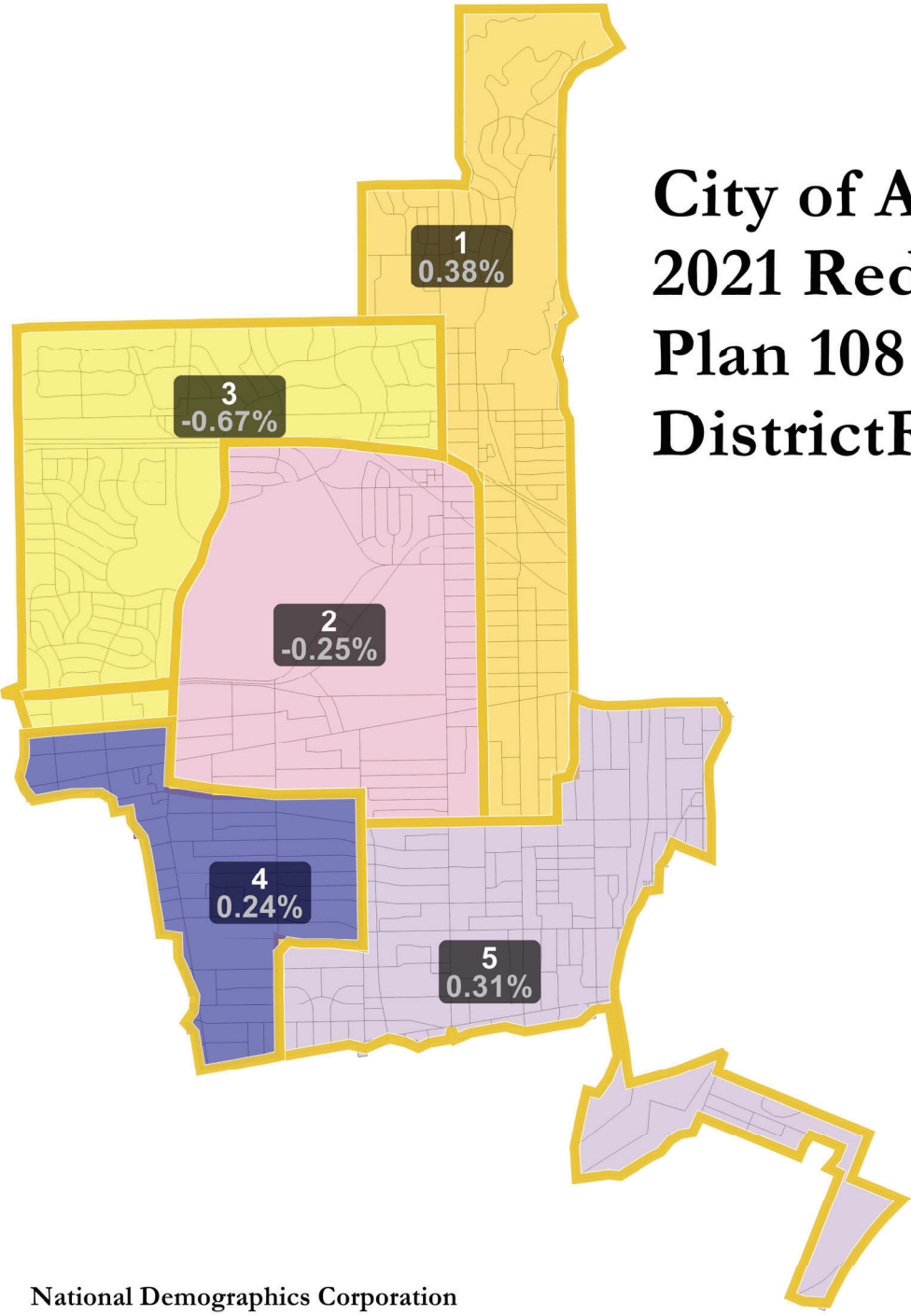
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City of Arcadia - Draft Plan 107 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11188	-168	-1.48%	1,550	13.85%	1,845	16.49%	185	1.65%	7,456	66.64%
2	11444	88	0.77%	1,613	14.09%	2,930	25.60%	216	1.89%	6,500	56.80%
3	11467	111	0.98%	1,946	16.97%	1,752	15.28%	325	2.83%	7,243	63.16%
4	11351	-5	-0.04%	1,046	9.22%	1,615	14.23%	190	1.67%	8,323	73.32%
5	11331	-25	-0.22%	1,280	11.30%	1,847	16.30%	127	1.12%	7,877	69.52%
Total	56,781		2.46%	7,435		9,989		1,043		37,399	

City of Arcadia - Draft Plan 107 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	6,915	580	8.39%	1,865	26.97%	170	2.46%	4,245	61.39%
2	8,225	1,018	12.38%	3,137	38.13%	203	2.47%	3,830	46.56%
3	6,286	1,064	16.93%	1,703	27.09%	230	3.66%	3,272	52.06%
4	7,596	586	7.71%	1,705	22.45%	206	2.72%	4,992	65.72%
5	7,541	678	9.00%	1,876	24.88%	63	0.83%	4,858	64.42%
Total	36,563	3,927		10,286		872		21,198	

City of Arcadia 2021 Redistricting Plan 108 DistrictR ID 90312



Map layers

- Census Block
- Districts
- District**
- 1 (1)
- 2 (1)
- 3 (1)
- 4 (1)
- 5 (1)

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Miles

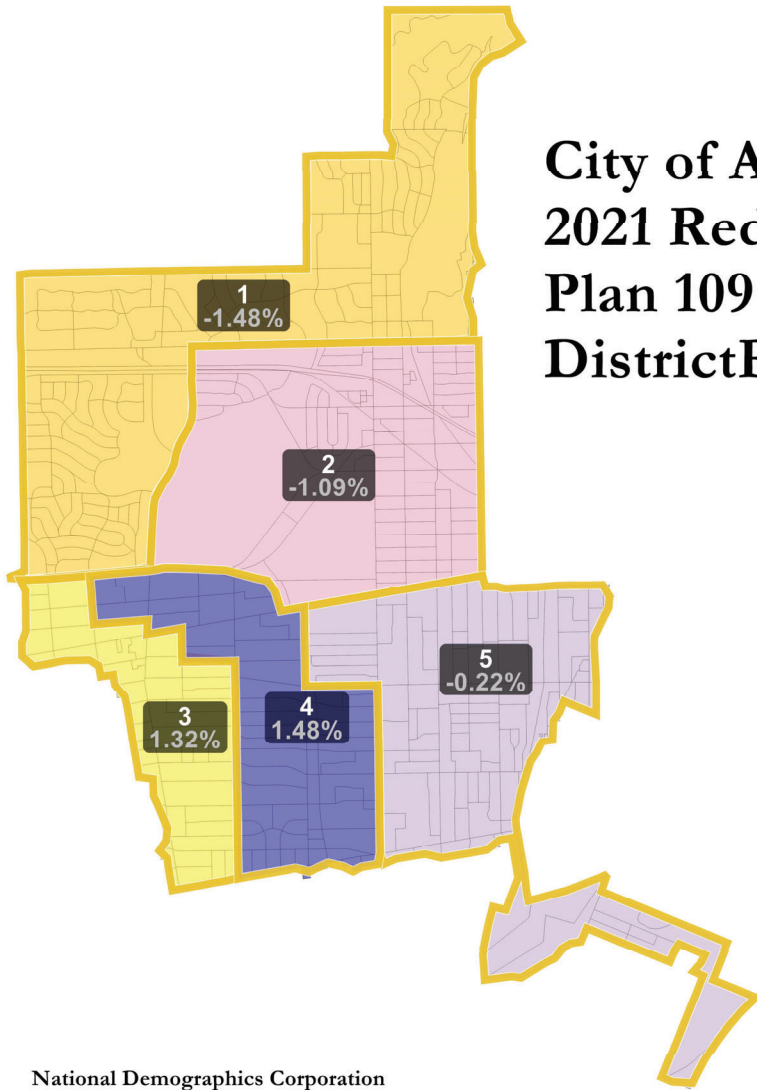
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City of Arcadia - Draft Plan 108 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11399	43	0.38%	1,259	11.04%	2,101	18.43%	173	1.52%	7,719	67.72%
2	11328	-28	-0.25%	1,489	13.14%	1,940	17.13%	226	2.00%	7,463	65.88%
3	11280	-76	-0.67%	1,959	17.37%	2,453	21.75%	268	2.38%	6,434	57.04%
4	11383	27	0.24%	1,384	12.16%	1,677	14.73%	246	2.16%	7,877	69.20%
5	11391	35	0.31%	1,344	11.80%	1,818	15.96%	130	1.14%	7,906	69.41%
Total	56,781		0.98%	7,435		9,989		1,043		37,399	

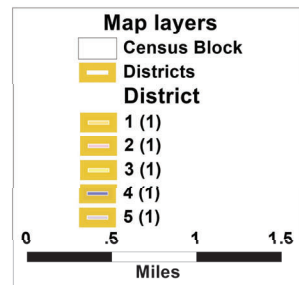
City of Arcadia - Draft Plan 108 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	7,098	580	8.17%	1,887	26.59%	138	1.95%	4,612	64.98%
2	6,791	1,018	14.99%	2,003	29.50%	166	2.44%	3,772	55.54%
3	7,136	1,064	14.92%	2,450	34.33%	198	2.77%	3,433	48.10%
4	7,363	586	7.95%	1,682	22.85%	344	4.67%	4,410	59.89%
5	8,175	678	8.30%	2,263	27.68%	27	0.33%	4,971	60.81%
Total	36,563	3,927		10,286		872		21,198	

City of Arcadia 2021 Redistricting Plan 109 DistrictR ID 95475



National Demographics Corporation

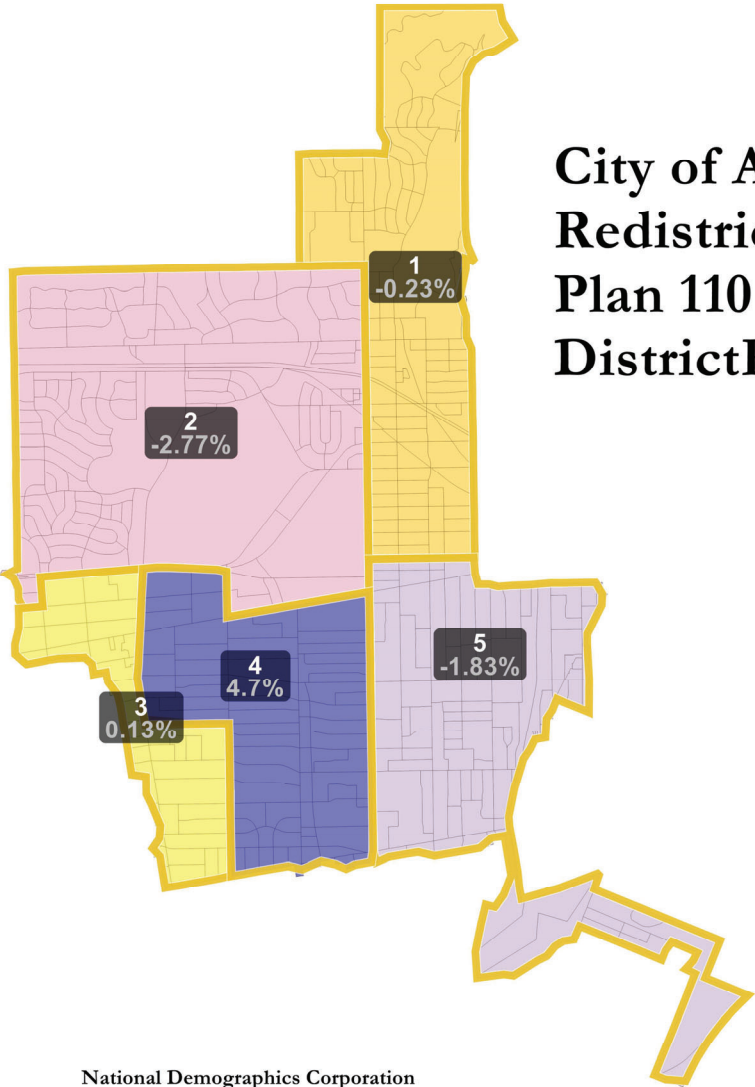
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City of Arcadia - Draft Plan 109 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11188	-168	-1.48%	1,410	12.60%	2,944	26.31%	177	1.58%	6,497	58.07%
2	11232	-124	-1.09%	1,721	15.32%	1,792	15.95%	213	1.90%	7,337	65.32%
3	11506	150	1.32%	1,761	15.31%	1,740	15.12%	308	2.68%	7,482	65.03%
4	11524	168	1.48%	1,263	10.96%	1,666	14.46%	218	1.89%	8,206	71.21%
5	11331	-25	-0.22%	1,280	11.30%	1,847	16.30%	127	1.12%	7,877	69.52%
Total	56,781		2.96%	7,435		9,989		1,043		37,399	

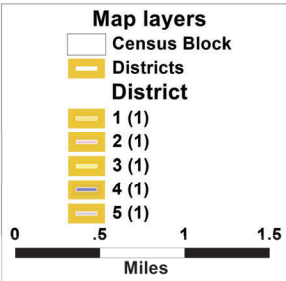
City of Arcadia - Draft Plan 109 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	7,830	858	10.96%	2,912	37.19%	201	2.57%	3,838	49.02%
2	7,205	727	10.09%	2,073	28.77%	167	2.32%	4,168	57.85%
3	6,880	892	12.97%	1,635	23.77%	343	4.98%	4,009	58.27%
4	7,107	770	10.84%	1,789	25.17%	99	1.39%	4,324	60.84%
5	7,541	678	9.00%	1,876	24.88%	63	0.83%	4,858	64.42%
Total	36,563	3,927		10,286		872		21,198	

City of Arcadia Redistricting 2021 Plan 110 DistrictR ID 101661



National Demographics Corporation

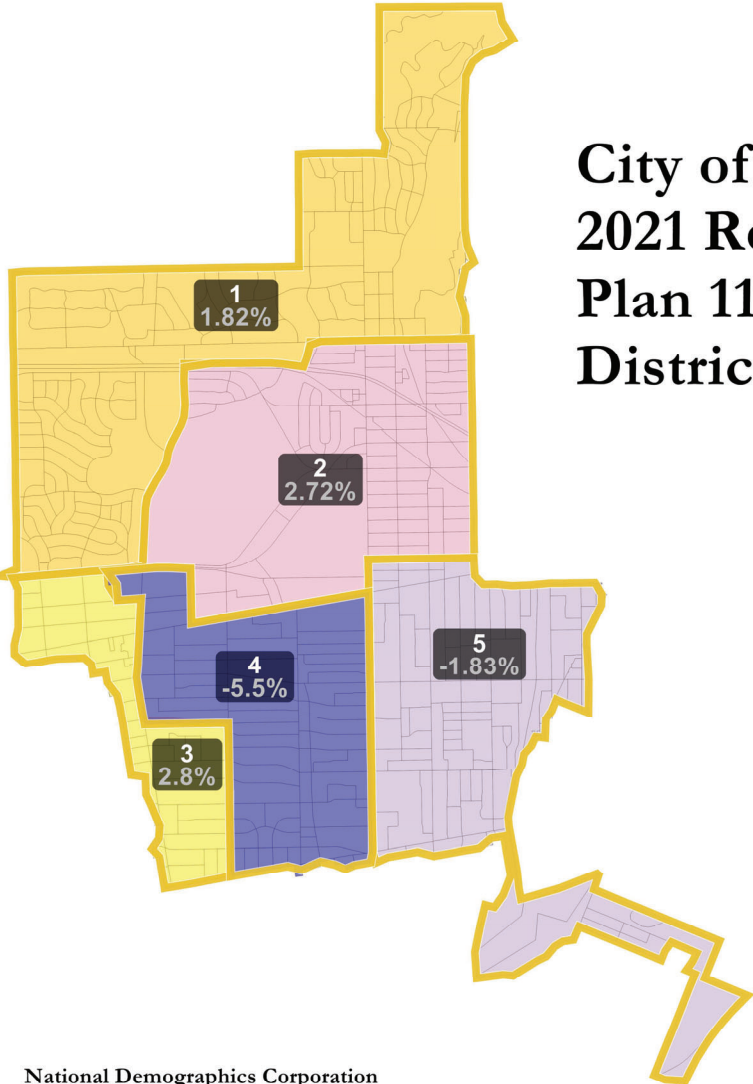
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City of Arcadia - Draft Plan 110 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11330	-26	-0.23%	1,536	13.56%	2,107	18.60%	190	1.68%	7,359	64.95%
2	11042	-314	-2.77%	1,672	15.14%	2,676	24.23%	233	2.11%	6,260	56.69%
3	11371	15	0.13%	1,909	16.79%	1,741	15.31%	315	2.77%	7,218	63.48%
4	11890	534	4.70%	983	8.27%	1,677	14.10%	177	1.49%	8,860	74.52%
5	11148	-208	-1.83%	1,335	11.98%	1,788	16.04%	128	1.15%	7,702	69.09%
Total	56,781		7.47%	7,435		9,989		1,043		37,399	

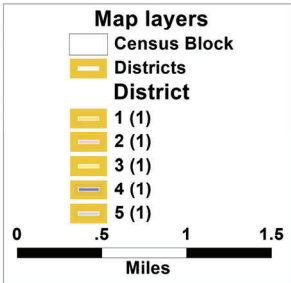
City of Arcadia - Draft Plan 110 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	7,224	595	8.24%	2,107	29.17%	184	2.54%	4,283	59.29%
2	7,701	1,033	13.41%	2,915	37.84%	176	2.29%	3,541	45.97%
3	6,641	1,124	16.93%	1,728	26.02%	350	5.26%	3,423	51.54%
4	7,637	504	6.60%	1,685	22.06%	127	1.66%	5,214	68.28%
5	7,360	670	9.11%	1,851	25.15%	36	0.48%	4,737	64.36%
Total	36,563	3,927		10,286		872		21,198	

City of Arcadia 2021 Redistricting Plan 111 DistrictR ID 101672



National Demographics Corporation

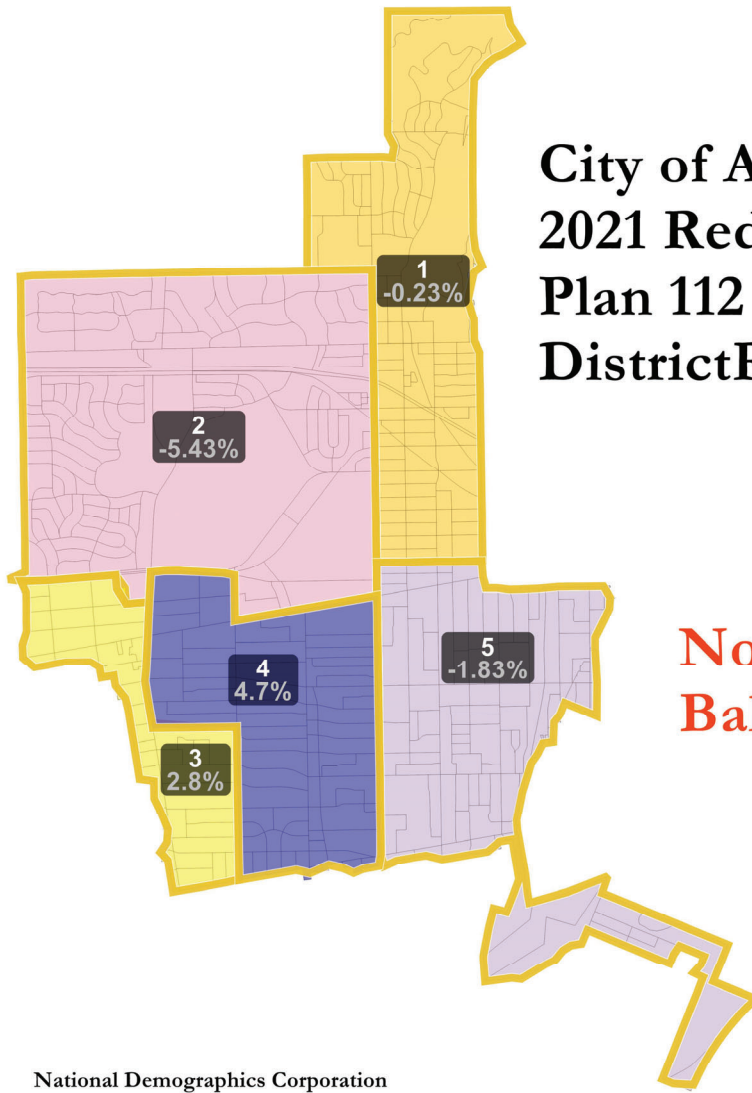
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City of Arcadia - Draft Plan 111 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11563	207	1.82%	1,440	12.45%	3,023	26.14%	182	1.57%	6,755	58.42%
2	11665	309	2.72%	1,782	15.28%	1,944	16.67%	247	2.12%	7,522	64.48%
3	11674	318	2.80%	1,954	16.74%	1,772	15.18%	333	2.85%	7,409	63.47%
4	10731	-625	-5.50%	924	8.61%	1,462	13.62%	153	1.43%	8,011	74.65%
5	11148	-208	-1.83%	1,335	11.98%	1,788	16.04%	128	1.15%	7,702	69.09%
Total	56,781		8.30%	7,435		9,989		1,043		37,399	

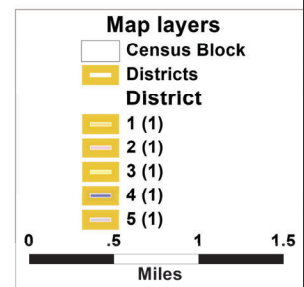
City of Arcadia - Draft Plan 111 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	8,100	881	10.87%	2,987	36.88%	201	2.48%	4,011	49.52%
2	7,264	755	10.39%	2,083	28.67%	180	2.47%	4,167	57.36%
3	6,702	1,093	16.31%	1,752	26.14%	340	5.08%	3,512	52.40%
4	7,137	528	7.40%	1,613	22.60%	116	1.62%	4,771	66.84%
5	7,360	670	9.11%	1,851	25.15%	36	0.48%	4,737	64.36%
Total	36,563	3,927		10,286		872		21,198	

City of Arcadia 2021 Redistricting Plan 112 DistrictR ID 101681



**Not Population
Balanced**

National Demographics Corporation



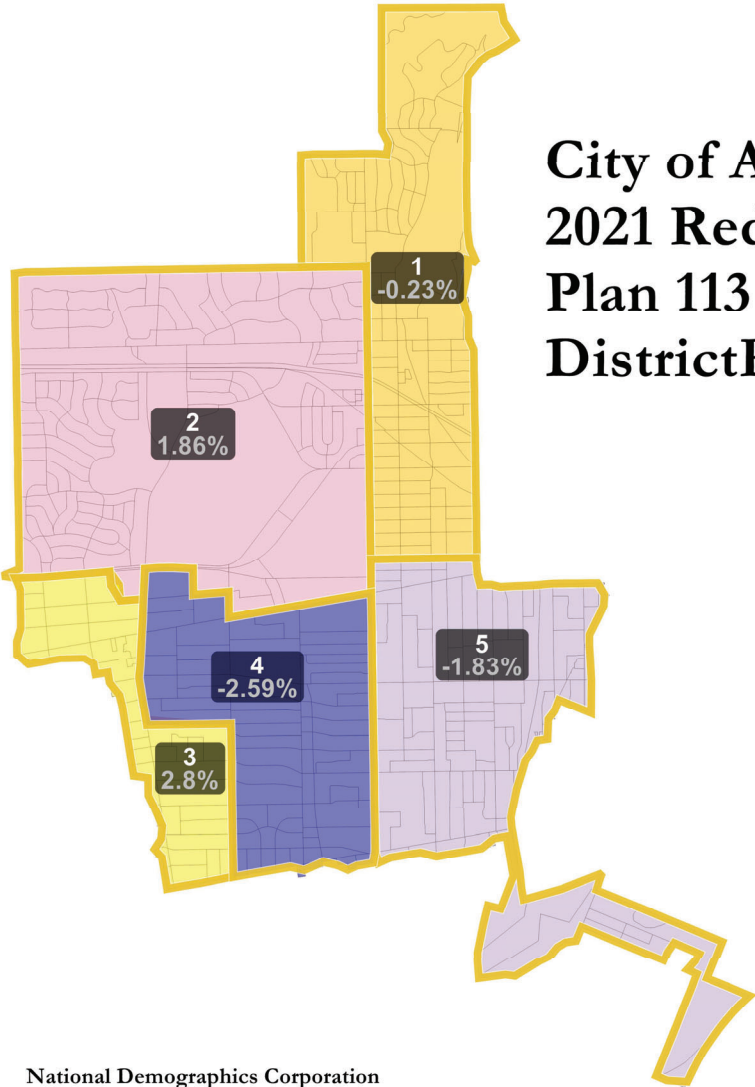
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NOT POPULATION BALANCED

City of Arcadia - Draft Plan 112 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11330	-26	-0.23%	1,536	13.56%	2,107	18.60%	190	1.68%	7,359	64.95%
2	10739	-617	-5.43%	1,627	15.15%	2,645	24.63%	215	2.00%	6,069	56.51%
3	11674	318	2.80%	1,954	16.74%	1,772	15.18%	333	2.85%	7,409	63.47%
4	11890	534	4.70%	983	8.27%	1,677	14.10%	177	1.49%	8,860	74.52%
5	11148	-208	-1.83%	1,335	11.98%	1,788	16.04%	128	1.15%	7,702	69.09%
Total	56,781		10.14%	7,435		9,989		1,043		37,399	

City of Arcadia - Draft Plan 112 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	7,224	595	8.24%	2,107	29.17%	184	2.54%	4,283	59.29%
2	7,640	1,064	13.93%	2,891	37.84%	186	2.43%	3,451	45.17%
3	6,702	1,093	16.31%	1,752	26.14%	340	5.08%	3,512	52.40%
4	7,637	504	6.60%	1,685	22.06%	127	1.66%	5,214	68.28%
5	7,360	670	9.11%	1,851	25.15%	36	0.48%	4,737	64.36%
Total	36,563	3,927		10,286		872		21,198	

City of Arcadia 2021 Redistricting Plan 113 DistrictR ID 101687



National Demographics Corporation

Map layers

- Census Block
- Districts
- District
- 1 (1)
- 2 (1)
- 3 (1)
- 4 (1)
- 5 (1)

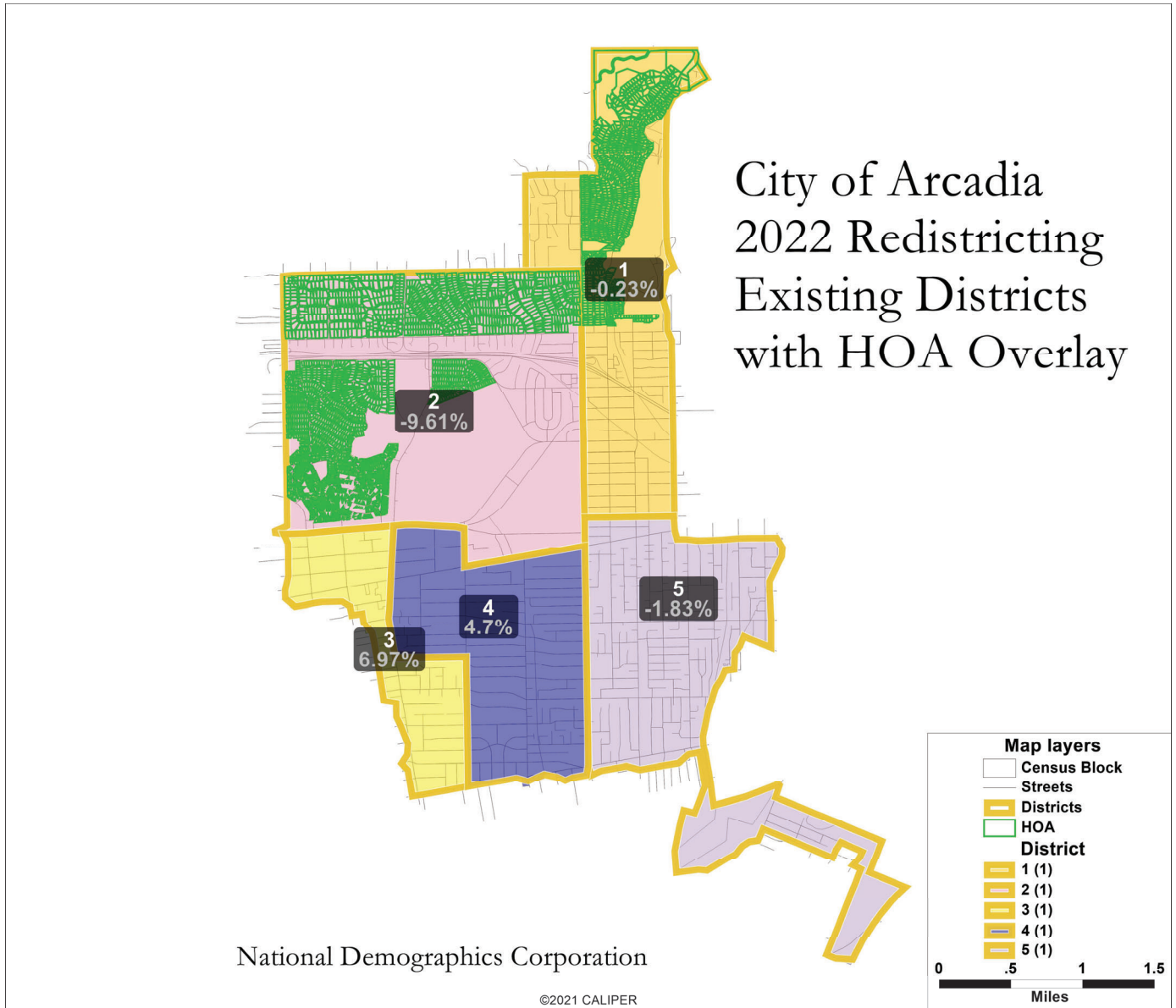
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City of Arcadia - Draft Plan 113 Total Population Demographics											
District	Population	Deviation	% Deviation	Hisp Origin	% Hispanic	NH White	% NH White	NH Black	% NH Black	NH Asian	% NH Asian
1	11330	-26	-0.23%	1,536	13.56%	2,107	18.60%	190	1.68%	7,359	64.95%
2	11567	211	1.86%	1,733	14.98%	2,778	24.02%	239	2.07%	6,621	57.24%
3	11674	318	2.80%	1,954	16.74%	1,772	15.18%	333	2.85%	7,409	63.47%
4	11062	-294	-2.59%	877	7.93%	1,544	13.96%	153	1.38%	8,308	75.10%
5	11148	-208	-1.83%	1,335	11.98%	1,788	16.04%	128	1.15%	7,702	69.09%
Total	56,781		5.39%	7,435		9,989		1,043		37,399	

City of Arcadia - Draft Plan 113 Citizen Voting Age Population (CVAP) Demographics									
District	CVAP Population	Hisp CVAP	% Hisp CVAP	NH White CVAP	% NH White CVAP	NH Black CVAP	% NH Black CVAP	NH Asian CVAP	% NH Asian CVAP
1	7,224	595	8.24%	2,107	29.17%	184	2.54%	4,283	59.29%
2	8,013	1,091	13.62%	2,956	36.89%	198	2.47%	3,719	46.41%
3	6,702	1,093	16.31%	1,752	26.14%	340	5.08%	3,512	52.40%
4	7,264	477	6.57%	1,620	22.30%	115	1.58%	4,947	68.10%
5	7,360	670	9.11%	1,851	25.15%	36	0.48%	4,737	64.36%
Total	36,563	3,927		10,286		872		21,198	

Attachment "C"



**ARCADIA CITY COUNCIL
SPECIAL MEETING MINUTES
TUESDAY, JANUARY 18, 2022**

CALL TO ORDER – Mayor Tay called the Closed Session to order at 5:30 p.m.

ROLL CALL OF CITY COUNCIL MEMBERS

PRESENT: Beck, Verlato, Cheng, and Tay
ABSENT: None

PUBLIC COMMENTS – No one appeared.

STUDY SESSION

- a. Fee Deferral Program between the City of Arcadia and SAICP, LLC. for Phase 2 of the "One Gallop Way" Project at 180 W. Huntington Drive.
Recommended Action: Approve

Assistant City Manger Kruckeberg presented the PowerPoint presentation.

After discussion, it was the consensus of the City Council to approve the request for a fee deferral as presented, subject to the developer providing additional security in case of default.

CLOSED SESSION

- a. Conference with Real Property Negotiators (Government Code section 54956.8) Property: 620 East Live Oak Avenue (APN: 8571-011-904, 8571-012-907, 8571-012-908) Agency negotiators: Dominic Lazzaretto, City Manager; Jason Kruckeberg, Assistant City Manager/Development Services Director; Stephen Deitsch, City Attorney Negotiating parties: The Olson Company, The New Home Company, and Linc Housing. City Ventures Holdings, LLC and Anton DevCo Inc.
Under negotiation: Price and Terms
- b. Pursuant to Government Code Section 54956.9(d)(4) to confer with legal counsel regarding potential litigation – one (1) case
- c. Pursuant to Government Code Section 54957 regarding Public Employee Performance Evaluation.
- d. Pursuant to Government Code Section 54957.6 to confer with labor negotiators for unrepresented employee: City Manager

Mayor Tay recused himself from Closed Session item b. due to a potential personal financial interest and conflict of interest.

No reportable action was taken on the Closed Session items.

The Special Meeting ended at 6:40 p.m.



Rachelle Arellano
Deputy City Clerk

**ARCADIA CITY COUNCIL
REGULAR MEETING MINUTES
TUESDAY, JANUARY 18, 2022**

1. **CALL TO ORDER** – Mayor Tay called the Regular Meeting to order at 7:00 p.m.
2. **INVOCATION** – Pastor Terrence Shay, First Chinese Baptist Church of Walnut/Arcadia Resident
3. **PLEDGE OF ALLEGIANCE** – City Clerk Gene Glasco
4. **ROLL CALL OF CITY COUNCIL MEMBERS**

PRESENT: Beck, Verlato, Cheng, and Tay
ABSENT: None

5. **FINDINGS TO ESTABLISH TELECONFERENCE MEETINGS UNDER AB 361 AND RELATED ACTIONS**

- a. Acting on behalf of the Governing body of the City of Arcadia, and on behalf of boards and commissions for which the City Council has created, and are subject to the Brown Act: find in accordance with Assembly Bill (AB) 361 Section 3(e)(3), California Government Code Section 54953(e)(3) that the City Council has reconsidered the circumstances of the State of Emergency due to the COVID-19 pandemic and that the State of Emergency remains active and that local officials continue to recommend measures to promote social distancing; and instruct the City Manager to place on the meeting agendas for the City Council and the agendas for those entities for which the City Council has created, not more than 30 calendar days after these findings are adopted, an agenda item entitled "Findings to Continue Teleconference Meetings under AB 361 and Related Actions," and include these same findings for adoption, and continue to do so not more than 30 calendar days after each time these findings are adopted until instructed to cease doing so.

Recommended Action: Make Findings

A motion was made by Council Member Beck and seconded by Council Member Verlato to make findings to establish teleconference meetings under AB 361. The motion carried on a unanimous roll call vote.

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

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

Assistant City Attorney Maurer announced that prior to the Regular Meeting the City Council held a Special Meeting containing one Study Session and four Closed Session items. The City Council unanimously approved the Study Session item as presented subject to additional security. There was no reportable action for the Closed Session items; however, during Item b, Mayor Tay recused himself due to a potential personal financial interest and conflict of interest.

7. SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS

City Manager Lazzaretto announced that a letter was received from the Foothill Unity Center for item 9a. and advised that no appointment is currently needed for that Board; however, all other items in 9a will remain the same; he further shared that there is a new public comment card process.

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

A motion was made by Council Member Beck and seconded by Council Member Verlato to read all ordinances and resolutions by title only and waive the reading in full; the City Council concurred.

9. APPOINTMENTS

- a. Mayor and City Council appointments to fill various unexpired terms on outside Governmental Agencies
Recommended Action: Make Appointments

City Manager Lazzaretto presented the staff report.

It was the consensus of the City Council to receive and file the list of appointments with the direction that the City will send a letter of support for the City of El Monte nomination to the Metro Service Council. It was also acknowledged that the letter from Foothill Unity Center was received and that item was removed from the calendar.

10. PUBLIC HEARING

- a. Statement or Objectives and Projects for use of Community Development Block Grant (“CDBG”) Funds for Fiscal Year 2022-23.
Recommended Action: Approve

Economic Development Manager Schwehr presented the Staff Report.

The public hearing was opened and no one appeared.

A motion to close the public hearing was made by Council Member Verlato, seconded by Council Member Beck, and seeing no objection, Mayor Tay declared the public hearing closed.

It was moved by Council Member Beck, seconded by Council Member Verlato, and carried on roll call vote to approve the Statement or Objectives and Projects for use of Community Development Block Grant (“CDBG”) Funds for Fiscal Year 2022-23 with the modification for the Home Improvement Program to have a 5 year period instead of a 3 year period; authorization and direction to the City Manager to modify the project allocation should amendments become necessary, execute the MOU with the Los Angeles County Development approval, and as for the Environmental Analysis, this proposed action does not constitute a project and will have no impact on the environment under the California Environmental Quality Act (“CEQA”) and is therefore exempt.

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

11. PUBLIC COMMENTS

City Manager Lazzaretto noted for the record that the City Council had received 2 emails regarding support for a special election in District 5 to the City Clerk's public comment form for this Council Meeting and approximately 18 other emails regarding the vacancy in District 5 over the past few weeks, which will be incorporated into the record of this meeting as Public Comments.

Kirk Olsen, an Arcadia resident, appeared and stated that he would like the City Council to select a Council Member to fill the vacant seat for District 5.

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

Council Member Verlato announced that she attended the San Gabriel Valley Council of Governments Homelessness Committee meeting on January 5; she then wished everyone a Happy Lunar Year on February 1.

Council Member Beck stated that he would still like to make an appointment to the City Council; he suggested that Mickey Segal select a representative to fill the vacancy for District 5; he wished everyone a Happy New Year; he thanked Carlton Seaver for his donation to the Library; and he further thanked all those who had responsibility in forming the Arcadia Parks Foundation.

Mayor Pro Tem Cheng wished everyone a Happy New Year; he thanked City leaders for allowing the City to observe Martin Luther King Jr. Day as a holiday for the first time; he further thanked Council Member Beck for bringing the ban on to-go utensils for takeout; he announced that if you would like to be part of the Point-in-Time Count, which identifies the unsheltered in Arcadia, please contact the City of Arcadia to volunteer; he further announced food waste will now be transitioning from the black bin to the green bin with no plastics allowed; he noted that seniors should contact the City if they need any assistance; he reminded residents that the City has a Paramedic Membership Program, which is \$51 per year; he shared that free Covid-19 tests are available by going to [Covidtests.gov](https://www.covidtests.gov); he thanked residents for the public comments e-mailed in regarding the selection of a candidate for District 5.

City Clerk Gene Glasco shared that many of his friends and acquaintances recently had or currently have COVID-19; he expressed the safety of social distancing and asked everyone to please wear a mask.

Mayor Tay shared that the City Council has received a lot of emails regarding making an appointment to fill the vacant City Council seat; however, 30 days have passed; he announced that Chinese Lunar New Year is February 1 and it is the year of the tiger; he wished all residents to stay healthy and take care of themselves.

13. CONSENT CALENDAR

- a. Special Meeting Minutes of December 9, 2021, and Regular Meeting Minutes of December 21, 2021.
Recommended Action: Approve
- b. Donation in the amount of \$5,000 from the Richard C. Seaver Trust for the purchase of books for the Arcadia Public Library.
Recommended Action: Accept
- c. Final Tract Map No. 73913 with a categorical exemption under the California Environmental Quality Act ("CEQA") for a six-unit multi-family residential condominium subdivision at 1027 Arcadia Avenue.
Recommended Action: Approve
- d. Grant Award from the U.S. Department of Homeland Security – State Homeland Security Assistance Program ("SHSP") for the reimbursement of in-car mobile radio costs in the amount of \$39,770.
Recommended Action: Approve
- e. Professional Services Agreement with Southland Sports Officials to provide Basketball Officiating Services for Basketball Leagues from January 30, 2022, through June 30, 2022, and Fiscal Year 2022-23 in an amount not to exceed \$50,800.
Recommended Action: Approve
- f. Accept all work performed by Gentry Brothers, Inc. for the Live Oak Avenue Rehabilitation improvements from Santa Anita Avenue to the Easterly City Limits as complete.
Recommended Action: Approve

It was moved by Council Member Beck, seconded by Council Member Verlato, and carried on a roll call vote to approve Consent Calendar Items 13.a. through 13.f.

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

14. CITY MANAGER

- a. Appeal of the Business Permit and License Review Board's Decision to revoke the Business License for Saybrook Media Group Inc. at 529 Las Tunas Drive and if the decision is to uphold the Board's decision, adopt Resolution No. 7394.
Recommended Action: Adopt

City Manager Lazzaretto noted that there would be a change in City Attorney for this item and Attorney Todd Leishman would be advising the City Council on this item.

Attorney Todd Leishman advised that he was brought in to advise the City Council as a hearing body and he did not participate or have any knowledge of this case.

Attorney Todd Leishman advised the City Council that the procedural set-up for the hearing will be that each side gets ten minutes and then there will be two minutes available for the City prosecutor for any rebuttal if it is required.

City Attorney Brandon Sanchez presented on behalf of the City in the revocation of the Business License for Saybrook Media Group, Inc.

Attorney Ron Betty presented on behalf of Saybrook Media Group, Inc.

Charlene Lee, the assistant to the landlord, presented on behalf Saybrook Media Group, Inc.

Max Lobkowicz, Saybrook Media Group, Inc. business owner, provided a history of the advertisement for the property and stated by the business license should not be revoked.

Dr. Susan Block, Saybook Media Group, Inc. business owner, provided the City Council with her reasoning as to why the business license should not be revoked.

Attorney Todd Leishman asked the City Council if they could clearly hear the comments and testimonies made by callers that teleconferenced in.

City Council confirmed they were able to clearly hear comments made via teleconference callers.

After discussion a motion was made by Council Member Beck, and seconded by Mayor Pro Tem Cheng, to uphold the Licensing Review Board decision to revoke the Business License for Saybrook Media Group, Inc., at 529 Las Tunas Drive and adopt Resolution No. 7394 and finding that the proposed action does not constitute a project under the California Environmental Quality Act ("CEQA") and is, therefore, exempt. The City Council incorporated all findings stated by Council Members during the deliberations into the findings and facts supporting the findings contained in Resolution No. 7394. The motion carried on a unanimous roll call vote

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

- b. Ordinance No. 2384 Amending the Arcadia Municipal Code by adding Sections 4290.2, 4290.3, 4290.4 and 4294 to Part 9 of Chapter 2 of Article IV ("The Public Welfare, Morals and Policy Code") with an exemption from the California Environmental Quality Act ("CEQA"), to establish smoking prohibitions for Multi-Family Residential Units, Commercial and Retail entryways, and Outdoor Dining facilities.
Recommended Action: Introduce

Deputy City Manager Bruckner presented the Staff Report.

A motion was made by Mayor Pro Tem Cheng and seconded by Council Member Beck to introduce Ordinance No. 2384 Amending the Arcadia Municipal Code by adding Sections 4290.2, 4290.3, 4290.4 and 4294 to Part 9 of Chapter 2 of Article IV ("The Public Welfare, Morals and Policy Code") with an exemption from the California Environmental Quality Act ("CEQA"), to establish smoking prohibitions for Multi-Family Residential Units, Commercial and Retail entryways, and Outdoor Dining facilities. The motion passed on unanimous roll call vote.

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

- c. Notification of the establishment of the Arcadia Parks Foundation to benefit the Recreation and Community Services Department.

Recommended Action: Receive and File

Management Aide Marston presented the Staff Report.

It was the consensus of the City Council to receive and file this report.

15. ADJOURNMENT

The City Council adjourned in memory of longtime Arcadia resident and former staff member Ray Petterson, at 8:58 p.m. to Tuesday, February 1, 2022, at 6:00 p.m. in the City Council Conference Room.



Rachelle Arellano
Deputy City Clerk



STAFF REPORT

Office of the City Manager

DATE: February 7, 2022

TO: Honorable Mayor and City Council

FROM: Dominic Lazzaretto, City Manager
By: Michael Bruckner, Deputy City Manager

SUBJECT: ORDINANCE NO. 2384 AMENDING THE ARCADIA MUNICIPAL CODE BY ADDING SECTIONS 4290.2, 4290.3, 4290.4 AND 4294 TO PART 9 OF CHAPTER 2 OF ARTICLE IV (“THE PUBLIC WELFARE, MORALS AND POLICY CODE”) WITH AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”), TO ESTABLISH SMOKING PROHIBITIONS FOR MULTI-FAMILY RESIDENTIAL UNITS, COMMERCIAL AND RETAIL ENTRYWAYS, AND OUTDOOR DINING FACILITIES

Recommendation: Adopt

SUMMARY

At the October January 18, 2022, Regular Meeting, the City Council unanimously introduced Ordinance No. 2384 adding Sections 4290.2, 4290.3, 4290.4, and 4294 to Part 9 of Chapter 2 of Article IV (“The Public Welfare, Morals and Policy Code”) with an exemption from the California Environmental Quality Act (“CEQA”), to establish smoking prohibitions for multi-family residential units, commercial and retail entryways, and outdoor dining facilities. This agenda item would provide for the second reading and adoption of the Ordinance. The January 18, 2022, staff report and proposed Ordinance No. 2384 are attached to this report for review.

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 2384 adding Sections 4290.2, 4290.3, 4290.4, and 4294 to Part 9 of Chapter 2 of Article IV (“The Public Welfare, Morals and Policy Code”) with an exemption from the California Environmental Quality Act (“CEQA”), to establish smoking prohibitions for multi-family residential units, commercial and retail entryways, and outdoor dining facilities.

Attachments: Ordinance No. 2384
January 18, 2022, City Council Staff Report

ORDINANCE NO. 2384

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING THE ARCADIA MUNICIPAL CODE BY ADDING SECTIONS 4290.2, 4290.3, 4290.4 AND 4294 TO PART 9 OF CHAPTER 2 OF ARTICLE IV (“THE PUBLIC WELFARE, MORALS AND POLICY CODE”) WITH AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”), TO ESTABLISH SMOKING PROHIBITIONS FOR MULTI-FAMILY RESIDENTIAL UNITS, COMMERCIAL AND RETAIL ENTRYWAYS, AND OUTDOOR DINING FACILITIES

WHEREAS, at the August 17, 2021, City Council Meeting, the City Council requested an item be placed on a future agenda to consider updating the City's smoking regulations to include prohibitions on smoking in multi-family residential units, in front of entryways to commercial/retail uses, and within a certain distance of outdoor dining facilities; and

WHEREAS, an ordinance addressing prohibitions on smoking in multi-family residential units, in front of entryways to commercial uses, and within a certain distance of outdoor dining facilities is non-existent in the current Arcadia Municipal Code (“AMC”). The American Lung Association, which grades California cities on overall tobacco regulation, has graded Arcadia with a letter “D” in 2021 for only regulating smoking in indoor public facilities, parks, and City sponsored events; and

WHEREAS, many cities near Arcadia have more stringent smoking regulations such as Alhambra, Beverly Hills, Burbank, Glendale, Pasadena, and Temple City; and enforce through a self-regulatory approach, hotlines, and ambassador programs; and

WHEREAS, the City Council believes that increasing smoking prohibitions to help protect community members from smoke-related diseases is necessary, as tobacco continues to be the leading cause of preventable death, contributing to nearly 500,000

deaths in the United States every year; and

WHEREAS, secondhand smoke can travel through lighting fixtures, cracks in walls, shared heating/ventilation, around plumbing, and under doors, which is another cause for increased smoking regulations; and

WHEREAS, this ordinance expands smoking prohibitions by adding new sections to Part 9 (“Smoking Prohibited in Designated Areas”) of Chapter 2 (“Disorderly Conduct, Nuisances, etc.”) of Article IV (“Public Welfare, Morals, and Policy”) in order to create additional smoking regulation categories for multi-family residential units, in front of entryways to commercial/retail uses, and within a certain distance of outdoor dining facilities; and

WHEREAS, several provisions of California state law govern the act of smoking and provide protections for persons from the adverse effects of tobacco smoke and secondhand smoke, but additional regulations are left to local authorities such as cities. California Health and Safety Code 118880 declares that tobacco smoke is a hazard to the health of the general public, and California Health and Safety Code Section 118910 states that local governing bodies may completely ban the smoking of tobacco or may regulate smoking in any manner not inconsistent with the state law; and

WHEREAS, the current definition of smoke or smoking within the chapter does not address marijuana and vaping products. Therefore, the definition of smoke or smoking is updated to include marijuana and vaping products, as these substances produce smoke containing harmful toxic emissions known to contribute to lung disease and other health issues; and

WHEREAS, the existing chapter does not contain information related to penalties

and enforcement, which this ordinance includes provisions for. The City Attorney, any peace officer and any City Code Enforcement Officer shall have the authority to enforce the provisions of the chapter; and

WHEREAS, the ordinance includes minor revisions to provide clarification of terms and headings; and

WHEREAS, pursuant to the provisions of the California Environmental Quality Act (“CEQA”), Public Resources Code Sections 21000 et seq., the State’s CEQA Guidelines, California Code of Regulations, Title 14, Section 15000 et seq., and the City’s Local CEQA Guidelines, it has been determined that this ordinance is exempt from review under CEQA pursuant to Section 15061(b)(3) and Section 15321. Section 15061 states that CEQA applies only to projects which have the potential for causing a significant effect in the environment. Where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activity is not subject to CEQA. This ordinance is exempt under Section 15321 because it consists of material that serves only to update the Public Welfare, Morals and Policy Code by expanding smoke regulations for the benefit of public health. This ordinance is an action that does not have the potential to cause significant effects on the environment, but will rather address changes to smoking regulations in Arcadia.

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

Section 1. The Arcadia Municipal Code is amended by adding Section 4290.2, Section 4290.3, Section 4290.4, and Section 4294 to Part 9 (“Smoking Prohibited in Designated Areas”) of Chapter 2 (Disorderly Conduct, Nuisances, etc.) of Article IV (“The Public Welfare, Morals and Policy Code”) such that Part 9 shall read as follows:

PART 9. SMOKING PROHIBITED IN DESIGNATED AREAS

4290. SMOKING PROHIBITED

It shall be unlawful for any person to light, ignite or otherwise set fire to, or smoke, carry, throw or deposit any lighted cigar, cigarette, tobacco, marijuana, vaping, or other smoldering or smoke producing substance within:

- (a) Those portions of any building, structure or other enclosed facility open to the general public for the primary purpose of exhibiting any motion picture, stage production, musical recital or similar performance exclusive of sports events, other than in an area which serves as a lobby;
- (b) Any room, chamber, place of meeting or public assembly wherein public business is being conducted and which is open to members of the general public either as participants or as spectators, except that the prohibition contained in this subparagraph shall not apply within a contiguous area containing fifty percent (50%) or less of the room, chamber, or place of meeting or public assembly, if the entity having management and control of the premises has designated and identified such area as a Smoking Permitted Area by appropriate signs, provided that no division of that area of such room, chamber, place of meeting or public assembly set aside for use by the general public shall be made on a front area versus rear area basis.
- (c) Any elevator designed principally for the accommodation of passengers.

4290.1. SMOKING AT CITY PARKS, RECREATION AREAS AND ENTERTAINMENT EVENTS PROHIBITED.

- (a) It shall be unlawful for any person to use any form of tobacco, marijuana, or vaping products, at any time, in or upon any City Park property or recreation area. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes, as well as marijuana. Exceptions shall be made for the use or possession of prescription nicotine products.

(b) Tobacco, marijuana, and vaping products are prohibited during the performance or conduct of any City conducted or sponsored events at the parks and recreation areas, including but not limited to concerts, sports, entertainment, plays, ceremonies, carnivals, fairs, or training in any such location. Notwithstanding the foregoing, the Director of Recreation and Community Services is authorized to designate restricted areas within which the products containing tobacco or nicotine described in subsection (a) may be used at such a City conducted or sponsored event.

(c) During the period that the Arcadia Par 3 Golf Course is owned by the City of Arcadia, it shall be exempt from the prohibition against the use of products containing tobacco or nicotine.

4290.2. SMOKING IN COMMON AREAS AND OUTDOOR AREAS OF MULTI-FAMILY RESIDENTIAL UNITS PROHIBITED.

Smoking in multi-family residences, defined as two (2) or more units with a shared wall and/or ventilation, shall be governed by the following rules:

1. Smoking is prohibited in all common areas. A common area is defined as an enclosed or unenclosed area of a multi-family unit facility including but not limited to halls and paths, lobbies and courtyards, elevators and stairs, community rooms, playgrounds, clubhouses, gym facilities and swimming pools, parking garages and parking lots, shared laundry rooms, shared cooking or eating areas, or other shared facilities used by tenants.
2. Smoking is prohibited on patios and balconies.
3. Indoor smoking is permitted so long as smoke cannot be perceived by neighbors. Thus, smoke cannot permeate from the unit. Occupants should make reasonable efforts to diffuse smoke inside the unit to the extent practical.

4290.3. SMOKING IN COMMERCIAL AND RETAIL ENTRYWAYS PROHIBITED.

Smoking is prohibited within twenty-five feet (25') of a commercial or retail entryway.

4290.4. SMOKING IN OUTDOOR DINING FACILITIES PROHIBITED.

Smoking is prohibited in all open air dining areas located on private or public property, including the public right-of-way. In addition, smoking is prohibited within twenty-five feet (25') of an open air dining area, except smoking will be allowed if, and only if, the smoker is actively passing by the open air dining area.

4291. POSTING OF NO SMOKING SIGNS.

The person having the authority to manage and control any area set forth in the preceding section wherein the described prohibition applies shall post or cause to be posted and prominently displayed, and shall maintain "No Smoking" signs in conspicuous locations within said areas upon no less than two separate walls or columns in such area. Said signs shall be posted not less than five feet or more than eight feet above the floor level and shall be of sufficient number and location to cause the message by at least one of said signs to be clearly visible, legible and readable at all times from any other point within this same range of height from the floor in said area. Failure to post and maintain such signs shall be a misdemeanor.

4292. UNLAWFUL TO MUTILATE OR DESTROY SIGNS.

It shall be unlawful to mutilate or destroy any signs posted in accordance with this Part.

4293. EXEMPTION.

This Part 9 shall not be applicable to any room, chamber or place of meeting or public assembly under the jurisdiction of the Arcadia Public Schools Board of Education unless such Board of Education adopts and files with the City Clerk a Resolution declaring such places to be subject to the smoking prohibition as set forth above.

4294. PENALTIES AND ENFORCEMENT

It is unlawful for any person who owns, manages, operates or otherwise controls the use of any premises subject to the regulation under this chapter to fail to comply with its provisions.

It is unlawful for any person to smoke in any area where smoking is prohibited by the provisions of this chapter.

The City Attorney, any peace officer, and any City Code Enforcement Officer shall have the authority to enforce the provisions of this chapter.

Violations of this chapter shall be considered an infraction and be charged according to the following fee schedule:

- (a) First Violation: \$100 fine
- (b) Second Violation: \$200 fine
- (c) Subsequent violations within any 12 month period: \$500 fine

SECTION 2. The City Clerk shall certify to the adoption of this Ordinance and shall cause a copy of 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.

[SIGNATURES ON THE NEXT PAGE]


Passed, approved and adopted this _____ day of _____, 2022.

Mayor of City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Stephen P. Deitsch
City Attorney



STAFF REPORT

Office of the City Manager

DATE: January 18, 2022
TO: Honorable Mayor and City Council
FROM: Dominic Lazzaretto, City Manager
By: Michael Bruckner, Deputy City Manager

SUBJECT: ORDINANCE NO. 2384 AMENDING THE ARCADIA MUNICIPAL CODE BY ADDING SECTIONS 4290.2, 4290.3, 4290.4 AND 4294 TO PART 9 OF CHAPTER 2 OF ARTICLE IV (“THE PUBLIC WELFARE, MORALS AND POLICY CODE”) WITH AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”), TO ESTABLISH SMOKING PROHIBITIONS FOR MULTI-FAMILY RESIDENTIAL UNITS, COMMERCIAL AND RETAIL ENTRYWAYS, AND OUTDOOR DINING FACILITIES

Recommendation: Introduce

SUMMARY

At the August 17, 2021, City Council Meeting, Mayor Pro Tem Cheng requested that an item be placed on an agenda at a future meeting to discuss updates to the City’s smoking regulations to include prohibitions on smoking in multi-family residential units, in front of entryways to commercial uses, and within a certain distance of outdoor dining facilities. At the November 2, 2021, City Council Meeting, the City Council directed staff to prepare an ordinance to expand the City’s smoking regulations to prohibit smoking in common areas of multi-family residential units and within 25 feet from commercial/ retail entryways and outdoor dining facilities. Therefore, it is recommended that City Council introduce Ordinance No. 2384 (Attachment No. 1) updating the City’s No Smoking regulations.

BACKGROUND

Currently, the Arcadia Municipal Code (“AMC”) Article IV, Chapter 9, Sections 4290 and 4290.1 prohibit smoking in a room, chamber, place of meeting or public assembly where public business is being conducted. Other restrictions include the portions of any building, structure or other enclosed facility open to the general public including City parks, recreational areas, and City sponsored events.

The American Lung Association grades cities on overall tobacco regulation. Due to the City’s limited regulations to address the adverse effects of first and secondhand smoke,

Arcadia has received the letter grade “D” by the American Lung Association. To promote a healthier environment, at the August 17, 2021, City Council Meeting, Mayor Pro Tem Cheng requested that an item be placed on an agenda at a future meeting to discuss updates to the City’s smoking regulations to include prohibitions on smoking in multi-family residential units, in front of entryways to commercial uses, and within a certain distance of outdoor dining facilities. After a lengthy discussion at the November 2, 2021, City Council Meeting, the City Council directed staff to develop an ordinance that creates additional regulations on tobacco use by limiting areas where smoking is allowed in the City. Changes and updates to current regulations will protect the public from experiencing the negative effects and health complications associated with smoking.

DISCUSSION

In accordance with California Health and Safety Code Section 104495, smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation. The definition includes electronic devices that create an aerosol or vapor. The proposed Ordinance No. 2384 also updates the list of smoking products to include the use of marijuana now that under state law it is an allowable use in private homes.

Multi-Family Housing

A multi-family unit is defined as two or more units with a shared wall and/or ventilation. It is well established that smoke can travel from one unit to another and permeates through walls and ventilation systems. The draft Ordinance allows for the discretion of the tenant to smoke inside the unit (if it is allowed by the property owner) as long as it is undetected by neighboring residents. The proposed Ordinance also restricts smoking in common areas of the property. A common area is defined as an enclosed or unenclosed area of a multi-family unit facility including but not limited to halls and paths, lobbies and courtyards, elevators and stairs, community rooms, playgrounds, clubhouses, gym facilities and swimming pools, parking garages and parking lots, shared laundry rooms, shared cooking or eating areas, or other shared facilities used by tenants. Smoking is allowed inside units at the discretion of the property owner; however, tenants/occupants must make all reasonable efforts to diffuse smoke from permeating from the unit. Any smoke that is perceived by neighbors would be in violation of the proposed ordinance. There is nothing in this ordinance that prohibits a property owner from banning all smoking at their facilities as a condition of occupancy.

Outdoor Dining/ Retail Establishments

As a result of the COVID-19 pandemic, outdoor dining has become a popular trend for many bars and restaurants. Despite the open air atmosphere, smoking near outdoor dining facilities can disrupt the overall dining experience. In an effort to promote a healthy and safe environment, Ordinance No. 2384 would prohibit smoking in outdoor dining establishments as well as prohibiting individuals from smoking within 25 feet of an open-

air dining area. Smoking would also be prohibited within 25 feet from entrances to commercial and retail entryways. Businesses are expected to post signage in conspicuous areas highlighting the updates to the ordinance.

Enforcement

Ordinance No. 2384 establishes an enforcement mechanism and new penalties violations. The first violation of the ordinance in a year will result in a \$100 fine. The second violation would be a \$200 fine and each subsequent violation would be a \$500 fine. Similar to existing smoking regulations, it is anticipated that property and business owners will largely self-regulate. The City's Code Enforcement staff and Police Department can assist with enforcement related activities; however, much of the enforcement is likely to be reactive in nature. The penalties and enforcement approach are consistent with neighboring cities who have adopted similar policies.

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. It can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

FISCAL IMPACT

There is a minimal impact to the General Fund for adopting Ordinance No. 2384. This will primarily consist of outreach to business and property owners regarding the new ordinance, as well as any additional calls for service related to enforcement. While fines are not expected to be common, they would tend to offset the cost of enforcement and education. There is sufficient funding in Department's operating budgets to resource these requirements.

RECOMMENDATION

It is recommended that the City Council introduce Ordinance No. 2384 adding Sections 4290.2, 4290.3, 4290.4, and 4294 to Part 9 of Chapter 2 of Article IV ("The Public Welfare, Morals and Policy Code") with an exemption from the California Environmental Quality Act ("CEQA"), to establish smoking prohibitions for multi-family residential units, commercial and retail entryways, and outdoor dining facilities.

Attachment No. 1: Ordinance No. 2384

ORDINANCE NO. 2384

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING THE ARCADIA MUNICIPAL CODE BY ADDING SECTIONS 4290.2, 4290.3, 4290.4 AND 4294 TO PART 9 OF CHAPTER 2 OF ARTICLE IV (“THE PUBLIC WELFARE, MORALS AND POLICY CODE”) WITH AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”), TO ESTABLISH SMOKING PROHIBITIONS FOR MULTI-FAMILY RESIDENTIAL UNITS, COMMERCIAL AND RETAIL ENTRYWAYS, AND OUTDOOR DINING FACILITIES

WHEREAS, at the August 17, 2021, City Council Meeting, the City Council requested an item be placed on a future agenda to consider updating the City’s smoking regulations to include prohibitions on smoking in multi-family residential units, in front of entryways to commercial/retail uses, and within a certain distance of outdoor dining facilities; and

WHEREAS, an ordinance addressing prohibitions on smoking in multi-family residential units, in front of entryways to commercial uses, and within a certain distance of outdoor dining facilities is non-existent in the current Arcadia Municipal Code (“AMC”). The American Lung Association, which grades California cities on overall tobacco regulation, has graded Arcadia with a letter “D” in 2021 for only regulating smoking in indoor public facilities, parks, and City sponsored events; and

WHEREAS, many cities near Arcadia have more stringent smoking regulations such as Alhambra, Beverly Hills, Burbank, Glendale, Pasadena, and Temple City; and enforce through a self-regulatory approach, hotlines, and ambassador programs; and

WHEREAS, the City Council believes that increasing smoking prohibitions to help protect community members from smoke-related diseases is necessary, as tobacco continues to be the leading cause of preventable death, contributing to nearly 500,000

deaths in the United States every year; and

WHEREAS, secondhand smoke can travel through lighting fixtures, cracks in walls, shared heating/ventilation, around plumbing, and under doors, which is another cause for increased smoking regulations; and

WHEREAS, this ordinance expands smoking prohibitions by adding new sections to Part 9 (“Smoking Prohibited in Designated Areas”) of Chapter 2 (“Disorderly Conduct, Nuisances, etc.”) of Article IV (“Public Welfare, Morals, and Policy”) in order to create additional smoking regulation categories for multi-family residential units, in front of entryways to commercial/retail uses, and within a certain distance of outdoor dining facilities; and

WHEREAS, several provisions of California state law govern the act of smoking and provide protections for persons from the adverse effects of tobacco smoke and secondhand smoke, but additional regulations are left to local authorities such as cities. California Health and Safety Code 118880 declares that tobacco smoke is a hazard to the health of the general public, and California Health and Safety Code Section 118910 states that local governing bodies may completely ban the smoking of tobacco or may regulate smoking in any manner not inconsistent with the state law; and

WHEREAS, the current definition of smoke or smoking within the chapter does not address marijuana and vaping products. Therefore, the definition of smoke or smoking is updated to include marijuana and vaping products, as these substances produce smoke containing harmful toxic emissions known to contribute to lung disease and other health issues; and

WHEREAS, the existing chapter does not contain information related to penalties

and enforcement, which this ordinance includes provisions for. The City Attorney, any peace officer and any City Code Enforcement Officer shall have the authority to enforce the provisions of the chapter; and

WHEREAS, the ordinance includes minor revisions to provide clarification of terms and headings; and

WHEREAS, pursuant to the provisions of the California Environmental Quality Act (“CEQA”), Public Resources Code Sections 21000 et seq., the State’s CEQA Guidelines, California Code of Regulations, Title 14, Section 15000 et seq., and the City’s Local CEQA Guidelines, it has been determined that this ordinance is exempt from review under CEQA pursuant to Section 15061(b)(3) and Section 15321. Section 15061 states that CEQA applies only to projects which have the potential for causing a significant effect in the environment. Where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activity is not subject to CEQA. This ordinance is exempt under Section 15321 because it consists of material that serves only to update the Public Welfare, Morals and Policy Code by expanding smoke regulations for the benefit of public health. This ordinance is an action that does not have the potential to cause significant effects on the environment, but will rather address changes to smoking regulations in Arcadia.

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

Section 1. The Arcadia Municipal Code is amended by adding Section 4290.2, Section 4290.3, Section 4290.4, and Section 4294 to Part 9 (“Smoking Prohibited in Designated Areas”) of Chapter 2 (Disorderly Conduct, Nuisances, etc.) of Article IV (“The Public Welfare, Morals and Policy Code”) such that Part 9 shall read as follows:

PART 9. SMOKING PROHIBITED IN DESIGNATED AREAS

4290. SMOKING PROHIBITED

It shall be unlawful for any person to light, ignite or otherwise set fire to, or smoke, carry, throw or deposit any lighted cigar, cigarette, tobacco, marijuana, vaping, or other smoldering or smoke producing substance within:

- (a) Those portions of any building, structure or other enclosed facility open to the general public for the primary purpose of exhibiting any motion picture, stage production, musical recital or similar performance exclusive of sports events, other than in an area which serves as a lobby;
- (b) Any room, chamber, place of meeting or public assembly wherein public business is being conducted and which is open to members of the general public either as participants or as spectators, except that the prohibition contained in this subparagraph shall not apply within a contiguous area containing fifty percent (50%) or less of the room, chamber, or place of meeting or public assembly, if the entity having management and control of the premises has designated and identified such area as a Smoking Permitted Area by appropriate signs, provided that no division of that area of such room, chamber, place of meeting or public assembly set aside for use by the general public shall be made on a front area versus rear area basis.
- (c) Any elevator designed principally for the accommodation of passengers.

4290.1. SMOKING AT CITY PARKS, RECREATION AREAS AND ENTERTAINMENT EVENTS PROHIBITED.

- (a) It shall be unlawful for any person to use any form of tobacco, marijuana, or vaping products, at any time, in or upon any City Park property or recreation area. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes, as well as marijuana. Exceptions shall be made for the use or possession of prescription nicotine products.

(b) Tobacco, marijuana, and vaping products are prohibited during the performance or conduct of any City conducted or sponsored events at the parks and recreation areas, including but not limited to concerts, sports, entertainment, plays, ceremonies, carnivals, fairs, or training in any such location. Notwithstanding the foregoing, the Director of Recreation and Community Services is authorized to designate restricted areas within which the products containing tobacco or nicotine described in subsection (a) may be used at such a City conducted or sponsored event.

(c) During the period that the Arcadia Par 3 Golf Course is owned by the City of Arcadia, it shall be exempt from the prohibition against the use of products containing tobacco or nicotine.

4290.2. SMOKING IN COMMON AREAS AND OUTDOOR AREAS OF MULTI-FAMILY RESIDENTIAL UNITS PROHIBITED.

Smoking in multi-family residences, defined as two (2) or more units with a shared wall and/or ventilation, shall be governed by the following rules:

1. Smoking is prohibited in all common areas. A common area is defined as an enclosed or unenclosed area of a multi-family unit facility including but not limited to halls and paths, lobbies and courtyards, elevators and stairs, community rooms, playgrounds, clubhouses, gym facilities and swimming pools, parking garages and parking lots, shared laundry rooms, shared cooking or eating areas, or other shared facilities used by tenants.
2. Smoking is prohibited on patios and balconies.
3. Indoor smoking is permitted so long as smoke cannot be perceived by neighbors. Thus, smoke cannot permeate from the unit. Occupants should make reasonable efforts to diffuse smoke inside the unit to the extent practical.

4290.3. SMOKING IN COMMERCIAL AND RETAIL ENTRYWAYS PROHIBITED.

Smoking is prohibited within twenty-five feet (25') of a commercial or retail entryway.

4290.4. SMOKING IN OUTDOOR DINING FACILITIES PROHIBITED.

Smoking is prohibited in all open air dining areas located on private or public property, including the public right-of-way. In addition, smoking is prohibited within twenty-five feet (25') of an open air dining area, except smoking will be allowed if, and only if, the smoker is actively passing by the open air dining area.

4291. POSTING OF NO SMOKING SIGNS.

The person having the authority to manage and control any area set forth in the preceding section wherein the described prohibition applies shall post or cause to be posted and prominently displayed, and shall maintain "No Smoking" signs in conspicuous locations within said areas upon no less than two separate walls or columns in such area. Said signs shall be posted not less than five feet or more than eight feet above the floor level and shall be of sufficient number and location to cause the message by at least one of said signs to be clearly visible, legible and readable at all times from any other point within this same range of height from the floor in said area. Failure to post and maintain such signs shall be a misdemeanor.

4292. UNLAWFUL TO MUTILATE OR DESTROY SIGNS.

It shall be unlawful to mutilate or destroy any signs posted in accordance with this Part.

4293. EXEMPTION.

This Part 9 shall not be applicable to any room, chamber or place of meeting or public assembly under the jurisdiction of the Arcadia Public Schools Board of Education unless such Board of Education adopts and files with the City Clerk a Resolution declaring such places to be subject to the smoking prohibition as set forth above.

4294. PENALTIES AND ENFORCEMENT

It is unlawful for any person who owns, manages, operates or otherwise controls the use of any premises subject to the regulation under this chapter to fail to comply with its provisions.

It is unlawful for any person to smoke in any area where smoking is prohibited by the provisions of this chapter.

The City Attorney, any peace officer, and any City Code Enforcement Officer shall have the authority to enforce the provisions of this chapter.

Violations of this chapter shall be considered an infraction and be charged according to the following fee schedule:

- (a) First Violation: \$100 fine
- (b) Second Violation: \$200 fine
- (c) Subsequent violations within any 12 month period: \$500 fine

SECTION 2. The City Clerk shall certify to the adoption of this Ordinance and shall cause a copy of 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.

[SIGNATURES ON THE NEXT PAGE]


Passed, approved and adopted this _____ day of _____, 2022.

Mayor of City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Stephen P. Deitsch
City Attorney



STAFF REPORT

Office of the City Clerk

DATE: February 7, 2022

TO: Honorable Mayor and City Council

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

SUBJECT: RESOLUTION NO. 7405 DECLARING THAT WEEDS, BRUSH, RUBBISH, AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE, AND DECLARING AN INTENTION TO PROVIDE FOR THE ABATEMENT THEREOF
Recommendation: Adopt

SUMMARY

The County of Los Angeles Department of Agricultural Commissioner/Weights and Measures (the "County") has submitted a "Declaration List" of private properties within the City that have been found by inspection to have hazardous weeds, brush, and rubbish, which constitute an existing or potential hazard to the health and safety of adjacent property owners. The County recommends that the City Council adopt a resolution declaring that the conditions are a public nuisance and must be abated or removed.

It is recommended that the City Council adopt Resolution No. 7405 and schedule the protest public hearing for February 15, 2022.

BACKGROUND

Annually, the County inspects properties located in the City of Arcadia and declares that hazardous conditions upon or in front of certain private property are a public nuisance and must be removed or abated. A list of those affected properties which have been found to have weeds, brush, and/or rubbish growing or occurring upon them is attached as part of Resolution No. 7405 as Exhibit "A".

At the request of the County, attached for City Council consideration is the adoption of Resolution No. 7405 declaring that weeds, brush, rubbish, and refuse upon or in front of specified property in the City are a seasonal and recurrent public nuisance, and declaring its intention to provide for the abatement thereof. It is also recommended that

a public hearing be scheduled for February 15, 2022, at 7:00 p.m., as the date and time for the City Council to hear protests, if any, from affected property owners.

The nuisance abatement process also allows property owners sufficient time to clean up their properties before the County would provide services on their behalf. Quite often, on large, vacant properties, it is easier and cheaper for the property owners to allow the County to remove the weeds and debris and simply pay the nominal charge.

Upon adoption of Resolution No. 7405, the County will mail annual weed abatement notices to those property owners. If the properties are not sufficiently cleaned up, then the County will carry out the work and add the cost onto the annual property tax bills for the subject property.

ENVIRONMENTAL IMPACT

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

FISCAL IMPACT

There is no fiscal impact to the General Fund as a result of the County abating or removing nuisances from those properties located in the City of Arcadia. Affected property owners are assessed by the County directly for the removal of the weeds if necessary.

RECOMMENDATION

It is recommended that the City Council find that the proposed action does not constitute a project under the California Environmental Quality Act; and adopt Resolution No. 7405 declaring that weeds, brush, rubbish, and refuse upon or in front of specified property in the City are a seasonal and recurrent public nuisance, and declaring its intention to provide for the abatement thereof; and schedule the protest public hearing for February 15, 2022.

Attachment: Resolution No. 7405

RESOLUTION NO. 7405

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DECLARING THAT WEEDS, BRUSH, RUBBISH, AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE, AND DECLARING AN INTENTION TO PROVIDE FOR THE ABATEMENT THEREOF

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

SECTION 1. Pursuant to the provisions of Title 4, Division 3, Part 2, Chapter 13, Article 2, of the California Government Code, Sections 39560 to 39588, inclusive, and evidence received by it, the City Council of the City of Arcadia specifically finds:

A. That the weeds, brush or rubbish growing or existing upon the streets, sidewalks, or private property in the City attain such large growth as to become, when dry, a fire menace to adjacent improved property, or are otherwise noxious or dangerous, or a public nuisance.

B. That the presence of dry grass, stubble, refuse, or other flammable materials are conditions which endanger the public safety by creating a fire hazard.

C. That by reason of the foregoing facts, the weeds, brush, rubbish, dry grass, stubble, refuse and other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property, constitute a seasonal and recurrent public nuisance and should be abated as such.

D. That the private property, together with the streets and sidewalks in front of the same herein referred to, is more particularly described as follows, to-wit: That

certain property described in Exhibit "A" attached hereto and by this reference made a part hereof as though set forth in full herein.

SECTION 2. Pursuant to the findings of fact by this City Council heretofore made, the City Council determines that the weeds, brush, rubbish, dry grass, stubble, refuse and other flammable material in and upon and in front of the real property hereinbefore described constitute and are hereby declared to be a seasonal and recurrent public nuisance which should be abated. The Agricultural Commissioner/Director of Weights and Measures, County of Los Angeles, is hereby designated the person to give notice to destroy said weeds, rubbish, dry grass, stubble, refuse, or other flammable material and shall cause notices to be given to each property owner by United States Mail.

SECTION 3. The Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspection. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

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

[SIGNATURES ON NEXT PAGE]

Passed, approved and adopted this 7th day of February, 2022.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Stephen P. Deitsch
City Attorney

Exhibit "A"

2022
LOS ANGELES COUNTY DECLARATION LIST
CITY OF ARCADIA
KEY OF 7, CITY CODE 035 (UNIMPROVED)

DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5765 002 015	CANYON RD	NEVIS CAPITL LLC	335 N BERRY ST	BREA CA	92821
5765 002 016	CANYON RD	NEVIS CAPITL LLC	335 N BERRY ST	BREA CA	92821
5771 001 902	CANYON RD	FLOOD MAINTENANCE DIVISION	900 S. FREMONT AVENUE	ALHAMBRA CA	91803
5773 007 009	153 E SANTA CLARA ST	KOEPER, JOSEF TR	153 W LEMON AVE	ARCADIA CA	91007
5779 015 041	E DUARTE RD	CHIEN, CHEN F A CO TR	1604 SHENANDOAH RD	SAN MARINO CA	91108
5779 018 040	201 E DUARTE RD	MEILOON PROPERTIES LLC	713 W DUARTE RD STE G300	ARCADIA CA	91007
5779 018 050	203 E DUARTE RD	MEILOON PROPERTIES LLC	713 W DUARTE RD STE G300	ARCADIA CA	91007
5784 020 014	LEROY AVE	KOLOVOS, GEORGE P TR	12424 WILSHIRE BLVD STE 1040	LOS ANGELES CA	90025
8532 013 026	DURFEE AVE	289 NORTH ROBERTSON BLVD. II LLC	PO BOX 3765	BEVERLY HILLS CA	90212
8532 013 027	DURFEE AVE	289 NORTH ROBERTSON BLVD. II LLC	PO BOX 3765	BEVERLY HILLS CA	90212
8532 013 029	DURFEE AVE	289 NORTH ROBERTSON BLVD. II LLC	PO BOX 3765	BEVERLY HILLS CA	90212
8532 016 001	CLARK ST	LIVINGSTON GRAHAM INC	PO BOX 52427	ATLANTA GA	30355
8532 016 003	CLARK ST	LIVINGSTON GRAHAM INC	PO BOX 52427	ATLANTA GA	30355
8532 016 004	CLARK ST	LIVINGSTON GRAHAM INC	PO BOX 52427	ATLANTA GA	30355
8532 016 022	CLARK ST	LIVINGSTON GRAHAM INC	PO BOX 52427	ATLANTA GA	30355
8572 002 005	314 E LIVE OAK AVE	WU, YI-SHUEN M & SHI-HUNG K	1601 PERKINS DR	ARCADIA CA	91006
8572 002 007	LIVE OAK AVE	WU, YI-SHUEN M & SHI-HUNG K	1601 PERKINS DR	ARCADIA CA	91006
8573 024 005	122 E LIVE OAK AVE	NORTH AMERICA DONHENG HOLDING INC	411 E HUNTINGTON DR STE 107	ARCADIA CA	91006
8573 024 006	128 E LIVE OAK AVE	NORTH AMERICA DONHENG HOLDING INC	411 E HUNTINGTON DR STE 107	ARCADIA CA	91006
TOTAL RECORDS					19



STAFF REPORT

Public Works Services Department

DATE: February 7, 2022

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: Carmen Masud, Senior Management Analyst

SUBJECT: RESOLUTION NO. 7406 AMENDING RESOLUTION NO. 7380
ESTABLISHING COMPENSATION AND RELATED BENEFITS FOR
EMPLOYEES REPRESENTED BY THE ARCADIA CITY EMPLOYEES
ASSOCIATION (UTILITY BILLING SPECIALIST)

Recommendation: Adopt

SUMMARY

The Public Works Services Department (“PWSD”) would like to add a Utility Billing Specialist position to replace a current Senior Accounting Technician classification. Utility billing has been handled previously by a position that report directly to the Finance Manager/Treasurer in the Administrative Services Department. With the retirement of the incumbent, the PWSD is proposing to bring the position to the PWSD for utility billing services under the new classification of Utility Billing Specialist. The compensation would remain unchanged. It is recommended that the City Council approve Resolution No. 7406 to allow this change.

BACKGROUND

The City’s public water and sewer utility serves approximately 15,000 connections, a majority of which are based on a tiered rate structure, billed on a bi-monthly basis, generating approximately \$15.5 million in revenue per year. The PWSD and Administrative Services Department (“ASD”) have been working on the conversion and implementation of a new utility billing system, meter management, and public online payment and inquiry portal. While this system will help improve operations overall, it will require special skills and focus to oversee the program and billing functions on a daily basis.

The Senior Accounting Technician in ASD who has processed utility billing and reporting for the City of Arcadia for over 25 years retired in December 2021. With this vacancy, the PWSD and ASD have evaluated current utility industry trends, customer service needs, and staffing models to identify potential operating efficiencies. As a result of this review,

it is proposed that the position be moved into PWSD and that a new classification specification be established for a Utility Billing Specialist.

DISCUSSION

The Senior Accounting Technician processed utility bills and reports directly to the Finance Manager/Treasurer in ASD. Relocating the position to the PWSD will streamline the City's utility billing and customer service functions, improve customer service, and aid in providing uninterrupted utility billing services delivery.

The classification of Utility Billing Specialist is a critical position that is prevalent throughout municipal and private water utility agencies. The primary function of the new Utility Billing Specialist will be to perform a variety of specialized utility billing duties involving the processing of water service billings and complex customer service functions, coordinate closely with management, administration, and field staff in the execution of duties, and perform a wide variety of public assistance.

The recommended changes have been discussed with the Arcadia City Employees Association, and they have agreed to the proposed changes. Furthermore, on January 13, 2022, the Human Resources Commission recommended approval of the new classification specification for Utility Billing Specialist with minor revisions to the "ability to" section to eliminate ambiguity about the training provided by an incumbent. The minor revisions clarify that the Utility Billing Specialist would be cross-training with office staff.

ENVIRONMENTAL ANALYSIS

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

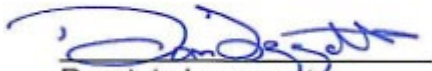
FISCAL IMPACT

Based on the results of a compensation study conducted by the Human Resources Division, it is recommended that the wage range for the Utility Billing Specialist be set at the same range as the Senior Accounting Technician (Range 53), which starts at \$4,389/month and potentially climbs to \$5,481/month. Staff surveyed comparative municipalities and determined Range 53 to be a reasonable rate for the Utility Billing Specialist. The position would be paid from the Water Fund. As a result, there is no change in overall costs for this proposed modification.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project and is therefore, exempt under, the California Environmental Quality Act (“CEQA”); and approve Resolution No. 7406 amending Resolution No. 7380 establishing compensation and related benefits for employees represented by the Arcadia City Employee Association (Utility Billing Specialist).

Approved:



Dominic Lazzaretto
City Manager

Attachments: Resolution No. 7406
 New Class Specifications for Utility Billing Specialist
 Public Works Services Department Org Chart

RESOLUTION NO. 7406

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING RESOLUTION NO. 7380 ESTABLISHING COMPENSATION AND RELATED BENEFITS FOR EMPLOYEES REPRESENTED BY THE ARCADIA CITY EMPLOYEES ASSOCIATION (UTILITY BILLING SPECIALIST)

WHEREAS, City Council Resolution No. 7380 approved a Memorandum of Understanding ("MOU") by and between the City of Arcadia and the Arcadia City Employees Association ("ACEA") for compensation and related benefits; and

WHEREAS, salaries and benefits for ACEA are adjusted by resolution, which adjustments are then reflected in the City's salary schedule.

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

SECTION 1. Effective upon adoption of this Resolution, the ACEA Monthly Salary Schedule is amended by adding the position of Utility Billing Specialist in Salary Range No. 53, as set forth in Exhibit "A" attached hereto.

SECTION 2. This Resolution shall become effective upon its adoption.

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

[SIGNATURES ON NEXT PAGE]

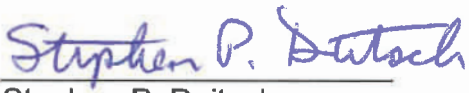
Passed, approved, and adopted this _____ day of _____, 2022.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Stephen P. Deitsch
City Attorney

EXHIBIT A
CITY OF ARCADIA MONTHLY SALARY RANGE
JULY 1, 2021 - JUNE 30, 2022
ACEA GROUP - 3.0% COLA

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
42	Library Assistant	\$ 3,345	\$ 3,427	\$ 3,515	\$ 3,602	\$ 3,692	\$ 3,785	\$ 3,880	\$ 3,979	\$ 4,077	\$ 4,180
43	Accounting Technician I	\$ 3,427	\$ 3,515	\$ 3,602	\$ 3,692	\$ 3,785	\$ 3,880	\$ 3,979	\$ 4,077	\$ 4,180	\$ 4,282
44		\$ 3,515	\$ 3,602	\$ 3,692	\$ 3,785	\$ 3,880	\$ 3,979	\$ 4,077	\$ 4,180	\$ 4,282	\$ 4,389
45	Office Assistant	\$ 3,602	\$ 3,692	\$ 3,785	\$ 3,880	\$ 3,979	\$ 4,077	\$ 4,180	\$ 4,282	\$ 4,389	\$ 4,498
46	Library Technician I Museum Education Coordinator	\$ 3,692	\$ 3,785	\$ 3,880	\$ 3,979	\$ 4,077	\$ 4,180	\$ 4,282	\$ 4,389	\$ 4,498	\$ 4,609
47	Accounting Technician II Recreation Coordinator Senior Citizens Project Specialist	\$ 3,785	\$ 3,880	\$ 3,979	\$ 4,077	\$ 4,180	\$ 4,282	\$ 4,389	\$ 4,498	\$ 4,609	\$ 4,724
48	Library Technician II	\$ 3,880	\$ 3,979	\$ 4,077	\$ 4,180	\$ 4,282	\$ 4,389	\$ 4,498	\$ 4,609	\$ 4,724	\$ 4,843
49	Administrative Assistant City Clerk Technician Senior Citizens Program Specialist	\$ 3,979	\$ 4,077	\$ 4,180	\$ 4,282	\$ 4,389	\$ 4,498	\$ 4,609	\$ 4,724	\$ 4,843	\$ 4,967
50	Building Technician I	\$ 4,077	\$ 4,180	\$ 4,282	\$ 4,389	\$ 4,498	\$ 4,609	\$ 4,724	\$ 4,843	\$ 4,967	\$ 5,087
51		\$ 4,180	\$ 4,282	\$ 4,389	\$ 4,498	\$ 4,609	\$ 4,724	\$ 4,843	\$ 4,967	\$ 5,087	\$ 5,216
52	Senior Library Technician	\$ 4,282	\$ 4,389	\$ 4,498	\$ 4,609	\$ 4,724	\$ 4,843	\$ 4,967	\$ 5,087	\$ 5,216	\$ 5,346
53	Senior Accounting Technician Utility Billing Specialist	\$ 4,389	\$ 4,498	\$ 4,609	\$ 4,724	\$ 4,843	\$ 4,967	\$ 5,087	\$ 5,216	\$ 5,346	\$ 5,481
54	Building Technician II Senior Administrative Assistant	\$ 4,498	\$ 4,609	\$ 4,724	\$ 4,843	\$ 4,967	\$ 5,087	\$ 5,216	\$ 5,346	\$ 5,481	\$ 5,616
55	Code Services Officer Fire Administrative Specialist	\$ 4,609	\$ 4,724	\$ 4,843	\$ 4,967	\$ 5,087	\$ 5,216	\$ 5,346	\$ 5,481	\$ 5,616	\$ 5,757
56	Engineering Assistant	\$ 4,724	\$ 4,843	\$ 4,967	\$ 5,087	\$ 5,216	\$ 5,346	\$ 5,481	\$ 5,616	\$ 5,757	\$ 5,899
57	Accounting Specialist Circulation Services Supervisor Revenue Collection Specialist	\$ 4,843	\$ 4,967	\$ 5,087	\$ 5,216	\$ 5,346	\$ 5,481	\$ 5,616	\$ 5,757	\$ 5,899	\$ 6,047
58	Deputy City Clerk	\$ 4,967	\$ 5,087	\$ 5,216	\$ 5,346	\$ 5,481	\$ 5,616	\$ 5,757	\$ 5,899	\$ 6,047	\$ 6,199
59	Historical Museum Curator Information Systems Specialist Librarian I Office Coordinator	\$ 5,087	\$ 5,216	\$ 5,346	\$ 5,481	\$ 5,616	\$ 5,757	\$ 5,899	\$ 6,047	\$ 6,199	\$ 6,354
60	Business License Officer Senior Building Technician Senior Code Services Officer	\$ 5,216	\$ 5,346	\$ 5,481	\$ 5,616	\$ 5,757	\$ 5,899	\$ 6,047	\$ 6,199	\$ 6,354	\$ 6,513

**EXHIBIT A
CITY OF ARCADIA MONTHLY SALARY RANGE
JULY 1, 2021 - JUNE 30, 2022
ACEA GROUP - 3.0% COLA**

61		\$ 5,346	\$ 5,481	\$ 5,616	\$ 5,757	\$ 5,899	\$ 6,047	\$ 6,199	\$ 6,354	\$ 6,513	\$ 6,675
62	Assistant Planner Building Inspector Public Works Inspector Senior Engineering Assistant	\$ 5,481	\$ 5,616	\$ 5,757	\$ 5,899	\$ 6,047	\$ 6,199	\$ 6,354	\$ 6,513	\$ 6,675	\$ 6,843
63		\$ 5,616	\$ 5,757	\$ 5,899	\$ 6,047	\$ 6,199	\$ 6,354	\$ 6,513	\$ 6,675	\$ 6,843	\$ 7,014
64	Assistant City Clerk Fire Prevention Specialist Librarian II	\$ 5,757	\$ 5,899	\$ 6,047	\$ 6,199	\$ 6,354	\$ 6,513	\$ 6,675	\$ 6,843	\$ 7,014	\$ 7,188
65		\$ 5,899	\$ 6,047	\$ 6,199	\$ 6,354	\$ 6,513	\$ 6,675	\$ 6,843	\$ 7,014	\$ 7,188	\$ 7,370
66	Assistant Engineer Associate Planner Senior Building Inspector Senior Public Works Inspector	\$ 6,047	\$ 6,199	\$ 6,354	\$ 6,513	\$ 6,675	\$ 6,843	\$ 7,014	\$ 7,188	\$ 7,370	\$ 7,554
67		\$ 6,199	\$ 6,354	\$ 6,513	\$ 6,675	\$ 6,843	\$ 7,014	\$ 7,188	\$ 7,370	\$ 7,554	\$ 7,743
68		\$ 6,354	\$ 6,513	\$ 6,675	\$ 6,843	\$ 7,014	\$ 7,188	\$ 7,370	\$ 7,554	\$ 7,743	\$ 7,936
69	Plans Examiner	\$ 6,513	\$ 6,675	\$ 6,843	\$ 7,014	\$ 7,188	\$ 7,370	\$ 7,554	\$ 7,743	\$ 7,936	\$ 8,135
70	Associate Civil Engineer	\$ 6,675	\$ 6,843	\$ 7,014	\$ 7,188	\$ 7,370	\$ 7,554	\$ 7,743	\$ 7,936	\$ 8,135	\$ 8,339
71		\$ 6,843	\$ 7,014	\$ 7,188	\$ 7,370	\$ 7,554	\$ 7,743	\$ 7,936	\$ 8,135	\$ 8,339	\$ 8,549
72		\$ 7,014	\$ 7,188	\$ 7,370	\$ 7,554	\$ 7,743	\$ 7,936	\$ 8,135	\$ 8,339	\$ 8,549	\$ 8,758
73	Principal Librarian Senior Planner	\$ 7,188	\$ 7,370	\$ 7,554	\$ 7,743	\$ 7,936	\$ 8,135	\$ 8,339	\$ 8,549	\$ 8,758	\$ 8,977
74		\$ 7,368	\$ 7,552	\$ 7,741	\$ 7,935	\$ 8,133	\$ 8,336	\$ 8,545	\$ 8,758	\$ 8,977	\$ 9,202
75		\$ 7,552	\$ 7,741	\$ 7,935	\$ 8,133	\$ 8,336	\$ 8,545	\$ 8,758	\$ 8,977	\$ 9,202	\$ 9,432
76	Senior Civil Engineer	\$ 7,741	\$ 7,935	\$ 8,133	\$ 8,336	\$ 8,545	\$ 8,758	\$ 8,977	\$ 9,202	\$ 9,432	\$ 9,668

EXHIBIT A
CITY OF ARCADIA MONTHLY SALARY RANGE
JULY 1, 2022 - JUNE 30, 2023
ACEA GROUP - 3.0% COLA

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
42	Library Assistant	\$ 3,445	\$ 3,530	\$ 3,620	\$ 3,710	\$ 3,803	\$ 3,899	\$ 3,996	\$ 4,098	\$ 4,199	\$ 4,305
43	Accounting Technician I	\$ 3,530	\$ 3,620	\$ 3,710	\$ 3,803	\$ 3,899	\$ 3,996	\$ 4,098	\$ 4,199	\$ 4,305	\$ 4,410
44		\$ 3,620	\$ 3,710	\$ 3,803	\$ 3,899	\$ 3,996	\$ 4,098	\$ 4,199	\$ 4,305	\$ 4,410	\$ 4,521
45	Office Assistant	\$ 3,710	\$ 3,803	\$ 3,899	\$ 3,996	\$ 4,098	\$ 4,199	\$ 4,305	\$ 4,410	\$ 4,521	\$ 4,633
46	Library Technician I Museum Education Coordinator	\$ 3,803	\$ 3,899	\$ 3,996	\$ 4,098	\$ 4,199	\$ 4,305	\$ 4,410	\$ 4,521	\$ 4,633	\$ 4,747
47	Accounting Technician II Recreation Coordinator Senior Citizens Project Specialist	\$ 3,899	\$ 3,996	\$ 4,098	\$ 4,199	\$ 4,305	\$ 4,410	\$ 4,521	\$ 4,633	\$ 4,747	\$ 4,866
48	Library Technician II	\$ 3,996	\$ 4,098	\$ 4,199	\$ 4,305	\$ 4,410	\$ 4,521	\$ 4,633	\$ 4,747	\$ 4,866	\$ 4,988
49	Administrative Assistant City Clerk Technician Senior Citizens Program Specialist	\$ 4,098	\$ 4,199	\$ 4,305	\$ 4,410	\$ 4,521	\$ 4,633	\$ 4,747	\$ 4,866	\$ 4,988	\$ 5,116
50	Building Technician I	\$ 4,199	\$ 4,305	\$ 4,410	\$ 4,521	\$ 4,633	\$ 4,747	\$ 4,866	\$ 4,988	\$ 5,116	\$ 5,240
51		\$ 4,305	\$ 4,410	\$ 4,521	\$ 4,633	\$ 4,747	\$ 4,866	\$ 4,988	\$ 5,116	\$ 5,240	\$ 5,372
52	Senior Library Technician	\$ 4,410	\$ 4,521	\$ 4,633	\$ 4,747	\$ 4,866	\$ 4,988	\$ 5,116	\$ 5,240	\$ 5,372	\$ 5,506
53	Senior Accounting Technician Utility Billing Specialist	\$ 4,521	\$ 4,633	\$ 4,747	\$ 4,866	\$ 4,988	\$ 5,116	\$ 5,240	\$ 5,372	\$ 5,506	\$ 5,645
54	Building Technician II Senior Administrative Assistant	\$ 4,633	\$ 4,747	\$ 4,866	\$ 4,988	\$ 5,116	\$ 5,240	\$ 5,372	\$ 5,506	\$ 5,645	\$ 5,784
55	Code Services Officer Fire Administrative Specialist	\$ 4,747	\$ 4,866	\$ 4,988	\$ 5,116	\$ 5,240	\$ 5,372	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,930
56	Engineering Assistant	\$ 4,866	\$ 4,988	\$ 5,116	\$ 5,240	\$ 5,372	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,930	\$ 6,076
57	Accounting Specialist Circulation Services Supervisor Revenue Collection Specialist	\$ 4,988	\$ 5,116	\$ 5,240	\$ 5,372	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,930	\$ 6,076	\$ 6,228
58	Deputy City Clerk	\$ 5,116	\$ 5,240	\$ 5,372	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,930	\$ 6,076	\$ 6,228	\$ 6,385
59	Historical Museum Curator Information Systems Specialist Librarian I Office Coordinator	\$ 5,240	\$ 5,372	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,930	\$ 6,076	\$ 6,228	\$ 6,385	\$ 6,545
60	Business License Officer Senior Building Technician Senior Code Services Officer	\$ 5,372	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,930	\$ 6,076	\$ 6,228	\$ 6,385	\$ 6,545	\$ 6,708

EXHIBIT A
CITY OF ARCADIA MONTHLY SALARY RANGE
JULY 1, 2022 - JUNE 30, 2023
ACEA GROUP - 3.0% COLA

61		\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,930	\$ 6,076	\$ 6,228	\$ 6,385	\$ 6,545	\$ 6,708	\$ 6,875
62	Assistant Planner Building Inspector Public Works Inspector Senior Engineering Assistant	\$ 5,645	\$ 5,784	\$ 5,930	\$ 6,076	\$ 6,228	\$ 6,385	\$ 6,545	\$ 6,708	\$ 6,875	\$ 7,048
63		\$ 5,784	\$ 5,930	\$ 6,076	\$ 6,228	\$ 6,385	\$ 6,545	\$ 6,708	\$ 6,875	\$ 7,048	\$ 7,224
64	Assistant City Clerk Fire Prevention Specialist Librarian II	\$ 5,930	\$ 6,076	\$ 6,228	\$ 6,385	\$ 6,545	\$ 6,708	\$ 6,875	\$ 7,048	\$ 7,224	\$ 7,404
65		\$ 6,076	\$ 6,228	\$ 6,385	\$ 6,545	\$ 6,708	\$ 6,875	\$ 7,048	\$ 7,224	\$ 7,404	\$ 7,591
66	Assistant Engineer Associate Planner Senior Building Inspector Senior Public Works Inspector	\$ 6,228	\$ 6,385	\$ 6,545	\$ 6,708	\$ 6,875	\$ 7,048	\$ 7,224	\$ 7,404	\$ 7,591	\$ 7,781
67		\$ 6,385	\$ 6,545	\$ 6,708	\$ 6,875	\$ 7,048	\$ 7,224	\$ 7,404	\$ 7,591	\$ 7,781	\$ 7,975
68		\$ 6,545	\$ 6,708	\$ 6,875	\$ 7,048	\$ 7,224	\$ 7,404	\$ 7,591	\$ 7,781	\$ 7,975	\$ 8,174
69	Plans Examiner	\$ 6,708	\$ 6,875	\$ 7,048	\$ 7,224	\$ 7,404	\$ 7,591	\$ 7,781	\$ 7,975	\$ 8,174	\$ 8,379
70	Associate Civil Engineer	\$ 6,875	\$ 7,048	\$ 7,224	\$ 7,404	\$ 7,591	\$ 7,781	\$ 7,975	\$ 8,174	\$ 8,379	\$ 8,589
71		\$ 7,048	\$ 7,224	\$ 7,404	\$ 7,591	\$ 7,781	\$ 7,975	\$ 8,174	\$ 8,379	\$ 8,589	\$ 8,805
72		\$ 7,224	\$ 7,404	\$ 7,591	\$ 7,781	\$ 7,975	\$ 8,174	\$ 8,379	\$ 8,589	\$ 8,805	\$ 9,021
73	Principal Librarian Senior Planner	\$ 7,404	\$ 7,591	\$ 7,781	\$ 7,975	\$ 8,174	\$ 8,379	\$ 8,589	\$ 8,805	\$ 9,021	\$ 9,246
74		\$ 7,589	\$ 7,779	\$ 7,973	\$ 8,173	\$ 8,377	\$ 8,586	\$ 8,801	\$ 9,021	\$ 9,246	\$ 9,478
75		\$ 7,779	\$ 7,973	\$ 8,173	\$ 8,377	\$ 8,586	\$ 8,801	\$ 9,021	\$ 9,246	\$ 9,478	\$ 9,715
76	Senior Civil Engineer	\$ 7,973	\$ 8,173	\$ 8,377	\$ 8,586	\$ 8,801	\$ 9,021	\$ 9,246	\$ 9,478	\$ 9,715	\$ 9,958

EXHIBIT A
CITY OF ARCADIA MONTHLY SALARY RANGE
JULY 1, 2023 - JUNE 30, 2024
ACEA GROUP - 4.0% COLA

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
42	Library Assistant	\$ 3,583	\$ 3,671	\$ 3,765	\$ 3,858	\$ 3,955	\$ 4,055	\$ 4,156	\$ 4,262	\$ 4,367	\$ 4,477
43	Accounting Technician I	\$ 3,671	\$ 3,765	\$ 3,858	\$ 3,955	\$ 4,055	\$ 4,156	\$ 4,262	\$ 4,367	\$ 4,477	\$ 4,586
44		\$ 3,765	\$ 3,858	\$ 3,955	\$ 4,055	\$ 4,156	\$ 4,262	\$ 4,367	\$ 4,477	\$ 4,586	\$ 4,702
45	Office Assistant	\$ 3,858	\$ 3,955	\$ 4,055	\$ 4,156	\$ 4,262	\$ 4,367	\$ 4,477	\$ 4,586	\$ 4,702	\$ 4,818
46	Library Technician I Museum Education Coordinator	\$ 3,955	\$ 4,055	\$ 4,156	\$ 4,262	\$ 4,367	\$ 4,477	\$ 4,586	\$ 4,702	\$ 4,818	\$ 4,937
47	Accounting Technician II Recreation Coordinator Senior Citizens Project Specialist	\$ 4,055	\$ 4,156	\$ 4,262	\$ 4,367	\$ 4,477	\$ 4,586	\$ 4,702	\$ 4,818	\$ 4,937	\$ 5,061
48	Library Technician II	\$ 4,156	\$ 4,262	\$ 4,367	\$ 4,477	\$ 4,586	\$ 4,702	\$ 4,818	\$ 4,937	\$ 5,061	\$ 5,188
49	Administrative Assistant City Clerk Technician Senior Citizens Program Specialist	\$ 4,262	\$ 4,367	\$ 4,477	\$ 4,586	\$ 4,702	\$ 4,818	\$ 4,937	\$ 5,061	\$ 5,188	\$ 5,321
50	Building Technician I	\$ 4,367	\$ 4,477	\$ 4,586	\$ 4,702	\$ 4,818	\$ 4,937	\$ 5,061	\$ 5,188	\$ 5,321	\$ 5,450
51		\$ 4,477	\$ 4,586	\$ 4,702	\$ 4,818	\$ 4,937	\$ 5,061	\$ 5,188	\$ 5,321	\$ 5,450	\$ 5,587
52	Senior Library Technician	\$ 4,586	\$ 4,702	\$ 4,818	\$ 4,937	\$ 5,061	\$ 5,188	\$ 5,321	\$ 5,450	\$ 5,587	\$ 5,726
53	Senior Accounting Technician Utility Billing Specialist	\$ 4,702	\$ 4,818	\$ 4,937	\$ 5,061	\$ 5,188	\$ 5,321	\$ 5,450	\$ 5,587	\$ 5,726	\$ 5,871
54	Building Technician II Senior Administrative Assistant	\$ 4,818	\$ 4,937	\$ 5,061	\$ 5,188	\$ 5,321	\$ 5,450	\$ 5,587	\$ 5,726	\$ 5,871	\$ 6,015
55	Code Services Officer Fire Administrative Specialist	\$ 4,937	\$ 5,061	\$ 5,188	\$ 5,321	\$ 5,450	\$ 5,587	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,167
56	Engineering Assistant	\$ 5,061	\$ 5,188	\$ 5,321	\$ 5,450	\$ 5,587	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,167	\$ 6,319
57	Accounting Specialist Circulation Services Supervisor Revenue Collection Specialist	\$ 5,188	\$ 5,321	\$ 5,450	\$ 5,587	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,167	\$ 6,319	\$ 6,477
58	Deputy City Clerk	\$ 5,321	\$ 5,450	\$ 5,587	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,167	\$ 6,319	\$ 6,477	\$ 6,640
59	Historical Museum Curator Information Systems Specialist Librarian I Office Coordinator	\$ 5,450	\$ 5,587	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,167	\$ 6,319	\$ 6,477	\$ 6,640	\$ 6,807
60	Business License Officer Senior Building Technician Senior Code Services Officer	\$ 5,587	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,167	\$ 6,319	\$ 6,477	\$ 6,640	\$ 6,807	\$ 6,976

EXHIBIT A
CITY OF ARCADIA MONTHLY SALARY RANGE
JULY 1, 2023 - JUNE 30, 2024
ACEA GROUP - 4.0% COLA

61		\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,167	\$ 6,319	\$ 6,477	\$ 6,640	\$ 6,807	\$ 6,976	\$ 7,150
62	Assistant Planner Building Inspector Public Works Inspector Senior Engineering Assistant	\$ 5,871	\$ 6,015	\$ 6,167	\$ 6,319	\$ 6,477	\$ 6,640	\$ 6,807	\$ 6,976	\$ 7,150	\$ 7,330
63		\$ 6,015	\$ 6,167	\$ 6,319	\$ 6,477	\$ 6,640	\$ 6,807	\$ 6,976	\$ 7,150	\$ 7,330	\$ 7,513
64	Assistant City Clerk Fire Prevention Specialist Librarian II	\$ 6,167	\$ 6,319	\$ 6,477	\$ 6,640	\$ 6,807	\$ 6,976	\$ 7,150	\$ 7,330	\$ 7,513	\$ 7,700
65		\$ 6,319	\$ 6,477	\$ 6,640	\$ 6,807	\$ 6,976	\$ 7,150	\$ 7,330	\$ 7,513	\$ 7,700	\$ 7,895
66	Assistant Engineer Associate Planner Senior Building Inspector Senior Public Works Inspector	\$ 6,477	\$ 6,640	\$ 6,807	\$ 6,976	\$ 7,150	\$ 7,330	\$ 7,513	\$ 7,700	\$ 7,895	\$ 8,092
67		\$ 6,640	\$ 6,807	\$ 6,976	\$ 7,150	\$ 7,330	\$ 7,513	\$ 7,700	\$ 7,895	\$ 8,092	\$ 8,294
68		\$ 6,807	\$ 6,976	\$ 7,150	\$ 7,330	\$ 7,513	\$ 7,700	\$ 7,895	\$ 8,092	\$ 8,294	\$ 8,501
69	Plans Examiner	\$ 6,976	\$ 7,150	\$ 7,330	\$ 7,513	\$ 7,700	\$ 7,895	\$ 8,092	\$ 8,294	\$ 8,501	\$ 8,714
70	Associate Civil Engineer	\$ 7,150	\$ 7,330	\$ 7,513	\$ 7,700	\$ 7,895	\$ 8,092	\$ 8,294	\$ 8,501	\$ 8,714	\$ 8,933
71		\$ 7,330	\$ 7,513	\$ 7,700	\$ 7,895	\$ 8,092	\$ 8,294	\$ 8,501	\$ 8,714	\$ 8,933	\$ 9,157
72		\$ 7,513	\$ 7,700	\$ 7,895	\$ 8,092	\$ 8,294	\$ 8,501	\$ 8,714	\$ 8,933	\$ 9,157	\$ 9,382
73	Principal Librarian Senior Planner	\$ 7,700	\$ 7,895	\$ 8,092	\$ 8,294	\$ 8,501	\$ 8,714	\$ 8,933	\$ 9,157	\$ 9,382	\$ 9,616
74		\$ 7,893	\$ 8,090	\$ 8,292	\$ 8,500	\$ 8,712	\$ 8,929	\$ 9,153	\$ 9,382	\$ 9,616	\$ 9,857
75		\$ 8,090	\$ 8,292	\$ 8,500	\$ 8,712	\$ 8,929	\$ 9,153	\$ 9,382	\$ 9,616	\$ 9,857	\$ 10,104
76	Senior Civil Engineer	\$ 8,292	\$ 8,500	\$ 8,712	\$ 8,929	\$ 9,153	\$ 9,382	\$ 9,616	\$ 9,857	\$ 10,104	\$ 10,356

CITY OF ARCADIA

UTILITY BILLING SPECIALIST

DEFINITION

Under general supervision, performs a variety of specialized utility billing duties involving the processing of water service billings and complex customer service functions; coordinates closely with management, administration, and field staff in the execution of duties; performs a wide variety of public assistance, work order processing, clerical accounting activities for utility customers; prepares and reviews billing information, receives and documents payments.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules and regulations; answer questions and resolve problems or complaints.

Perform customer service for City utility customers involving billing issues, new accounts, cancellations, and automatic debit program; explain, research and analyze account history to resolve billing questions.

Answer customer questions and resolve complaints and problems related to the utility billing process; process appropriate forms/records; post payments to accounts; compute water bills for opening and closing accounts; prepare forms for field and office staff on changes of service.

Receive and process all work orders and applications for water, automatic debit program, and on-line electronic payments.

Open and close accounts; process and maintain accounting records for water service accounts; sort, audit and match utility bills and payment checks.

Assign appropriate account numbers and billing rates for water services; research records to correct errors in billings; make credit adjustments and refunds; maintain related water accounts.

Calculate special bills according to utility rules and regulations and established procedures; assemble information regarding delinquent accounts; make special arrangements for payment of utility billings for hardship cases within specific guidelines or refer to collection agency; perform analyses/audits of data to ensure accuracy of billing; maintain collection process for closed accounts with outstanding balances; assign accounts to collection agency.

Prepare monthly and bi-monthly utility bills and other related bills and notices including final bills, past due notices, 48-hour shut-off warning notices, and shut-offs; process new or cancelled accounts, meter changes, or other similar utility billing activities as required; serve as key liaison with outside billing vendors to ensure that billings are accurate and are processed expeditiously.

Make journal entries for all small credit balances on closed accounts; order all month-end reports and balance water funds.

Prepare monthly reports of key statistical data for Administrative Services and Maintenance Services as required.

Record all outside City water usage.

Prepare and mail application/renewal forms for the utility tax exemption program to residents; gather information and process applications to determine and identify qualified applicants based on established criteria.

Perform a variety of administrative tasks such as composing correspondence to customers utilizing proper English, grammar, spelling and punctuation; prepare bills for mail outs and type a variety of forms and letters accurately.

OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Considerable knowledge of City policies, Utility rules and regulations and procedures involved in the preparation and processing of fiscal records and billing methods.

Methods, practices, and procedures used in financial record keeping and reporting.

Operations, services, and activities of an accounting program.

Principles of training.

Automated financial management systems and computer accounting software programs.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Methods and techniques of scheduling work assignments.

Principles and practices used in dealing with the public.

Mathematical principles.

Skill to:

Operate modern office equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Utilize a variety of word processing, spreadsheet, and software applications, including billing and financial systems.

Resolve customer service problems tactfully and effectively.

Ability to:

Effectively coordinate with the work of other department and City personnel.

Cross-train with other office staff within the water section.

Independently perform difficult technical accounting and financial operations work including projects and activities.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, collect, compile, and analyze information and data.

Handle multiple concurrent projects and manage priorities and tasks.

Apply accounting principles to the maintenance of general governmental financial and accounting transactions and audit of financial records.

Perform comparisons of data quickly and accurately.

Accurately tabulate, record, balance, and audit assigned transactions.

Respond to questions from the public and City personnel regarding policies and procedures for assigned area.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and deadlines.

Prepare and maintain accurate and complete financial records.

Communicate clearly and concisely, both orally and in writing.

Understand and follow verbal and written directions

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for successful job performance is qualifying. An example would be:

Experience:

Two years of clerical accounting or bookkeeping experience which included routine account record keeping, public contact, and the application of policies and procedures in the performance of assigned tasks.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in accounting or a related field.

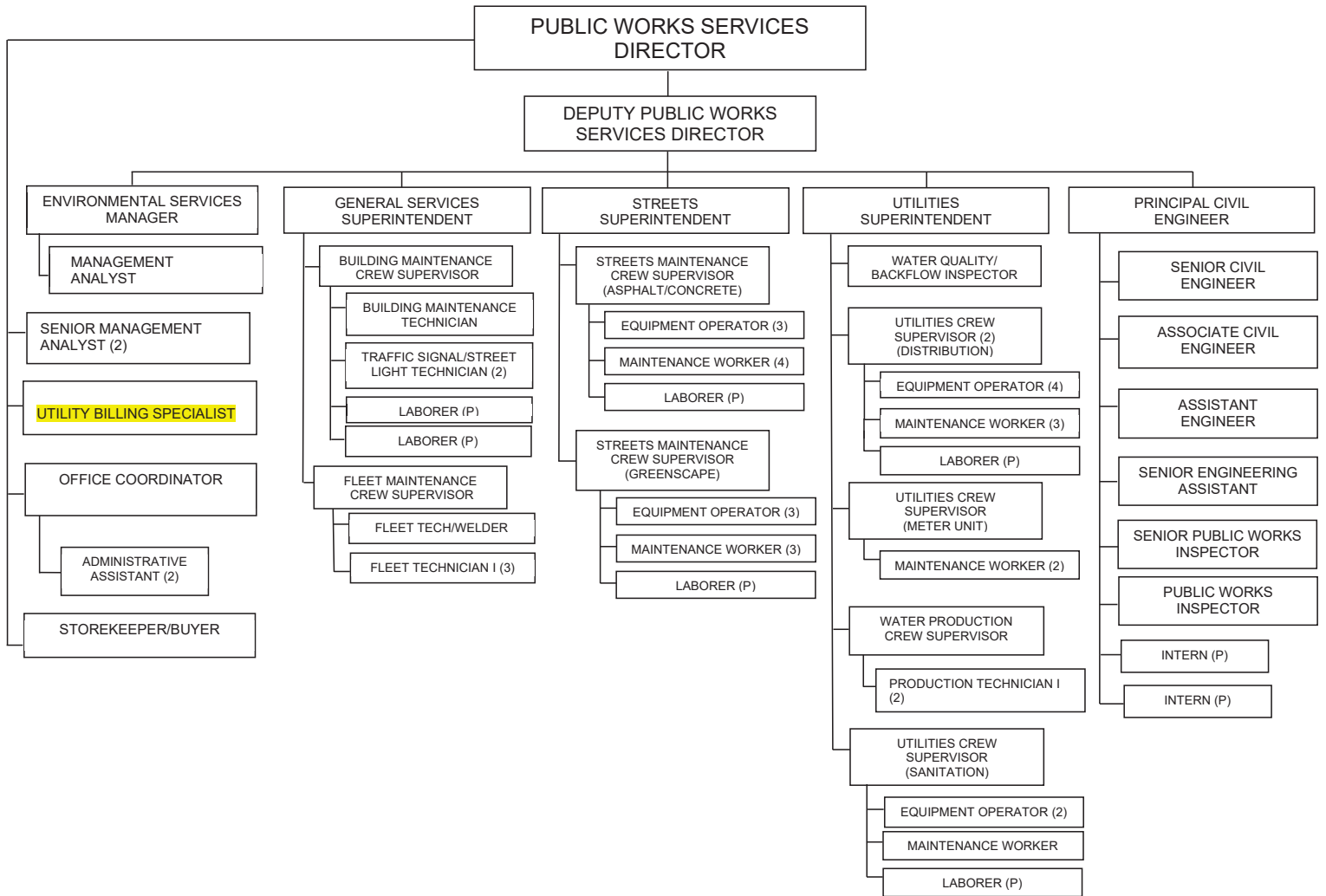
Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: February 2022

PUBLIC WORKS SERVICES DEPARTMENT





STAFF REPORT

Public Works Services Department

DATE: February 7, 2022

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director

SUBJECT: REVISION TO THE EXISTING CLASSIFICATION SPECIFICATIONS FOR DEPUTY PUBLIC WORKS SERVICES DIRECTOR
Recommendation: Approve

SUMMARY

Based on a thorough review of the Deputy Public Works Services Director classification specification, it is recommended that minor modifications be made to the Minimum Qualifications and Experience section of the classification specification to allow for greater flexibility when considering the most qualified candidates for the position. Furthermore, it is proposed to include in the classification specifications under Examples of Important and Essential Duties section additional duties in line with the classification and duties required for a Deputy Public Works Services Director. The Human Resources Commission recommended approval of the revisions to the classification specification for Deputy Public Works Services Director on January 13, 2022.

BACKGROUND

In October 2021, Public Works Services Director Tom Tait announced his retirement. Subsequently, the City Manager appointed the Deputy Public Works Services Director Paul Cranmer to the position of Public Works Services Director, creating a vacancy in the Deputy position. This prompted a review of the Deputy Public Works Services Director classification specification. As a result, changes are being proposed to allow for greater flexibility when considering potential candidates for the position.

DISCUSSION

Under the current requirements, six years of responsible experience in the construction and maintenance of public works including four years of management and supervisory experience is required to be considered for the position. This requirement eliminates those that do not meet the exact requirements, and as such, can provide difficulty when recruiting or promoting candidates who might have slightly different backgrounds but are otherwise qualified for the position. This revision would update the experience language and include "or any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties is qualifying." The education for the position will still maintain the equivalent of a bachelor's degree from an

accredited college or university with major course work in public administration, engineering, or a related field. The language would also include that “experience in utilities management is desirable.” These changes are in line with classification modifications that have been put in place over the past several years to allow for greater flexibility in recruiting and promoting candidates. The changes have created greater numbers of viable applications and higher overall satisfaction by hiring managers responsible for filling the vacancies.

It is also proposed to include in the classification specifications under Examples of Important and Essential Duties the management of the Par 3 golf course contract. The section would further include to monitor water conservation efforts and compliance with state regulations for water use. This language is in line with the classification and duties required for a Deputy Public Works Services Director.

It is recommended that the City Council approve the updated classification specifications. Upon approval, the Public Works Services Department will begin a recruitment process to fill the vacant position.

ENVIRONMENTAL ANALYSIS

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

FISCAL IMPACT

The proposed changes to the existing classification specification have no fiscal impact.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project and is therefore, exempt under, the California Environmental Quality Act (“CEQA”); and approve the revisions to the classification specification for Deputy Public Works Services Director.

Approved:


Dominic Lazzaretto
City Manager

Attachments: Revised classification specification for Deputy Public Works Services Director

CITY OF ARCADIA

DEPUTY PUBLIC WORKS SERVICES DIRECTOR

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate the Field Services and General Services Division's programs and activities including the construction and maintenance of street, right-of-way maintenance, fleet maintenance, building maintenance, sewer, water, and storm drain systems, park and outdoor facility maintenance, contract administration and customer service; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Services Director.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all Field Services and General Services Division's activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including the construction and maintenance of streets and right-of-way, sewer, water, and storm drain systems, park and outdoor facility maintenance, fleet and building maintenance, contract administration, and customer service activities; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Public Works Services Director; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for both Field Services and General Services Divisions; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage and participate in the development and administration of both the Field Services and General Services Division's annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the department with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Monitor all phases of contract administration and management of the Par 3 golf course contract.

Direct customer service activities such as service installations, meter reading, and responses to customer requests for services.

Monitor water conservation efforts and compliance with state regulations for water use.

Prepare estimates and monitor construction, maintenance and operating costs.

Evaluate service and equipment needs; write or review bid specifications; monitor contractor/equipment performance.

Review and investigate citizen complaints and requests and determine and ensure appropriate disposition.

Monitor work completed in response to concerns from the City Council and the City Manager.

Investigate and report on matters related to claims made against the City.

Inspect work in progress to ensure compliance with City specifications.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering, construction, and maintenance services.

Provide responsible staff assistance to the Public Works Services Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Field Services and General Services programs, policies, and procedures as appropriate.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as the department head in the absence of the Public Works Services Director.

Supervise staff in the maintenance and repairs of buildings, street lighting, and fleet vehicles and equipment.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of engineering, construction, and maintenance programs.

Methods, practices, materials, tools and equipment used in the construction and maintenance of street, sewer, water and storm drain systems, and park and outdoor facility maintenance.

Information sources and research techniques in the areas of construction, street and building maintenance, park maintenance, and sewer, water and storm drains.

Construction safety methods and practices.

Organizational and management practices as applied to the analysis and evaluation of Field Services programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Field Services and General Services Divisions.

Ability to:

Recommend and implement goals, objectives, and practices for providing effective and efficient programs and services.

Manage, direct, and coordinate the work of supervisory, professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Instruct skilled and semi-skilled workers in the methods, practices, tools, and equipment used in the construction and maintenance of street, sewer, water and storm drain systems and park and outdoor facility maintenance.

Maintain records of time, materials, and equipment.

Identify and respond to community issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience,

as demonstrated in his/her past and current employment history. A typical example includes:

Experience:

Six years of responsible experience in the construction and maintenance of public works including four years of management and supervisory experience. Experience in utilities management is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, engineering, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: March 2006

Revised: February 2022



STAFF REPORT

Fire Department

DATE: February 7, 2022

TO: Honorable Mayor and City Council

FROM: Barry Spriggs, Fire Chief
By: Chen Suen, Deputy Fire Chief

SUBJECT: PURCHASE ORDER WITH MOTOROLA SOLUTIONS, INC. FOR THE PURCHASE OF EIGHT DUAL-BAND MOTOROLA APX8500 MOBILE RADIOS, ONE TRI-BAND MOTOROLA APX8000XE PORTABLE RADIO, AND FOUR DUAL-BAND MOTOROLA APX8000XE PORTABLE RADIOS NOT TO EXCEED \$127,000 FOR FISCAL YEAR 2021-22
Recommendation: Waive the Formal Bid Process and Approve

SUMMARY

It is recommended that the City Council approve, direct, and authorize the City Manager to execute a purchase order with Motorola Solutions, Inc. for the purchase of eight dual-band portable Motorola APX8500 series radios, one tri-band portable Motorola APX8000XE series radio, and four dual-band Motorola APX8000XE series radios in an amount not to exceed \$127,000 for Fiscal Year 2021-22. Funds for this purchase have been budgeted in the Fiscal Year 2021-22 Equipment Replacement Fund and Fire Operating Budgets.

BACKGROUND

Over the past year, a number of planned and unplanned events necessitated the Arcadia Fire Department (“AFD”) to acquire the number of radios needed for this purchase order. These incidents include the catastrophic fire of the reserve Battalion Chief vehicle and the acquisition of replacement apparatus according to the City’s Vehicle Replacement Plan, which includes a new fire engine and a utility vehicle.

Further details of the mobile radio quantities and estimated costs are delineated in Table A and the discussion which follows.

Table A: Itemized Expenditures for the Purchase of Mobile Radios

Description	# of Radios	Cost*
a) Standard Replacement of Mobile Radios (budget carryover from FY 2020-21) - <i>Emergency mobile and portable radios to continue the replacement of Motorola 5000 and 7000 series radios (Annual Radio Replacement Program).</i>	2 Motorola APX8500 w/ Dual Remote Heads 3 dual-band Motorola APX8000 series	46,428.37
b) New emergency radio installation in the replacement Reserve Fire Battalion Chief vehicle that was damaged in a vehicle fire on 7/15/21	2 Motorola APX8500 w/ Dual Remote Heads 1 tri-band Motorola APX8000 series	30,219.12
c) Emergency radio installation to the new Pierce fire pumper. (7/20/2021)	1 Motorola APX8500	9,287.15
d) Emergency radio installation to the 2022 Chevy Silverado pick-up truck, replacing the 1994 Chevy stake bed truck. (purchased 8/3/2021)	1 Motorola APX8500	9,287.15
e) Replacement of the FY 2021-22 outdated Motorola 5000 series radios on various Fire apparatus as part of the Annual Radio Replacement Program.	2 dual-band Motorola APX8500 series 1 dual-band Motorola APX8000 series	31,274.85
TOTALS	13	\$126,496.64

*Includes 10.25% LA County sales tax

A. Replacement of the FY 2020-21 Outdated Mobile and Portable Radios (Carryover Funds)

As part of the Arcadia Fire Department's Annual Radio Replacement Plan for Fiscal Year 2020-21, AFD approached its authorized Motorola representative, Day Wireless Communications, regarding the purchase of mobile and portable Motorola radios. Unfortunately, due to an unexpected and unannounced departure of AFD's assigned representative, requests for quotes were seriously delayed resulting to carryover of budgeted funds totaling \$46,428.37 from the previous Fiscal Year to the FY 2021-22. The

number of radios initially scheduled for this period included two Motorola APX8500 mobile radios and three dual-band Motorola APX8000 series radios.

B. Fire Damages to Reserve Battalion Chief Vehicle

On July 15, 2021, an engine bay fire occurred on the 2009 Chevrolet Suburban assigned as a Reserve Battalion Chief vehicle, causing irreparable damage. Resolution No. 7388 was passed by City Council on September 21, 2021, for the purchase and upfitting of one 2022 Chevrolet Silverado four-wheel drive pick-up truck. Part of this purchase is to replace two mobile Motorola APX8500 series radios and one Motorola tri-band APX8000 series radio totaling about \$30,200. While this is a significant and unplanned cost, the City's insurance provider has authorized a claim payout, which includes a full reimbursement of this expense.

C. Purchase of a New Fire Pumper

On July 20, 2021, the City Council approved the purchase of a new Pierce fire pumper as part of the Equipment Acquisition Replacement Plan. As part of the new build and requirements of upfitting the equipment, one mobile Motorola APX8500 series radio will need to be installed into the new pumper in an amount of \$9,287.15.

D. Purchase of a New 2022 4WDR Pick-up Truck

On August 3, 2021, the City Council approved the purchase of one 2022 four-wheel drive Chevrolet Silverado pick-up truck to replace a 1994 Chevrolet Stake Bed Truck vehicle, Asset #60165, as part of the City's Vehicle Replacement Program. As part of the upfitting of this vehicle, Fire Department radios that meet current requirement set forth by its regional partners such as Verdugo Fire Communications will need to be purchased and installed. One mobile Motorola APX8500 series radio will need to be installed into this vehicle costing \$9,287.15.

E. Replacement of the FY 2021-22 Outdated Mobile and Portable Motorola APX series Radios

All other mobile and portable Motorola APX series radios associated with this purchase order request, which includes two dual-band mobile Motorola APX8500 series radios and two dual-band portable Motorola APX8000 series radios, will be used to replace the outdated Motorola 5000 series radios on various apparatus as part of this year's Annual Radio Replacement Program. The total cost for this purchase is approximately \$31,300.

As part of the benefits of being a subscriber to the Interagency Communications Interoperability ("ICI") network Radio System, regional pricing and promotions are

available to the City. As a subscriber to this system, the Arcadia Fire Department receives a 32% discount on Motorola APX series radios from the retail price.

DISCUSSION

Maintaining the communication requirements of the region is of the utmost importance. It ensures the safety of all crew members not only within Arcadia's jurisdiction, but also as they operate in adjacent areas. Many, if not all, fire departments within the Los Angeles County region utilize Motorola mobile and portable radios for their communication systems. As advancements in technology related to communications continue, the Arcadia Fire Department seeks to maintain compatibility and meet the requirements set forth by its regional partners such as Verdugo Fire Communications.

Motorola Solutions, Inc. is the market leader in radio communications systems and products for the United States Government and Public Safety Market. The ASTRO25 radio subscribers Motorola designs and manufactures contain proprietary hardware and software components which are not commercially available except through Motorola and its channel partners.

The City's purchasing rules allow the Department to use other agencies' contracts to facilitate purchases, also known as piggyback contracts. Oftentimes, the volume of these contracts alone results in cost savings to the City. For this purchase, the Department will piggyback on the City of Glendale's Master Purchase and Service Agreement with Motorola Solutions, which is for radios on the ICI network. The Agreement designates local government agencies as eligible purchasers, and the City is an ICI member. The Glendale contract has an extra 5% discount this year in comparison to the Los Angeles County's Master Purchase Agreement, which the Department normally uses.

By purchasing the equipment under this contract, the Arcadia Fire Department will ensure compatibility with existing radio infrastructure, P25 compliance, and realize significant discounted savings of approximately \$59,700 (a 32% discount from the retail price).

ENVIRONMENTAL IMPACT

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

FISCAL IMPACT

The radios to be purchased through Motorola Solutions, Inc. will not exceed \$127,000. In addition to sufficient funding that was allocated in the Fiscal Year 2021-22 Equipment Replacement Fund and from the Fire Operating Budget for this purchase order amount,

\$30,200 will be recouped from the City's insurance provider to pay for the full cost of replacing the damaged radios to the Reserve Battalion Chief vehicle resulting from the accidental fire.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project and is therefore, exempt under, the California Environmental Quality Act ("CEQA"); approve, direct, and authorize the City Manager to execute a Purchase Order with Motorola Solutions, Inc. for the purchase of eight dual-band portable Motorola APX8500 series radios, one tri-band portable Motorola APX8000XE series radio, and four dual-band Motorola APX8000XE series radios in an amount not to exceed \$127,000 for Fiscal Year 2021-22.

Approved:



Dominic Lazzaretto
City Manager



STAFF REPORT

Office of the City Manager

DATE: February 7, 2022

TO: Honorable Mayor and City Council

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

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

Recommendation: Make Findings

SUMMARY

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

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

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project and is therefore, exempt under, the California Environmental Quality Act ("CEQA"); and find that, due to the COVID-19 state of emergency, state and local officials continue to recommend measures to promote social distancing, and therefore the City Council and all other City Boards and Commissions may meet virtually.



STAFF REPORT

Office of the City Manager

DATE: February 7, 2022

TO: Honorable Mayor and City Council

FROM: Dominic Lazzaretto, City Manager
By: Michael Bruckner, Deputy City Manager
Paul Cranmer, Director of Public Works Services

SUBJECT: DESIGN OPTIONS FOR A MEMORIAL COURTYARD AT THE MUSEUM
EDUCATION CENTER IN HONOR OF CAROL LIBBY
Recommendation: Select Design Option

SUMMARY

At the October 20, 2020, City Council meeting, the City Council approved the naming of the Courtyard between the Gilb Museum and the Lauber Museum Education Center in honor of Ms. Carol Libby, and authorized the City Manager to allocate \$25,000 to upgrade the courtyard area to include new drought tolerant landscaping, similar to the improvements done recently at the Arcadia Public Library.

Subsequently, the City received three designs from its landscape architect, ranging in complexity and detail, from a full enhancement (Plans A & B) to a more modest design (Plan C). Staff solicited bids from various vendors, and it was estimated that the existing appropriation of \$25,000 was not enough to complete the project, and the project was tabled temporarily. In accordance with City Council direction, the plans and cost estimates have been updated and this item is being resubmitted for consideration. It is recommended that the City Council select Design Plan B for the Carol Libby Memorial Courtyard and direct staff to carry out the project.

BACKGROUND

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

In July 2020, Council Member Beck submitted a request for the commemorative naming of the courtyard in front of the Gilb Museum of Arcadia Heritage and Floretta K. Lauber

Museum Education Center (“MEC”) in honor of prominent Arcadia resident Carol Libby who passed away in the summer of 2020. Council Member Beck requested \$25,000 from the General Fund Reserve to complete the project.

At the October 20, 2020, City Council meeting, the City Council approved the naming of the Courtyard in honor of Ms. Libby and authorized the City Manager to allocate \$25,000 to upgrade the courtyard area to include new drought tolerant landscaping, similar to the improvements done at the Arcadia Public Library. Subsequently, staff met with Armstrong & Walker Landscape Architecture (“Armstrong”) to discuss the project and retained their services at a significantly discounted rate.

Armstrong was asked to provide a range of proposals that were not only within the authorized appropriation amount, but generally followed the design criteria provided by the City Council to include:

- The area includes both grass areas in front on the Museum and MEC, along with the lawn area next to the parking lot
- Drought tolerant landscaping similar to what is at the Library
- Utilization of decomposed granite
- A memorial to honor Ms. Libby including a plaque
- Use of in-house labor and other contracts to offset costs
- Remove the metal fencing around the Hugo Reid statue to improve the aesthetic

Armstrong provided three conceptual drawings that are discussed in further detail below. After several rounds of discussion, the final conceptual drawings were submitted to three landscape contractors for bid. The City encountered some difficulty finding contractors that were willing to submit proposals for the project and those that did submit bids provided extraordinarily high proposals. Staff spent several weeks working with bidders to fine tune their proposals to align with the City’s experience and expectation of costs for similar projects. Proposals ranged in cost from \$77,000 to \$157,000, with the City’s existing landscape contractor, Mariposa, providing the most comprehensive proposals. This item was scheduled to be discussed in March 2021 but was tabled pending further deliberations of the City Council.

At the November 30, 2021, Goal Setting Study Session, the City Council directed the City Manager to bring forward this item for further City Council discussion.

DISCUSSION

Armstrong provided the City with three conceptual landscape plans. The proposals range in complexity and detail, from a full enhancement (Plans A & B) to a more modest design (Plan C), as described below. It is important to note that these options are for the courtyard area only to provide an apple to apples comparison. The parking lot area is listed separately should the City Council elect to complete the work in phases.

Landscape Plan A

This plan (Attachment No. 1) includes the use of river rock and boulders to create two dry streambeds on both sides of the concrete pathway through the courtyard, with bioswales at both ends of the beds. The courtyard area is slightly sloped so streambeds will provide a natural and contoured look. The plan also features an 18" high sitting wall that can be brick or tiled. It sits directly across from the memorial area for Ms. Libby and can include a standalone feature like a bird bath or other small ornamental feature. The grass area will be replaced with drought tolerant ground cover, in addition to other drought tolerant and native plantings throughout. This is the most lavish option.

Landscape Plan B

This plan (Attachment No. 2) also includes the use of river rock and boulders to create two dry streambeds; however, they are smaller in scale. This plan adds additional decomposed granite walkways through the grass area. The memorial area will be featured in the middle of courtyard and connected by a pathway. Like Plan A, the grass area will be replaced with drought tolerant ground cover in addition to other drought tolerant and native plantings throughout. This option is less expensive than Plan A, but still provides for a dramatic change to the entire area between the buildings.

Landscape Plan C

This plan (Attachment No. 3) is the most modest of the proposals. This plan was requested to better align with the existing budget appropriation for the project. In this plan, the grass area will be replaced with drought tolerant ground cover, in addition to other drought tolerant and native plantings throughout. The existing bench remains in the courtyard and is directly across from a memorial area that can include a standalone feature as described in the other proposals. The plan also incorporates a single bioswale with medium size boulders along the planting's boundaries.

Museum Parking Area (Potential Add-On)

This area (included with Attachment No. 2) replaces the grass along the parking lot for the Museum with drought tolerant ground cover, in addition to other drought tolerant and native plantings throughout. It also features a dry stream bed and boulders to tie into the design elements in the courtyard. This can be incorporated into any of the Plans should the City Council wish to expand the project boundaries.

The Public Works Services Department ("PWSD") contacted Mariposa in December 2021 to see if they would still honor their original bid pricing; however, Mariposa indicated that

they could not honor the original pricing and ultimately declined to offer a revised proposal.

Given the situation, the PWSD carefully evaluated the plans and determined the costs utilizing in-house services. The PWSD confirmed that all work described in the conceptual landscape plans can be performed by City employees and at a substantially lower cost than the bids previously provided.

For each proposal, the PWSD has provided the full cost of the work to be performed; however, the City Labor costs listed will generally be routine staff costs that are already included in the Department’s budget.

	CITY LABOR	MATERIALS	TOTAL
LANDSCAPE PLAN A	\$26,100	\$9,400	\$35,500
LANDSCAPE PLAN B	\$18,300	\$7,600	\$25,900
LANDSCAPE PLAN C	\$3,800	\$7,500	\$11,300
MUSEUM PARKING AREA (ADD-ON)	\$9,100	\$3,500	\$12,600

While all of the options would be fitting to honor Carol Libby, Plan B provides the best balance of function, water efficiency, and cost consciousness while still creating a dramatic visual change for the area. For this reason, Plan B is recommended, along with the Museum Parking Area Add-on, either as part of this project, or as part of the FY 2022-23 Budget. This could bring the total Materials cost to \$11,100 and Labor to \$27,400, for an overall project cost of \$38,500.

Project Timing

While there will be a significant cost savings to complete the work in-house, it will require more time to complete the project in order for staff to complete this task along with routine duties. Upon selection of the design proposal, PWSD will begin to make preparations for the work this Spring. It is imperative that all sod is appropriately removed below the surface, and that the area is irrigated and then sprayed with a herbicide when the grass comes up to prevent the grasses from returning later. This will require for work to continue well into Spring and will ensure that the temperatures are high enough to get a good growth to eradicate all existing turf. The project would then be able to proceed, with work being completed by the end of the Summer 2022.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA per section 15061(b)(3) of the CEQA Guidelines.

FISCAL IMPACT

The City Council approved a \$25,000 allocation from the General Fund Reserve to complete this project at the October 20, 2020, Council Meeting. The total costs for design work performed by Armstrong was \$1,700 and was funded separately. Materials costs for any of the alternatives are within the existing appropriation for this project and staff time can be accommodated either within this appropriation or existing staffing budgets. Therefore, no additional allocation is required regardless of which option is selected, unless the City Council would like to contract this project out.

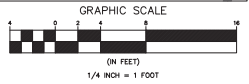
The City is also researching turf rebates through SoCal WaterSmart to offset some of the costs of the project. Those efforts are still ongoing.

RECOMMENDATION

It is recommended that the City Council determine that the project is categorically exempt pursuant to the requirements of the California Environmental Quality Act (“CEQA”); and select design Plan B with the Museum Parking Lot Add-on for the Carol Libby Memorial Courtyard.

Attachments: 1. Landscape Plan A
 2. Landscape Plan B
 3. Landscape Plan C

Attachment No. 1





PLANNED BY:
 ARSUSKING AND WALKER
 200 West Columbia Street
 Duarte, CA 91010
 Phone: 626-251-6100
 arsusing@arcadialand.com

REVISION	DATE	DRAWN BY	CHWD BY	APPROVED	DATE	JOB NO.	DRAWN BY	DESIGNED BY
					09/10/13		CLAUSIA BULLANO	TERRY HENNER
							TERRY HENNER	TERRY HENNER
APPROVAL RECOMMENDED BY:				CITY ENGINEER		ICE		DATE

ADDED SLOT DRAIN AND REVISED GRACES

CITY OF ARCADIA
 PUBLIC WORKS SERVICES DEPARTMENT
 85% PROGRESS SET

MUSEUM EDUCATION CENTER DESIGN/BUILD PROJECT
 CONCEPTUAL LANDSCAPE PLAN
 ALTERNATE A

SHEET XX OF XX
 DRAWING NO.
L1.0

Attachment No. 2



PLANNED BY:
 ARSENIO LAND
 WALKER
 200 West Colton Road
 Duarte, CA 91010
 Phone: 626-271-0100
 arsenio@arsenioland.com

REVISION	DATE	DRAWN BY	CHKD BY	APPROVED	DATE	JOB NO.	DRAWN BY	DESIGNED BY

APPROVAL RECOMMENDED BY: _____
 CITY ENGINEER: _____
 DATE: _____

CITY OF ARCADIA
 PUBLIC WORKS SERVICES DEPARTMENT
 85% PROGRESS SET

MUSEUM EDUCATION CENTER DESIGN/BUILD PROJECT
 CONCEPTUAL LANDSCAPE PLAN
 ALTERNATE B

SHEET XX OF XX
 DRAWING NO.
L2.0



STAFF REPORT

Office of the City Manager

DATE: February 7, 2022

TO: Honorable Mayor and City Council

FROM: Dominic Lazzaretto, City Manager
By: Michael Bruckner, Deputy City Manager

SUBJECT: REPORT, DISCUSSION, AND DIRECTION REGARDING FILLING THE UNEXPIRED TERM FOR CITY COUNCIL DISTRICT 5, INCLUDING RESOLUTIONS NECESSARY TO CALL A SPECIAL MUNICIPAL ELECTION

Recommendation: Provide Direction

RESOLUTION NO. 7408 CALLING AND GIVING NOTICE OF A SPECIAL MUNICIPAL ELECTION TO BE HELD IN CITY ELECTORAL DISTRICT 5 ON TUESDAY, JUNE 7, 2022, TO FILL A VACANCY ON THE CITY COUNCIL AS REQUIRED BY THE PROVISIONS OF THE CITY CHARTER AND THE LAWS OF THE STATE OF CALIFORNIA RELATING TO CHARTER CITIES

Recommendation: Adopt

RESOLUTION NO. 7409 ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 7, 2022

Recommendation: Adopt

RESOLUTION NO. 7410 REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 7, 2022, WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO SECTION 10403 OF THE CALIFORNIA ELECTIONS CODE

Recommendation: Adopt

RESOLUTION NO. 7411 AMENDING THE FISCAL YEAR 2021-22 GENERAL FUND BUDGET AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE GENERAL FUND RESERVE IN THE AMOUNT OF \$20,000 FOR AN ALL-ALL MAIL-BALLOT SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 7, 2022, AND RELATED ELECTION SERVICES

Recommendation: Adopt

SUMMARY

A vacancy exists in City Council District 5 because of the passing of Council Member Chandler. The City Charter indicates that the City Council can appoint someone to fill the unexpired term or call for a Special Municipal Election.

At its December 9, 2021, Special Meeting, the City Council interviewed 11 prospective City Council candidates to fill the unexpired term in City Council District 5. At that meeting, which concluded on December 13, 2021, a consensus of the City Council was not reached on a candidate to fill the vacancy nor was consensus reached on calling for an election.

The City Council has indicated that they would like to revisit this discussion. Should the City Council wish to call for a Special Municipal Election, the necessary resolutions and supporting documents have been attached to this report for consideration.

It is recommended that the City Council provide direction on filling the vacancy for Council District 5.

BACKGROUND

Article IV, Section 403 of the Arcadia City Charter prescribes the manner in which City Council vacancies are to be filled. The Charter states that the City Council has 30 days to fill a vacancy by appointment to the City Council. In order to be eligible for appointment to the City Council, an applicant must be an Arcadia resident currently residing in District 5 and a registered voter. The Charter requires that at least three of the remaining City Council Members agree on the appointee.

At the November 30, 2021, Special Meeting, the City Council directed the City Manager to solicit applications for appointment to fill the unexpired term in District 5. On December 1, 2021, the City announced that it was seeking applications to fill the vacancy, with applications due to the City Clerk's Office by 7:30 a.m. on Monday, December 6, 2021. The City received 14 applications in total; however, only 11 applications were referred to the City Council as meeting the application and eligibility requirements.

At its December 9, 2021, Special Meeting, the City Council interviewed 11 prospective City Council candidates to fill the unexpired term in City Council District 5. During the interview process, one candidate did not show, one candidate was determined to live outside District 5, and another candidate withdrew his nomination. After several rounds of deliberation on the remaining qualified candidates over several days of discussions, which concluded on December 13, the City Council was unable to reach a three vote consensus on an appointment.

Likewise, a motion was made by Mayor Tay and seconded by Mayor Pro Tem Cheng to adopt resolutions relating to an All-Mail Ballot Special Municipal Election to be held on Tuesday, April 12, 2022. The motion failed on a 2-2 vote.

DISCUSSION

Government Code Section 36512 states the election should occur on the earliest practical date but not less than 114 days prior to calling for the election. Therefore, the April 12 date is no longer possible. The next possible election date under Elections Code 1000(c) is the Tuesday, June 7, 2022, statewide primary.

Staff has been in contact with the County of Los Angeles Registrar/Recorder's Office regarding the vacancy and the potential need for a special election. The County estimates that the cost to provide elections administration services is on June 7 would be \$15,000, which is significantly less than the approximately \$150,000 it would have cost in April. This is because the June statewide primary costs would be shared by far more cities than a smaller election held in April. The City Clerk's Office usually retains the services of an elections consultant to assist with the preparation of elections materials as well as to provide guidance on elections related issues. If the City Council wishes to call for a Special Municipal Election, Resolution No. 7411 amending the Fiscal Year 2021-22 budget to provide a total of \$20,000 in additional funds for elections activities would be necessary.

FISCAL IMPACT

It is estimated that a Special Municipal Election in District 5 will cost a total of approximately \$20,000.

ENVIRONMENTAL ANALYSIS

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

RECOMMENDATION

It is recommended that the City Council provide direction on filling the vacancy in Council District 5. If the City Council wishes to call for a Special Municipal Election, then it should take the following actions:

1. Determine that this action is not a project and is, therefore, exempt under the California Environmental Quality Act (“CEQA”).
2. Adopt Resolution No. 7408 calling and giving notice of a Special Municipal Election to be held in City Electoral District 5 on Tuesday, June 7, 2022, to fill a vacancy on the City Council as required by the provisions of the City Charter and the laws of the State of California relating to Charter cities.
3. Adopt Resolution No. 7409 adopting regulations for candidates for elective office pertaining to candidates statements submitted to the voters at a Special Municipal Election to be held on Tuesday, June 7, 2022.
4. Adopt Resolution No. 7410 requesting the Board of Supervisors of the County of Los Angeles to consolidate a Special Municipal Election to be held on Tuesday, June 7, 2022, with the Statewide Primary Election to be held on the same date pursuant to Section 10403 of the California Elections Code.
5. Adopt Resolution No. 7411 amending the Fiscal Year 2021-22 General Fund Budget authorizing a supplemental appropriation from the General Fund Reserve in the amount of \$20,000 for a Special Municipal Election to be held on Tuesday, June 7, 2022, and related election services.

Attachment No. 1: Resolution No. 7408

Attachment No. 2: Resolution No. 7409

Attachment No. 3: Resolution No. 7410

Attachment No. 4: Resolution No. 7411

RESOLUTION NO. 7408

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, CALLING AND GIVING NOTICE OF A SPECIAL MUNICIPAL ELECTION TO BE HELD IN CITY ELECTORAL DISTRICT 5 ON TUESDAY, JUNE 7, 2022, TO FILL A VACANCY ON THE CITY COUNCIL AS REQUIRED BY THE PROVISIONS OF THE CITY CHARTER AND THE LAWS OF THE STATE OF CALIFORNIA RELATING TO CHARTER CITIES

WHEREAS, a vacancy in the office of City Councilmember representing District 5 on the Arcadia City Council was created by the death of Roger Chandler on November 13, 2021; and

WHEREAS, the term of office in which the vacancy occurs ends in November, 2022; and

WHEREAS, pursuant to City Charter Section 403 and California Government Code Section 36512, a vacancy on the City Council may be filled either by appointment or by calling a special election to be held on the "earliest possible date", which is the next regularly established election date not less than 114 days from the call of the special election; and

WHEREAS, the City Council has not filled the vacancy by appointment; and

WHEREAS, pursuant to California Elections Code Section 1000, June 7, 2022, is the next regularly established election date that is not less than 114 days from the call of the special election; and

WHEREAS, because this Council seat represents Electoral District 5, pursuant to Arcadia Municipal Code Section 1704, the election to be held on Tuesday, June 7, 2022, for the purpose of filling this vacant seat on the City Council, shall be limited to candidates legally qualified and residing in Electoral District 5 and shall be voted upon only by qualified and registered voters residing in Electoral District 5.

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

SECTION 1. That pursuant to the requirements of the City Charter and laws of the State of California relating to charter cities, there is hereby called and ordered to be held in Electoral District 5 of the City of Arcadia, California, on Tuesday, June 7, 2022, a Special Municipal Election for the purpose of the election of a Councilmember for the term of office in which the vacancy was created by the death of Councilmember Roger Chandler which ends November, 2022.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the City Clerk is hereby authorized, instructed and directed to procure and furnish, or cause to be procured and furnished from the Los Angeles County Registrar of Voters/Election Department, any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That pursuant to the Arcadia Municipal Code Section 1704, only persons legally qualified and residing in Electoral District 5 may run as candidates and be elected to fill this Council vacancy, and only duly qualified and registered voters residing in Electoral District 5 may cast a ballot to elect a candidate to fill this Council vacancy.

SECTION 5. That in all particulars not recited in this resolution, the Special Municipal Election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of the holding of the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election in time, form and manner as required by law.

SECTION 7. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Passed, approved and adopted this 7th day of February, 2022.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:

Stephen P. Deitsch

Stephen P. Deitsch
City Attorney

RESOLUTION NO. 7409

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 7, 2022.

WHEREAS, a vacancy in the office of City Councilmember representing District 5 on the Arcadia City Council was created by the death of Roger Chandler on November 13, 2021; and

WHEREAS, by adoption of Resolution No. 7408 on February 7, 2022, the City Council has called and given notice of a Special Municipal Election to be held on Tuesday, June 7, 2022, in Electoral District 5 of the City of Arcadia, County of Los Angeles, for the purpose of electing a qualified replacement to fill the Council vacancy at said Special Municipal Election; and

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency shall adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates' statement.

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

SECTION 1. GENERAL PROVISIONS. Pursuant to Sections 13307 and 13308 of the Elections Code of the State of California, each candidate for elective office to be voted for at the Special Municipal Election to be held in the City of Arcadia on Tuesday, June 7, 2022, may prepare a candidate's statement on an appropriate form provided by

the Elections Official for inclusion in the voter information guide. The statement may include the name, age and occupation of the candidate and a brief description of no more than two hundred (200) words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. In addition, the statement shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The statement shall be filed in typewritten format in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY.

(A) Pursuant to the Federal Voting Rights Act, the City is required to translate candidate statements into the following languages: Spanish, Simplified Chinese and Traditional Chinese.

(B) Pursuant to State law, a candidate's statement must be translated and printed in the voter information guide in any language at the candidate's request.

(C) The Elections Official shall:

(1) Translations

(a) have all candidate statements translated into the languages specified in subsection (A) above; and

(b) have translated those statements into the languages as requested by the candidate in subsection (B) above.

(2) Printing

(a) print all translations of all candidate statements in the main voter information guide. The main voter information guide will be in the following languages: Spanish, Simplified Chinese and Traditional Chinese.

(b) print any translations of candidates in the languages as requested by the candidate in subsection (B) above.

SECTION 3. PAYMENT.

- A. The candidate shall be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in subsections (A) and (B) of Section 2 above pursuant to Federal and State law.
- B. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter information guide.
- C. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language required by subsection (A) of Section 2 above in the main voter information guide.
- D. The candidate shall be required to pay for the cost of printing the candidate's statement in any foreign language requested by the candidate pursuant to subsection (B) of Section 2 above in the main voter information guide.

The Elections Official shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the Elections Official his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. The estimate of costs is just an approximation of the actual cost that varies from one election to another and the actual cost may ultimately be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Each candidate shall be required to pay upon receipt of an invoice his or her prorated share of actual costs should those costs exceed the estimated amount deposited. In the event of overpayment, the Elections Official shall prorate the excess amount among the candidates and refund the excess amount paid within thirty (30) days of the election.

SECTION 4. MISCELLANEOUS.

- A. All candidate statements shall be translated by certified, registered or qualified translators/interpreters meeting the criteria of Elections Code Section 13307(b)(2).
- B. The Elections Official shall allow bold type, underlining, capitalization, indentations, bullets, and leading hyphens to the same extent and manner as allowed in previous City elections.
- C. The Elections Official shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

SECTION 5. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the sample ballot or voter information guide package.

SECTION 6. The Elections Official shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 7. All previous resolutions establishing City Council policy on payment for candidates' statements to the extent they are inconsistent herewith are deemed to be of no further force or effect.

SECTION 8. This Resolution shall apply only to the election to be held on June 7, 2022, and shall thereafter be deemed to be of no further force or effect.

SECTION 9. The City Clerk shall certify to the adoption of this Resolution.

Passed, approved and adopted this 7th day of February, 2022.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:

Stephen P. Deitsch

Stephen P. Deitsch
City Attorney

RESOLUTION NO. 7410

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 7, 2022, WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO SECTION 10403 OF THE CALIFORNIA ELECTIONS CODE

WHEREAS, a vacancy in the office of City Councilmember representing District 5 on the Arcadia City Council was created by the death of Roger Chandler on November 13, 2021; and

WHEREAS, by adoption of Resolution No. 7408 on February 7, 2022, the City Council has called and given notice of a Special Municipal Election to be held on Tuesday, June 7, 2022, in Electoral District 5 of the City of Arcadia, County of Los Angeles, for the purpose of electing a qualified replacement to fill the Council vacancy at said Special Municipal Election; and

WHEREAS, it is desirable that the Special Municipal Election be consolidated with the Statewide Primary Election to be held on the same date, and that within the City the precincts, polling places and election officers of the two elections be the same, and that the Los Angeles County Registrar-Recorder/County Clerk canvass the returns of the Special Municipal Election, and that the election be held in all respects as if there were only one election.

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

SECTION 1. That pursuant to the requirements of Section 10403 of the California Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a Special Municipal Election with the Statewide Primary Election on Tuesday, June 7, 2022, for the purpose of the election of one (1) Member of the City Council to fill a Council vacancy.

SECTION 2. That the Los Angeles County Registrar-Recorder/County Clerk is authorized to canvass the returns of the Special Municipal Election for the City of Arcadia. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. Pursuant to Elections Code Section 10418, the election will be held and conducted in accordance with the provisions of law regulating the Statewide General Election.

SECTION 3. That the Board of Supervisors of the County of Los Angeles is requested to issue instructions to the Los Angeles County Registrar-Recorder/County Clerk to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of Arcadia recognizes that additional costs will be incurred by the County of Los Angeles by reason of this consolidation and agrees to reimburse the County of Los Angeles for any costs upon presentation of reasonably detailed invoices.

SECTION 5. That the City Clerk is hereby directed to forward without delay a certified copy of this resolution to both the Board of Supervisors of the County of Los Angeles and the Los Angeles County Registrar-Recorder/County Clerk.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

Passed, approved and adopted this 7th day of February, 2022.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:

Stephen P. Deitsch

Stephen P. Deitsch
City Attorney

RESOLUTION NO. 7411

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING THE FISCAL YEAR 2021-22 GENERAL FUND BUDGET AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE GENERAL FUND RESERVE IN THE AMOUNT OF \$20,000 FOR A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 7, 2022, AND RELATED ELECTION SERVICES

WHEREAS, by adoption of Resolution No. 7408 on February 7, 2022, the City Council has called and given notice of a Special Municipal Election to be held on Tuesday, June 7, 2022, in Electoral District 5 of the City of Arcadia, County of Los Angeles, for the purpose of electing a qualified replacement to fill the Council vacancy at said Special Municipal Election; and

WHEREAS, it is desirable that the Special Municipal Election be consolidated with the Statewide Primary Election to be held on the same date, and for the Los Angeles County Registrar-Recorder/County Clerk to administer the election on behalf of the City; and

WHEREAS, the Los Angeles County Registrar-Recorder/County Clerk has indicated that the cost to administer the Special Municipal Election is approximately \$15,000; and

WHEREAS, in anticipation of the Special Municipal Election, the City Clerk's Office will need to acquire additional supplies and materials, as well as the retention of an elections consultant to assist the City with election-related issues; and

WHEREAS, the City Manager has certified that there available funds in the General Fund Reserve for appropriation.

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

SECTION 1. The sum of Twenty Thousand Dollars (\$20,000) is hereby appropriated in the City Clerk's Office budget for the foregoing purpose, offset with an equal reduction in the General Fund Reserve Fund.

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

Passed, approved and adopted this 7th day of February, 2022.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:

Stephen P. Deitsch

Stephen P. Deitsch
City Attorney